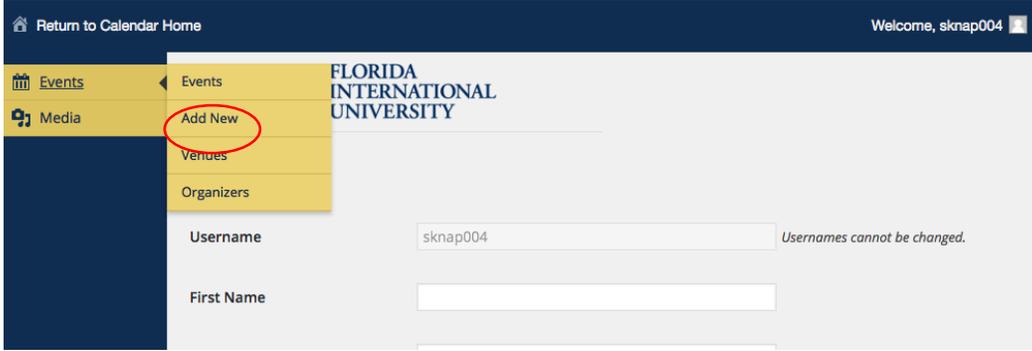
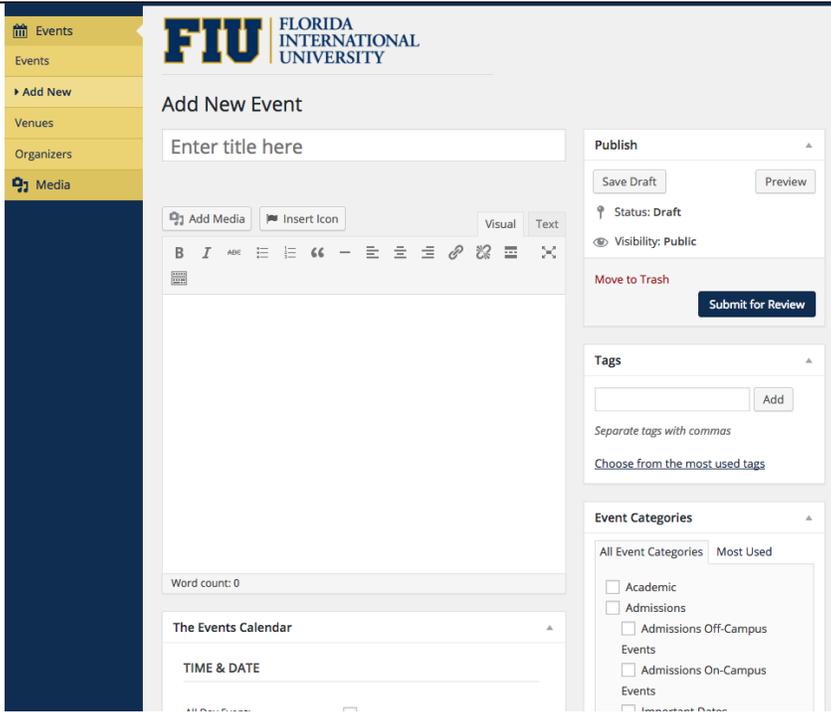


Calendar User Guide – Contributor

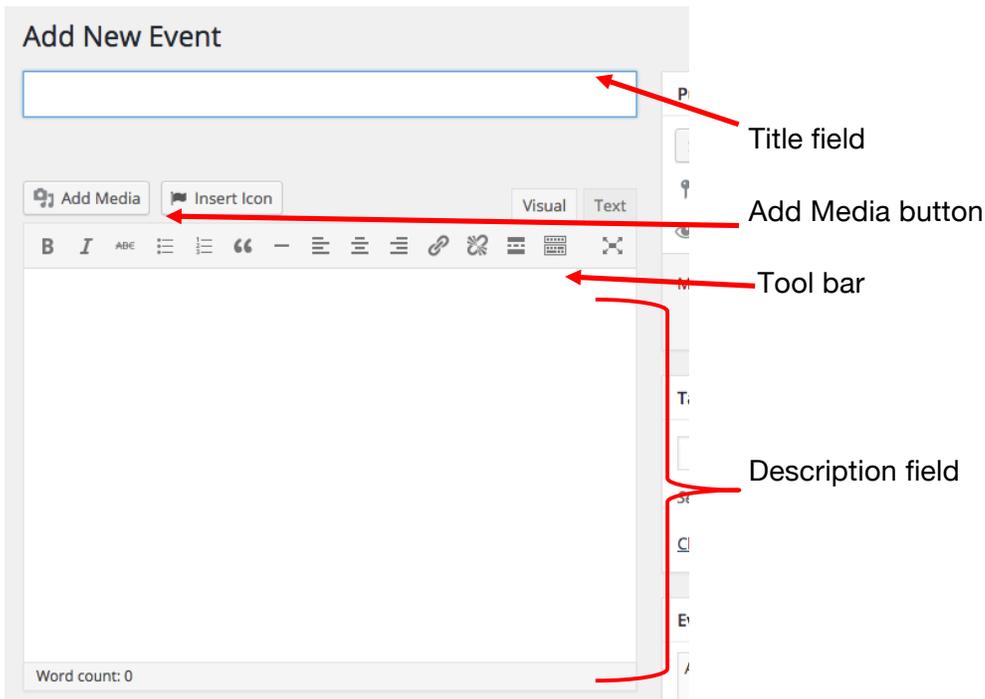
Use your FIU Username and Password to login at top right of <http://calendar.fiu.edu>

Step	Action
<p>1 - Creating an Event</p>	<p>On login, you'll land on your profile page. From here hover your cursor over <u>Event</u> and in the drop down box click <u>Add New</u>.</p>  <p>This will take you to the page where you'll input all information for your event. In order for your event to be as informative as it can be, you'll need to input a few things:</p> <ul style="list-style-type: none"> • Event Title • Event Description • Date and Time • Location • Event Organizers • Event Category • Event Tags (<i>optional</i>) • Website for the Event (<i>optional</i>) • Event Cost (<i>optional</i>) • RSVP Details (<i>optional</i>) • Event Image (<i>optional</i>)
<p>2 - Editing an event</p>	<p>The event editing page looks like this. You can access this page either by creating a new event or by editing a saved event draft (see instruction 3 - Working on Event Drafts).</p>

2.1 – Add Title and Description



The top field of this page will be your event title. This will be the text that displays on the main calendar view, so make sure your title is informative, but not too long or it will be cut off in the Month and Week view of the calendar. 5-8 words should be enough.



The field below the title is the description field. You don't have a word limit here but don't make your description so long that no one will read it. Here you can add images, links, bullets, headings and more using the tool bar at the top of the field. To add images, music, videos and other media click the Add Media and upload the files for the media of your choice. To add links click the  icon. You have a lot of freedom in this

2.2 – Add Date and Time

field so to take full advantage of this, take a moment to familiarize yourself with the buttons in the tool bar by hovering over each one to read what they do.

Below description is the Time & Date field. It's important to be as specific as possible here. Even if your event will last a majority of the day, in order for it to be listed in the proper order, you'll need to specify start and end times.

The screenshot shows a form titled "The Events Calendar" with a section labeled "TIME & DATE". The form contains the following elements:

- All Day Event:** A checkbox that is currently unchecked.
- Start Date & Time:** A date field containing "2016-01-27", followed by an "@" symbol, and two time dropdown menus showing "08" and "00". Below this is a dropdown menu showing "am".
- End Date & Time:** A date field containing "2016-01-27", followed by an "@" symbol, and two time dropdown menus showing "05" and "00". Below this is a dropdown menu showing "pm".
- Timezone:** A link labeled "Timezone: New York".
- Recurrence Rules:** A dropdown menu showing "Once".
- Add Another Rule:** A button located below the recurrence rules.

For events such as deadlines with no start or end, check All Day Event. For all other events, click the date field and use the dropdown calendar to select your date. In the time field, use the dropdown to select hour, time and AM or PM.

In Recurrence Rules, you can set recurring events to repeat every day, month, or year. You can also set this to Custom to create events that will recur for a specific time. If it recurs regularly with the exception of certain days (i.e. a meeting takes place every Monday except on MLK day) set the Recurrence Rules to Custom and the Exclusions field will appear. By clicking Add Exclusions, a dropdown box will appear letting you choose the times the event will not occur.

Note: It's recommended that unless your event is unlikely to ever change, do not set your event to recur as you or someone else may need to change this event at a later time.

2.3 – Add Location

Further down the page under Location, you can specify your event venue address down to the state and country. This is useful if your event is outside of FIU, however you can skip these steps by click on the first field, Use Saved Venue, and using the drop down to select one of the venues already loaded into the calendar (see instruction **5 – Create Venue** for how to load venues into the calendar). It's a good idea to search for your venue here first and if you can't find it, proceed to make your own venue.

To list a new venue, leave the first field as Use New Venue and fill out as many fields as you can to describe your venue. This is a required section so you must fill out at least the Venue Name. If you don't have exact address information and cannot fill out the fields, uncheck Show Google Map and Show Google Maps Link.

Do NOT leave this field blank. It must be filled.

LOCATION

Without a defined location your event will not display a [Google Rich Snippet](#) on the search results.

Use Saved Venue:

Venue Name:

Address:

City:

Country:

State or Province:

Postal Code:

Phone:

Website:

Show Google Map:

Show Google Maps Link:

2.4 – Add Organizers

Further down, the Organizers section works similar to the Location section. The Use Saved Venue dropdown box has organizers preloaded and you can skip this section by using them (see instruction **5 – Create Organizers** for how to load organizers into the calendar). But if the organizer is not there, you need leave this field as Use New Organizer and you must to fill out at least the Organizer Name field.

If there are multiple organizers, you can click the Add another organizer link below. If you add another organizer by accident, just delete it using the  icon on the right. If you need to reorder organizers, click and drag the  icon and move the entry up or down the list.

Note: The email you include will be public, so only include public email so your inbox doesn't get flooded with spam.

2.5 – Add Event Website

ORGANIZERS

Use Saved Organizer: 

Organizer Name:

Phone:

Website:

Email:
You may want to consider [obfuscating](#) any e-mail address published on your site to best avoid it getting harvested by spammers.

[Add another organizer](#)

If your event has a dedicated website or web page this is the place to include it. This is not a place to include a website for an organizer, venue or anything else as there is a website field under those sections for those sites (i.e. An event hosted by SPC would include the SPC website under the website field in Organizers or for an event in the Graham Center, the website for GC would be listed under the website field in Location). Remember this field is optional, so you can leave it blank if you have no URL to include.

Note: Test the URL you use to make sure it is going to correct place before pasting it in the field.

2.6 – Add Event Cost

EVENT WEBSITE

URL:

If you do not want to list a price for your event, leave this section blank. The first field is for specifying the currency symbol for the price of your event. You may specify if the symbol should go before or after the price in the drop down box next to this field. If your event is free you will need to put a 0 in the Cost field. This is important for attracting people to your event. This section does NOT have a function to accept payments.

EVENT COST

Currency Symbol: Before cost

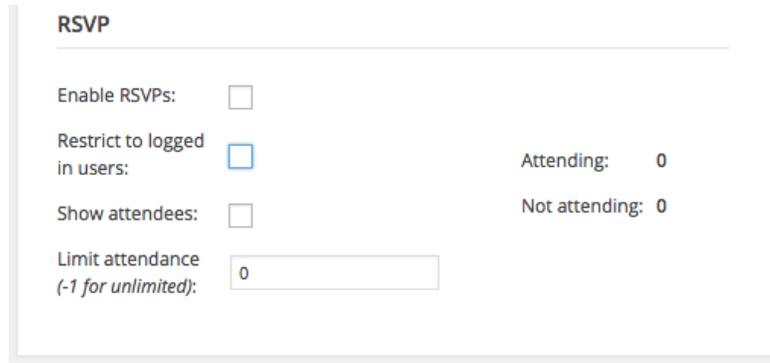
Cost:

Enter a 0 for events that are free or leave blank to hide the field.

2.7 – Add RSVP

At the bottom of the page, the RSVP section is also optional. Through this section you can restrict your event to certain people. Checking Enable RSVPs turns this option on (leave uncheck and skip this section if you do not want RSVPs). Checking Restrict to logged in users allows only people logged into calendar.fiu.edu to RSVP. Checking Show attendees displays the number of attendees publicly on the event as shown to the right of this field. Lastly, checking Limit attendance lets you limit RSVPs to the number you specify in the field. If you want the RSVP to be unlimited, you must put -1 in this field.

Note: Your event will still be publicly displayed on calendar despite enabling RSVP.

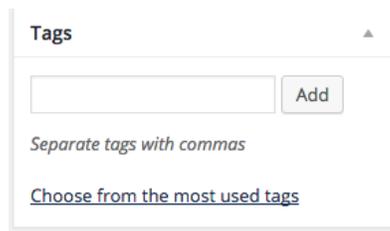


The screenshot shows the 'RSVP' section of a calendar interface. It includes the following elements:

- Enable RSVPs:** An unchecked checkbox.
- Restrict to logged in users:** An unchecked checkbox.
- Show attendees:** An unchecked checkbox.
- Limit attendance (-1 for unlimited):** A text input field containing the number '0'.
- Attending:** A counter showing '0'.
- Not attending:** A counter showing '0'.

2.8 – Add Tags

In the second box in the right column, the Tags section lets you tag events with relevant information. You may select from common tags by clicking Choose from the most used tags or you may add your own tags. Tags are used for searching the calendar, so by tagging your post with relevant tags (i.e. tagging post from the College of Law with the tag Law, or start tagging your events with their social #hashtags). Tags help improve search results for your event To insert new tags, type in your tag and click Add or type a series of tags separated by commas and then hit Add.



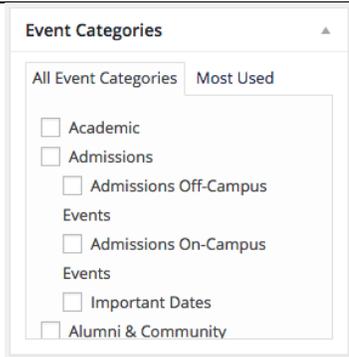
The screenshot shows the 'Tags' section of a calendar interface. It includes the following elements:

- Tags:** A header with a small upward-pointing triangle.
- Input field:** A text input field with an 'Add' button next to it.
- Instruction:** The text 'Separate tags with commas'.
- Link:** A blue link labeled 'Choose from the most used tags'.

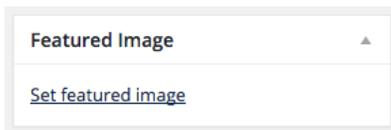
2.9 – Add Category

Below Tags, the Category section lets you filter your events into the appropriate categories. **If you don't list your event under at least one category, it will not appear on the calendar.** Scroll through the list and check all relevant categories.

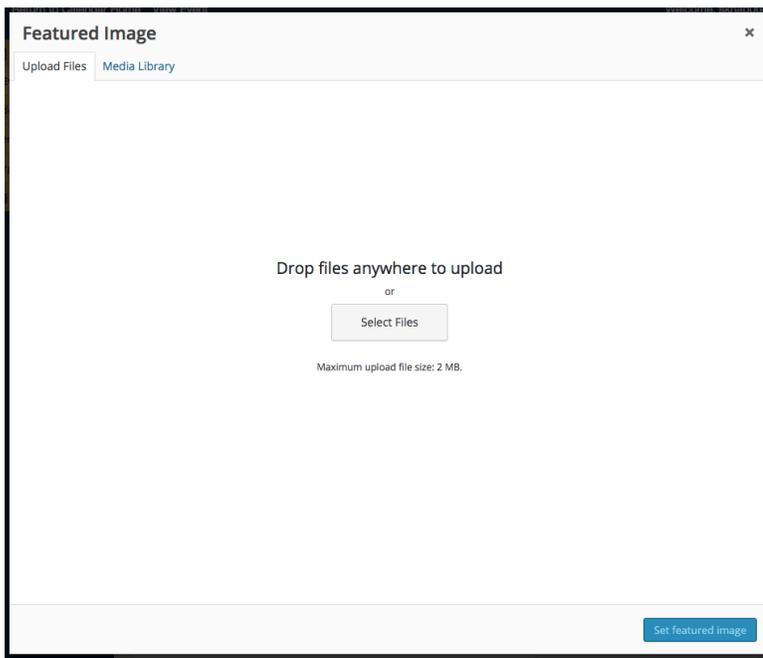
2.10 – Add Image



The last section on the right column give you the option of setting an image to your event. By clicking the [Set featured image](#) link, a dialog box will open.

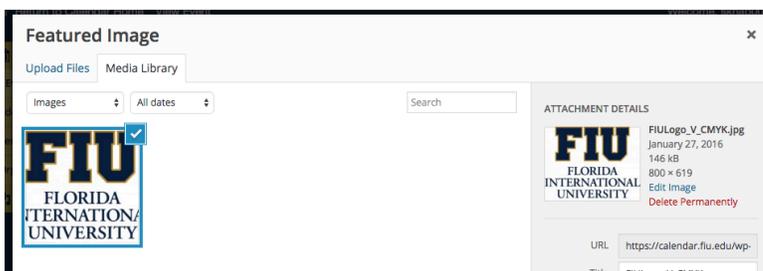


In the box, you can set an image either by uploading a file from your computer in the [Upload Files](#) tab or selecting from the [Media Library](#) under the other tab. You can only select from the [Media Library](#) if you have uploaded images before.



Setting image by uploading files

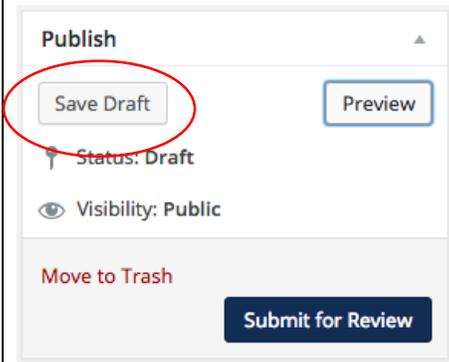
Once you have selected your image set it by clicking [Set featured image](#) in the bottom right corner of the dialog box.



Setting images by selecting from Media Library

3 - Working on Event Drafts

Once you have started a new event, a draft saves automatically as you work and will save every time you click the Save Draft button in the top right column Publish section in the event editor.

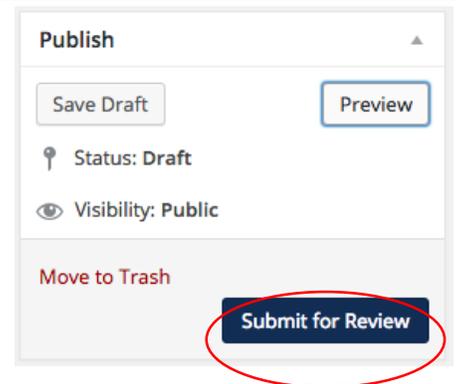


You may edit this event as many times as you like while it is in draft mode. You may even delete it if you wish by clicking Move to Trash.

To retrieve a draft you were previously working on, go to the Events page (see instruction **5 – Manage Events**).

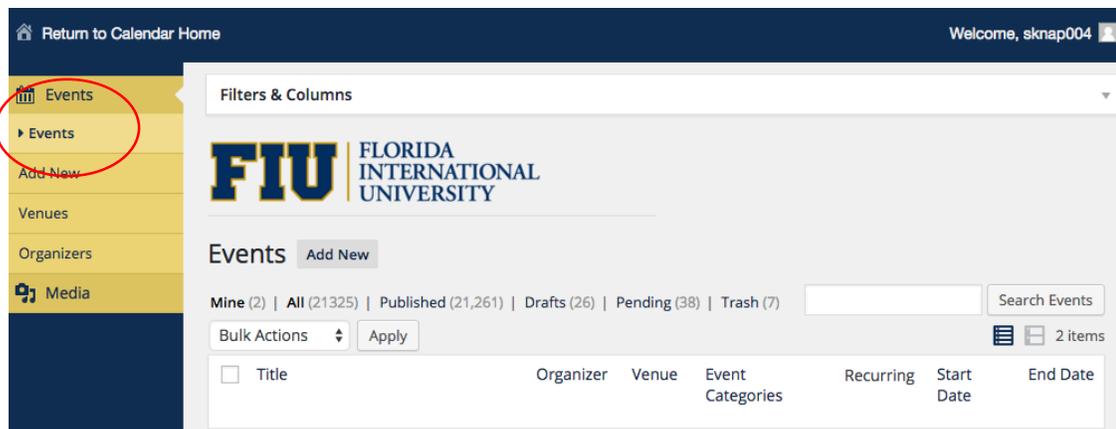
4 - Publishing an Event

Once you are satisfied with your event, you can click the Submit for Review review in the top right column Publish section. This submits the event to your department’s calendar editor. Only FIU editors have permission to publish or edit the event after this point so it is important that you review before submitting. If you submit by accident or need to make a last minute edit, contact your editor. Editors are typically also your department’s communications or marketing lead.



5 - Manage Events

You can see all your events either by clicking Events on the left-side menu or by hovering over it and clicking Events in the drop down.



Here you will see all your draft, published and pending events and quick information about each event such as Dates and Category. Hovering over each event will let you see what actions you can take with that event.

Note: The Add New button at the top of this page is an alternative way to create a new event.

Events **Add New**

Mine (2) | All (21343) | Published (21,277) | Drafts (24) | Pending (42) | Trash (2)

Bulk Actions [v] Apply Search Events 2 items

<input type="checkbox"/>	Title	Organizer	Venue	Event Categories	Recurring	Start Date	End Date
	TEST EVENT			—	Yes	January 31	January 31
<input type="checkbox"/>	Test Event 2 - Draft			—	—	January 27	January 27
<input type="checkbox"/>	Title	Organizer	Venue	Event Categories	Recurring	Start Date	End Date

Bulk Actions [v] Apply 2 items

Published

Draft

Hovering over drafts will let you Edit, Duplicate or Trash (delete) it (preview does not work). To retrieve a saved draft, hover over the event and click Edit.

Test Event 2 - Draft

This is a second test event. This is a second test event. This is a second test event.

Edit | Quick Edit | Trash | Preview | Duplicate

However, hovering over pending or published events will only let you View.

TEST EVENT

This is is a test event. This is is a test event. This is is a test

View

6 – Create Venue

To add venue locations to be used in the Location section dropdown box of the event editor (see instruction 2.3 – Add Location) click on Venues in the right-side menu.

Events

Filters & Columns

FIU | FLORIDA INTERNATIONAL UNIVERSITY

Events Add New

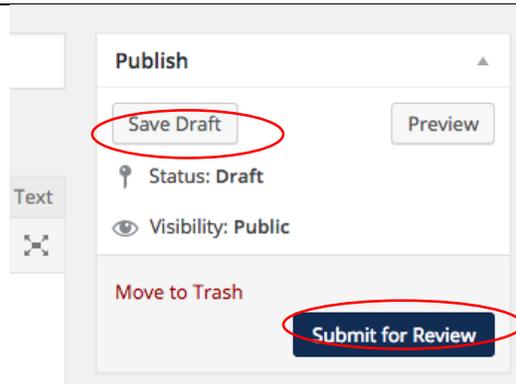
Mine (2) | All (21355) | Publish

Bulk Actions [v] Apply

This page lets you manage your venue locations, editing, adding and deleting them in the same way the Events page works. Hover over the venue to see actions you can take with it and click the Add New button to create a new venue.

The Add New Venue page works similarly to the Add New Event page. Here not all fields are required but it is strongly recommended you fill all of them. The title field should be used for the shortest title possible for your location while the description should be used to expand on your location. For example, if your event takes place in GC 270 your title would be “GC 270” and the description would be “Graham Center Room 270.” In the Venue Information section, you want to fill out as many sections as you can. But if you don’t have exact address information and cannot fill out the fields, uncheck Show Google Map and Show Google Maps Link and Use latitude + longitude.

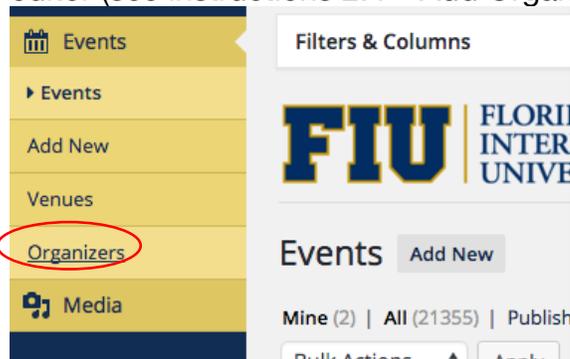
In the Publish section, you can either Save Draft to save an unfinished venue or Submit for Review to send your venue for approval to your department’s admin. Remember, once it’s sent to the admin, only they have permission to edit. So make sure all information is correct.



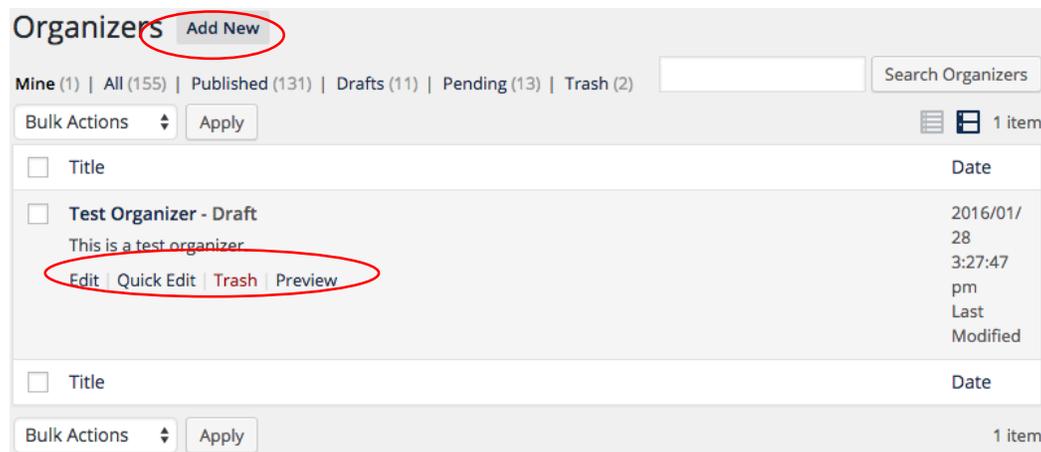
Once approved by the admin, this venue will appear in the Location section dropdown box of the event editor (see instruction 2.3 – Add Location) for selection.

7 – Create Organizer

To add organizers to be used in the Organizers section dropdown box of the event editor (see instructions 2.4 – Add Organizers) click on Organizers in the right-side menu.

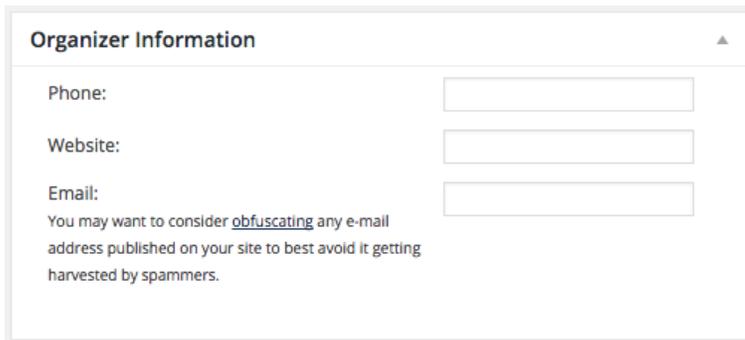


This page lets you manage your organizers, editing, adding and deleting them in the same way the Events page works. Hover over the organizer to see actions you can take with it and click the Add New button to create a new organizer.



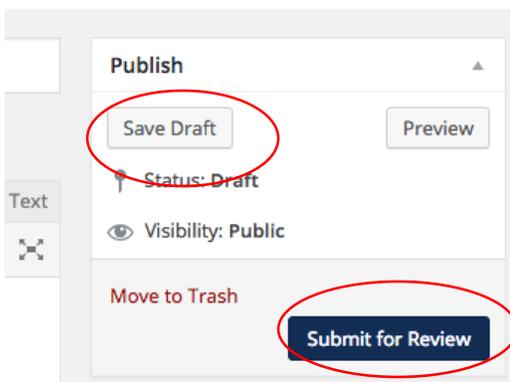
The Add New Organizer page works similarly to the Add New Event page. Here not all fields are required but it is strongly recommended you fill all of them. The title field should be used for the shortest title possible for your location while the description should be used to expand on your location. For example, if the organizer is SGA (or some other organization recognized by an acronym) the title would be “SGA” and the description would be “Student Government Association.”

In the Organizer Information section, you want to fill out as many sections as you can. But consider that the email you include will be public, so only include public email addresses so your inbox doesn't get flooded with spam.



The screenshot shows a form titled "Organizer Information" with a collapse arrow. It contains three input fields: "Phone:", "Website:", and "Email:". Below the "Email:" field, there is a note: "You may want to consider obfuscating any e-mail address published on your site to best avoid it getting harvested by spammers."

In the Publish section, you can either Save Draft to save an unfinished organizer or Submit for Review to send your venue for approval to your department's admin. Remember, once it's sent to the admin, only they have permission to edit. So make sure all information is correct.



The screenshot shows a "Publish" section with a collapse arrow. It features two buttons: "Save Draft" and "Preview". Below these buttons, the status is shown as "Status: Draft" and "Visibility: Public". At the bottom, there is a "Move to Trash" link and a "Submit for Review" button. Red circles highlight the "Save Draft" and "Submit for Review" buttons.

Once approved by the admin, this organizer will appear in the Organizers section dropdown box of the event editor (see instruction 2.4 – Add Organizers) for selection.