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 Events to the OHIO CUE
This is a cheat sheet for the OHIO Calendar of University Events. Please note the blue question marks that appear on the form – clicking on any of those will take you to the full Active Calendar product help page.

**Step 1:** Open a Web browser on your computer.
**Step 2:** Visit [https://calendar.ohio.edu](https://calendar.ohio.edu) and click the “Sign In” link near the top of the screen or the “Add Event” link in the left-hand column (or copy and paste `calendar.ohio.edu/login` into your browser window).
**Step 3:** Enter your OHIO login credentials (the same user name and password you use to get your e-mail)
Step 4: Click “Add Event” in the left column or “Manage” located near the top of the page. (Clicking “Add Event” will take you directly to the submission form).
Step 5: If you click “Manage” in step 4, click “Create an Event” located at the top of the resulting page. 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 move to different sections by clicking the corresponding icon in the orange bar near the top of the screen.

![Event Options](image-url)
Filling out the Form

Each step of the instructions below is labeled by the name of the section that must be completed. 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), URL for website that contains full details, and contact information for someone who can answer questions about the event.

• There is a video tutorial on the Active Calendar website titled “Create a Simple Event” that is an introduction to how to create an event.

Step 1: Name of Event (Required) Enter a brief “headline” with the essential information into this field. This field accepts up to 100 characters.
Example: 14th Annual MLK Jr. Day Brunch
Example: OHIO Club weekly meeting

Step 2: Enter the Event Details
Summary (Required) - 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.
• Add a Full description
  Checking this box allows you to add a full 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 the details, such as a speaker’s bio, information about other events in a series, etc..

When is the event? (Required) – Enter the date and start and end time of the event here. You can set a recurrence schedule for events that occur on more than one day. Additionally, this area allows you to denote events as All Day events, for deadlines and events that do not have a set start and end time. A start date, end date, and time zone, are 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.). Additional areas may open in this section for you to further specify the recurrence parameters. There is a video tutorial on the active Calendar website titled “Create a Recurring Event” that may help you use this feature to full effect.

- 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. There is a video on the Active Calendar website entitled, “How to Add Events to Google and Outlook Calendars.”

**Timezone (Required):** This drop down menu allows you to select the time zone in which your event occurs. The default is local time (EST).

**Event URL (created by default)** This URL will serve as a direct link to the event posting you are in the process of creating. By default, the URL is https://calendar.ohio.edu/event/[event-name]. 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 the Event URL for this year’s fall Commencement ceremony

**Make this event Private:** This option hides the event from the general public. The event is made visible to persons visiting that have a valid username and password, with appropriate rights and privileges, who are logged into the site. Additionally, events that are private will not be shared to "aggregate" sites, and will (by default) be excluded from sharing (Javascript, XML, iCAL, CSV feeds).

**Specify Publish/Unpublish Times:** This feature allows you to specify a range of dates during which the event will be visible to visitors on the
calendar. The following options are available:

- Publish Date/Time: Specify a date and time when the event will begin to be displayed on the calendar.
  - Please note: An event will not be visible to calendar visitors until it has been approved.
- Unpublish Date/Time: Specify a date and time when the event will no longer be displayed on the calendar.

When using this feature the following three configurations are supported.

- Specify a Publish Date and Publish Time Only.
- Specify an Unpublish Date and Unpublish Time Only.
- Specify both a Publish and Unpublish Date and Publish and Unpublish Time.

**Step 3: Categories and Keywords**

You can group similar events together using Categories. This makes them easier to find when searching and sharing. Select from the provided category list under this field that which most clearly describes your event.

**Please note:** At least one of the eight categories with a colored block must be selected in order for the event to be eligible to appear on the ohio.edu front door. Those categories are Academics and Research, Admissions, All OHIO, Alumni, Arts and Culture, Regional Campuses, Sports and Recreation, and Student Orgs.

*A new category of note is “Course-Credit Events.” This category is used to denote events for which course credit is offered to OHIO students.*

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.”
Only selected categories 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. Double clicking the name of a category will display the sub-categories.

Keywords: Assign tags to your events here. This makes them easier to find when searching and sharing. Keywords help users search for events and are useful for grouping together related events that do not share the same categorization structure. For example, you can use the keyword “PAS” to link together events related to the Performing Arts Series.

Separate each keyword with a comma. To add the keywords great and day you would type “great, day,” but to add the Noise Words: Active Calendar will actively exclude commonly used words to ensure the most accurate search results (e.g., the, a, and).

Step 4: Locations (Required)
This section requires you to select where the event will be held. If you select from the list of locations given, the Google Maps functionality is available. However, you can type in a location.

Free Text (Ad-hoc) Locations - You can provide the name and address of an event location in this area. The name and address that you specify will be displayed with the event, and if you enter the street address, users will be able to click a link to view the address in Google Maps. If the address is not added, there will not be a Google Map.

- Add: clicking this button will assign the text entered in the text box to the event’s location.
- Search: clicking Search will verify that the name and address entered in the text box is not already a selectable option in the list of locations. Enter one word of the venue name and hit search (e.g., enter “Ballroom” instead of “Baker Ballroom” or “Baker Center Ballroom”)
  - If a matching location is found, click the “Add selected” button
If no matching locations are found, you can use the location specified in the text box by clicking the “Add” button.

- Clear: clicking Clear will remove the text entered in the text box.

Managed locations- you can select from a list of pre-set locations in this area. Locations in this area will be displayed on the Event Details page, with a map. Additionally, locations selected from this area will be searchable from the location search drop-down.

**Step 5: Contact (Required)**
Provide in that field a name, phone number and email address of someone who can answer questions about the event.

**Step 6: Images**
Images can be added to your event by browsing from the Media Library or upload options in this field. The image size cannot be more than 3MB and 5 images are allowed per event. If you have more than one image for an event, you have the option of making one image 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 search.*

To add an image:
- Click Choose File... to open a file locator window to locate the image file on your computer.

- Click Upload to attach the image to your event. 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.

- Primary Image Checkbox: Located at the top left of an uploaded image selecting this check box sets an image as the primary image. A primary image is the image used in the default listing of events, and is more prominently featured 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. It is required for at least one image per event.

- Alternate Text: Each image has a label of up to 100 characters that displays when moused over and is used by web browser assistance applications
for those with visual impairments. By default, this text is the file’s name, but in most cases you can choose a name to better describe it. If you keep the file name, it’s best to remove the file extension (.jpg, .gif, or .png).

• (Delete image) Click the red X to remove that image from the event.

To add an image to an event using the Media Library follow these steps:
• Click "Media Library"
• A list of images will be displayed, click the "Select" link to the left of the image you wish to use.

Step 7: Attachments
This section allows you to upload attachments, such as a flier, to your events to include additional information. Attachments can be a PDF, Word, or PowerPoint document 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 5x 2MB attachments, 3x 3.3MB attachments, or any combination that does not exceed the quantity (5) or size (10mb) limit.

To add an attachment:
• Choose File... Click to open a file locator window, from which you can add one or more attachments to your event.
• Upload: Click this link after selecting a file. Files you have uploaded display below the attachment box.

Display Text: Each file has a label up to 100 characters long that displays as a link. By default, this text is the file’s name, but you can change it. Should you keep the file name, it’s best to remove the file’s extension (.doc, .xlsx, .pdf, etc.).
(Delete attachment) Click the red X to remove that attachment 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 (currently only degree-granting units are included). Please select from the list, if applicable to your event.

Step 9: Submit your event for approval. It will be located under “pending approval” tab on the Active Calendar home screen until the event is approved or denied.

How to edit an existing entry
You can edit any entry you created by logging in at calendar.ohio.edu/login. Click “Manage” near the top of the page. Then, on the resulting management page click on the drop down list located next to your event and click “Edit.” After making changes to the event, click “Submit” to resubmit the event for approval with the proper revisions. Active Calendar keeps a record of the different versions of the events you edit.

How to delete an entry
You can delete any entry you created by logging in at calendar.ohio.edu/login. Click on the “Manage” button near the top of the page. Then, click on the title of the event in your event list that you want to delete. The edit screen will come up, click on the “Discard” button at the bottom of the page.
Please note: Deleting an entry is not undoable. If you accidentally delete an entry, you will have to resubmit the event starting from the beginning of the process.

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 venues.