Ohio University’s central Calendar of University Events (CUE) at www.ohio.edu/calendar/ is a tool used to show the breadth of activities and events happening throughout the University community in one convenient location online. The calendar is about to undergo a major transformation, but while work to develop the new CUE is under way, the University community is asked to use the existing calendar. 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 — 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 within three hours 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 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.
How to create an event listing

**Step 1:** Open a Web browser on your computer (Firefox is preferred because it is compatible with the current calendar’s multiple date functionality).

**Step 2:** Visit [www.ohio.edu/calendar](http://www.ohio.edu/calendar) and click the “Add Event” button near the top of the screen (or copy and paste [www.ohio.edu/calendar/submit/](http://www.ohio.edu/calendar/submit/) into your browser window).

**Step 3:** Log in with your OHIO ID and password (the same login you use to get your e-mail).

**Step 4:** Fill out the resulting form (see below) with as much information as you can provide.

<table>
<thead>
<tr>
<th>Event Title: Greatest Event Ever</th>
<th>Add Descriptive Paragraph Here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Location: Baker University Center Ballroom</td>
<td>(Include request for info on ticket prices or free)</td>
</tr>
<tr>
<td>Event Duration: Single Day Multiple Day</td>
<td></td>
</tr>
<tr>
<td>The Following Omitted Unless Checked: Saturdays Sundays Holidays</td>
<td></td>
</tr>
<tr>
<td>Date: 17 September 2013 AM</td>
<td></td>
</tr>
<tr>
<td>Enter Repeating Event Dates Below</td>
<td></td>
</tr>
<tr>
<td>Event Time: Input TBA Varies (See Detail)</td>
<td></td>
</tr>
<tr>
<td>Time: 08:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Duration: 01:00 Hours: Min</td>
<td></td>
</tr>
<tr>
<td>Campus (Multiple allowed): Athens Eastern Chillicothe Lancaster Southern Zanesville Off Campus</td>
<td></td>
</tr>
<tr>
<td>Organization Type (Required For Approval): Student organization University department or unit</td>
<td></td>
</tr>
<tr>
<td>Event Type: (Multiple allowed): Alumni Reunions (incl. Homecoming) Athletics (OCA/Varisty) Bobcat Student Orientation/Welcome Community Service Opportunities Family Weekend Fine, Performing &amp; Cultural Arts Fraternities &amp; Sororities Internships</td>
<td></td>
</tr>
</tbody>
</table>

(Click the “Preview & Review Event” button to review your submission.)
Filling out the form

Each step of the instructions below is labeled by the name of the field that must be completed. Look at the image on the previous page to see exactly where the fields appear on the form.

**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.

**Step 1: Event Title** - Type or copy and paste a brief “headline” with the essential information into this field (limited to 50 characters). Do not use quotation marks “” in this field.
*Example:* 14th Annual MLK Jr. Day Brunch
*Example:* OHIO Club weekly meeting

**Step 2: Event Location** - Type in the building and room number where the event will take place (limited to 50 characters).
*Example:* Kennedy Museum, Lin Hall, The Ridges
*Example:* Baker University Center Ballroom A

**Step 3: Description** - The description is a brief snapshot of the event. As you’re writing, 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. Remember, you don’t have to fill in every detail because you will provide a link to a webpage that contains all of the detailed information, but give enough information that the reader will be able to decide whether or not they might be interested in attending.
*Example:* OHIO Men’s Wrestling welcomes Eastern Michigan to the Convo. Wrestling events are FREE of charge and do not require a ticket for admission to all regular season home games.
*Example:* Fredrick Harris, Columbia University professor of political science and director of the Center on African-American Politics and Society, will be the keynote speaker at the annual MLK Jr. Brunch sponsored by Alpha Phi Alpha Fraternity. His research interests are race and politics in America, political participation, social movements, religion, political development, and African-American politics. Tickets can be purchased at the Ohio University Multicultural Center on the second floor of Baker University Center or by calling 740-593-4027. Ticket prices are $12 students, $15 general, $80 student table, and $110 general table (tables seat 8).

**Step 4: Event Duration** – If the event will occur on a single day, select “Single Date” and enter the date using the dropdown menus for month and day and typing in the year, or click on the small calendar icon and select the date on the resulting pop-up calendar. Enter the time, by selecting the start time using the dropdown menus and type in the event duration in hours and minutes.
*Example:* For an event that begins at 8:00 p.m. and ends at 10:30 p.m., you will select 8:00 am from the start time dropdown menus and type in 2 hours and 30 minutes for the duration.

Under “The Following Omitted Unless Checked,” be sure to check the box(es) next to Saturdays, Sundays, and Holidays if any of those terms describes your event’s date.
*Example:* If you enter an event that occurs on Saturday, Dec. 21, and you do not check the “Saturdays” box, that event will not be visible to the public.
If the event happens over multiple dates, select “Multiple Dates” and the table below will be added at the bottom of the page (if you are using a Firefox browser):

![Repeat](image)

![Start & End Dates](image)

If Firefox is not available to you, you can create the entry with a single date, submit it, and then edit that entry to add the additional dates.

**Step 5: Campus** – This field is required field. Activate the checkbox next to the name of each campus that is impacted by the advisory.

**Step 6: Organization Type** – This required field refers to the primary sponsor of the event.

**Step 7: Event Type** – Select the description that most closely matches your event (required)

**Step 8: To Finish** – Click “Preview & Review Event” to submit your event and you will see a pop-up window with your information giving you another opportunity to review it and/or create a clone (see next page). If you need to edit, click “Back” but if you’re happy with it, click “Submit Event.”

**How to edit an existing entry**

You can edit any entry you created by logging in at www.ohio.edu/calendar/submit/ (which takes you to the submission form) and clicking “Edit Events” in the gray bar at the top of the page (see image 1). You’ll reach a listing of all of the entries that you created and clicking on an entry title will take you to the completed submission form, which you can edit as needed. Click “Update Event” to submit your edits for approval.
How to create a clone (template)

If you are entering an event that is likely to recur in the future with slightly different information (e.g., a lecture series that has different speakers each time or 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 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 the Add Event page, but it will have the information already filled in with the data you submitted.

**NOTE:** The entry date always will default to the current date, so be sure to check that the date is accurate before you submit an advisory created from a clone.

You will now be able to access this event listing 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 (visible and available to all calendar users) and any private clones you created.

How to delete an entry

You can delete any entry you created by logging in at www.ohio.edu/calendar/submit/ (which takes you to the submission form) and clicking “Edit Events” in the gray bar at the top of the page (see image 1). You’ll reach a listing of all of the entries that you created and clicking on an entry title will take you to the completed submission form. Click “Delete Event,” then click “OK” in the resulting pop-up window. **Please note:** Deleting an entry is not undoable. If you accidentally delete an entry, you will have to recreate it from the beginning of the process.

Need help?

If you have any problems, comments, or additional questions, please send them via e-mail to calendar@ohio.edu. You also can call Tasha Attaway at 740-593-2568.

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

*Updated January 15, 2014*