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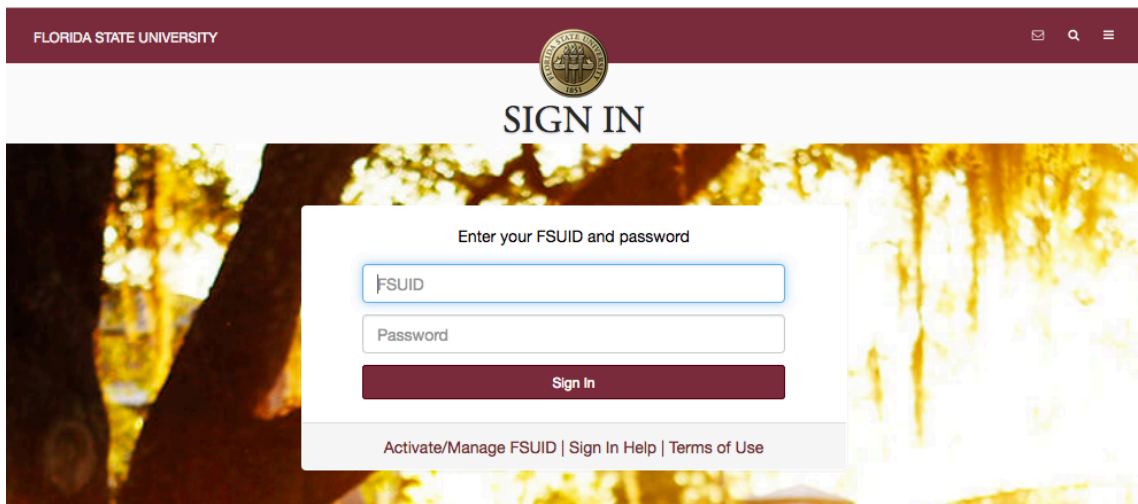
To access the Florida State University events calendar, go to: **calendar.fsu.edu**

Log In

Go to **http://calendar.fsu.edu** and click the **LOG IN** link near the top right of the page
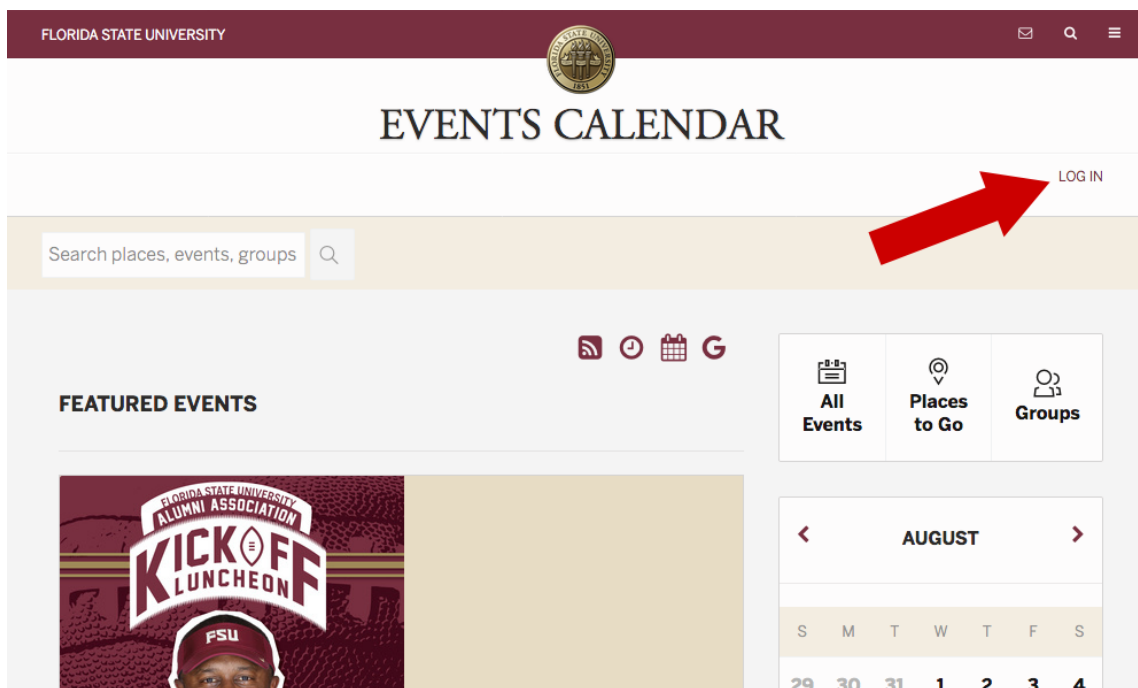
You will be directed to the myFSU Sign In page to sign in with your FSUID and password

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:
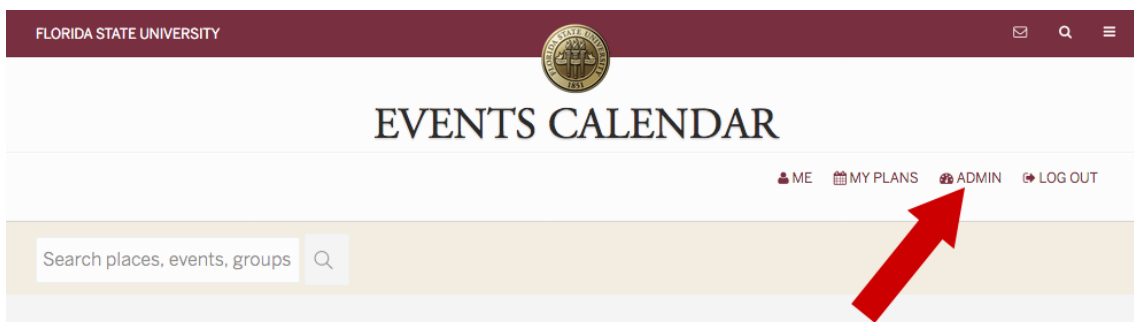
> **Submit a support request**
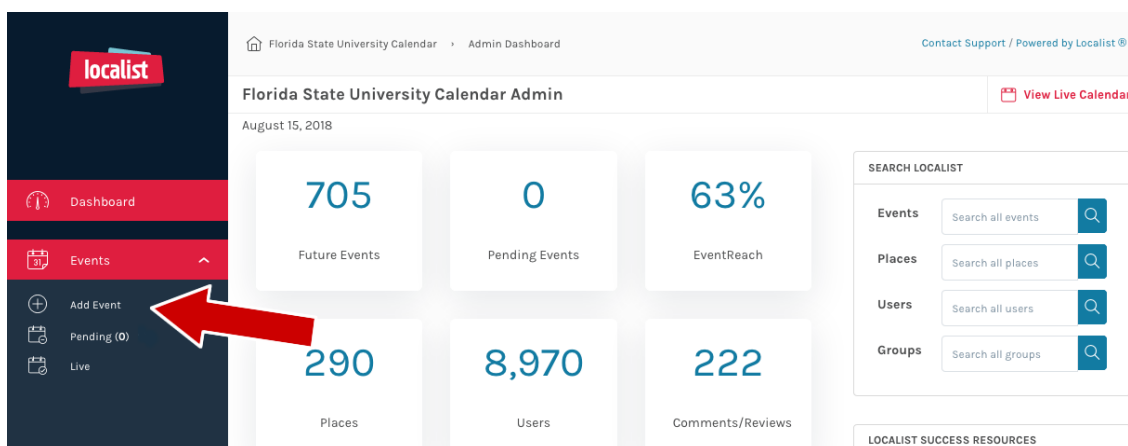> Category: IT Support Services Specialty
> Type: Web Services
> Detail: University Events Calendar System
> Watch for an email confirming your admin access (allow up to three business days)

Log in to the calendar with your FSUID and password and click the **ADMIN** link located at the top right portion of the page.

In the admin dashboard, click **Add Event**

A form will open for you to enter information for your event. You will see two tabs: **Event Details** and **Tickets & Registration**.

EVENT DETAILS TAB

Event Details
- **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.
- **Description:** Enter a description of the event.

Schedule
- **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 Summary area will update accordingly (see image below).
- **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.
- **Repeating:** By default events are set to never repeat, but you have multiple options to create complex schedules. See the **Advanced Scheduling** section below for more detailed information.
- **Summary:** View this area to verify that you have configured the schedule correctly.

Schedule

Start Date REQUIRED

next friday

Start Time

6pm

End Time

Repeating

Never

Summary

Fri, Aug 17, 2018, all day

Add Above to Schedule

Location
- **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.

Location

Event Place

university

Use: **university**

Room

Bus Stop - **University** Center (BS4)
292 Champions Way, Tallahassee, FL

Parking Control - **University** Center(GCB)
291 Champions Way, Tallahassee, FL

Photo

University Center - Building A(UCA)
282 Champions Way, Tallahassee, FL

- **Community:** If you choose an event place that is not in the system, you will be presented with a dropdown to select the FSU campus where the event will take place. Leave this blank to display the event for all campuses.
- **Room:** Enter words or numbers (e.g., 333, 5B, Lawn, Fountain).

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, crop the image as a square whenever possible, since the calendar displays images in this format.

Classifications
- **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.
- **Department:** Select the department the event is associated with from the drop-down menu
- **Groups:** Use this dropdown to select the audience you wish to reach with your event (All Audiences, Faculty & Staff, General Public, Parents & Guests, or Students).

Custom Fields
- **Contact Name:** Enter the name of the contact person for the event. This field is required.
- **Contact Phone**: Enter the phone number of the contact person for the event. This field is required.
- **Contact Email**: Enter the email address of the contact person for the event. This field is required.

Additional Details
- **Keywords:** This field can be used for SEO purposes. These are not displayed publicly.
- **Tags:** This field can be used to group like events, such as "Homecoming" or "Graduation." This field is displayed publicly.
- **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.
- **Event Website:** Enter the event website.
- **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.
- **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.

User Engagement
- **Allow User Activity:** This is checked by default. Unchecking this disables comments, reviews and user-added photos.
- **Allow User Attendance:** This is checked by default. Unchecking this disables the I'm Going and Invite Friends functions.
- **Hide Attendees:** This is unchecked by default. Checking this will hide the People Interested box but maintains the "I'm Interested" functionality.

Visibility
- **Exclude from Trending:** Checking this flag will prevent an event from appearing on the list of trending events.

Events can be marked as Public, Unlisted, or Restricted to specific locations.
- **Public:** The event will be displayed on the calendar at all times and to anyone visiting your calendar.
- **Unlisted:** The event will not be displayed on the calendar. The only way to see the event is with the event's URL.
- **Restricted:** The event's visibility can be restricted to specific locations.
    - Widgets
    - Place Pages
    - Channels
    - Logged In Users Only
        - **Note:** You may select multiple locations to restrict it to.

Advanced Scheduling

Same Day Instances

It is possible to have an event occur at multiple times on the same day or across all days in a schedule. Follow these steps:

1. Add the day/schedule with the first time frame

2. Select the Add Above to Schedule button

3. Navigate back to the start time and end time fields and enter the second time frame

4. Select the Include Above in Schedule button

5. Repeat as many times as necessary

Recurring Events

A **Recurring Event** is any event that happens more than once. Instead of entering two or more separate listings, Localist's event form offers recurring options that connects the various dates to one listing that will be displayed on the respective results pages for each instance.

Recurring Events include two layers:

- **Event:** This is the overarching "what's happening," for example a series of Open Houses.
- **Instance:** If the Open House event spans multiple days then each day is one instance.

When creating an event, you will see a **Schedule** section that contains all date related details. As soon as you enter a valid start date, you will see the **Summary** updated to reflect the field data as well as the **Add Above to Schedule** button activated.

Once you have entered a start date and times, use the **Repeating** drop down to create your custom schedule. The options in the drop down will dynamically update to correspond to your start date. For example, "The 1st day" would say the "The 2nd day" if the start date was March 2nd and not March 1st.

Every day (Sunday – Saturday)
- Every = 1 day – 30 day pattern
- Repeating until = enter a specific date (March 1 – March 15) or amount of instances (15 times)

Every weekday (Monday – Friday)
- Repeating until = enter a specific date (March 1 – March 15) or amount of instances (15 times)

Every Mon, Wed, Fri
- Repeating until = enter a specific date (March 1 – March 15) or amount of instances (15 times)

Every Tue, Thu
- Repeating until = enter a specific date (March 1 – March 15) or amount of instances (15 times)

Every week
- Every = 1 week – 30 weeks
- Repeat on = Only recur weekly only on the days checked off

- Repeating until = enter a specific date (March 1 – March 15) or amount of instances (15 times)

The 1st day (corresponds to numerical calendar date)
- Every = 1 month – 30 months pattern

- Repeating until = enter a specific date (March 1 – March 15) or amount of instances (15 times)

The first Wednesday (corresponds to day of the week of start date)
- Every = 1 month – 30 months pattern

- Repeating until = enter a specific date (March 1 – March 15) or amount of instances (15 times)

Every year (corresponds to exact date)
- Every = 1 year – 30 years pattern

- Repeating until = enter a specific date (March 1 – March 15) or amount of instances (15 times)

Once you have completed all of the fields, confirm your schedule in the **Summary** then select the **Add Above to Schedule** button.

The dates will now be listed below in the **Confirmed Dates** section. From there you can delete or edit the times for individual instances.

TICKETS & REGISTRATION TAB
- **Ticket Cost:** Enter the ticket cost. If there is no fee for the event, leave the box blank.
- **Ticket URL:** Enter the link where tickets can be purchased, if applicable.
- **Eventbrite ID**: Eventbrite is a service that requires a separate subscription. If you use Eventbrite, enter your event ID here.

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 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
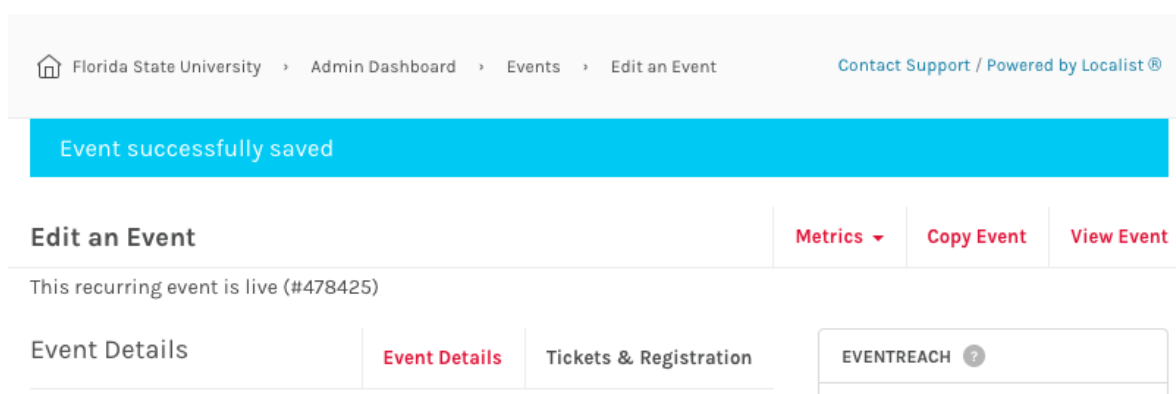
Customize Your Profile

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: 3/12/2019