



New Steps to Post Press Releases to the State Calendar

In this example, IOT was used. Just substitute your agency name in IOT's place.

1. Go to [https://events.in.gov/\(agency acronym\)](https://events.in.gov/(agency acronym)).
2. Login with the same username and password used to unlock your computer.
3. Go to Administration on the top navigation.
4. Click on Events – Add Event.
5. Enter Event Details including Name, Description. Make your Press Release live.
6. Under Schedule, include Start Date and Time, (Use “6pm,” etc.) and if you want the press release to repeat (By default events are set to never repeat, but you have the option of daily, weekly or monthly.)
7. Under Location, select Virtual.
8. Upload images or choose from the provided Photo Library.
9. Under Classifications, Event Type: Press Releases.
10. Enter your agency acronym on Calendar and your agency name on Groups.
11. Under Custom Fields, include the Contact Name, Phone and Email.
12. Add any additional details including keywords, tags and hashtags for social media.
13. Under User Engagement, keep Allow User Activity and Allow User Interest checked.
14. Under Visibility choose:
 - a. Public: By default, all events are Public which means they are always displayed on the calendar and to anyone who visits your calendar.
 - b. Unlisted: This option will prevent the event from being displayed on the calendar. The only way to see the event is through the event URL, circulated by the event creator or an Event Admin.
 - c. Restricted: Restricts the event's visibility to specified locations.

For a more detailed guide, please go to <https://www.in.gov/inwp/calendar/>.