How to use the OHIO Calendar of University Events (CUE):

Posting Campus Events

Ohio University’s central Calendar of University Events (CUE) at calendar.ohio.edu is a tool that can be used to show the breadth of activities and events happening throughout the University community in one convenient location online. The information it contains also is accessible for Facilities to use in determining maintenance schedules, as well as OUPD as they determine staffing needs around campus.

This document shows you how to create, edit, and delete an event listing.

Who:
Anyone with an active OHIO ID can add events and everyone’s input is needed — from both University departments and officially registered student organizations.

What:
The OHIO CUE, central Calendar of University Events, is accessible at calendar.ohio.edu

• Add events by clicking the “Add Events” link or go directly to calendar.ohio.edu/admin/setupevents.aspx

When:
Event information can be added 24/7. The entries are moderated by University Communications and Marketing and Student Affairs and will be approved within three business days. For the Baker Center digital displays and CATVision, submit events two weeks prior to the actual date.

Where:
Generally, any event that is sponsored by an official University department or a registered and recognized student organization and takes place on an Ohio University campus is eligible for calendar inclusion.

Why:

1) To help publicize your organization’s events — the OHIO CUE is the one spot to find information about events throughout the entire University.

2) In addition, all events posted there are featured in daily “Today @ohiou” tweets from the OHIO Calendar Twitter feed, @OHIO_CUE. Events posted to the CUE also are eligible to be featured on the OHIO front door and OHIO social media and communication outlets.

3) To ensure that the event information the calendar contains is as accurate as possible. The person who creates the event listing is able to edit that entry, so if an event has to be canceled or if details change after the event listing is created, he or she can make corrections at any time.

Safety tip: If an event is canceled or corrections need to be made close to the time of the event, please e-mail calendar@ohio.edu to request that the approval be made right away.
Adding an event to the OHIO calendar

Step 1: Open a Web browser on your computer.

Step 2: Visit https://calendar.ohio.edu and click “Sign In,” located directly beneath the banner image near the top of the page.

Step 3: Enter your OHIO login credentials (the same user name and password you use to get your e-mail)

Step 4: Click “Manage” located directly beneath the banner image. This takes you to the event dashboard where you have access to all events that have been added to the CUE (OR the direct link is https://calendar.ohio.edu/admin/default.aspx).

Step 5: Click “Create an Event” in the menu bar at the top of the resulting page (OR the direct link is https://calendar.ohio.edu/admin/setupevents.aspx).
Filling out the form

Fill out the form (seen below) with as much information as you can provide. Please note: Each section of the form is “collapsible” (click the triangle by the section title to reveal) and you can jump to different sections by clicking the corresponding icon in the tan bar near the top of the screen.

Critical information to include: Title, location, date and time, description including price (if it’s free, say so), sponsoring organization(s) and/or department(s), link for a website that contains full details, and contact information for someone who can answer questions about the event. Please note the blue question marks that appear on the online form – clicking on any of those will take you to the full (and extensive) Event Publisher product help page.

Step 1: Enter a brief “headline” with the essential information into the “Name of Event” field. (“14th Annual MLK Jr. Day Brunch,” “OHIO Club weekly meeting,” etc.)

Step 2: Fill out the “Event Details” section.

- Provide a brief summary of the event (up to 250 characters). This is the “elevator pitch” space for your event, so provide the essential information here. (required)
- Checking the box marked “Add a full description” allows you to add a description of the event up to 100,000 characters. The full description field allows HTML formatting, including hyperlinks and bulleted and numbered lists. This is the place to include details such as a speaker’s bio, information about other events in a series, etc. Note: The summary and full description will NEVER appear at the same time on any page, so duplication is recommended.
- Enter the start and end time as well as the start and end date of the event in the “When is the Event?” section (required).
  - All Day: Select this option if the event lasts 24 hours or the majority of the day during the date range specified
  - This event repeats: Check this box to specify how often the event recurs (daily, weekly, monthly, etc.). Select “Manually Choose Dates” for events that repeat but do not have a regular pattern.
  - Do not show end date/time: Check this box to display only the start date and start time of an event. An end date and end time are still required to publish the event in order to ensure the event will properly download and display in personal calendars (such as Google Calendar and Microsoft Outlook) as well as in Event Sharing.

- The “Timezone” is set to Eastern Time, which is appropriate for events occurring on any OHIO campus. It can be adjusted for events taking place elsewhere.

- An event URL will be created by default and will serve as a direct link to the event posting you are in the process of creating. You can customize what appears in the [event-name] space, but if you do so, you need to be certain that you are not duplicating a URL that has been used previously. We recommend adding a date to avoid duplication. For example, Commencement is an annual event, so adding the year to the URL could eliminate any potential duplication conflict (e.g., fall-grad2017).

- The “Make this event private” option hides the event from the general public. It will only be visible to a VERY small group of people with appropriate privileges assigned by an admin. Additionally, events that are private will not be shared to "aggregate" sites, and will (by default) be excluded from sharing (feeds).

- The “Specify Publish/Unpublish Times” feature allows you to specify a range of dates during which the event will be visible to visitors on the calendar by entering the values for the date and time the event should be published and unpublished. If you choose to publish and/or unpublish an event on a certain date, a specific time must be given as well. Please note that an event submitted by a non-admin will not be shown until after it has been approved by an admin, even if it has a publish date and time that occurs before the event is approved. *Entering an Unpublish date is generally not recommended.*

**Step 3:** Specify categories and keywords for the event to make sharing and searching easier.

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![Categories and Keywords](image-url)
● You can assign many, few, or no categories to your event. Categories are best used for grouping similar events, such as placing a set of reunion events under the Alumni category or research funding workshops under the category “Academics and Research.” A handful of default categories will be added to your calendar, and as an admin, you will be able to specify other specific categories for your calendar as well. From there, you can add the applicable ones to individual events.
  ○ Only categories selected with a checkbox will be added to the event. Clicking the name of the category will toggle the checkbox (check or uncheck).
  ○ Any category with the ► symbol contains sub-categories. Clicking the symbol or double clicking the name of a category will display the sub-categories.
  ○ Note: Please remember, the primary purpose of the ohio.edu front door is serving as a marketing tool for prospective students. For that reason, some events that are very important to individual planning units may not be appropriate for the front door.

● Enter specific and relevant keywords directly in the “Keywords” box. Keywords are useful for grouping together related events that do not share the same categorization structure (e.g., using the keyword “PAS” for Performing Arts Series events). If a term appears in the event title, it is not necessary to add it as a keyword.
  ○ Separate each keyword with a comma. To add the separate keywords “great” and “day,” you would type “great, day,” but you can add the single phrase “great day” by typing “great day,”.
  ○ The calendar software will actively exclude commonly used words to ensure the most accurate search results (“noise words” such as the, a, and).

Step 4: Add a location for your event. If you select from the existing list, a Google Map showing the event location will be available on the event page.

● Press “Search” to search the calendar’s database for any matching locations based on the word(s) entered into the text box. For best results, enter one word of the venue name and click
“search” (e.g., enter “Baker” or “Ballroom” instead of “Baker Ballroom” or “Baker Center Ballroom”). The search results appear in a list below the search text box.

- If your desired location appears in the list, click the checkbox next to it, then scroll to the bottom of the search results and click the “Add Selected” button.
- If the desired location does not appear in the list, type the name of the location into the text box and click “Add” to create an ad-hoc location. Google Maps will not be displayed for ad-hoc locations.

- To delete all text entered into the search box, click the “Clear” button.

**Step 5:** Always provide a name, phone number and e-mail address of someone who can answer questions about the event in the text boxes within the “Contact” tab. Remember, each calendar listing

**Step 6:** Add up to five images to your event under the “Images” tab. The size of each individual image cannot be more than 3MB. If you have more than one image for an event, you will need to designate one as the primary or default. Please Note: It is **critical** to have a descriptive name as the alternate text for all images to enhance accessibility and searchability.

- Click “Browse…” to open a file locator window to locate the image file on your computer.
Click “Upload” to attach the image to your event. Alternatively, click "Media Library.” A list of the images that have already been uploaded will be displayed, click the "Select" link to the left of the image you wish to use. You will see the images you have chosen below the image box.

Select the check box in an image's top left corner to designate it as “primary” Your primary image is displayed first on your calendar page and appears first when a site visitor clicks on your event to see the details. NOTE: Even if your event only uses one image, you must select this checkbox for one image per event.

Each image accommodates a label of up to 100 characters that displays on mouseover and is used by web browser assistance applications for those with visual impairments or appears whenever images are not enabled. The file name fills this Alternate Text box by default, but in most cases you can choose a name to better describe it. Even if you choose to keep the file name, it’s best to remove the file extension (.jpg, .gif, or .png).

Click the red X to the upper right of an image to remove it from the event.

**Step 7: Add attachments,** such as a PDF flier, to your events to include additional information. Attachments can be in almost any document format but are limited in two ways: Events can have a maximum quantity of 5 attachments AND a total of 10MB per event. For example, you could upload five 2MB attachments OR three 3.3MB attachments, or any combination that does not exceed either the quantity (5) or size (10MB) limit.

To add an attachment, click “Browse…” From the window that appears, you can add one or more attachments to your event.

Click the “Upload” button after selecting a file. Files you have uploaded will display below the attachment box.

Each uploaded file has a label up to 100 characters long that displays as a link on the calendar website (under “Additional Info”). By default, this text is the file’s name, but to meet accessibility standards, you can change it. If you keep the file name, it’s best to remove the file's extension (.doc, .xlsx, .pdf, etc.).

Click the red X to the upper right of an attachment to remove it from the event.

**Step 8: Custom Event Fields**

Audience: The drop-down list includes specific audiences – select all that are eligible to attend the event (“By invitation only” is also an option). You can “control-click” to select multiple audiences.

Sponsoring Department (optional)- This field indicates the primary event sponsor (divided into degree-granting and administrative units). You can “control-click” to select multiple sponsors.
Step 9: **Submit your event for approval.** The “Submit” button is at the bottom of the page. Once you have submitted your event, it is easily accessible under the “pending approval” tab on the Active Calendar event management screen until the event is approved or denied. You will receive an e-mail notification when the event is approved.

**How to edit an existing entry**

You can edit any entry you created by visiting your [Events Dashboard](#) (login required) or click “Manage” near the top of the page after you log in. From your event list, select “Edit” from the “Actions” drop-down menu next to the title of the event you wish to edit. Make your changes and click “Submit” to resubmit the event for approval with the proper revisions. The calendar software maintains a record of all changes made.

**How to copy an event**

You can copy any entry by visiting your [Events Dashboard](#) (login required). Then, locate the title of the event you would like to copy and select “Copy” from the Actions drop-down menu. This will bring you to the submission form for the copied event where you can enter the date and time of the new event, make any other changes, and submit.

Remember, **only** events that are added to the CUE are eligible to be featured on the ohio.edu front door!

On-campus events that are added to the CUE also are publicized in daily “Today @ohiou” tweets from the @OHIO_CUE Twitter account, Baker University Center digital displays, CATVision, and other digital venues.

Send any questions or issues to [calendar@ohio.edu](mailto:calendar@ohio.edu)