This is a shared calendar for McGill School of Information Studies student activities, including meetings, workshops, bake sales, tours, symposia, events, etc.; key SIS events; and select McGill dates. To add a student event:

**STEP 1: Log in**
1. Go to calendar
2. Click the “+Google calendar” icon at bottom right corner.
3. Log in with your student group’s Google account.
4. If your group does not have a Google account, or if you want to request access to edit the calendar with a personal Google account, send an email from your McGill email account to sis(at)mcgill.ca. In the email, include your Google email address, name of your SIS student group, and name of your position in the group (e.g. Secretary). Allow 2-3 working days for the request to be processed.

**STEP 2: Add an event**
Double-click on the calendar. Add:
- Title (beginning with group acronym, as relevant)
- Date and time
- Location
- Description: notes/contact info

*Click “SAVE”*

**Contact**
Have questions or need assistance? Please contact the McGill Information Studies Student Association (MISSA) Communications Officer (click to view contact info) or the School at sis(at)mcgill.ca.

**Disclaimer**
The School and MISSA are not responsible for errors or omissions in the internal shared calendar. For more information about events, contact the SIS group affiliated with the event. The platform used for the shared calendar is a pilot project and is subject to change based on the needs of the School, SIS community, and/or applicable policies.