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

Updated 7/1/2017

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.
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
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.
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.

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**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.
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.)

![Recurrence Diagram]

**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.

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.

![Contact Form](image)

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.

![Location Form](image)
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.
Choosing Images

• Must be JPG, PNG or GIF
• 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.

Working with Images

• 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.”
Resources for Working with Images

- Styleguide.Duke.edu
  - Logos & fonts
  - Color palettes
- Duke Photo community library a resource for images contributed by members of the Duke community and available for use with attribution.
- Canva.com a simple design tool useful for converting vertical image to horizontal.

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:
Pulling 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.

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

Resources

- **Calendar Admin Site** [http://admin.calendar.duke.edu](http://admin.calendar.duke.edu)
- **Navigating the Calendar** [https://today.duke.edu/2017/06/duke-launches-new-event-calendar](https://today.duke.edu/2017/06/duke-launches-new-event-calendar)
- **Test Calendar use for practice entering events** [http://calendar-test.oit.duke.edu](http://calendar-test.oit.duke.edu)
- **Duke Style Guide** [https://styleguide.duke.edu/](https://styleguide.duke.edu/)
  - Logos & fonts [https://styleguide.duke.edu/logos-and-fonts/](https://styleguide.duke.edu/logos-and-fonts/)
  - Color palettes [https://styleguide.duke.edu/color-palette/](https://styleguide.duke.edu/color-palette/)
- **Simple Design Tool** [http://Canva.com](http://Canva.com)
- **Feed Development Tool** [http://urlbuilder.calendar.duke.edu/](http://urlbuilder.calendar.duke.edu/)
- **Help** [https://calendar.duke.edu/help](https://calendar.duke.edu/help) and calendaring@duke.edu