Submit or Post a UT Calendar Event

calendar.utoledo.edu

Approved Submitters & Calendar Managers: Make sure you have logged in first using the email instructions provided by the calendar administrator so your events appear on the calendar immediately.

BEFORE CONTINUING WITH THE FOLLOWING INSTRUCTIONS, PLEASE VERIFY THAT THE EVENT DOES NOT ALREADY APPEAR ON CALENDAR. IF IT DOES, PLEASE CONTACT webdevelopment@utoledo.edu **FOR ASSISTANCE.**

1. There are a few different ways to begin the process of submitting or posting a UT calendar event. The method available to you depends on whether you are a guest, approved submitter, *OR* calendar manager.

   ▪ **Guests and Approved Submitters:** Click on the drop-down arrow next to your UTAD or 'guest' and select Submit Event *OR* click on +Add Event, which appears just above the actual calendar.

   ▪ **Calendar Managers:** From the Admin Panel page, click on Submit Event in the top menu bar.

2. Complete needed fields:

   ▪ **Post Date:** Defaults the current date. If you want your event to go live on the calendar on a different date, select that date. (required)

   ▪ **Event Info:**
      1. Event Title (required)
      2. Event URL – may enter this information if there's a specific URL associated with your event
      3. Event Description

   ▪ **Event Contact:**
      1. If logged in, will automatically default your information for Contact Name, Contact Email, and Contact Phone, but can be modified. (name and email are required)
      2. If blank, complete the following: Contact Name, Contact Email, and Contact Phone. (name and email are required)

   ▪ **Event Group - Priority:**
      1. Calendar – select the calendar(s) where you want your event to appear. (required)
         o Carefully consider which calendars are appropriate for your event. *If more than one, it is important to only submit the event once and select all desired calendars at that time.*
         o If your event is open to students or is a diversity event, please select the Student Activities or Diversity calendars or both.
         o You can, and often should, select multiple calendars. Your event will display on each calendar (when approved by that calendar manager), offering a powerful way to distribute your event across multiple calendars.
      2. Event Type – this is important if you wish to define an event further to a certain college or type of event. It is often used to RSS feed calendar events into web pages. You can only select one Event Type.

- **Location:**
    1. Location - select a location from the drop-down choices or enter one of your own
    2. Location URL – enter a link to a map if needed

- **Event Date(s):**
    1. Single Day or Recurrence
   2. Event Start Date (required)

- **Recurrence Pattern (only displays if Recurrence was selected in the Event Date(s) section):** Select the appropriate values to define the pattern.

- **Range of Recurrence (only displays if Recurrence was selected in the Event Date(s) section):** Select the appropriate values to define the range.

- **Event Times:**
    1. Timed Event or All day event
    2. If Timed Event is selected, follow instructions on form

- **Event Image:** Optional to upload an image to display with the event. If an image is uploaded, an Image ALT Tag field displays and requires a brief description of the image.

- **Additional Event Info:** Here are a few examples of how people have used these optional fields:

    1. Attachments - add the event poster or a registration form
    2. Custom - separate certain information from the Event Description so it's easy to find (i.e. ticket prices)
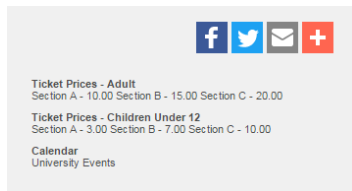
3. Click on Save/View Event (optional, but highly recommended) and your event will open in a new window. Verify the accuracy of your information. If changes are necessary, close the window, modify your event, and Save/View again.

4. When everything is accurate, click on Finished.

   NOTE: If you are an approved submitter or calendar manager for one or more calendars, your event will appear on those calendars immediately when you select Finished. For all calendars you do not have posting permissions, those calendar managers will automatically receive email notifications requesting approval.

5. You may receive a dialog box asking about adding another event. Select Yes or No.

   - If Yes, return to #2 above and repeat the steps.
   - If No, and you are an approved submitter or calendar manager who logged in, please make sure to log out.

Post Date   2/16/2017

Event Info

Event Title

Event Url

Event Description

Event Contact

Contact Name   ☐ Hide

Contact Email   ☐ Hide

Contact Phone   ☐ Hide

Event Group - Priority

Calendar   ▼   ⟲ Select Multiple

Event Type   ▼

Department   ▼

Location

Location   ▼

Location Url

Event Date(s)

☐ Single Day   📅 Recurrence

Event Start Date   2/16/2017

Recurrence Pattern

Daily   Weekly   Monthly   Random

Recur every   1   week(s) on:

☐ Weekends   ☐ Weekdays

☐ Sunday   ☐ Monday   ☐ Tuesday   ☐ Wednesday

☐ Saturday   ☐ Thursday ☐ Friday

Range of Recurrence

◉ End after: 1   occurrence(s)

○ End by: 2/16/2017

Event Time(s)

◉ Timed event   ○ All day event

(If timed event is selected then a start and end time must be entered).

Start Time   7:00 AM

☐ No end time

☐ End time goes into the next day

End Time   10:00 PM

Event Image

Add Image

Additional Event Info

Custom   Emails   Attachments   Tags

Type   (Custom Field)   ▼

Field name 1   ⓘ

Description 1

Type   (Custom Field)   ▼

Field name 2   ⓘ

Description 2

➕ Finished   👁 Save/View Event