Department of Environmental Studies

UNIVERSITY OF COLORADO **BOULDER**

User guide: How to Submit an Event for the ENVS Events Calendar

Members of the Environmental Studies department and greater CU Boulder community may add university-sponsored events to departments events calendar. To submit an event, visit the University's events calendar homepage and select, **Submit an Event**. (Note: Every event submission is reviewed for approval by the departments calendar administrators.
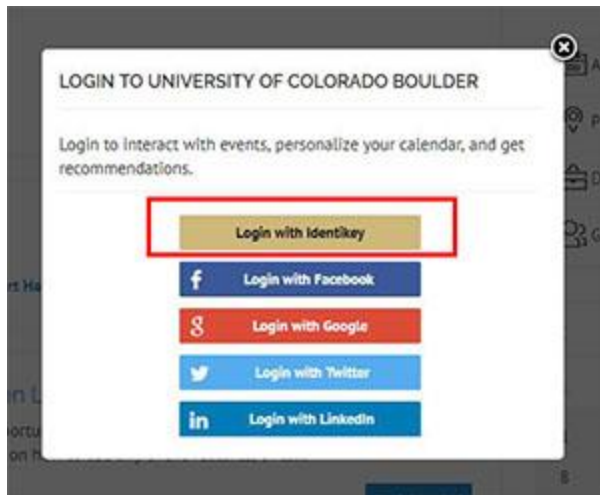
1. Log In

You must login to submit an event or make any changes to an event you have already submitted.

Click the "Login" link at the top of the events calendar homepage. Use your CU Identikey username and password to sign in.
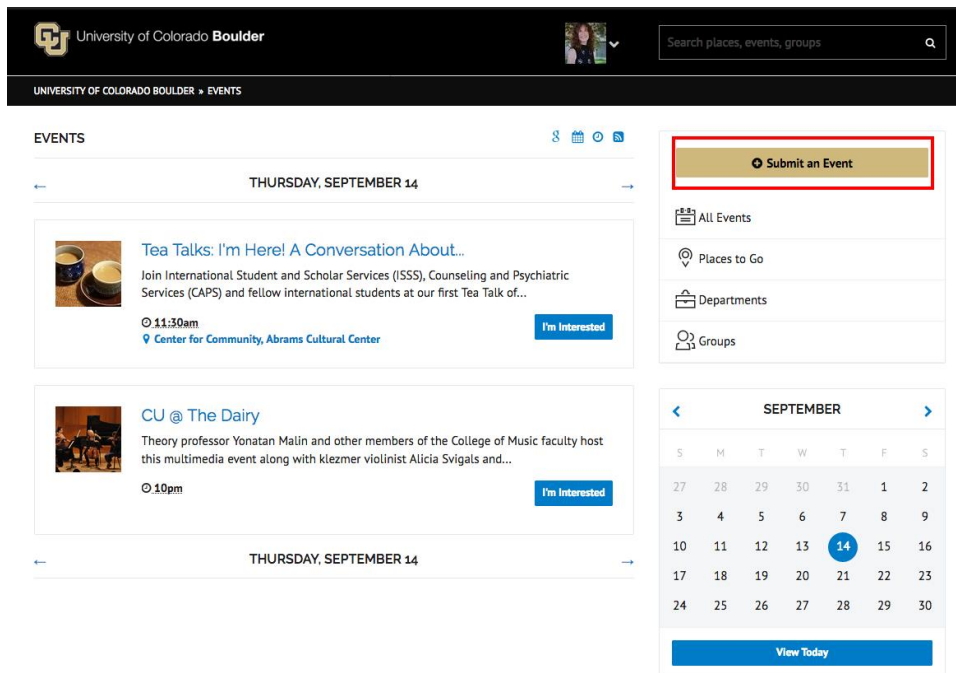
If this is your first time signing into the university calendar, you will be prompted for your name and CU email in order to create a new profile.

2. Submit an Event:

On the calendar homepage, click Submit an Event

A form will open for you to enter the details of your event

3. Event Form:

Name: (required) After you enter the event's name, Localist may display a duplicates warning, which will detail if there are any possible matching events in the past or future.

Description: Enter a description of the event.

Schedule:

Start Date: (required) There are several ways you can enter a date (e.g., Oct 3, October 3, 10/3, Next Friday, Today, Tomorrow, 10/3/14). As you type, the area below the date field will update accordingly.

Start Time/End Time: (not required, but preferred) Events do not require these times, but if there is an end time, there should be a start time (and vice versa). If your event occurs all day, leave the start and end times blank. Note: If you do not attribute A.M. or P.M. in this field, the platform defaults to A.M.

Repeating: By default, events are set to never repeat. Use the drop-down menu to indicate if your event occurs more than once. Use the Repeating Until drop-down to help refine the occurrences. Modify the dates using the Overwrite scheduled dates option.

Add Above to Schedule: When you have configured your schedule you will need to click the Add Above to Schedule button to generate your event;s schedule. You can further modify and edit the created schedule if necessary.

Location:

Event Place: Start typing your event location and the calendar will offer suggestions in the area below the field. You can either select an option from the list of suggestions or type in your own text if the event place is not already stored in the system. If you type in your own event place, fields for a physical Address and detailed Directions will appear. When an event place is selected, a physical address will usually fill in automatically. When the event is viewed, a Google map will be displayed to show where the event is located. Events on campus will be linked to the campus map.

Room: Enter words or numbers (e.g., 333, 5B).

Additional Details:

Twitter Hashtag Enter one event hashtag. The # symbol will be added automatically. The calendar will monitor mentions of the hashtag on Twitter and take these mentions into consideration when calculating the trending algorithm.

Event Website: Enter the event website.

Photo: Add a photo if you have one. You can either upload a photo from your computer or browse for a previously uploaded photo. If you upload a photo, size the image to 200x150 px. **DO NOT USE images of event flyers - they are not accessible and your event may not be approved. You can find hundreds of images to use on the CU photo database site**.)

Filters:

Calendar users can search for events by Type, Interest and Audience. The filters are populated with terms to cover the most common terms used. Select all that apply from the dropdown options. You may only associate an event with one department or group.

Event Type: Select the event type from the drop-down menu. You can choose multiple event types by returning to the drop-down menu and selecting each of the event types you want. To delete an event type, click the red X in the event type box. **DO NOT USE** the **Featured Event** label. This is reserved for the event calendar admin and using this filter will delay your event approval.

Interest: Select the interest from the drop-down menu. You can choose multiple interests by returning to the drop-down menu and selecting each interest you want. Do not select all the options, only choose the most appropriate terms. To delete an interest, click the red X in the box next to the interest you wish to delete.

Audience: Select the audience from the drop-down menu. You can choose multiple terms by returning to the drop-down menu and selecting each of the terms you want. To delete an audience type, click the red X in the box next to the audience term you wish to delete.

College, School & Unit: Select the affiliated college, school or unit the event from the drop-down menu

Academic Calendar: DO NOT USE. This filter is reserved for the university's official, campus-wide dates and deadlines. Using this filter will delay your event approval.

Faculty/Staff Calendar: DO NOT USE. This filter is reserved for the university's official, campus-wide dates and deadlines. Using this filter will delay your event approval.

College, School & Unit: Select the affiliated college, school or unit the event from the drop-down menu

Group: Select the sponsoring (i.e. **Environmental Studies**) group for the event from the drop-down menu. Only add sponsoring departments/programs/units/etc. or groups you have gotten prior approval from.

Ticketing:

Ticket Cost: Enter the ticket cost. If there is no fee for the event, leave the box blank.

Ticket URL: Enter the link where tickets can be purchased, if applicable. If the event requires registration put the registration URL here and confirm the ticket cost field is blank.

Add Event:

Once all the event information has been entered, click **Add Event.** This places the event in a pending queue to be approved by calendar admins. This process may take 1-5 business days depending on what day of the week you have added your event.

Pending Events:

The event pending queue is monitored during the business week following business hours. If you enter events as a calendar user, always submit your event early and allow time for the approval process.

Tips

Proofread Your Work

Once you've published your event, check it online to make sure all is well. Here are things to check for:

- Make sure you've included a contact person (name, phone, email) so people have someone to contact if they have questions or need an accommodation to attend.
- Check to make sure apostrophes and other punctuation marks are displaying correctly.
- Check the spelling
- Is the map pointing to the right place?
- If you've included links, make sure they're working
- Are there extra spaces between paragraphs? Take them out.

Interested in learning more, or just need help? Vist the Events Calendar Support page.