Calendar Admin Guide

Calendar Admin Site http://admin.calendar.Duke.edu

Chrome and Safari are fully supported. Firefox is good too.

Note: Due to market changes, Internet Explorer is no longer supported.

Questions? Contact calendaring@duke.edu

Outline for Today’s Session

- Overview Calendar features
- Learn How to Create and Manage Events
- Review Best Practices
- Working with Images
- Learn about Feeds for Departmental Websites
- Questions, Feedback, & Next Steps
Duke’s Event Calendar

- Offers a comprehensive listing of events, including lectures, conferences, performing arts, exhibitions, cultural activities, and more
- More than 750 groups - schools, departments, organizations and student groups - are set up to publish their events
- More than 10,000 events are published each year
- The calendar is fully mobile-responsive.

The Event Calendar makes it easy to know what’s happening on campus.

Featured Events Landing Page

If you would like your event to be featured:
- Publish your event on the calendar and upload an awesome image.
- Email to featuredevents@duke.edu and confirm that you have the rights to publish the photo on Duke’s site.
- Please send the request at least 30 days before your event, if approved we will contact you.
Event Calendar Website Overview

New homepage highlights featured events
Go to today’s events
Drop down menu to search by topic, type, and group, or type to search by title, group, presenter, description, or location
Choose specific date
Log in to add or edit events

Today’s Event Page

Date selected, also would show browse by filters
Ongoing events block clicked open
Event Detail Page

Uploaded image

Go to map

Search this groups’ other events

Share this event or download to personal calendar

Follow this link for additional event information

Manage Events

You can launch Calendar.Duke.edu by clicking on “Launch Event Calendar.”

If you publish events submitted for your group, be sure to check the Pending Events tab several times/week.
**Manage Events**

NEW: Two fields - Start Date and Days – are displayed. The default for the Start Date is the day’s date; the default for the number of Days is 180 (the maximum). If you don’t see one of your upcoming events, change the Start Date and/or the number of Days as needed. To see past events, change the Start Date to whatever past date is desired.

This is the “Manage Events” screen.

You may edit any existing calendar entries in this screen by clicking on the title.

You can filter (or select) events by clicking on the “Filter by” and selecting a category. Only events with that category will then be displayed.

**Add Events**

Click the Add Event button on the main screen to add a new event for your group.
To add an event, do the following:

- **Title box** - Enter a descriptive event title. Use Title Case.
- **(Optional) Presenter/Speaker box** - Enter the name and any other desired information about the speaker(s).
- **(Optional) Series Name box** - Enter the name of the event series if applicable.
- **(Optional) Webcast URL box** - Enter the URL for the webcast if applicable. If a URL is entered, the text “Watch here” will appear on calendar.duke.edu.
- **(Optional) Co-sponsor(s) box** - Select the desired co-sponsors. As you type, matches will be displayed in the Co-sponsor dropdown list.

Note: Your group’s name will not be in the list of co-sponsors because the system already knows what group you are an administrator for and will list your group as the sponsor of the event automatically. You can also see your group name in the top right corner of the screen (this is the group that will be listed as the sponsor). To remove a co-sponsor, click on the “x” to the right of the group’s name.

- **Under Date & Time > Start**, select the desired date and time.

  **Note:** To not specify a time for your event, click to select the All day checkbox. No time will be associated with the event on the calendar. An example of an All Day event is a Holiday.

- **Under Date & Time > End**, select the desired option. If you select Duration, the calendar will automatically calculate the stop time for the event, based on the duration entered. If you select This Event Has No Duration, only the time selected will be displayed with your event.

  **Note:** The only time you should specify an end date is when entering an “ongoing” event whose duration spans a timeframe longer than several days (usually an exhibit or display). Information about setting up recurring events is on the next page.

Note that this is a 24-hour clock.
About Recurring and Ongoing Events:

The calendar distinguishes between recurring and ongoing events. Recurring events appear in the calendar’s main event listing for the day, week or month being viewed. Ongoing events display in a separate area of the calendar, under the heading **Ongoing**.

**Recurring event**: A recurring event is one that occurs repeatedly on (fairly regular) intervals over a period of days, weeks or months. Recurring events usually have a start and end time associated with them.

**Example**: The John Hope Franklin Center sponsors an event every Wednesday from 12:00 to 1:00 p.m. throughout the academic year.

**Ongoing event**: An ongoing event is one that occurs consecutively over a period of time - days, weeks or months. Usually, the times associated with the event are dependent on the open/close times of the facility where it is located.

**Example**: An exhibit at the Nasher Museum of Art that runs from Oct. 1, 2015 to Mar. 31, 2016 is an ongoing event. It occurs daily over an extended period of time and the time for the event is not relevant – the exhibit hours are the same as the Museum’s hours of operation.

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How to Post Recurring Events:


- **Under Recurrence Rules**, click to select the **Show Advanced Recurrence Rules** checkbox.

- **Under Frequency**, select the desired frequency (daily, weekly, monthly or yearly). The **Repeat** and **Interval** areas appear. (**Weekly** is shown below.)
Recurring Event Example:

**Event Scenario**

• Let's say I have an event every Monday from 8:00 – 9:00 am.
• These events will go on until April 18, 2016.
• Plus, we are adding an instance for November 26, 2015.

(Optional) Under Recurrence and Exception Dates, select the date and time for the additional recurrence and click Add Recurrence. You can also use the Add Recurrence to select dates for events whose recurring pattern is not consistent. In order to remove an instance, you can delete that instance after publishing your event.

Enter an end date to be the day after the actual end date or enter the number of recurrences.

Managing Recurring Events:

Once you have entered a recurring event, you can go into the “Manage Events” screen to edit the master event or specific event instances. If you want to delete a specific date, click on “instance” and then “Delete Event.”
Under **Status**, do one of the following:

- **Accept Confirmed** (default option).
- **Select the Tentative option.**

**Notes:** In the calendar, **Tentative** will display in the event entry. Once the event is confirmed, you can modify the event and change the status to **Confirmed**. The word “Confirmed” is not displayed; only Tentative and Canceled are displayed.

If your event has been canceled, use **Manage Events** to change the event status from **Confirmed** to **Canceled**. The word, “CANCELED,” will be displayed as the Status for the event on Calendar.Duke.edu.

Under **Description**, type a description for the event. Descriptions are limited to 1500 characters. If desired, you may copy and paste the event description from another source. A character-counter will let you know when you are close to the 1500 maximum.

**Reminder:** Please use sentence case for the description. Also, be aware that formatting will be lost when pasting from another source like Word (e.g., bullets, indents). URLs entered into the description do NOT serve as hyperlinks.

- **(Optional)** In the **Cost** box, type a price for the event and the location where tickets may be purchased, if applicable. **If the event is free, please leave the box blank.**
- **(Optional)** In the **Event URL** box, type a Web address for the event. Include the proper protocol, http://. If you don’t include http:// or if you enter https://, the http:// will be added automatically.
In the **Image** section (optional), click the Browse... box to upload an image stored on your drive.

The minimum image size is 530 px wide x 353 px high, resolution 72 px/inch, file size less than 1 MB.
A sizing box will appear which you may stretch or shrink, but cannot change the 3:2 ratio. Make sure the outline is flashing the portion of the image to display.
You must have rights to publish the image, and provide attribution for photographer or designer.
The Alt-Text field is required when an image is uploaded. This describes the image to a text reader.

Under **Contact**, select the desired contact from the list. You can also type all or part of a Contact's name in the “Search for a Contact by name” box and select the correct Contact from the resulting list. Note that when you select a Contact for the first time, it is automatically added to your Preferred list. You also have the option to enter a Custom Contact along with an email address that is set up as a “mailto” link in the event details.

**About Contacts**
The main calendar administrator has entered known Duke contacts into the calendar. If you don’t find the desired contact in the **Contacts** list, include the contact in the **Description** field, and under **Contacts**, select *See description*. An alternative is to click in the “Specify custom contact information” box and enter the name and email address. If you’d like the contact added to the Contacts list, send an email to calendaring@duke.edu requesting that the new contact be added. Once the contact is added and you’ve been notified, you may modify the event to select the contact from the dropdown list.
Under **Location**, select the desired location from the list. You can also type all or part of a location’s name in the “Search for a Location by name” box and select the correct location from the resulting list. Note that when you select a location for the first time, it is automatically added to your **Preferred** list.

**About Locations**
The main calendar administrator has entered known Duke event venues and locations into the calendar. If you don’t find the desired location in the **Locations** list, include the location in the **Description** field, and under **Location**, Click **Custom Location**. If you’d like the location added to the **Locations** list, send email to **calendaring@duke.edu** requesting that the new location be added. Once the location is added and you’ve been notified, you may modify the event to reflect the new location.

You will need to select at least one category. Keep in mind that a number of groups pull feeds based on a specific category for events, so be sure the category(ies) you select is/are appropriate for your event.
The categories in the Utilities group - Local and Ongoing - have special functions in the calendar. Before you select these categories, it is important to understand how they are handled in the calendar.

**Local:** Use this category to enter events into the calendar that your group, organization or department will display on its public Web site. Local events will not display on calendar.duke.edu, but will be available via XML feeds from the calendar.

**Ongoing:** Use this category to display the event in the Ongoing area on calendar.duke.edu. The event will display in the main event listing on the first day only.

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**Working with Images**

- Must be JPG, PNG or GIF
- Filename cannot contain special characters or, spaces, and dot ("."), only preceding file extension
- Does not accept PDF
- Ratio of 3:2 and should look good at 50% zoom.
- Show people in their best light. Candid shots generally appear more authentic.

The minimum image size is 530 px wide x 353 px high, resolution 72 px/inch, preferred file size <1 MB.
Resources for Working with Images

- Styleguide.Duke.edu
  - Logos & fonts
  - Color palettes
- Webdam [https://duke.webdamdb.com/bp/#/](https://duke.webdamdb.com/bp/#/) a resource for 5,000 stock images available for use with attribution “Duke University” unless otherwise noted.
- Canva.com a simple design tool useful for converting vertical image to horizontal.

Create design with custom dimensions
530 px wide by 353 px high
Upload image

This is the custom dimensions canvas for your design

Drag image to canvas and center
Change background color (optional)

See styleguide.duke.edu for color palette and fonts

Rename design and download

Finally, upload the file to Event Calendar.
To Change an Image

- There are multiple steps to change an image
  - On the event entry screen scroll down to the image and click “remove image” which is an update that take you back to manage event screen.
  - View calendar.duke.edu to see that the Duke stock image appears.
  - Open event and browse to add replacement image.
  - Also add a space at the end of the event description detail to force a “save as.”

Best Practices

- Use Title Case for Event Name
  - ALL CAPS IS MORE DIFFICULT TO READ

- Events Canceled with Short Notice
  - To inform the audience, change status to Canceled and Modify Event Title. (Deleting event adds to confusion)

- Writing from the Reader’s Point of View
  - What does the audience want to know?
  - Reader expects that the subject comes first
  - Lead with topic. Presenter & Series fields help.
XML feeds:
Pulled events from Duke's calendars to your website

- You can publish your group's events, both public and local, to your website using the calendar's JSON, XML or RSS feeds.
- The URL Builder aids web designers in creating feeds.
- Contact Web Services for additional website assistance and Wordpress plugin.

http://urlbuilder.calendar.duke.edu/
Examples of Feeds to Websites

Resources

- Calendar Admin Site http://admin.calendar.duke.edu
- Navigating the Calendar
- Test Calendar use for practice entering events http://calendar-test.oit.duke.edu
- Duke Style Guide https://styleguide.duke.edu/
  - Logos & fonts https://styleguide.duke.edu/logos-and-fonts/
  - Color palettes https://styleguide.duke.edu/color-palette/
- Webdam communications community photo share site https://duke.webdamdb.com/bp
- Simple Design Tool http://Canva.com
- Feed Development Tool http://urlbuilder.calendar.duke.edu/
- Help https://calendar.duke.edu/help and calendaring@duke.edu
Troubleshooting

• I can’t log in to Calendar Admin [http://admin.calendar.duke.edu](http://admin.calendar.duke.edu)
  - When off-campus, OIT requires use of VPN ([http://vpn.duke.edu](http://vpn.duke.edu))
• Calendar Admin page is giving a strange error repeatedly.
  - Limit session times to 30 minutes and remember to log out.
  - Try clearing browser cache, and open a new private window.
  - If doesn’t work, restart computer to fully disconnect from server.
• Event or updates not showing in feed to my webpage
  - Go to [http://urlbuilder.calendar.duke.edu](http://urlbuilder.calendar.duke.edu) and generate a feed for your group or category and select Local=yes, if the event appears in the right right side of the screen, then the issue is with your website. Contact your website developer, for Trinity College of Arts & Sciences email trinitywebsupport@duke.edu

Conclusion

• Questions

• Feedback

• Feel free to contact us via calendaring@duke.edu