

Subscribing to the SPS Engage Event Calendar

What is SPS Engage?

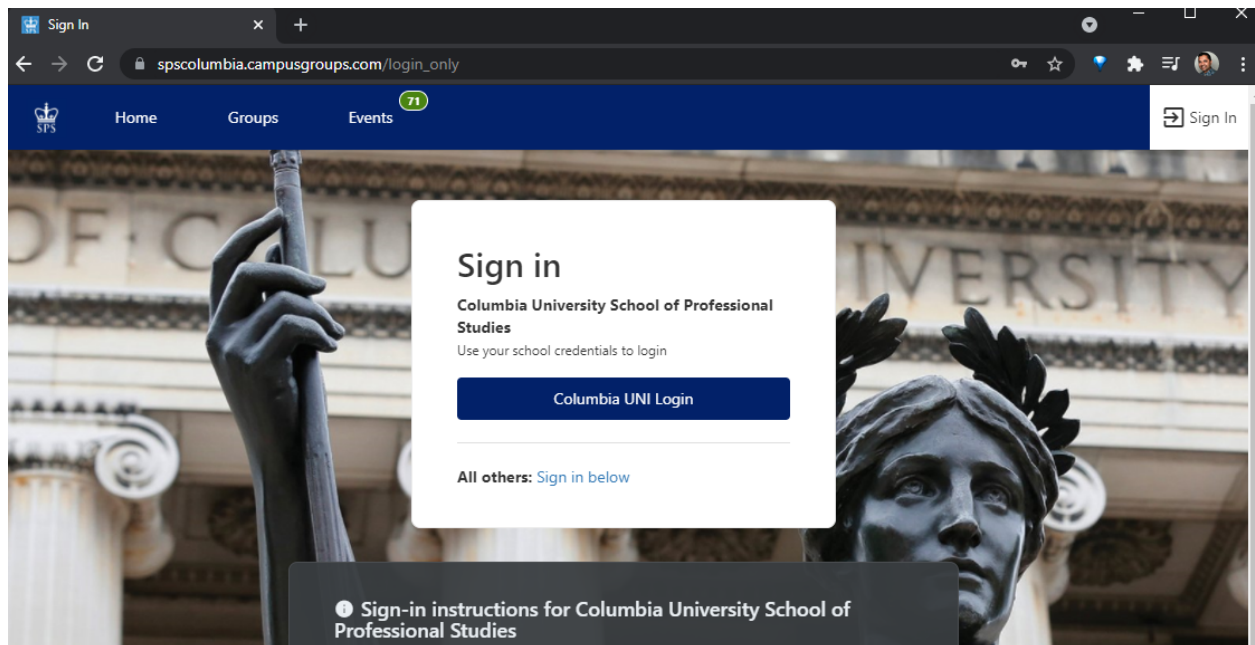
SPS Engage, powered by CampusGroups is the SPS Student Life community platform where students can engage with each other, student organizations, administrators and departments at SPS. The platform offers a comprehensive suite of tools to manage clubs, events, and campus-wide communications more efficiently.

What is the Events Calendar?

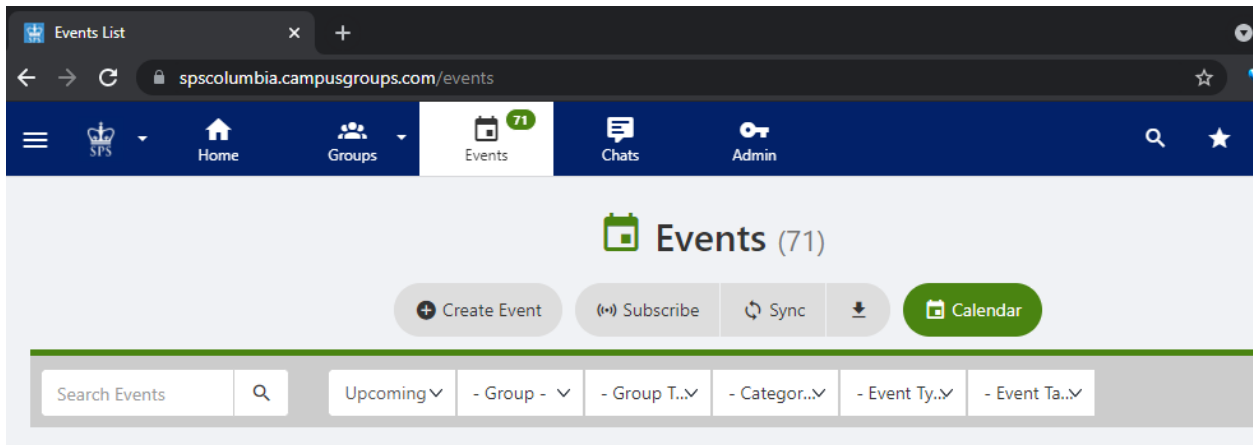
SPS Engage allows student clubs/organizations, Programs, and departments to post and promote various student events. SPS Engage allows you to subscribe to one or all of the various event calendars so that you have real-time information on event details in your own calendar via subscription.

SPS Engage calendars can be synchronized with Google Calendar or Office 365 Calendar.

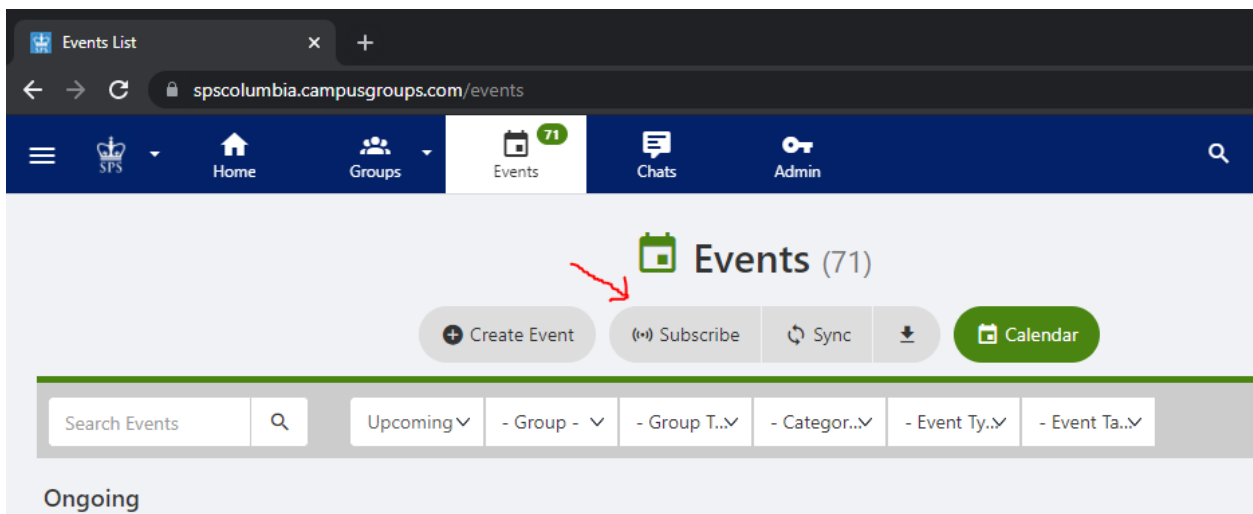
1. Login to [SPS Engage](https://spscolumbia.campusgroups.com) (spscolumbia.campusgroups.com) via Single Sign-On



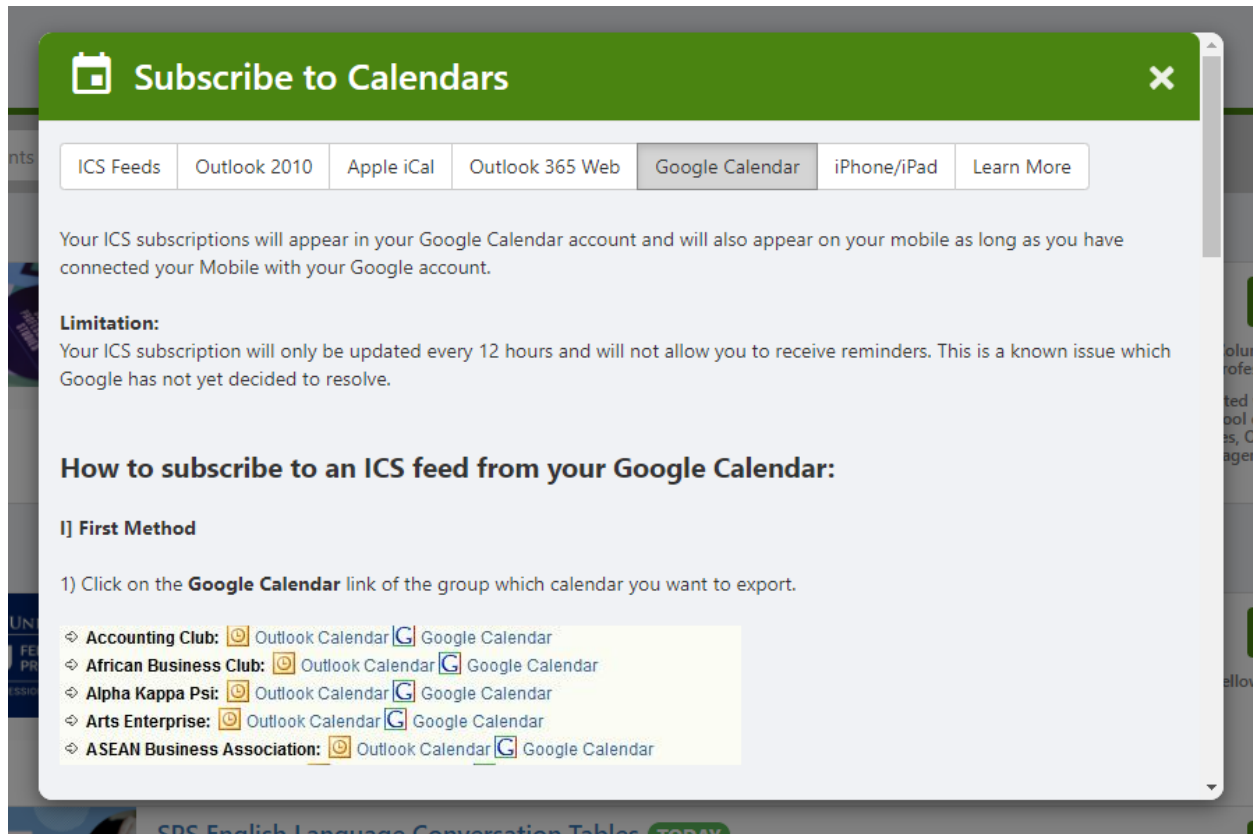
2. Once logged in, click on the Events icon in the top menu



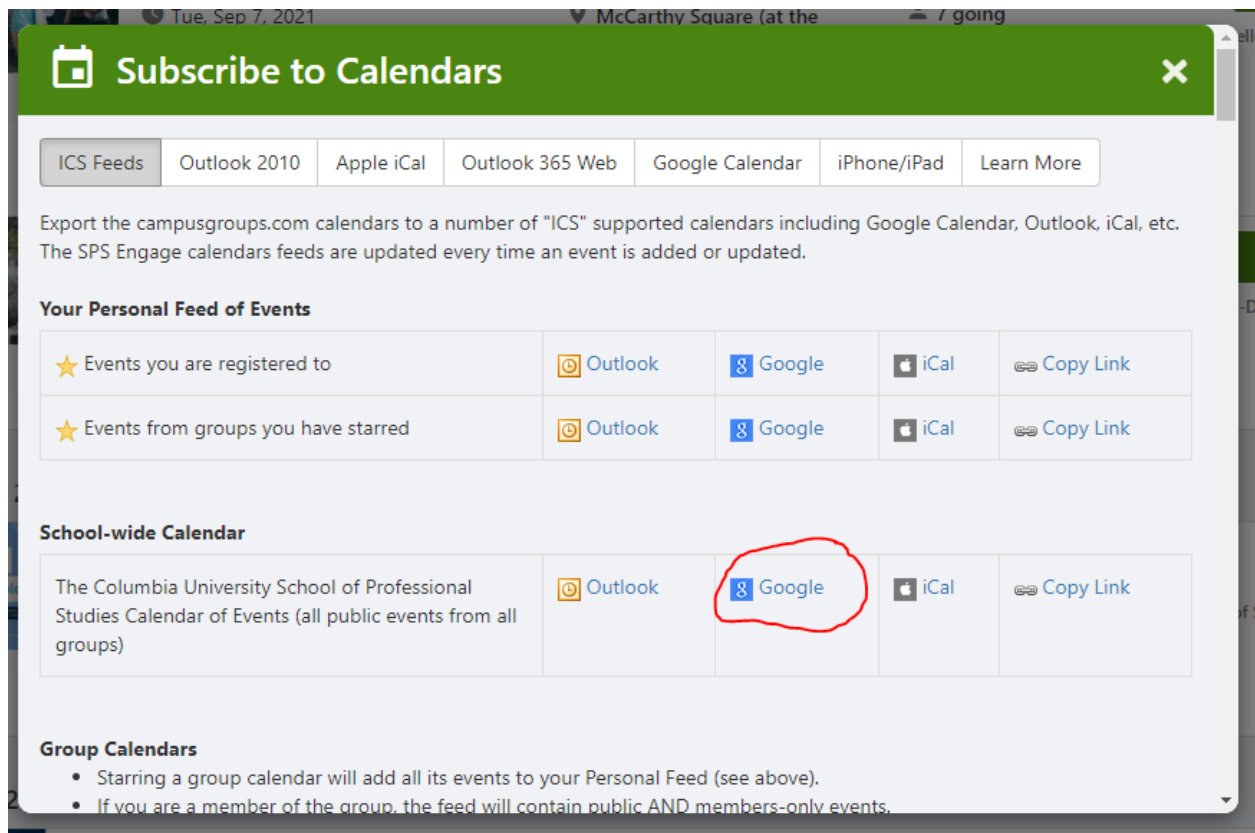
3. Find the Subscribe button in the top-middle menu buttons, Click it



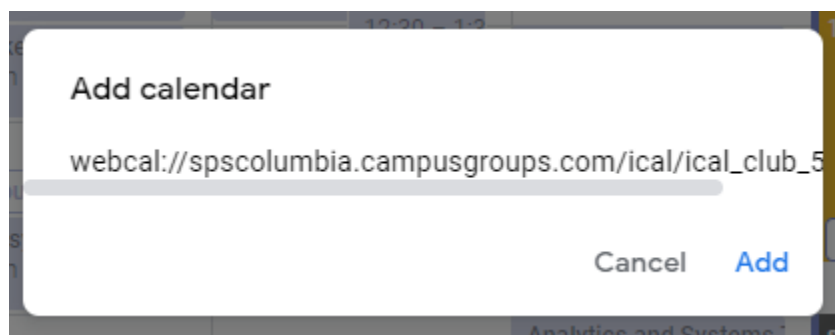
4. In the pop-up menu you will see several options for subscribing to event calendars, click on Google Calendar if you primarily use Lionmail at SPS. Here you will find detailed instructions on how the Google Calendar subscription will work including any limitations that exist. Use this tab as a reference if you encounter any issues.



5. On this tab you will find all the event calendars that exist on SPS Engage.
 - a. Circled in the image below you will find the **School-wide Calendar**, this will be the most comprehensive calendar option for all public events from all groups.
 - b. If you wish to subscribe to specific group calendars (i.e. Applied Analytics Student Club event calendar), you can scroll down and find and subscribe to each group calendar separately.



6. Once you click on the Google icon, you will see a pop-up (make sure Pop-ups are enabled in your browser). You will see an option to add the selected calendar to your personal Lionmail calendar.



7. Once added, on your LionMail Calendar you will be able to enable/disable the Engage calendar(s) in your Other Calendars menu as you can with other calendars you've subscribed to.