

Calendar of Events Help

Adding a New Event

To add a school event, click the "Add Event" link. A school that adds a new event is an "initiator." You can officially invite other schools to participate by adding them to the event listing while you are editing an event that you have initiated.

If no other schools are invited, the event will be displayed under "Individual Recruiting Events." Multiple-school events will be displayed under "Events Shared with Other Schools."

Editing, Deleting, and Copying Events

Edit an event by clicking on the "Edit" button to the right of the event listing. You may only edit events that your school has initiated.

Delete an event by clicking on the "Delete" button to the right of the event listing. You may not delete a multiple-school event unless your school was the initiator of that event.

Copy an event when you want to use an existing event listing as a template for a new event. You may not post events that are exact duplicates of other events.

About School "Status"

Schools who are involved in multiple-school events show a status of either "Accepted," "Declined," or "Pending."

"Accepted" means that a school has accepted the invitation to take part in a multiple-school event. Initiator schools have a status of "Accepted" by default.

"Declined" means that a school has declined the invitation.

"Pending" means that a school has been invited but has not yet accepted or declined.

If a school's status for an event is "Declined" or "Pending," it will not appear in that event listing on mba.com and will not be seen by prospective candidates.

To change your school's status for an event, click on "Your Status." A window will appear in which you will be able to modify your school's status.

A school that initiates an event can later choose not to participate by setting its own status to "Decline." This will have no effect on the event listing or status of other invited schools. However, only the initiating school can delete the event from the Calendar of Events.

To view the status of other invited schools, click on "Participant Status."

Adding Deadlines

Schools can add Application, Financial Aid, or Scholarship deadlines by clicking the "Add Deadline" link in the lower section of the page. Select a deadline type and include a short, detailed description. The type



and description will be joined together in the deadline listing. For example, if you selected "Financial Aid Deadline" and entered "for September admission" into the text field, the deadline would display as "Financial Aid Deadline for September admission."

Deadlines are displayed on the School Events page of mba.com.

Requirements

This service is limited to graduate management education institutions that have qualified as GMAT® recipients and approved third-party event management companies.

If you are employed by a graduate management institution that receives GMAT scores, simply create a profile on gmac.com and you will be eligible to use this service immediately.

Third-party event management companies, please create a profile on gmac.com and contact customercare@gmac.com access to this service. Please allow two business days for access to be granted. Please note: in order to add an event, there must be at least one school attending.