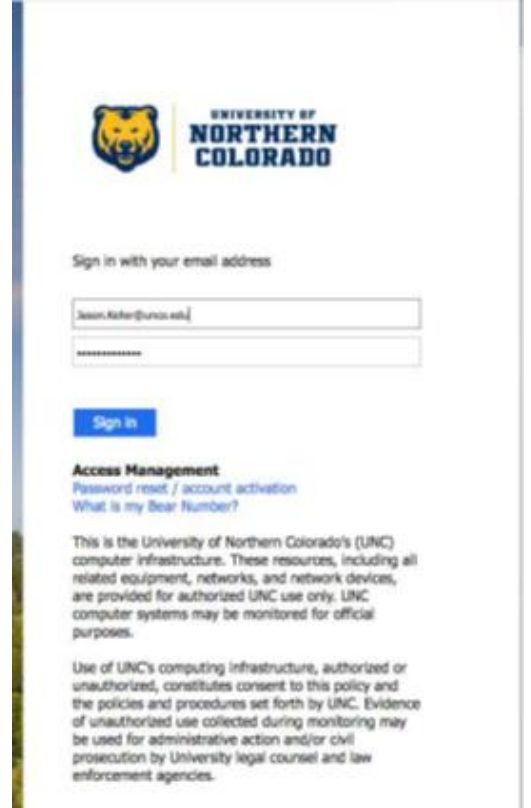


## How to Submit an Event for the UNC Calendar

Go to [calendar.unco.edu/admin/default.aspx](https://calendar.unco.edu/admin/default.aspx)

Log in with your UNC credentials in the login page shown at right:

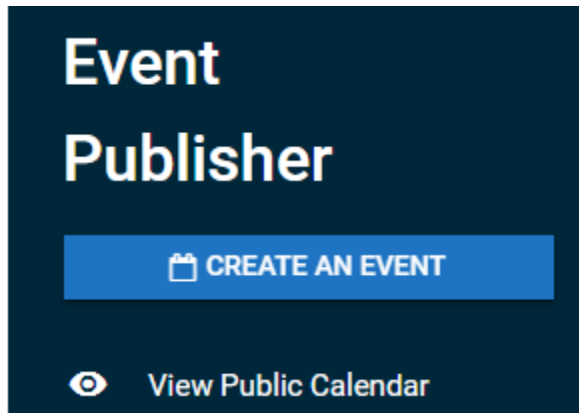


The screenshot shows the login page for the University of Northern Colorado. At the top left is the university's logo, a blue bear head, and the text "UNIVERSITY OF NORTHERN COLORADO". Below the logo is the text "Sign in with your email address". There are two input fields: the first contains the email address "Jason.Kiefer@unco.edu" and the second is a password field with asterisks. A blue "Sign In" button is located below the password field. Underneath the button is a section titled "Access Management" with links for "Password reset / account activation" and "What is my Bear Number?". At the bottom of the page, there is a disclaimer about the use of UNC's computing infrastructure, stating that unauthorized use is prohibited and may be monitored for official purposes.

After you log in, you'll be redirected to the [unco.edu/calendar](https://calendar.unco.edu) page, but you'll see the following new navigation bar above the calendar entries. Click on the 'Manage' option seen in the red-outlined box below:



After logging in, hover over the left sidebar area where you'll see the following option. Click on the blue button, "Create An Event":



You'll see all the required and optional sections to create an event. Please ignore the "Registration and Products" section:

A screenshot of the 'Create an Event' form in the Event Publisher interface. The top navigation bar is blue and contains 'Event Publisher', 'Create an Event' (highlighted in orange), 'Events', 'Reports', 'View Calendar', a settings gear icon, and a user dropdown menu for 'katie leigh'. Below the navigation bar, the text 'Create an event' is followed by instructions: 'Start here to create an event to share on your calendar site. You are here: Calendar > University of Northern Colorado Events > Events'. The main form area has an orange header with 'Event Options' and icons for 'Categories', 'Location', 'Contact', 'Images', 'Attachments', 'Products', and 'Extras'. A text input field for 'Name of Event' is present. Below this is a list of expandable sections: 'Event Details', 'Categories and Keywords', 'Locations', 'Contact', 'Images', 'Attachments', '~~Registration and Products~~ IGNORE.', and 'Additional Event Information'. Each section has a right-side question mark icon. At the bottom right of the form are three buttons: 'SAVE' (blue), 'PUBLISH' (orange), and 'DISCARD' (grey).

Fill in the required fields or optional fields throughout the sections:

## 1. Name of Event:

Event Options

Categories Location Contact Images Attachments Products Extras

**Name of Event**

## 2. Event Details: Summary, When is the Event? (the Event URL will autofill):

Event Details

**Summary \*** 250 remaining

Add a full description

**When is the Event? \***

06/22/2018  Start Time to 06/22/2018  End Time

All Day  This event repeats  Do not show end date / time

Timezone

(UTC-07:00) Mountain Time (US & Canada)

**Event URL**

https://calendar.unco.edu/event/

Make this event private  Highlight this event  Make this event unlisted

Specify Publish/Unpublish Times

## 3. Categories and Keywords (to help users find your event, which is optional but encouraged):

Categories and Keywords

**Categories**



Select one or more categories to help users find your events.

- Academic Calendar Date
- Alumni Association
- Announcement
- Arts and Entertainment
- Athletics - Club and Intramural Sports
- Athletics - NCAA

**Keywords**

Add keywords or tags for additional search options (separate keywords with a comma).

## 4. Locations: (Optional)

 **Locations** 


Search or browse locations in your Location List. If you cannot find a location, use the 'Add' button to add an ad hoc location for this event.

**SEARCH** **ADD** **CLEAR**

**Location List**

- APASS/NASS/Kohl House
- Arlington Park Apartments
- Arts Annex
- Bank of Colorado Arena at Butler-Hancock Athletic Center
- Belford Residence Hall
- Ben Nighthorse Campbell Center

**5. Contact:** Please enter your information or the point-of-contact's information:

 **Contact**

Enter the contact details for the event coordinator or person whom visitors can contact with questions.

**Name**

**Phone Number** **Extension**

**Email Address**

## 6. Images and Attachments: (optional)

The screenshot shows two sections for media uploads. The top section is titled 'Images' and has a sub-label 'Image'. It states 'Maximum image size is 3 MB.' Below this is a file selection button labeled 'Choose File' with the text 'No file chosen' next to it. To the right of the button are two buttons: 'UPLOAD' (in blue) and 'MEDIA LIBRARY' (in dark grey). The bottom section is titled 'Attachments' and has a sub-label 'Attachment'. It states 'Maximum attachment size is 10 MB.' Below this is a file selection button labeled 'Choose File' with the text 'No file chosen' next to it. To the right of the button are two buttons: 'UPLOAD' (in blue) and 'MEDIA LIBRARY' (in dark grey).

## 7. Additional Event Information (Choose who the event is open to. Hold SHIFT down to select multiple groups. Add the room #/name and URL to more information, if applicable):

The screenshot shows the 'Additional Event Information' section. It starts with a plus sign icon and a dropdown arrow. Below this is the text 'Use these fields to include additional event details.' There are three main fields, each with a yellow highlight: 'Event is open to', 'Room #/Name', and 'URL'. The 'Event is open to' field has a dropdown menu with the following options: Student, Faculty, Staff, Alumni, and a partially visible 'Other'. The 'Room #/Name' and 'URL' fields are empty text input boxes.

8. Click **'Publish'** and your event will be reviewed by an administrator as soon as possible.



9. **Email confirmation:** You'll receive the following confirmation email (it may take a few hours to be sent to your inbox). An administrator will approve or deny with feedback of your event within 24-48 hours. You'll receive an update once it is approved or denied.

**Subject:** University of Northern Colorado Events Event Submitted Confirmation

Unable to read this email? [Click here to open in your browser](#)

University of Northern Colorado Events  
**Event Submitted Confirmation**

This is an event submitted confirmation email for University of Northern Colorado Events.

Your event has been submitted for review prior to being posted on the calendar. You will be notified again when the event has been reviewed by an administrator. Thank you for using the calendar.

You can modify or remove your request by signing in at <https://calendar.unco.edu/login>.

Dude Solutions, Inc. 11000 Regency Pkwy, Suite 110, Cary, NC 27518

Powered by: [Event Publisher by Dude Solutions](#)

\*\*This message originated from outside UNC. Please use caution when opening attachments or following links. Do not enter your UNC credentials when prompted by external links.\*\*

*Do you need to modify your event? Easily log back into the calendar and click on your event in the Pending section where you can then modify your event prior to and/or after it is published to the calendar.*

Questions? Email Katie-Leigh Corder at [katieleigh.corder@unco.edu](mailto:katieleigh.corder@unco.edu), or Nate Haas at [nate.haas@unco.edu](mailto:nate.haas@unco.edu)