



Master Calendar

Creating & Submitting a New Event

11/27/2012

Creating a New Event in Master Calendar

Event Guidelines

All calendar events must be submitted electronically in the designated format, following the appropriate submission and approval processes. Calendar events must meet these guidelines:

- Only university sponsored events and activities will be included in the calendar. University sponsorship must be by an office, department, college, organization or club.
- The event must be confirmed for a room/space reservation for the proposed date and time.
- The event should not duplicate another event listing.
- The event information must be complete. (Required fields are marked with an asterisk on the event form.)

For additional information please review the [Master Calendar Guidelines](#) and [Frequently Asked Questions](#).

To add a New Event, follow these steps:

1. Visit <http://calendar.uco.edu/>
2. Select **Submit Event**.



3. Enter all required **General Info** fields:

Event Title:*	Title Url:	Post Date:*
<input type="text"/>	<input type="text"/>	10/19/2012 Fri
Calendars:*	Event Type:	Priority:
(Select Multiple)	(none)	Medium
Contact Name:*	Contact Email:*	Contact Phone:
<input type="text"/> <input type="checkbox"/> Hide	<input type="text"/> <input type="checkbox"/> Hide	<input type="text"/> <input type="checkbox"/> Hide
Location:	Location Url:	Department:
<input type="text"/>	<input type="text"/>	<input type="text"/>

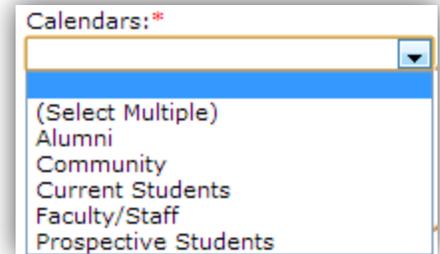
- a. Enter an **Event Title**.

General Info

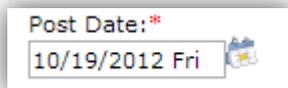
Event Title:*

b. **Select the appropriate calendar(s) for your event.** Multiple calendars may be selected.

- **Community:** Events open to the general public, which include athletic events, performances, and events scheduled in the Nigh University Center.
- **Prospective Students:** Events for future UCO students including events for new and transfer students.
- **Alumni:** Events sponsored by Alumni Association and the UCO Foundation.
- **Current Students:** Student activities such as academic dates, sporting events, social events and volunteer activities.
- **Faculty/Staff:** Calendar includes events for faculty and staff, which may include staff development, departmental meetings, administrative deadlines and training.



c. Complete the **Post Date field**. Post Date refers to the date that the event is to be posted to the selected calendar or calendars. The default value is the current day's date.



d. Add Contact Information:

Contact Name

The name of the contact person for the event.

Note: If you do not want this information displayed on the Event Details page, make sure that Hide is selected.

Contact Email

The email for the contact person for the event.

Note: If you do not want this information displayed on the Event Details page, make sure that Hide is selected.

e. Compose or paste information about the event in the **Event Description** box.

The event description is displayed in the Event Details Summary dialog when a visitor places their mouse pointer on the event title in the calendar or, on the Event Details page when a guest or user clicks on the event name for more information about the event.



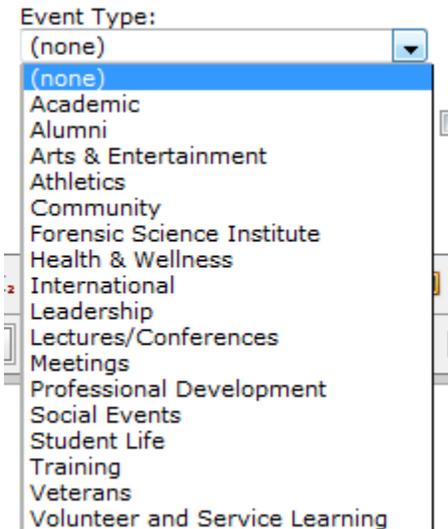
Additional **Optional** fields may be completed.

4.

Optional Fields	Description
Title URL	The URL (website address) for the event's web page.
Event Type	To assist in classifying your event, select an Event Type. Please note only 1 event type may be selected.
Priority	Dropdown list. Available values are High, Medium, and Low . In conjunction with the event time (All Day, Untimed, Times), this variable determines where the event appears in a calendar display—at the top in a List view or at the top of the calendar date cell in the Calendar view. For any priority, the order is All Day Event, Untimed Event, Timed Event.
Contact Phone	The phone number for the contact person for the event. Note: If you do not want this information displayed on the Event Details page, make sure that Hide is selected.
Location	The location where the event is to take place. You can manually enter a location. Note: Select the magnifying glass icon to view UCO locations available for selection. 
Location URL	The URL (website address) for the location's web page. Some locations may populate this field with a URL with which it has already been associated.
Department	The department that is hosting or sponsoring the event.
Event Description	A text description of the event. The event description is displayed in the Event Details Summary dialog when a guest or user places their mouse pointer on the event title in the calendar or on the Event Details page when a guest or user clicks on the event name for more information about the event. After you enter a description, you can select the text and then use the standard Window formatting icons (color, text size, text weight, and so on) that are above the Event Description field to customize the formatting of the text.
Event Description	A text description of the event. The event description is displayed in the Event Details Summary dialog when a guest or user places their mouse pointer on the event title in the calendar or on the Event Details page when a guest or user clicks on the event name for more information about the event. After you enter a description, you can select the text and then use the standard Window formatting icons (color, text size, text weight, and so on) that are above the Event Description field to customize the formatting of the text.
Add Image	Click Browse to open the Choose File dialog box for browsing to and selecting an image that is to be associated with the event.

Event Types are useful in categorizing and filtering events and allow for viewing via RSS feeds and custom calendar web links. Several Event Types are available, including:

- **Academic:** Enrollment dates, academic meetings and other events of an academic nature.
- **Arts & Entertainment:** Theatre, dance, music, museum, library, gallery exhibitions, or any other performances on campus or produced by UCO organizations.
- **Athletics:** UCO Broncho athletic event schedule.
- **Health & Wellness:** University recreational activities, fitness programs, intramural sports, health awareness, counseling sessions and other activities addressing health concerns.
- **International:** Events focusing on international gatherings, club and staff assemblies, and other meetings.
- **Lectures/Conferences:** Conferences, lectures, talks, symposia and other workshops **Meetings:** Business gatherings, club and staff assemblies, and other meetings.
- **Professional Development:** Career-related events such as faculty development, employee training and professional-development workshops.
- **Student Life:** Student activities such as Homecoming, Stampede Week, New Student Orientation, Winter Glow and other student-led events.
- **Social Events:** Social activities organized by student groups, academic departments and other university offices.
- **Volunteer and Service Learning activities:** Public service activities, volunteer projects, community outreach, The Big Event, Volunteer Fair and other programs that foster UCO's commitment to service.
- **Veterans:** Events focusing on Veterans, lectures, talks, assemblies and other meetings.



This list is not comprehensive as New Event Types are added periodically.

5. The **Event Times** section provides time and date information about the event.

Event Times

Start Date:*
 

(If timed event is selected then a start and end time must be entered). ▼

Start Time:  End Time:  (no end time)
 (end time goes into the next day)

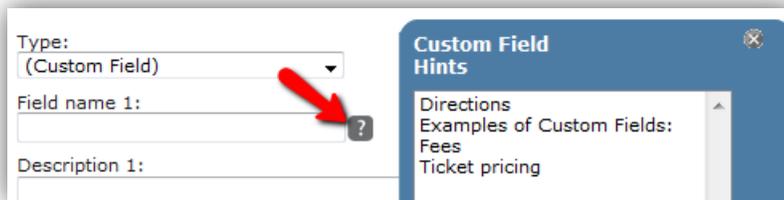
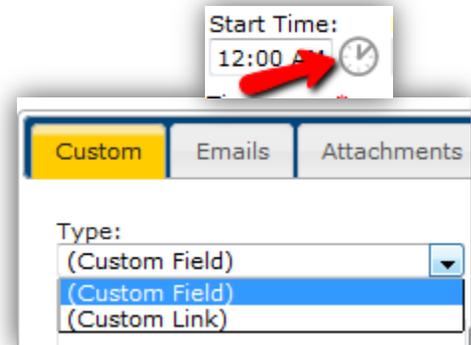
Time zone:*
 ▼

6. Enter the **Start Date** by clicking on the calendar icon.
- Select **Recurrence** if the event is a recurring date.
7. A **Timed Event** has a start and stop time. This is the default.
8. Select the Start Time and Stop Time by clicking the clock icon.
9. **Custom Fields/Custom URLs**

- a. Select **Custom Field** in the dropdown to enter a name that describes or provides hints about the additional information that is to be entered in the Description field.

For example, if the Description field is to contain information about parking at the event, you could enter "Parking Info" for the field name.

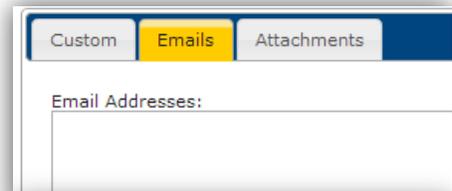
Note: For a list from which you can select a preset field name, click the Hint icon to open a list of Custom Field Hints.



- b. Select **Custom URL** in the dropdown to provide a web link to a website that provides additional information about the event.

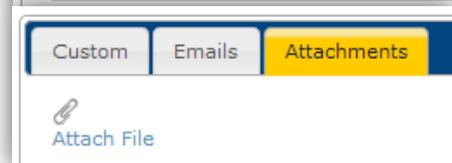
10. **Emails**

On this tab, you can enter the email addresses for the invitees to the event. Separate multiple email addresses with either commas or semi-colons.



11. **Attachments**

An optional Attachments tab allows anyone submitting an event to attach a file, for example a PDF of a poster, parking map or schedule.



To add attachments to the event:

1-Click Attach a File

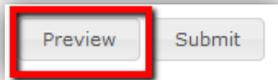
2-Click browse to open the Choose File dialog box for browsing to and selecting the attachments.

3- After you have added all of the required attachments, click OK.

4-A list of the attachments appears on the tab. The list shows the name of each attachment, the size of the attachment, and provides an option to delete the attachment (for example, if you added the attachment in error or the attachment becomes obsolete).

Note: Each event only allows for 3 attachments, and each attachment must not exceed 1MB in size.

12. Click **Preview** to review your event in a new window.

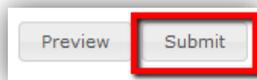


13. Enter the code displayed before submitting your event. This code prevents spam submissions to the Master Calendar.

Note: If the code is hard to read, click Show another code to display a new one.



14. After previewing your event, make any needed changes, and click **Submit**.



15. All events are subject to the **Approval Procedures** below.

Calendar of Events Submission and Approval Procedures

Anyone with a scheduled university event can submit event information. Individuals, departments or organizations may submit event information by clicking on "Submit Event" found on the [UCO Master Calendar](#) website, which will be routed to the appropriate Event Manager, reviewed, and if approved, posted to the calendar.

Requests to submit an event must be made 72 hours prior to the event's start time.

Event listings may be edited for clarity, and events submitted after the deadline may not be listed on the calendar.

Any officially recognized department or organization may use this calendar system to list events.

Contact Us:

Technology Support

Phone: 974.2255 (CALL)

Email: support@uco.edu

Location: MCS 172

<http://support.uco.edu>

Technology Resource Center

Phone: 974.5595

Location: ADM 101

<http://trc.uco.edu>

Office of Information Technology

Phone: 974.2688

Location: ADM 102

<http://technology.uco.edu>
