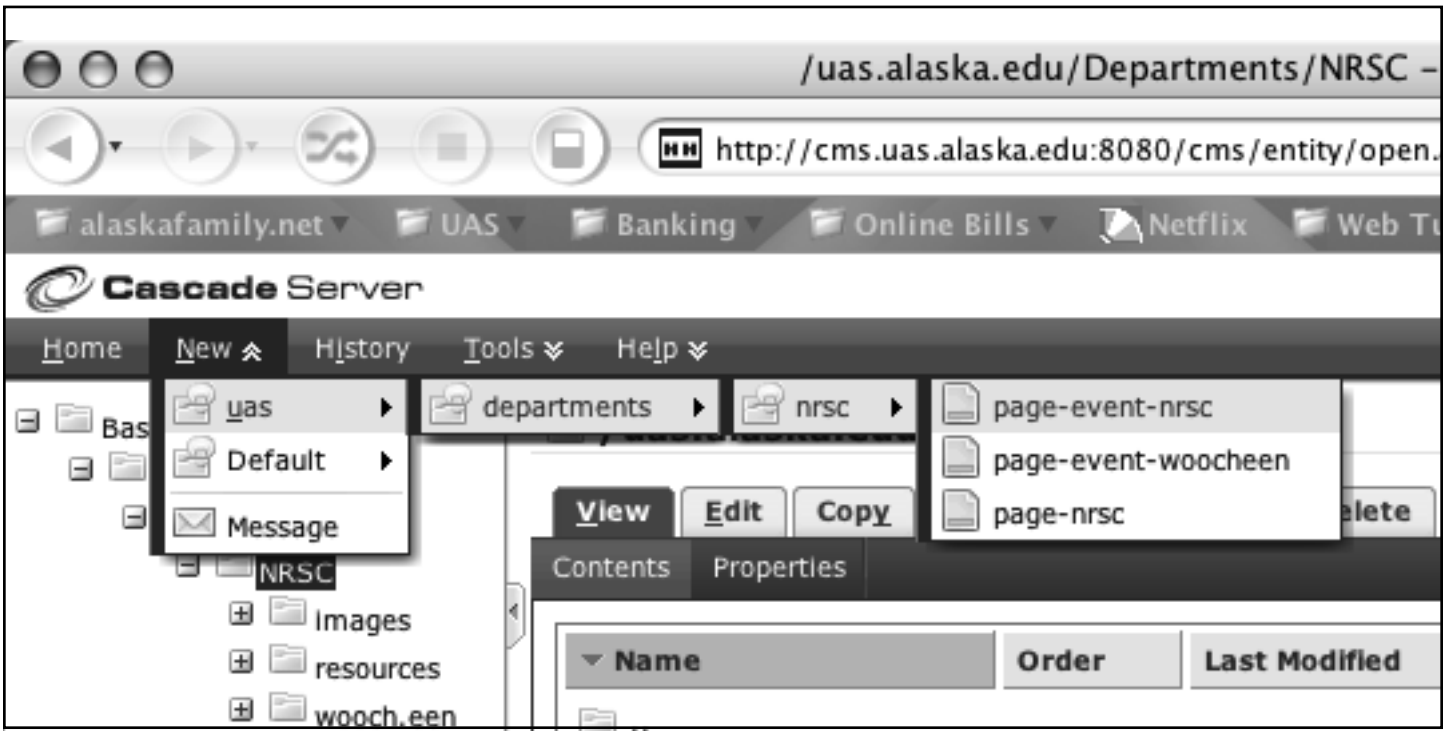
UAS Event Submission

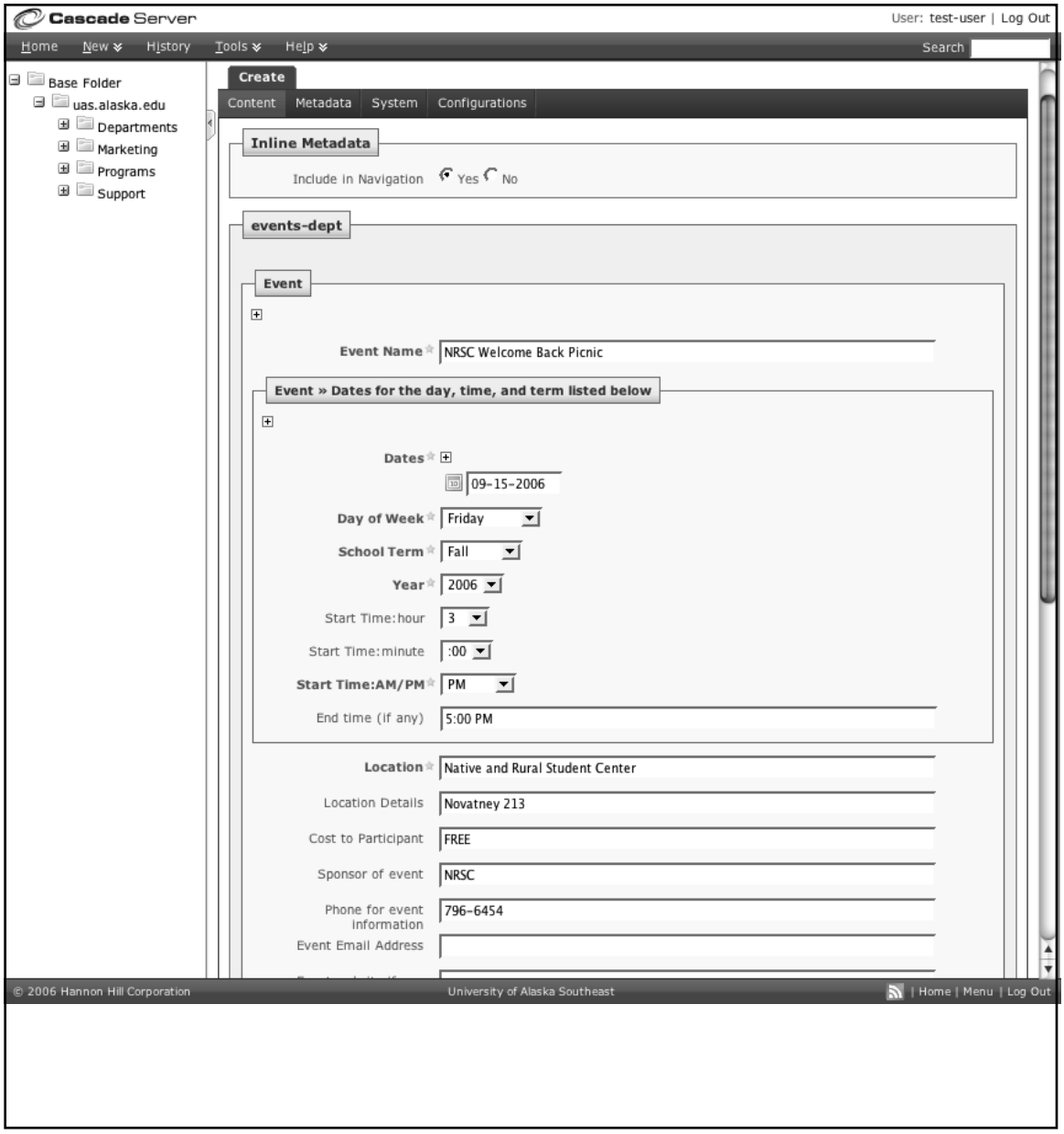


To create an entry in a departmental calendar follow the below steps. These steps are for those sites that have a departmental calendar pre configured for their site(s) and not for a campus calendar only event.

This same department calendar entry can also be listed in the campus calendar (most cases) by including the last step in this handout. Let's begin:

1. If you have a department calendar configured you will find this in your new menu as illustrated above. The example given is for a Native and Rural Student Center event that is to be posted in both the NRSC calendar and the campus calendar. For this example we'll use the NRSC all the way till completion. In the illustration above you'll notice their are several pages for the NRSC to include an event for both the NRSC and Wooch.Een student club.

   To start a departmental event go to your new menu and follow the path to your *page-event-dept* template.



2. After selecting your department calendar from the new menu you will be presented with the content sub-tab under the *create* tab for a new event.

   All items with yellow asterisks are required and must be filled out in order for the form to submit. The required items are what show for the event information. The other items are listed so as to provide more information or to allow for event follow-up by CMS administrators.

   The Event section of the form allows you to make multiple entries for reoccurring events. There are two methods for reoccurring events:

   1. + Sign next to Event>>Dates for the day, time: Use this method if the Day of Week and/or start and end times will change for the event.
   2. + Sign next to Dates: If the Day of Week and/or start times are the same and the only thing that changes is the date use this method.

   For a list of multiple event strategies, visit the CMS Help site at www.uas.alaska.edu/cms

3. The second half of the content form provides the ability to supply an event photo/illustration. If you have images you'd like to use for your events be sure to upload them to your site's image folder then by selecting the image button you can select the photo. Due to the size of the event pop-up it is suggested that your image be **182 pixels X 129 pixels.** For information on image prep please view the CMS help site. In the example above, the event photo was selected from he *sample folder* that contains many logos and general imagery that's been used in the past. Feel free to look through and use these images!

   At the bottom of the event content form under *Advanced Options* you have the ability to check spelling and to also submit your event. Feel free to check your spelling, but before selecting *submit* there are a couple of tabs to complete. The information you've completed will remain as you complete the next two tabs.

4. The next tab to complete under the create tab is *Metadata*. For your event to submit you must supply a *Display Name* and *Title*. Due to the event presentation being a pop-up, these fields will not display so you can cut and past the same information for these two fields. The remaining fields include *Start and End Dates* and the *Expiration Folder.* If you have an event that you don't want to display or to be removed on a certain date you can complete these fields. Every department has an expired folder, be sure to point to it if you've selected and end date so that it has a place to expire when the date you've chosen is reached. **Example:** ***Marketing/calendar/events/active/dept-folder-name/expired***

5. The last tab to complete is the *System* tab. The only field to complete is the *System Name*. This field is very important in that your naming must be *Web friendly* and written so that you could find your event if information is to change and requires editing. You might consider conforming to a standard way of writing your event names. The example given is for the NRSC Open House Event. In this example the event will be posted in the NRSC folder so the only thing required is open-house06. For more information on *Web-friendly* names visit the CMS Help Site.

   Now that you've completed all three sub-tabs of the *Create* tab hit the *Submit* button at the bottom. NOTE: By hitting Submit it does not publish your event... we'll cover that next. Selecting *Submit* saves everything up to this point so be sure to select it!

6. After selecting *Submit* you will be presented with the results and what users will see when selecting your event in either your calendar or the campus calendar. If you need to edit anything, select the *Edit* tab. For your event to be posted in your department's calendar you must select the *Publish* tab and publish the event.

   You'll also notice that the navigation pane to the left shows you that the file actually resides outside of your departments site in the *Marketing* directory. The actual location is *Marketing/calendar/events/active/dept-folder-name*. If you need to do future edits this is the location to locate your event.

7. After selecting *Submit* in the step above, your event will automatically be listed in your department's calendar. The example above shows the NRSC Welcome Back Picnic in the NRSC event calendar in their site. For all new events posted this event calendar must also be published by selecting the *Publish* tab and submitting.

Submitting to Campus Calendar

For most events you're going to want them to be displayed in your department's calendar as well as the campus calendar. There are a few exceptions with academic events, housing events... etc. For an event to be posted in the campus calendar send an e-mail to webmaster@uas.alaska.edu with a list for those events you'd like posted in the campus calendar.

This list is to include: Department name and System name for the event. For the example of the event above the e-mail message would include: **NRSC, open-house06.**

NOTE: To minimize e-mail messages, please submit several events prior to requesting your event in the campus calendar when working on several events, as apposed to sending an e-mail for each event separately. If you make edits to your event these changes will be reflected in the campus calendar after you've published these changes.