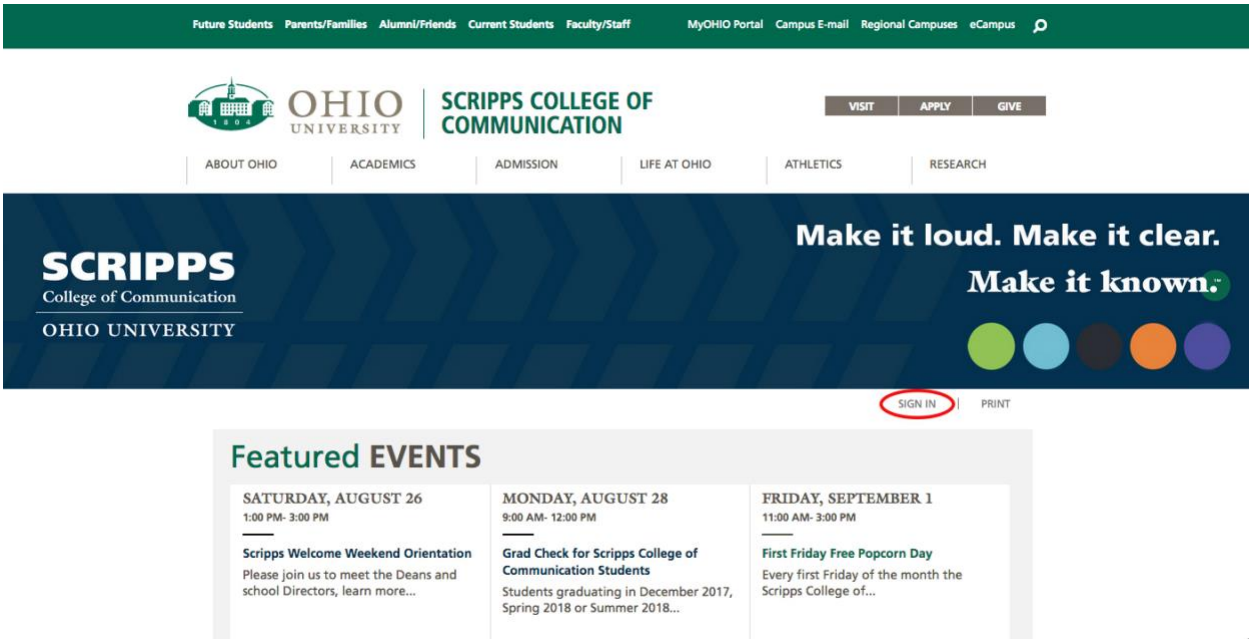
Adding an event to your calendar

Step 1: Email event organizer with this message:

- Hello. I'm a student ambassador with the college, writing to inform you that we have added EVENT NAME to the Scripps College calendar (linked: calendar.ohio.edu/site/communication/). Please let me know if there is any additional information you'd like to include in the calendar entry. Thank you!

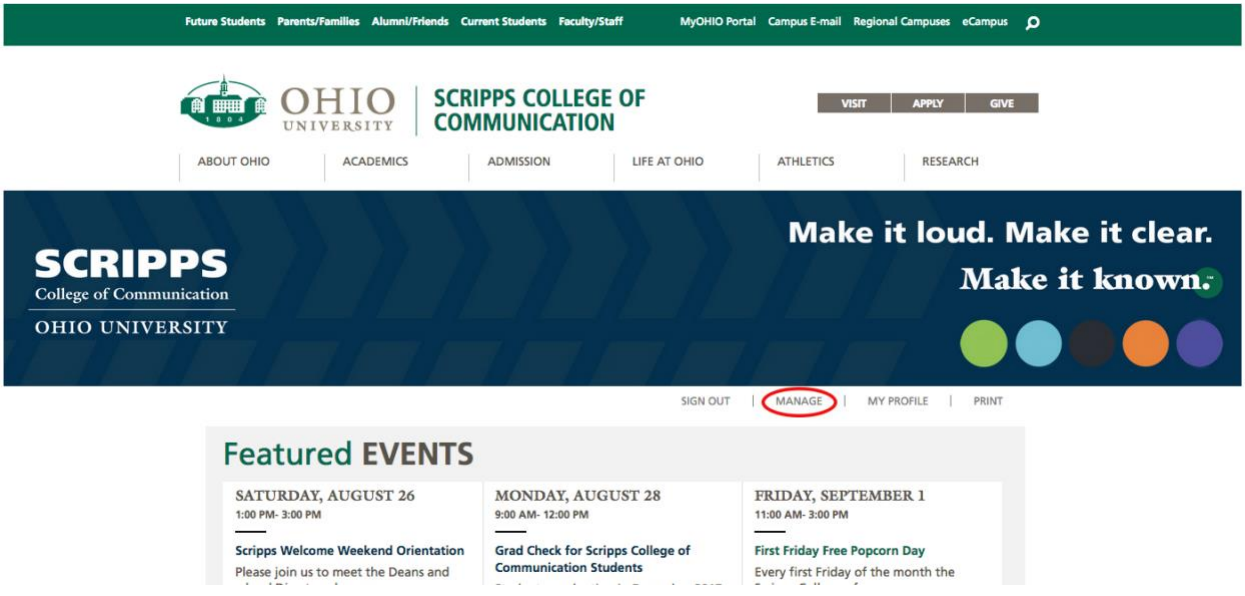
Step 2: Open a Web browser on your computer.

Step 3: Visit your calendar website at https://calendar.ohio.edu/site/communication/ and click "Sign In," located directly beneath the banner image near the top of the page

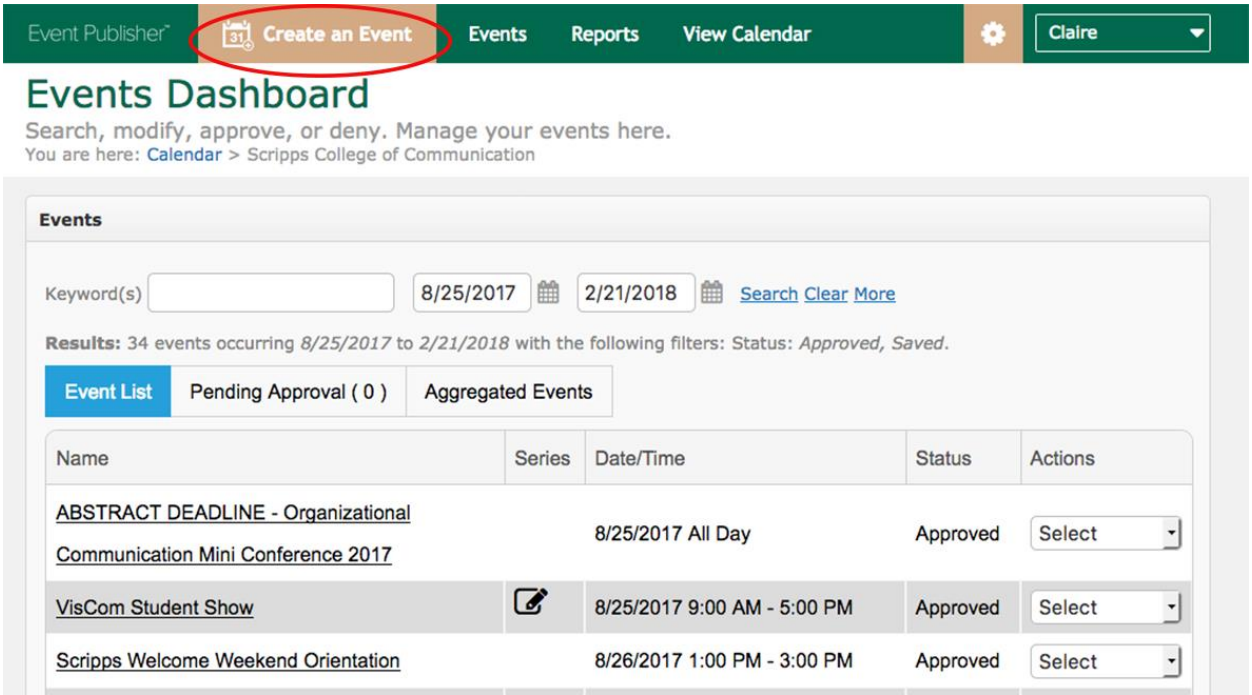


Step 4: Enter your OHIO login credentials (the same user name and password you use to get your email)

Step 5: Click "Manage" located directly beneath the banner image.



Step 6: Click “Create an Event” in the menu bar at the top of the resulting page.



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.

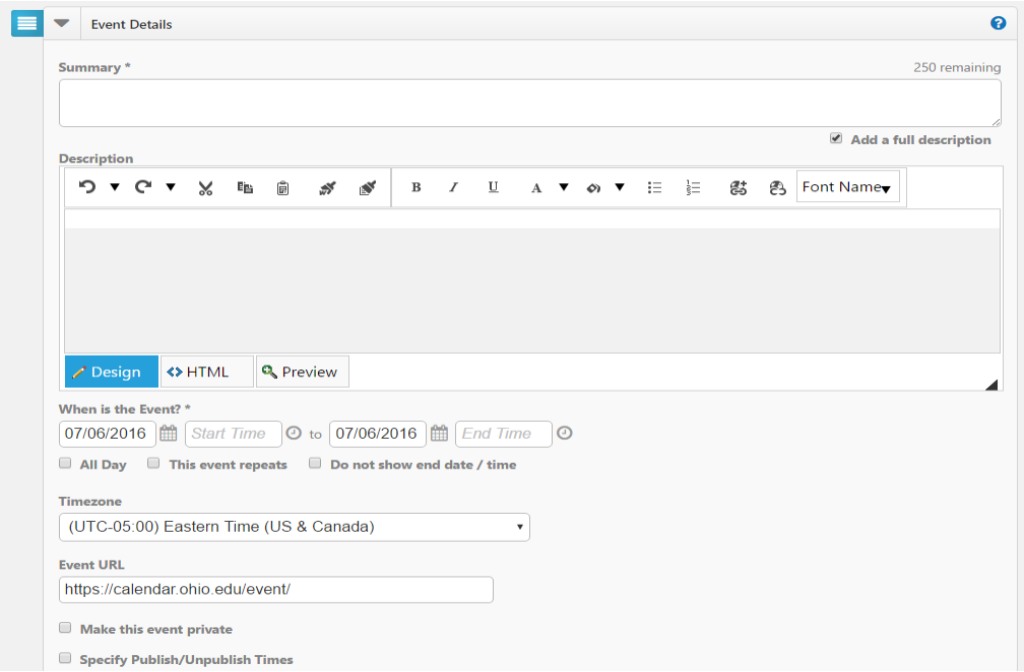
Critical information to include: Title, location, date and time, description including price (if it’s free, say so), sponsoring organization(s) and/or department(s), link for website that contains full details, and contact information for someone who can answer questions about the event. Please note the blue question marks that appear on the online form – clicking on any of those will take you to the full (and extensive) Active Calendar 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.
- 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 website link, speaker’s bio, information about other events in a series, etc. ***Note: The summary and full description will not be visible at the same time on any page.***
- Enter the start and end time as well as the start and end date of the event in the “When is the Event?” section.

    - 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 are available in this section for you to further specify the recurrence parameters. Watch a video tutorial on the Active Calendar website 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. Watch a video tutorial on the Active Calendar website titled “Add Events to Google and Outlook Calendars” that can help.
- 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-grad2016).
- The “Make this event private” option hides the event from the general public. It will only be visible to those with a valid OHIO username and password and 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.)



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

- 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: for an event to appear on the central Calendar of University Events and for it to be considered for a “featured events” spot on the ohio.edu front door, it must be tagged with the “OHIO Central” category.** This category serves as a flag for a CUE admin to review it for addition to the central CUE. It also helps to enable college admins to use an event as a featured event on your college’s calendar page if it is not a good fit for the ohio.edu front door. 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 your college may not be appropriate for the front door. The central CUE admins reserve the right to edit an event’s categories to avoid this conflict (specifically, we may remove one of the eight front door-trigger categories from an event listing if it is highlighted as a featured event).

- 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 “VISCOM” for School of Visual Communication 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” without commas.
    - Active Calendar will actively exclude commonly used words to ensure the most accurate search results (“noise words” such as the, a, and).
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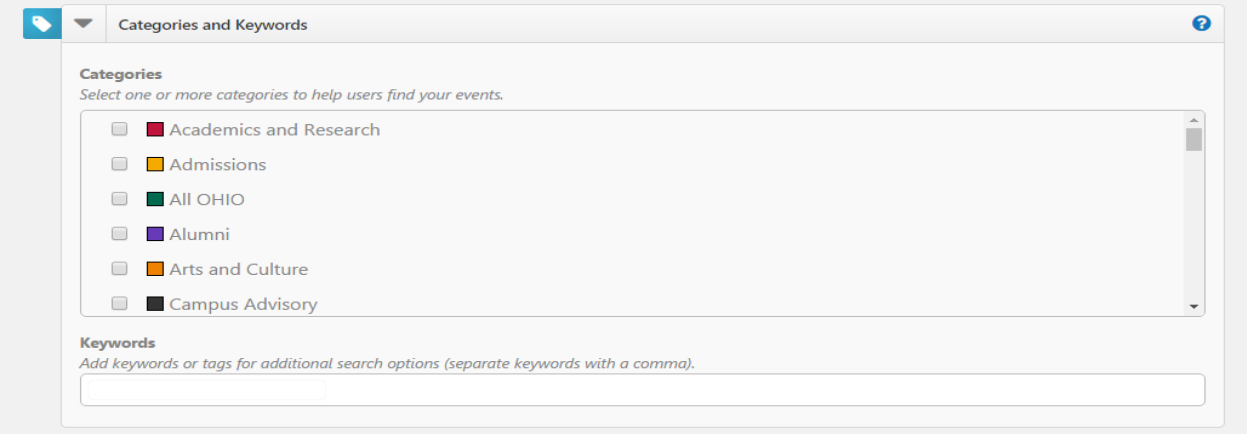
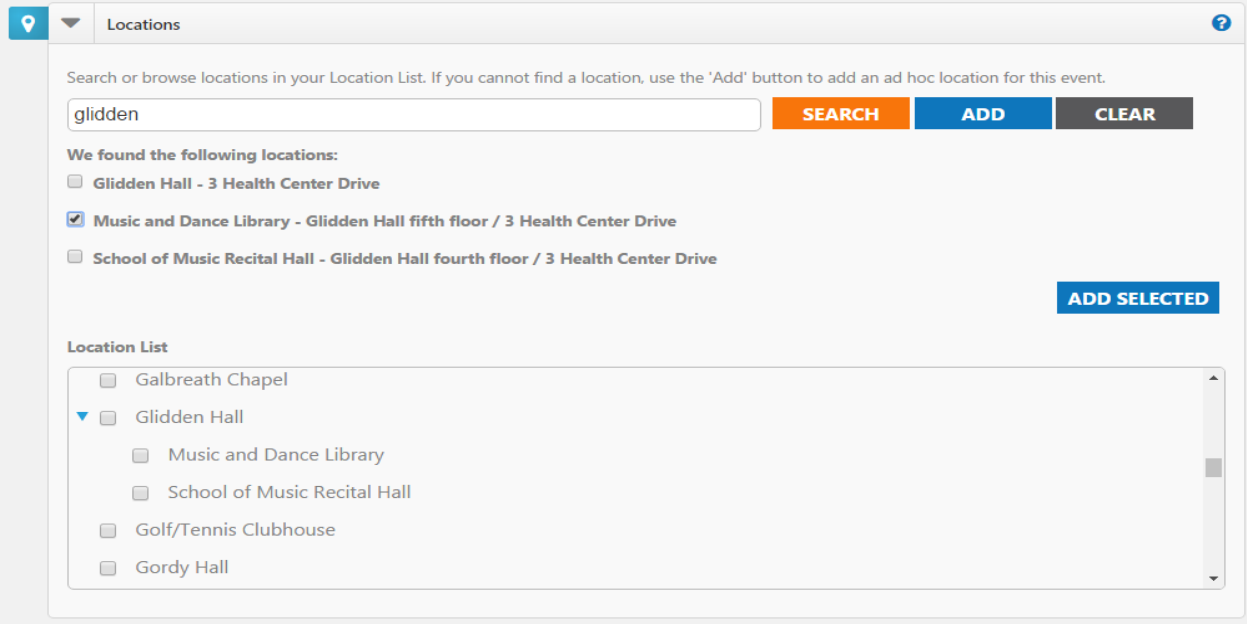
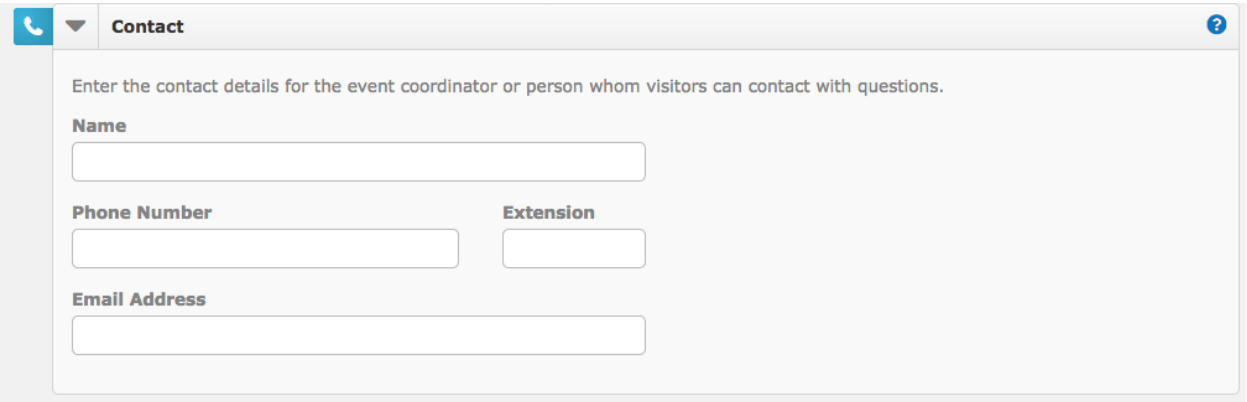


Step 4: Add a location for your event. If you select from the existing list, a Google Map showing the event location will be available on the event page. As an admin, you are able to add additional locations to your calendar, as needed.



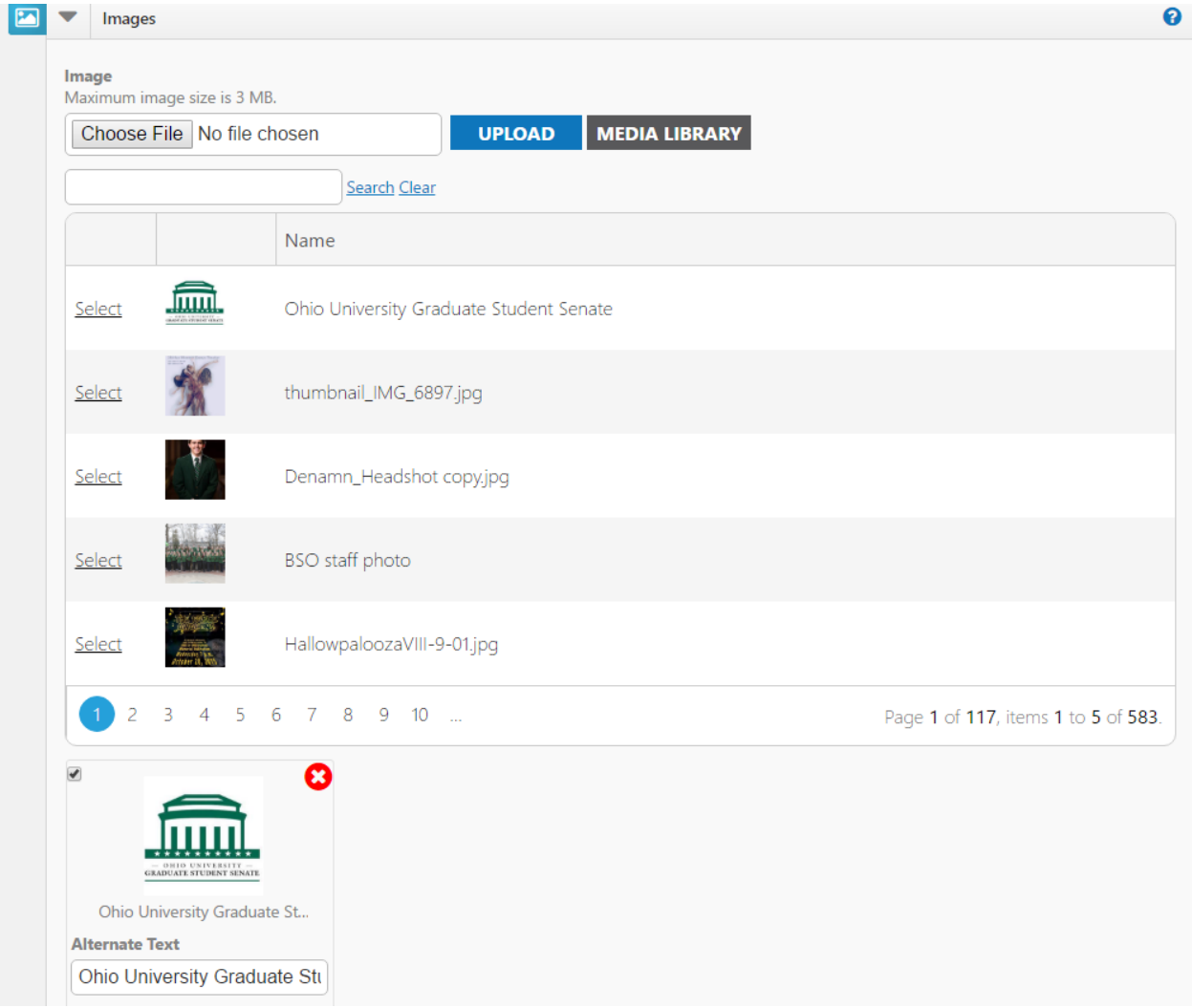
- Press “Search” to search the calendar’s database for any matching locations based on the word(s) entered into the text box. For best results, enter one word of the venue name and click “search” (e.g., enter “Baker” or “Ballroom” instead of “Baker Ballroom” or “Baker Center Ballroom”). The search results appear If the location appears in the list below the text box, click the checkbox next to it to select it, then scroll to the bottom of the search results and click the button that says “add selected.”
- 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 clear all text entered into the text 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.



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.

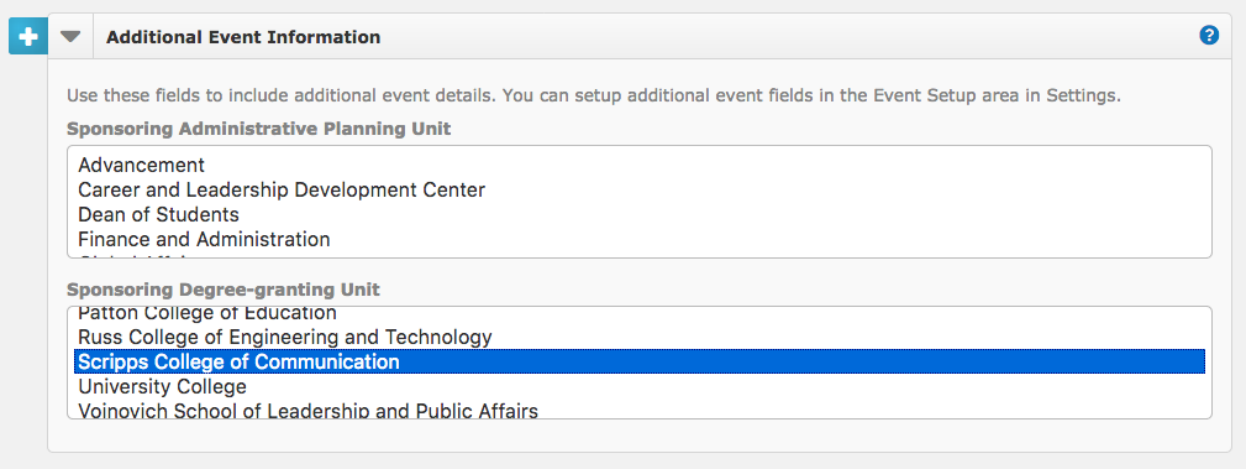
- Click “Browse…” to open a file locator window to locate the image file on your computer.
- Click “Upload” to attach the image to your event. Alternatively, click "Media Library.” A list of the images that have already been uploaded will be displayed, click the "Select" link to the left of the image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



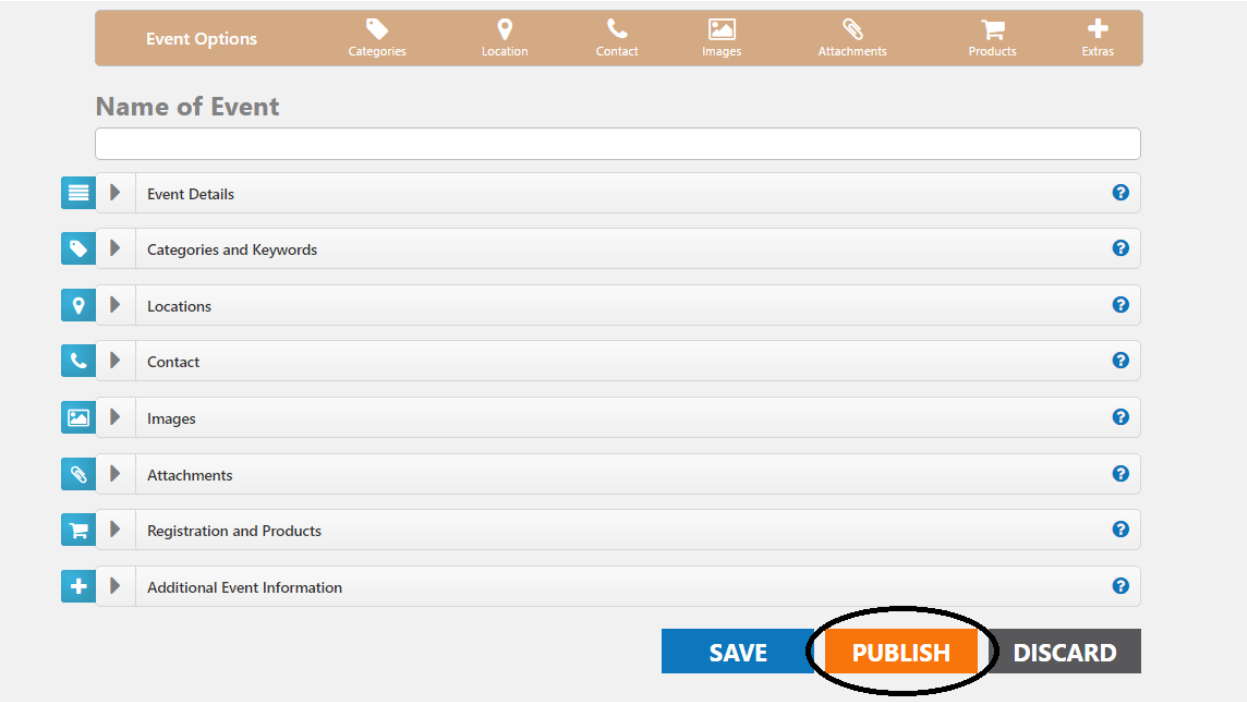
Step 7: Add attachments, such as a PDF flier or PDF form, to your events to include additional information. Attachments can be in almost any document format but are limited in two ways

- 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: Under “Additional Event Information,” you can specify information specific to your calendar event. **Please select the “Scripps College of Communication” as the Sponsoring Degree-granting Unit by highlighting the name.**



Step 9: Save or Publish your event. The Save and “Publish” button is at the bottom of the page. Events submitted by non-admins will appear in the “Pending Approval” tab of your Events Dashboard. A member of the Scripps College of Communication Dean’s Office will need to approve your event submission before it is able to go appear on the public college calendar.



Managing Your Calendar Events

How to edit an existing entry

You can edit any entry you created and published by visiting your Events Dashboard (login required) or by clicking “Manage” under your calendar’s banner image. 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 “Publish” to update the event with the proper revisions. Active Calendar maintains a record of all changes made.

How to delete an entry

You can delete any entry by visiting your Events Dashboard (login required) or click “Manage” near the top of the CUE website (visible after login). Locate the title of the event you want to delete in your event list and select “Delete” from the Actions drop-down menu. It is possible to restore deleted items using the Actions drop-down menu.

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 of the copied event where you can update the information and publish the new event listing.

Need Help?

Troubleshooting

Start by contacting college Media Specialist Sarah Roush at roushs@ohio.edu.

You can always send any questions to calendar@ohio.edu!