MIT Events Calendar - Group & Department Officer Role

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Group and Department officers are only able to edit their group or department description. To edit description, go to your user profile then **My Groups** and see **Group Officer** section. If something else needs to be edited, contact the MIT Events Calendar Team at calendar@mit.edu, since officers do NOT have administrator permissions.

Additionally, officers may send messages to their group members in the user profile by going to **Messages.** Group and Department Officers will appear as followers on their group or department landing page.

Note: Removing yourself from a group or department from **My Groups** will no longer list you as a follower and you will no longer be able to edit the group or department description. If this happens to you, please contact the MIT Events Calendar Team for help.

See Also

- MIT Events Calendar Landing Page
- Localist Frequently Asked Questions and Support Documentation