Ohio University’s Calendar of University Events (CUE) is about to undergo a major makeover in an effort to consolidate information about activities and events happening throughout the University community in one convenient location online. While work to develop the new CUE is under way, members of the University community are asked to participate in the process by using the existing calendar, located at www.ohio.edu/calendar/.

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

What:
The OHIO CUE central calendar of University events is accessible at www.ohio.edu/calendar/
- Add events by clicking the “Add Events” button or go directly to www.ohio.edu/calendar/submit/

When:
Event information can be added 24/7. The entries are moderated by University Communications and Marketing and Student Affairs and will be approved during business hours (typically 8 a.m. to 5 p.m.)

Where:
Generally, any event that is sponsored by an official University department or a registered and recognized student organization that 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 University.

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

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.
How to use the CUE:

1) Visit www.ohio.edu/calendar and click the “Add Event” button near the top of the screen (or use the direct link www.ohio.edu/calendar/submit/).

2) Log in with your OHIO ID and password.

3) Fill out the resulting form with as much information as you can provide.
a. Try to think like someone who knows nothing about your event and be sure to answer any questions someone trying to decide whether or not to attend might have.
   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, contact information for someone who can answer questions about the event.

b. To add an event that spans multiple dates, please use Firefox as your browser.
   When you select “Multiple Dates,” this table is added at the bottom of the page:

   ![Repeat Table with Options]

   ![Start & End Dates Table with Options]

   ![Preview & Review Event Button]

c. The fields Campus, Organization Type (for the event sponsor), and Event Type are required.

d. Click “Preview & Review Event” to submit your event and you will see a pop-up window with your event information giving you another opportunity to review it and/or create a clone (see next page). If you want to edit, click “Back” but if you’re happy with it, click “Submit Event.”

4) You can edit any entry you created by logging in and returning to the submission form and clicking “Edit Events” in the gray bar at the top of the page (see image 1). You’ll then reach a listing of all of the events that you created and clicking on the event title will take you to the completed form that you can edit as needed. Click “Update Event” to submit your edits for approval.
5) If you are entering an event that recurs in the future with slightly different information (e.g., a club sports team that plays different opponents every week), you can create a clone. A clone is basically a template that contains the title and details of an event entry that you can customize and submit as a new entry.

To build a clone, go through the process of creating an event entry. After you click "Preview & Review Event," click "Clone Event" at the top of the resulting pop-up window. Decide whether you want to keep the clone private (only you will be able to access and use it) or make it public and available to other calendar users, then click “Create Clone.” You will land on a page that looks exactly like Add Event page, but it will have the information already filled in with the data you submitted.

*NOTE:* The cloned event date always will default to the current date, so be sure to check that the date and time are accurate before you submit an event from a clone.

You will now be able to access this event and its saved information through the Clone Bank (the Clone Bank link is in the upper left corner of the Add Event page). The Clone Bank houses links to all public clones and any private clones you created.

6) If you have any problems, comments, or additional questions, please send them via e-mail to calendar@ohio.edu.

Thank you for your help to make the OHIO CUE the best it can be!

*Updated October 9, 2013*