



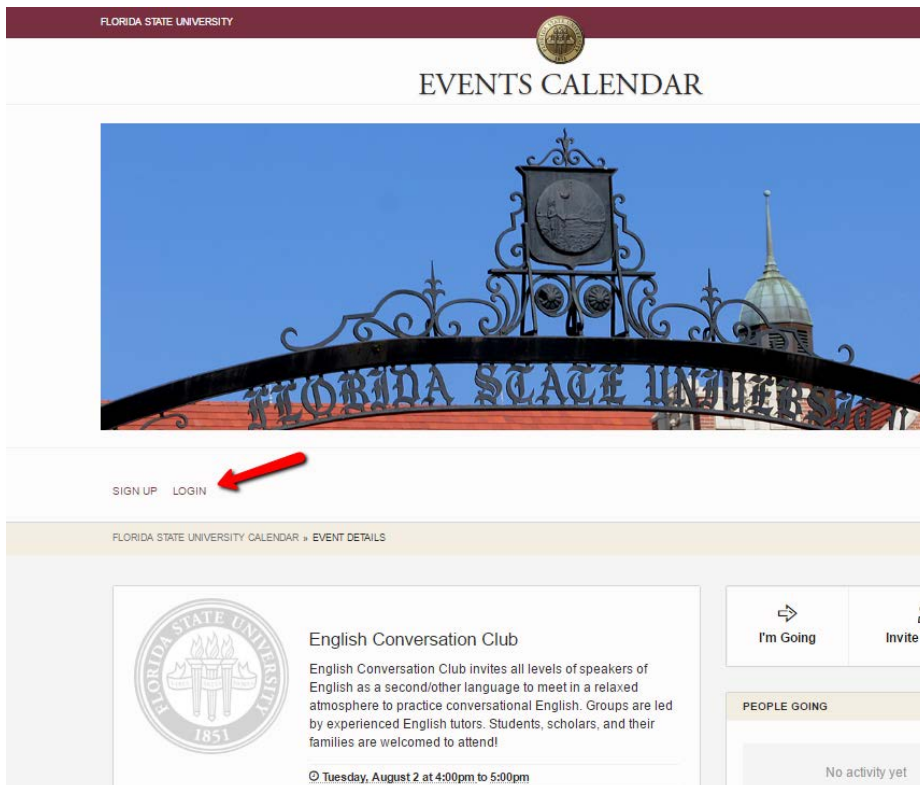
University Events Calendar Tip Sheet

Discover what's happening on campus with Florida State University's interactive events calendar. The calendar—powered by Localist—brings together hundreds of university events in one place and makes it easy to add and interact with events. To help you get started, we've put together the following tips. If additional help is needed, feel free to submit a support request via the FSU Service Center: [Submit a Support Request](#)

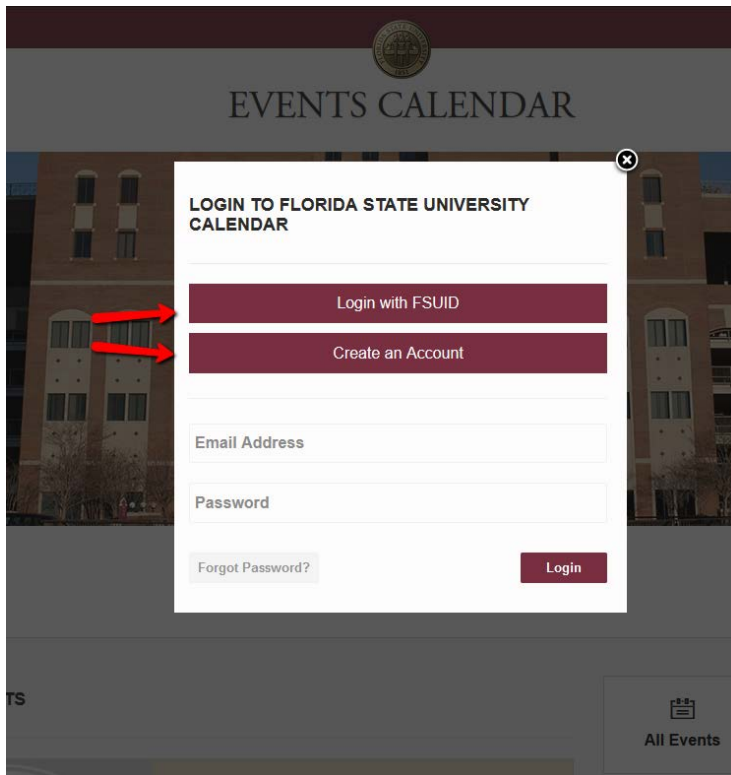
To access the Florida State University events calendar, go to: calendar.fsu.edu

Log In

1. Go to <http://calendar.fsu.edu>
2. Click the **LOG IN** link beneath the banner image



3. A pop-up will open where you can login in with your FSUID or create an account
 - a. If you have an FSUID, click **Log in with FSUID** and you will be directed to the myFSU login page to login with your FSUID and password
 - b. If you do not have an FSUID, click **Create an Account** and set up a Localist account using a valid email address. After you have created a Localist account, you can enter your email and password directly into the pop-up to log in.



Add an Event

To modify a department calendar, you must have admin access to the calendar. If this is your first time adding or updating an event to a department calendar, please submit a support request with the following information to request admin access to the calendar:

[Submit a support request](#)

Category: IT Support Services

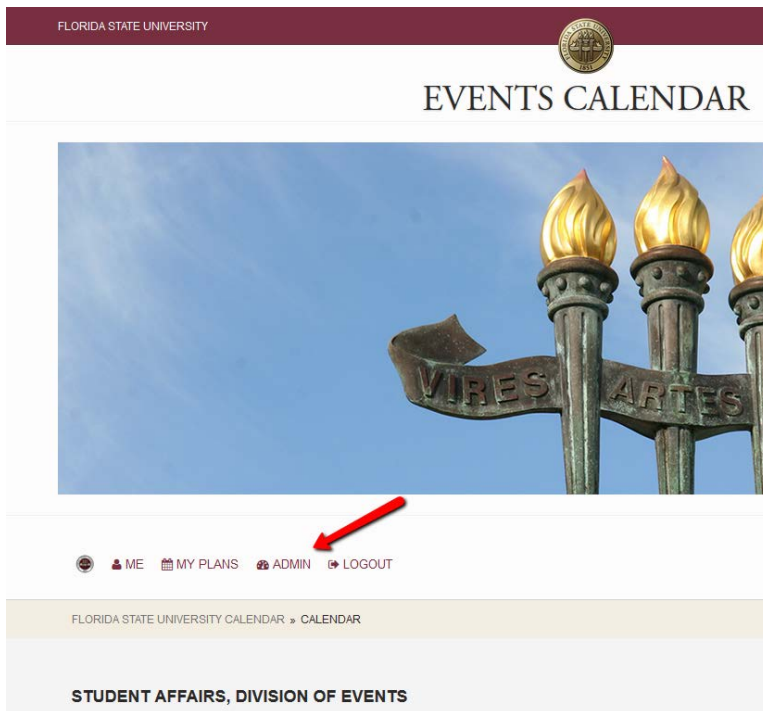
Specialty Type: Web Services

Detail: University Events Calendar System

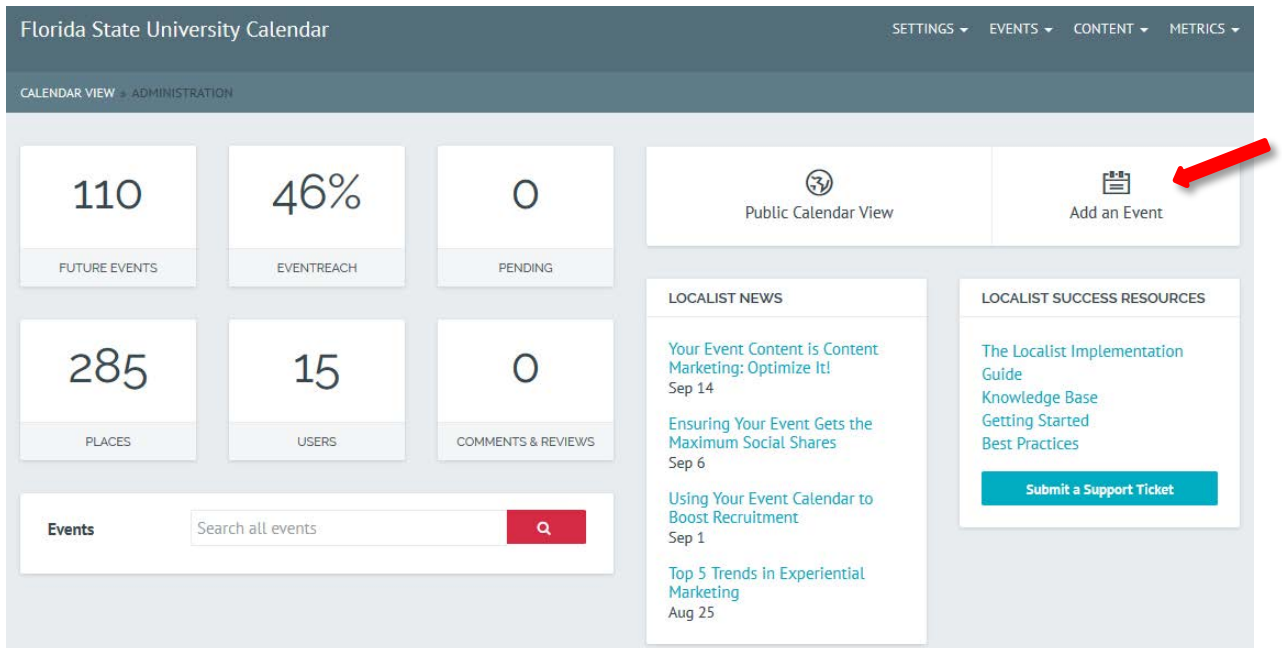
Watch for an email confirming your admin access (allow up to three business days)

1. Log in to the calendar with your FSUID and password

2. Click the **Admin** link beneath the banner image



3. In the admin dashboard, click **Add an Event**



4. A form will open for you to enter the details of your event
 - a. **Name** (required)

After you enter the event's name, Localist may display a duplicates warning, which will detail if there are any possible matching events in the past or future.

b. Description

Enter a description of the event.

c. Start Date (required)

There are several ways you can enter a date (e.g., Oct 3, October 3, 10/3, Next Friday, Today, Tomorrow, 10/3/14). As you type, the area below the date field will update accordingly (see image below).

Start Date
Friday, April 24, 2015

d. Start Time/End Time (not required, but preferred)

Use the format: 6pm

Events do not require these times, but if there is an end time, there should be a start time. If your event occurs all day, leave the start and end times blank.







e. Recurs

By default, events are set to never recur. Use the dropdown menu to indicate if your event occurs more than once. You have the following options for recurring events:

- **Daily until**
Checkboxes will appear to select which days the event occurs
- **Weekly until**
The event will recur each week on the start date's day (e.g., if the start date is Monday, the event will recur every Monday)
- **Monthly until**
The event will recur each month on the same date (e.g., if the start date is the 5th, the event will recur every month on the 5th)

Enter an end date in the text field that appears below the drop down and select **Add Dates to List**.

Add Dates to List

Thu, Jul 21, 2016 6:00 PM	 
Thu, Jul 28, 2016 6:00 PM	 
Thu, Aug 04, 2016 6:00 PM	 

f. Event Place

Start typing your event location and the calendar will offer suggestions in the area below the field. You can either select an option from the list of suggestions or type in your own text if the event place is not already stored in the system. If you type in your own event place, fields for a physical **Address** and detailed **Directions** will appear. When an event place is selected, a physical address will usually fill in automatically. When the event is viewed, a Google map will be displayed to show where the event is located.

The screenshot shows a form titled "LOCATION" with several fields. The "Event Place" field contains the text "univers". Below this field is a dropdown menu with a blue header "Use: univers" and a list of suggestions. The suggestions are:

- Bus Stop - University Center(B54)
292 Champions Way, Tallahassee, FL
- Parking Control - University Center(GCB)
291 Champions Way, Tallahassee, FL
- University Center - Building A(UCA)
282 Champions Way, Tallahassee, FL
- University Center - Building B (Visitor Information Center)(UCB)
288 Champions Way, Tallahassee, FL
- University Center - Building C(UCC)
296 Champions Way, Tallahassee, FL
- University Center - Building D(UCD)
405 Stadium Dr., Tallahassee, FL
- University Center Bus Stop(GG2)
292 Champions Way, Tallahassee, FL

g. Room

Enter words or numbers (e.g., 333, 5B, Lawn, Fountain).

h. Photo

Add a photo if you have one. You can either **Upload** a photo from your computer or **Browse** for a previously uploaded photo. If you upload a photo, size the image to 200x150 px.

i. Event Type

Select the event type from the drop-down menu. You can choose multiple event types by returning to the drop-down menu and selecting each of the event types you want. To delete an event type, click the red **X** in the event type box.

j. Department

Select the department the event is associated with from the drop-down menu

k. Contact Name

Enter the name of the contact person for the event. This field is required.

l. Contact Phone

Enter the phone number of the contact person for the event. This field is required.

m. Contact Email

Enter the email address of the contact person for the event. This field is required.

n. Communities

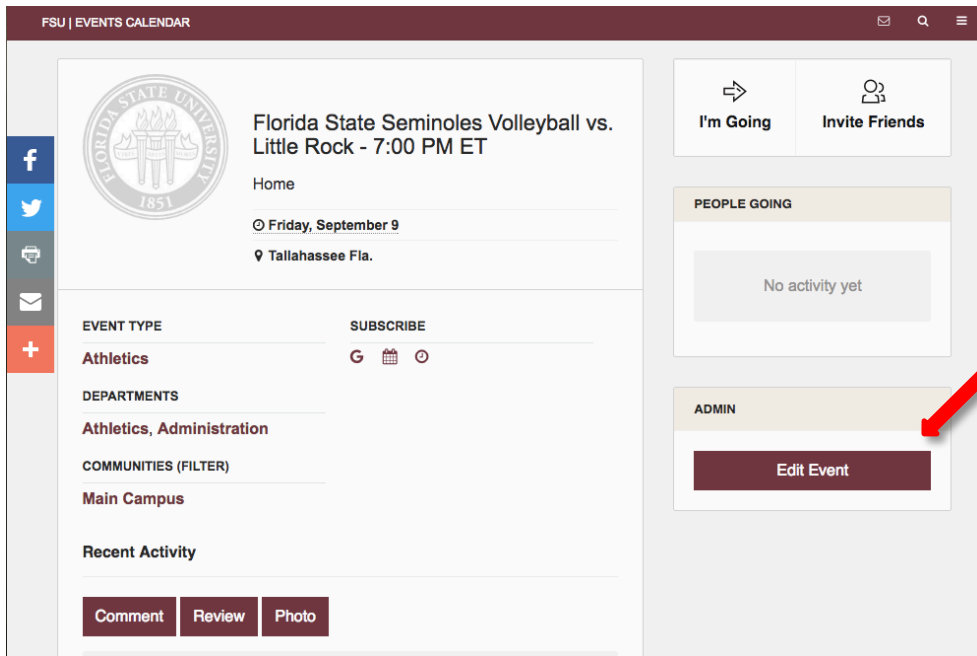
Select a community from the drop-down menu to indicate at which FSU campus your event occurs.

- o. Ticket Cost**
Enter the ticket cost. If there is no fee for the event, leave the box blank.
 - p. Ticket URL**
Enter the link where tickets can be purchased, if applicable.
 - q. Eventbrite ID**
Eventbrite is a service that requires a separate subscription. If you use Eventbrite, enter your event ID here.
 - r. Keywords**
This field can be used for SEO purposes. These are not displayed publicly.
 - s. Tags**
This field can be used to group like events, such as “Homecoming” or “Graduation.”
This field is displayed publicly.
 - t. Twitter Hashtag**
Enter one event hashtag. The # symbol will be added automatically. The calendar will monitor mentions of the hashtag on Twitter and take these mentions into consideration when calculating the trending algorithm.
 - u. Event Website**
Enter the event website.
 - v. Facebook Event Page**
Enter the link to a Facebook event page to automatically pull in and display Facebook RSVPs on the event details page.
 - w. Vanity URL**
This will give your event a custom URL. The text you enter will appear as a suffix on the URL and will be automatically generated when you save the event.
 - x. Owner**
This field will display the email of the user who created the event. If ownership needs to be transferred, change the email address to the new owner’s email. Events that are added via a bulk upload or feed do not receive an owner.
 - y. Allows User Activity**
This is checked by default. Unchecking this disables comments, reviews and user-added photos.
 - z. Allow User Attendance**
This is checked by default. Unchecking this disables the **I’m Going** and **Invite Friends** functions.
 - aa. Visibility**
Events can be visible to everyone, visible only to users who are logged in or hidden from the calendar. Hidden events can only be accessed if the event URL is sent to invitees, which works well for invite-only events.
 - bb. Venue Page Only**
The event will only display on the event place’s landing page and will not show on other calendars.
 - cc. Exclude from Trending**
Checking this flag will prevent an event from appearing on the list of trending events.
5. Once all the event information has been entered, click **Save Changes**

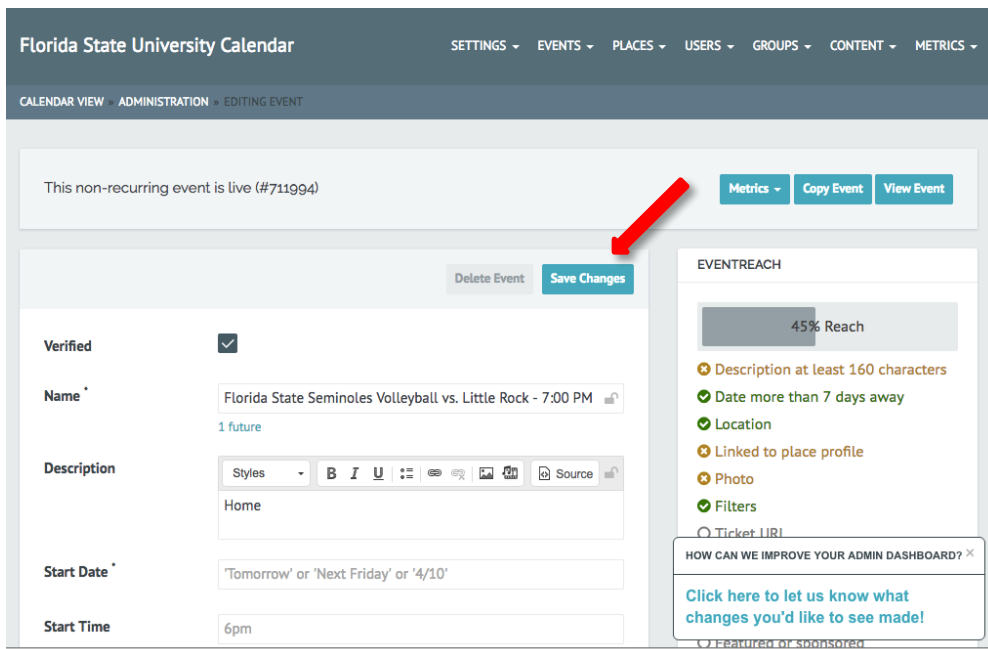
Modify an Event

Once you have submitted an event, you have the ability to modify or delete the event. You may only modify or delete an event that you created.

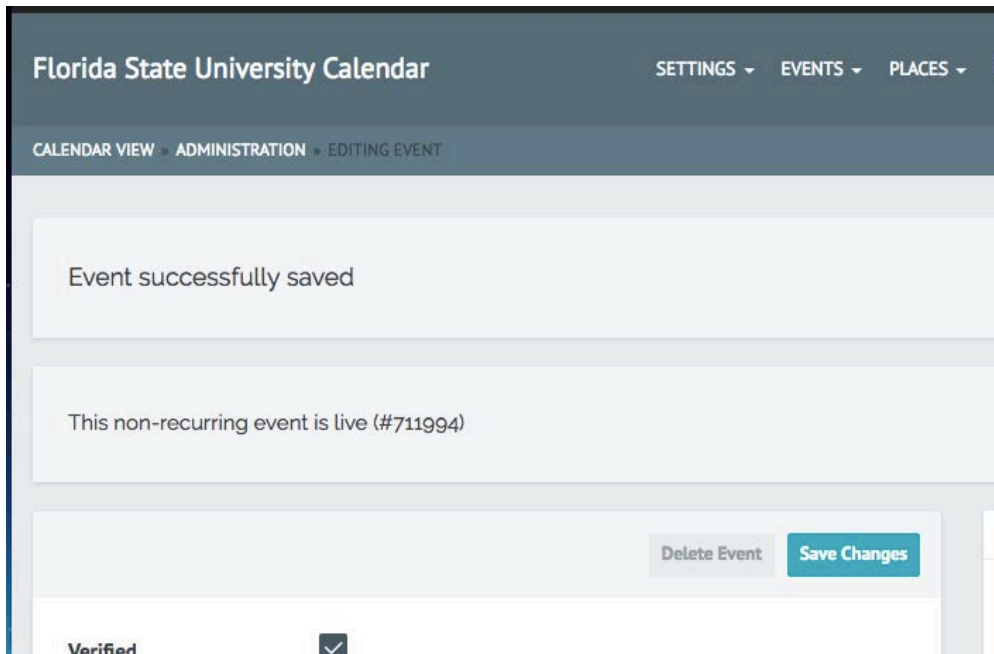
1. Log in to the calendar with your FSUID and password
2. Navigate to your event and click the event
3. On the event page, click on the **Edit Event** button



4. Modify the event as necessary and click the **Save Changes** button



5. You will see a box at the top of your screen confirming you have saved the event

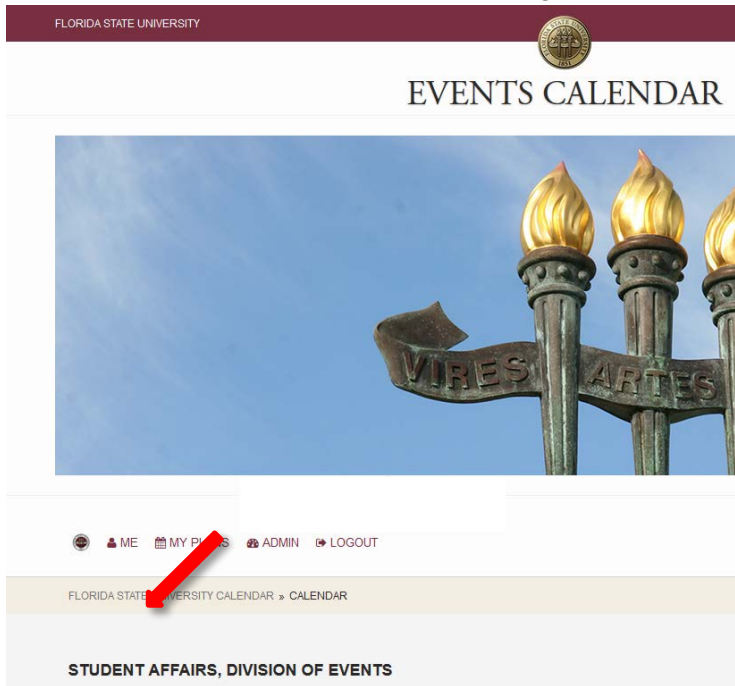


Customize Your Profile

You can log in to the university calendar with your FSUID to set up a profile and access all sorts of customized additional features, including setting up event reminders and sharing photos from events you attended.

1. Log in to the calendar with your FSUID and password

2. Click the **Me** link beneath the banner image



3. Select any of the pages from the dropdown menu to customize your profile

Questions?

We're here to help. [Submit a support request](#) or contact the ITS Service Desk at 850-644-HELP(4357) or help.fsu.edu.

Revised: 9/22/2016