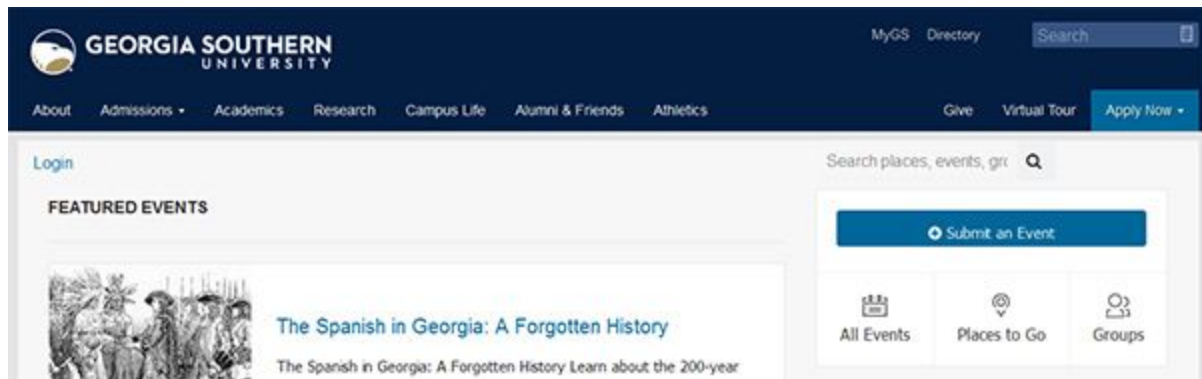


Adding Events to the Event Calendar

Once on the Event Calendar, click login in the top left, underneath the dark blue website header. Login with your MyGeorgiaSouthern credentials.



To post an event, click on **Submit an Event**. Now, fill in the fields to add your event information.

General

Name *	<input type="text" value="Open House Session"/>
Description	<div>Styles B <i>I</i> <u>U</u> Source</div> <input type="text"/>
Start Date *	<input type="text" value="'Tomorrow' or 'Next Friday' or '4/10'"/>
Start Time	<input type="text" value="6pm"/>
End Time	<input type="text" value="10pm"/>
Recurs	<input type="text" value="Never"/>

[Add Dates to List](#)

- **Name (required):** This will be displayed as the event's name in the main listing and on corresponding details pages.

- **Description (required):** There is no character limit in the description area, so please be sure to include as much information about your event as possible. You may also add links, photos and other media.
- **Start Date (required):** There are several ways you can enter a date: Oct 3, October 3, 10/3, "Next Friday," "Tomorrow," 10/3/16, etc. As you type the date below, the field will update accordingly.
- **Start / End Time:** Use "6pm," etc. Events do not require these times, but if there is an end time then there should be a start time.
- **Recurs:** By default events are not set to recur, but you have the option of setting them to repeat daily, weekly or monthly.

Tips:

- When you type in the name of your event, the system will automatically check for duplicate entries to avoid multiple listings for the same event.
- No need to add event location in the Description box. You'll have space to do that in the Location fields.
- No need to add an End Time.
- Leave the "Recurs" dropdown menu to "Never" if this is a one-time event.

Location


LOCATION

Event Place

Room

PHOTO

Photo



Upload
Browse

- **Event Place:** You can either select to manually enter a place name + address or you can select an existing location, which will automatically pull in the saved address. Existing locations each have their own landing pages, so that users can see all events at one place.

LOCATION

Event Place

Perf

Use: Perf

Room

Performing Arts Center (PAC)
847 Plant Dr., Statesboro, GA 30458

- **Use:** By manually entering a place name which differs from the existing location, you will not be connecting a place landing page and will instead be using a custom location.
 - When typing a location name, you will see the text “Use:” before the name. Below this, you will also see a place name in a drop-down list. If “Use:” is not displayed before the name then this means that what is listed is a place landing page and is available for connecting an event.
 - If you continue to type the location name and do not select the place name below the “Use:” line, your custom place name will be saved as a new location.
 - If you select to use a custom option, such as “Use: Madison Square”, then fields for Address and Directions will appear.
- **Room:** This can be words or numbers.
- **Photo:** Hover over the gray square and a “Edit Photo” button will appear. Upload Photo will pull from your computer and Browse Library will open a small window to browse previously uploaded photos (this pool is not searchable).

Tips:

- When you type in the name of the venue, the field will automatically populate if the venue already exists in the system.
- Photos are optional, but add to the visibility of your event listing. If you do not upload a photo, a placeholder photo will appear, or a photo of the venue will appear (if it exists).
- If you “Choose existing photo” you will be prompted to choose a photo from those already in the system.

Filters

FILTERS ?

Event Type

College

Division

Group

- **Filters:** Select all that apply.

Tips:

- Event type could be a workshop, performance, announcement, etc. You will have access to specific filters based on your role.
- You should select only those filters that apply. If no filters apply, then select none. The event will still show on the calendar.
- If you want an event to show on both the college and the department, please select both a college and department filter.
- “Student Organizations” applies to events planned and run by student orgs.

Ticketing

TICKETING

Ticket Cost ?

Ticket URL

Eventbrite ID

- **Ticket Cost:** Enter any number with accompanying text, such as \$50 door. If the event is free, then leave this field blank or enter “free.”

- **Ticket URL:** This can be any URL. If a price is entered for ticket cost then this button will display “Buy Tickets”, but if there is no cost or the event is free, then this button will display “Register”.

Tips:

- In the ticket URL field, enter a link to a registration form for your event.

Additional Details

The following items are Event Admin only. In order to use these fields you will need contact your Event Admin.

ADDITIONAL DETAILS	
Keywords ?	Separate by comma
Tags ?	Separate by comma
Twitter Hashtag ?	openhouse
Event Website	http://venue.com/event-info
Facebook Event Page ?	http://www.facebook.com/events/...
Vanity URL ?	annual_fundraising
Owner	webteam@georgiasouthern.edu

- **Keywords and Tags:** Since these are open text, there would be an excess of different inputs. This is why users are provided with filters to label their event, which decreases confusion and clutter on the calendar.
- Twitter Hashtag
- Facebook Event Page
- Vanity URL

Tips:

- Keywords are not displayed publicly and are for SEO purposes only.
- Although you have already “tagged” your event by Event Type and College or Division using Filters, you can enter tags as a way for users to find events by a narrow topic.

Settings

We kindly request that you do NOT use the “Sponsored” or “Featured” options. If you would like for your event to be Featured, please contact your Event Admin.

SETTINGS

Sponsored ?

Allow User Activity ?

Allow User Attendance ?

Featured

Visibility ?

Venue Page Only ?

Exclude from Trending

- Sponsored
- Allows Reviews
- Visibility
- Venue Page Only
- Exclude from Trending

Tips:

- Selecting “Allow User Activity” will allow any user, GS or public, to leave comments about your event. Proceed with caution.
 - If comments are allowed, the Event Admin is responsible for monitoring comments for content and appropriateness daily.
- Under “Visibility” you have the option to mark events as “Hidden” if they are private and you do not wish to share with the public. Hidden events do not appear on the calendar or in widgets, but you may share them with a select audience by forwarding the event page URL.
- Selecting “Venue Page Only” will list your event on a locations page but not on the university calendar itself. These events still appear in widgets.

Finally, once you've entered all your information, click "Save Changes" and you are done! Once you've saved your event, you can click "View Event" (in the blue bar, on the right) to see it.

Approval

After adding the event, the submitter will be taken to the event's landing page where they can access the form for editing if needed.

This event is currently waiting for admin approval



The submitter will also receive an email notification with a link to the event, and it will be listed under **Pending Submitted Events** in their Activity Feed, which is accessed by selecting **Me** in the user menu. The event will now be in the pending queue.

At all times, the Edit Event button will be visible to the user who submitted the event and edits can be made at any time. However, if edits are saved then the event will **become a pending event again and be removed from the public calendar until approved again.**

All events submitted will need to be approved by your Event Admin (unless entered by a trusted user).