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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td><strong>1- Managing Events</strong></td>
<td>On login, you’ll land on your profile page. From here, hover your cursor over Events and in the dropdown box click Events.</td>
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This will take you to the Events page where you’ll manage editing, publishing and deleting all events. There are many ways to view and filter events for your convenience.

View by publication status (Published, Drafts, Pending, etc.) by selecting from the row of options just above the table. Search for a particular post or category using the search bar to the top right. Reorder the table by clicking on table columns (Title, Organizer, Venue, etc.).

As an editor, you can see every event posted to the calendar from all contributors in the university. So filtering is important to make sure you don’t accidentally delete or
1.2 Setting Filters

change an event not concerning to you. For this, you can apply filters in the Filter and Columns dropdown at the top of the page.

By clicking anywhere on this bar, you’ll reveal the dropdown.

On the left, you can set and choose to filter the events table below. You can see and select saved filters by clicking the Choose a Saved Filter dropdown. To choose one, select it and then click the Apply button on the bottom left.

In order to make your own filter, click the Add a Filter dropdown to create a filter based on any of the default columns of the Events table.

For example, we’ll use Event Cats (Event Categories).

Once you choose a column (in this case the category) to filter, a new field will pop up where you’ll choose the specifications for your filter. To do this, you can type a specifier into the field or scroll through the dropdown to select specifier. Using the example, we will choose “Graham Center Art Gallery” as a specifier.

Once you’ve typed or selected a specifier from the dropdown (as seen in the left image), click the Apply button (as seen in the right image).
You can add as many filters as you want. You can also remove individual filters by clicking the x on the right. But every time you make a change, remember to click the Apply button below to make it active.

Here is an example of a filter with four data constraints. Different data points will require different inputs (like a date, price or yes or no answer) to create the filter.

If you like the filter(s) you’ve put in place and would like to use them again, click the Save Filter Set button at the bottom of the Filter & Columns section (make sure you’ve applied all filters!) and it will be added to the dropdown Choose a Saved Filter to be reused again later. If you don’t like the filters, you can go back to the default filters by clicking the Reset to Default button at the bottom right of the Filter & Columns section.

Note: Use restraint when adding filters as the more you create, the more likely you are to filter something useful out. For example, if a contributor forgot to input a venue and you are filtering by venues, that event entry would be hidden.

On the right of the Filter & Columns section, you can add or remove Active Columns shown on the events table below. By default, Title, Organizer, Venue, Event Categories, Recurring status, Start Date and End Date are shown columns. You can choose to remove them or add a column for event Author, Tags or Event Cost.

Once you have the columns you want, you can reorder the whole table by click on the top of the column in the table like you would on a spreadsheet.

Above the table but below publication status is the Bulk Actions dropdown. By clicking this you can either Edit or Move to Trash any items you have currently selected with a check mark.
1.5 Removing Events

To trash an event, check mark the events to be deleted, click Bulk Actions and select Move to Trash (for more on deleting refer to the next step) and click the Apply button.

But for editing you can only bulk edit by Event Categories, Tags, and publication Status. It is not recommended to use this feature if you need to fully review an event and check for errors. But if you need quick editing and publishing, use it.

Once you click the Apply button to bulk edit, you should see this panel.

In the first box, you’ll see whatever events you check marked. If an event is there by accident, remove it by clicking the x next to it’s name. For Events Categories, select any category to apply to all the selected events by scrolling through and check marking the one you want. For Tags, type in any tags separating each tag by a comma. In Author, set anyone with access to the calendar as the author of that event. In Status, you can bulk publish events by setting to Published or revert already published events to Drafts or Pending Review. After all your edits are made, click the Update button on the bottom right and they’ll be set. If you change your mind about bulk editing, click the Cancel button on the bottom left.

As previously mentioned you can delete multiple events using Bulk Actions.

To remove individual events, hover over the event and select Trash from the actions that appear below it. This only moves the event to the Trash, it does not delete entirely. So after you trash the event, you also need to click on Trash on the row of publication statuses.

In the Trash, you’ll be able to Delete Permanently both through Bulk Actions and by selecting from actions by hovering over an event. You can also delete by clicking the Empty Trash button. If you’ve sent something to the trash by accident, you can also Restore by Bulk Actions and individually.
2 - Editing/Approving Event

2.1 Editing

Once you’ve got a handle on the Events page, you’ll need to look into the events themselves. Mostly you will be dealing with approving pending events. To do this you will need to go into the event editor.

When in the Events page, click on Pending in the publication statuses above the table. It will become highlighted when you select it.

Find an event you want to edit/approve in the table and hover over it. This will reveal a set of actions you can take with the event. Click Edit and this will take you to the Edit Event page.

This page is identical to the Add New Event page and is edited the same way. For more on how to edit an event, refer to **Contributor Guide – Editing an Event**. This guide will focus on what errors to look out for when reviewing an event before publishing.
Editors should check for spelling errors and informational errors as a precaution. But more importantly, editors should check the more complex fields contributors may incorrectly fill out or leave blank. For required fields like Time & Date, Location, Tags, and Event Categories this is critical.

In Time & Date make sure dates are correct and as informative as possible. Also make sure events don’t recur forever. This takes up space in the calendar and squeezes out other events.

The Location field is not technically required but it is very important for events with a specific venue. Make sure the location is as exact as possible (down the room number if possible) and make sure the contributor did not select or create a duplicate location (see Managing Venues for more on this topic). If there’s no location or a location is lacking an exact address, make sure Show Google Map and Show Maps Link are unchecked.

In Organizers, make sure the organizers are correct and that the contributor did not select or create duplicate organizers.

Fields like Event Website, Cost, RSVP and Featured Image are less important but should still be reviewed too. Check that website URL is correct. Mark cost as free (by inputting a “0”) to attract event goers. For RSVP, the only way to check number of attendees is in the Edit Event page which is unavailable to contributors, so you may be asked to check here for them. For the image, check that the contributor has not selected or created a duplicate image and that the image is not too large or small (see Managing Media for more on this topic).

At the bottom of the page, you may change the Author of the event. This is the only option not open to contributors.

Tag events with relevant tags for search. By clicking Choose from the most used tags you can view and select common tags so that the event is found more easily.

Event Categories are vital. Ensure that all events have at least one category selected. Events published without a category selected do not appear on the calendar. Check for duplicates in both tags and categories too to keep calendar free from clutter.
### 2.2 Publishing or Saving a Draft

For more detailed instructions on filling out fields properly, refer to the **Contributor’s User Guide**.

At any time in reviewing a pending or draft event, you can click the **Save as Pending/Draft** button in the top left corner of the **Publish** section of the editor. Then depending on the publication status it was saved to (Pending or Drafts), you can retrieve it on the **Events** page.

There are three publishing options you can change before you click **Publish**. You can change these options by clicking **Edit** next to them and once you have selected them, click **OK**.

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<th>Save button for drafts and pending events</th>
<th>Edit buttons for publishing options</th>
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First option is the **Status**. With this option you can either set a draft to pending review or a pending event to a draft. Second, **Visibility** lets you set an even to public, password protected (choosing this will prompt you for a password), or private. The last option will let you set an event to publish immediately upon clicking **Publish**, or at any past or future date. This can be useful for backdating events or for creating future events you want to schedule for publication.

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<th>Status</th>
<th>Visibility</th>
<th>Publishing date</th>
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After all these options are set and the event is ready, click the **Publish** button.
Note: It’s recommended that you approve events one-by-one to ensure that mistakes aren’t made on events and left there for publication. However, if time doesn’t permit or you are sure events are being created by contributors correctly, you can opt to approve events en masse through Bulk Actions in the Events page (see instruction 1.4 Bulk Actions).

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<th>3 - Creating an Event</th>
<th>Refer to the Contributor’s User Guide for how the to guide.</th>
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<tbody>
<tr>
<td>4 - Managing Tags</td>
<td>To access tags page, click Tags in the menu under Events.</td>
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This will take you to the Tags page. The most important thing you’ll be doing here is getting rid of waste in the event tags. Since contributors draw from this pool of tags, in addition to creating their own, this list of tags can become very cluttered.

On the left column you have Popular Tags and fields for adding a new tag. On the right, there is a list of all the tags currently in use in the calendar. This list works just like the table for managing events.

You can make Bulk Actions (in this case only to delete) and search the list for more easy of use. Combing through this list every once and a while will help keep the list manageable.

Of course you aren’t expected to go through hundreds of tags, but when you can you should review the most recently created tags to eliminate bad or duplicate tags.

Bad tags would be incorrectly created tags such as blank tags or long strings of words. To remove duplicate tags, you can try searching for them and deleting any duplicates you find. Here are some examples of good and bad tags:

**Bad Tag**: Tag information that belongs in other fields (email, URL, phone number or dates) and is not likely to be searched.
Bad Tag: Tags long strings of information. This looks like it may have been tagged by accident.

Bad Tag: #Hashtags are a great idea but these tags here were not separated by a comma when inputted so they created one huge unsearchable tag. Had each tag been separated with a comma they would have been usable.

Good Tag: Useful and searchable. Calendar users can now find events related to architecture by searching for this term.

Be on the lookout for these kinds of bad tags. However, use caution when deleting them. At the end of the tags table, you'll see a column marked Count. This row tells you the number of posts that tag is used on. If you delete a tag used many times, it will have to be deleted from all those events. So even if a tag is bad, try editing to fix it rather than deleting it. If it's a duplicate, delete the one with the smaller count.

Underneath the popular tags you'll find fields to create a new tag. You'll rarely need to do this but when you do it's a very straightforward process. Each field has instructions for filling it out below it. But really you only need to fill out the Name field to create a tag.

You can ignore the slug since it's created automatically and the description isn't required, but can be filled out if you like. When your tag is ready, click the Add New Tag button and it will be added to the list on the right.

Tip: Do not simply repeat the event categories for an event as tags. Be specific and explain your event with keywords that you might expect users to search for when looking for your event.
To access the categories page, click Event Categories in the menu under Events.

Event Categories are edited much the same way the tags are edited. The left column is for creating new categories and the right is for reviewing already created categories.

However unlike tags, it is more useful to create your own categories as you see fit. This is because when inputting categories, contributors will be prompted first to select from a list of categories and second to create their own, making it more likely that they will select from the list.

You want to make sure they find the category they need in the list rather than creating their own to ensure categories are created properly.

To create a category, fill in the Name and Parent fields. The Slug should be created automatically and the Description is not necessary. If the slug is not created automatically, enter a slug as directed.

The Name is the title of your category. Under Parent, you have to consider the hierarchy of categories. When you create a subcategory under another category, any event that uses the subcategory will be included in the category. For example, the category “Important Dates” is a subcategory of “Admissions”. So, an event under the subcategory “Important Dates” will also show under the parent “Admissions” category view.
To create a subcategory or child category of another category, select the parent category (i.e. Admission for Important Dates). If you want the category to stand alone, select None.

After you’ve selected the Parent category and inputted the name, click Add New Event Category.

**Tip:** Be on the lookout for any bad or duplicate categories. Duplicates can be especially tricky if left in the list as contributors may start using both duplicates, dividing the event into two (or more) places.

### 6 - Managing Venues

To access the venues page, click **Venues** in the menu under **Events**.

On the **Venues** page, you can see all venues that have been created. Unlike categories and tags, venues submitted by contributors must be approved by editors so you’ll need to pay attention to the publication status of each venue and filter them by the publication status options above the table (just like in the **Events** page; see 1.1 Viewing the table).

You will work mostly in the **Pending** venues as **Published** venues should all be correct since only editors are allowed to publish and **Drafts** should all be works in progress.

Unlike the contributors, editors can add a description in addition to the title for a venue. This can be helpful when creating an event that includes a room number such as a room in Graham Center for example.

Use the title for the shortest name of the location, then in the description you can enter more descriptive information.
In addition to making sure the venue title and description is correct, check that all the other information is correct and as precise as possible (and that it’s not a duplicate). If you ever need to create your own venue click on Add New at the top of the page next to the page title and refer to the instructions on creating/editing venues 1.3 – Add Location in the Contributor’s User Guide.

Browse the list when you can for duplicates. You can find them by putting the table in alphabetical order or by searching for them by name. When you find one, like the ones below, check both in the editor and delete the one with less information.

AC 1 is listed twice here. But this listing has better information so keep it.

All fields are filled out.

If one has more complete information, go back and trash the other (make sure to clear the trash after!).

Remember that when you delete a venue it will disappear for the events it was used on. So you’ll want to catch duplicates early before they get used everywhere.

7 - Managing Organizers

To access the organizers page, click Organizers in the menu under Events.

Managing organizers is similar to managing venues. You’ll need to review the Pending organizers for incorrect or duplicated entries the same way you would for all the previous sections. Check individual organizers for errors. Deny duplicate pending organizers and use the search to find and remove them under All when you get the chance.

If you ever need to create an organizer yourself, follow the instruction for creating/editing organizers, see 1.4 – Add Organizers in the Contributor Guide.
At the bottom of the menu is the **Media Library** page.

This is where all media – pictures, pdfs, audio and video – are uploaded. When a contributor uploads a featured image or uploads media into the event description, it is stored in the media library. It gets filled quickly so the only task for an editor is to review for duplicates and delete old information when you get the chance.

By using the bar above the media you can navigate this page easily to clean up the library.

First, click on the **All media items** dropdown. Here you’ll have 4 options: images, audio, video and unattached. These options let you filter the library to just that kind of media (i.e. see only images or see only video). But the unattached option is slightly different. This option shows any type of media that is uploaded but not attached to an
event in the calendar. It’s safe to assume that unless the media item is for general use (like an FIU logo), that item can be deleted.

Another way to check for old media to delete is to sort by date using the All dates dropdown. This will let you filter the library to media uploaded in any month past or present. Using this dropdown you can check very old media that is unlikely to be used again and delete it. Make sure the media item you delete isn’t attached to a recurring event though.

Finally, once you’ve chosen what you want to delete, click the Bulk Select button. This will let you select multiple media items and delete them in bulk.

If you like you can also view the media library as a list rather than a grid. Just click on the button. This view will also let you see the upload time/date and author who uploaded the image.

You can also delete media items inside the event editor but deleting from the library can best faster and more efficient depending on the situation.