

Duke | Event Calendar Admin Guide

<http://calendar.duke.edu> | August 2020 update
Calendar Admin site <http://admin.calendar.duke.edu>

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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 publish their events
- More than 10,000 events are published each year
- The calendar is fully mobile-responsive

Event Calendar
makes it easy to know what's happening on campus

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Event Calendar Overview & Features

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

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Duke Event Calendar

TODAY'S EVENTS

Browse by: TOPIC TYPE GROUP

Featured Events

Found 7 events

Duke Campus Farm Community Workday

Sponsored by Sustainable Duke

Sunday, June 11, 2017

6:00 pm - 8:00 pm

Duke Campus Farm

Walk With a Doc

Sponsored by Department of Community and Family Medicine (Duke CFM), CFM - Division of Community Health, and CFM - Division of Family Medicine

Tuesday, June 13, 2017

5:30 pm - 6:30 pm

Marshall I. Pickens Building

Music in the Gardens: Robert Finley

Sponsored by Duke Performances

Wednesday, June 14, 2017

7:00 pm - 8:30 pm

Sarah P. Duke Gardens

June 2017

Su Mo Tu We Th Fr Sa

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30

FILTER BY EVENT LOCATION

VIEW ACADEMIC CALENDARS

SUBMIT A PUBLIC EVENT

Calendar Administration: LOGIN to manage account -or- REQUEST AN ACCOUNT if new

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Today's Events Page

Indicates Date Selected

"filtered by" categories list would appear here

Select alternate date

Ongoing Events revealed

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Duke Event Calendar

TODAY'S EVENTS

Browse by: TOPIC TYPE GROUP

Events

Found 1744 events

08/02/2019 X

SEE ONGOING EVENTS

01:19 - 09:01 Nasher Exhibition: Where We Find Ourselves: Photographs of Hugh Mangum, 1897-1922

03:21 - 09:01 Nasher Exhibition: Christian Marclay: Surround Sounds

06:27 - 06:21 Duke Hospital Exhibit - Mixed Media by Ollie Wagner

07:11 - 08:09 Jimmie Banks Retrospective

07:26 - 06:18 Duke Clinics Exhibit: Dreamscapes and Robots by Joe Rizzolo

50th Annual AOA Scientific Research Symposium

Sponsored by School of Medicine (SOM)

Friday, August 02, 2019

8:00 am - 3:00 pm

Trent Semans Center for Health Education - Great Hall

Clinical Instructor Intensive

Sponsored by School of Nursing (SON)

Friday, August 02, 2019

8:30 am - 5:00 pm

Pearson Building (School of Nursing)

LIVE FOR LIFE @ Duke Farmers Market

Sponsored by Live for Life (LFL)

August 2019

Su Mo Tu We Th Fr Sa

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

FILTER BY EVENT LOCATION

VIEW ACADEMIC CALENDARS

SUBMIT A PUBLIC EVENT

Calendar Administration: LOGIN to manage account -or- REQUEST AN ACCOUNT if new

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Event Detail Page

The screenshot shows the 'Duke Event Calendar' interface for a specific event. The event title is 'Duke Campus Farm Community Workday'. It includes an uploaded image of people working in a garden, a calendar view for June 2017, and a 'Go to map' button. A search box is provided to find other events from the same group. Social media sharing options and a 'MORE EVENT INFORMATION' link are also visible.

Callout boxes:

- Uploaded image:** Points to the garden photo.
- Search this groups' other events:** Points to the search bar.
- Go to map:** Points to the location pin icon.
- Share this event or download to personal calendar:** Points to the social media and calendar icons.
- Follow MORE EVENT INFORMATION link to event website:** Points to the 'MORE EVENT INFORMATION' button.

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Manage Events

The screenshot shows the 'Duke Events Administration' dashboard. It features a navigation menu with 'Main Menu' and 'Pending Events' tabs. There are buttons for 'Add Event' and 'Manage Events'. An event search box is located at the bottom left, with a callout explaining its search limit options.

Callout boxes:

- You can launch Calendar.Duke.edu by clicking on "Launch Event Calendar.":** Points to the 'Launch Event Calendar' link in the navigation menu.
- If you publish events submitted for your group, be sure to check the Pending Events tab several times/week.** Points to the 'Pending Events' tab.
- Event search:** Points to the search box, which includes a 'Limit' dropdown with options for 'today forward', 'past dates', and 'all dates'.

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Editing Events

This is the "Manage Events" screen.

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

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.

Title	Start	End	Topical Areas	Categories	Description
Graduate Student Summer Drop-In Career Advising	8/19/15 1:00 PM	8/19/15 4:00 PM	/Utilities/Student /Utilities/Main	Utilities Main Student	Drop-In Advising is the best way to get immediate and ongoing feedback on your resumes and other documents. You can also use drop-in advising to ask any quick career questions, learn about the Career Center, and our resources. You'll spend 10 to 15 minutes with an advisor, so don't hesitate to organize your thoughts in advance to make the most of the time!
Career Center Senior Kickoff (Registration Required)	8/25/15 5:00 PM	8/25/15 7:00 PM	/Utilities/Student /Utilities/Main /Lectures_Conferences/Lecture_Talk /Other/Workshop_Short_Course	Lectures/Conferences Other Utilities Lecture/Talk Workshop/Short Course Main Student	ALL seniors. ALL majors. ALL interests! Click on More information below for details and registration.

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.

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Add Events

From the Events Administration page, Click Add Event button to create a new event for your group

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Adding an Event

- 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.

Event Date and Time

- Start: select the desired date and time.
 - All Day check box causes events to display without a time associated.
 - An example of an All Day event is a Holiday.
- End: select the desired option.
 - Duration: the calendar will automatically calculate the stop time for the event, based on the hours, minutes or days entered.
 - This Event Has No Duration: only the start time will be displayed with your even.

Date & Time:

all day

Start:
 Date 2015-08-12 10:00 24 Hr. Time Format

End:
 Date
 Duration 0 days 1 hours 0 minutes or 0 weeks
 This event has no duration / end date

Note that this is a 24-hour clock.

Notes:

- Avoid end times after midnight because the events display will convert to all day.
- Only specify an end date 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 follows.



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:** 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:** 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

- Select **Event Recurs**
 - Recurrence Rules and Exception Dates areas appear
- Click **checkbox**
 - Show Advanced Recurrence Rules
- Define **Frequency**
 - Select daily, weekly, monthly or yearly
 - Repeat and Interval areas appear
 - Choose number of occurrences or end after date
 - Select interval, such as each week or every two weeks on which days

Recurrence: event recurs event does not recur

Recurrence Rules

show advanced recurrence rules

Frequency: none daily weekly monthly yearly

Repeat: 1 time until 2015-08-12

Interval/every 1 week(s) on

Sun Mon Tue Wed Thu Fri Sat

[select weekdays](#) | [select weekends](#)

Week start: Sun

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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. To remove an instance, you can delete that instance after publishing your event.

Date & Time: all day

Start:
Date 2015-08-12 08:00 24 Hr. Time Format

End:
 Date
 Duration 0 days 1 hours 0 minutes or 0 weeks
 This event has no duration / end date

Recurrence: event recurs event does not recur

Recurrence Rules
show advanced recurrence rules

Frequency: Repeat:
 none 1 time until 2016-04-18
 daily
 weekly Interval every 1 week(s) on
 monthly Sun Mon Tue Wed Thu Fri Sat
 yearly select weekdays | select weekends
 Week start: Sun

Recurrence and Exception Dates
 20151120 08:00 add recurrence

Recurrence Dates
 Date Time TzId
 20151120 0800 America/New_York remove

Exception dates may be created by deleting an instance of a recurring 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."

Manage Events

Select the event that you would like to update. [Add new event](#)

Start Date: 2015-08-12 Days: 180 Filter by: select a category

Title	Start	End	Topical Areas	Categories	Description
Bible Study on the Book of Acts	8/16/15 9:45 AM	8/16/15 10:45 AM	/Utilities/Main /Other/Religious_Spiritual	Other Utilities Religious/Spiritual Main	All are welcome to join a discussion of the Book of Acts. We will consider a different passage of the book each week. <i>Recurring event. Edit master instance</i>
Wee Praise	8/16/15 9:45 AM	8/16/15 10:45 AM	/Utilities/Main /Other/Religious_Spiritual	Other Utilities Religious/Spiritual Main	Using "Musikgarten's All God's Children Sing" curriculum, infants and children through age 3, along with their parents or caregivers, are invited to make a joyful noise to the Lord. Participants will sing, move, listen and play simple instruments. <i>Recurring event. Edit master instance</i>
Children's and Youth Choir	8/16/15 9:45 AM	8/16/15 10:45 AM	/Utilities/Main /Other/Religious_Spiritual	Other Utilities Religious/Spiritual Main	Children (beginning at age 4) and Youth are invited to take part in the Congregation's Children and Youth Summer Choir. Bring your voice and/or musical instrument to Biddle Music Building room 102 on Sunday mornings from 9:45am through 10:45am. The Choir will sing in the University worship services in Baldwin Auditorium on July 12 and August 16. <i>Recurring event. Edit master instance</i>



Status

- Accept Confirmed (default option)
- Select the Tentative
 - Note: Tentative does not show on calendar.duke.edu. In managed events, this row will appear with hash lines as a reminder to edit the event.
 - Caution: some websites use copied data that is not updated with changes.
- If your event has canceled, change the event status from Confirmed to "Canceled." The word, "CANCELED," will be displayed as the Status for the event on calendar.duke.edu

Status: confirmed tentative canceled

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Event Description

- Required field. Please use sentence case.
- Limited to 1500 characters. Counter will indicate characters remaining.
- Be aware that formatting will be lost when pasting from another source, like Word (e.g., bullets, indents, special characters).
- Note: URLs entered into the description do NOT serve as hyperlinks.

Description:	Enter a brief description of the event
	<input type="text"/>
	1500 characters max.
Cost:	optional: if any, and place to purchase tickets <i>Include place to purchase tickets if any</i>
Event URL:	optional link to more information about the event <i>Prepend with a valid protocol such as http://....</i>

- (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://...."

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Adding Images (optional)

if image not included, a stock image will be used

Image: Uploads can be JPG, PNG, or GIF. (Maximum Image Size 4MB)

Upload image:
 X1 Y1 X2 Y2 W H Image with minimum height 353 px and width 530 px

No file selected.

Image Alt Text:

- Click the Browse... box to upload an image stored on your drive.
- The image filename must be alpha-numeric characters only and include only one period (.) that must appear prior to the extension .png, .jpg, .gif (e.g. abc123.jpg)
- The minimum image size is 530 px wide x 353 px high, resolution 72 px/inch. File size must be less than 1 MB.
- A sizing box will appear which you may stretch or shrink, but you cannot change the 3:2 ratio.
- Make sure the outline is flashing the portion of the image to display.
- [Can I use this image?](#) Refer to the infographic from The Visual Communication Guy
- The **Alt-Text field** is required when an image is uploaded. This describes the content of the image for those who cannot see, such as "four puppies".

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Contacts

- Select the desired name from the list
 - You can also type ahead 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.
- If you don't find the desired contact in the Contacts list, click 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 calendar@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:

preferred all

Custom Contact: Specify custom contact information:

E-mail

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Location

- Select the desired location from the list.
 - You can also type all type ahead and select the correct location from the resulting list.
 - When you select a location for the first time, it is automatically added to your Preferred list.
- If you don't find the desired location in the Locations list, Click Custom Location.
 - If you'd like the location added to the Locations list, send email to calendar@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:

preferred all

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Categories

- Select at least one category
- Consider how users might search for your event.
- Keep in mind that websites pull feeds based on categories, so be sure the category(ies) you select is/are appropriate in those contexts
 - For example "Alumni" should be used based on presenter, not potential audience members

Topical area:

- Arts
 - Comedy
 - Concert/Music
 - Dance Performance
 - Duke/Arts
 - Exhibit
 - Masterclass
 - Movie/Film
 - Reading
 - Theater
- Athletics/Recreation
 - Intramurals/Recreation
 - Varsity Sports/Combined
 - Varsity/Sports/Men
 - Varsity/Sports/Women
- Lectures/Conferences
 - Conference/Symposium
 - Lecture/Talk
 - Panel/Seminar/Colloquium
- Type
 - Academic Calendar Dates
 - Alumni/Reunion
 - Announcement
 - Book Signing
 - Brown Bag
 - Ceremony
 - Competition/Contest
 - Excursion
 - Festival/Fair
 - Free Food and Beverages
 - Giveaways
 - Information Session
 - Leadership
 - Meeting
 - Multicultural/Identity
 - Open House
 - Orientation
 - Party
 - Reception
 - Social
 - Tour
 - Training
 - Volunteer/Community Service
 - Webcast
 - Workshop/Short Course
- Global Duke
 - Africa focus
 - Asia focus
 - Canada focus
 - Caribbean focus
 - Central America focus
 - China focus
 - Europe focus
 - Global
 - India focus
 - Ireland focus
 - Israel focus
 - Mexico focus
 - Middle East focus
 - South America focus
 - United States Focus
- Topics
 - Charity/Fundraising
 - Civic Engagement/Social Action
 - Diversity/Inclusion
 - Energy
 - Engineering
 - Entrepreneurship
 - Ethics
 - Health/Wellness
 - Human Rights
 - Humanities
 - Natural Sciences
 - Politics
 - Religious/Spiritual
 - Research
 - Social Sciences
 - Sustainability
 - Technology
- University Events
 - Commencement
 - Founders Day
 - Holiday
 - MLK
 - Family Weekend

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Categories (continued)

- The categories in the Utilities group have special functions in the calendar. It is important to understand how they are handled in the calendar.

Utilities

- Local (NOT displayed on calendar)
- Main
- Ongoing

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 must be alphanumeric with extension. (example “**abc123.jpg**”) Filename cannot contain special characters or spaces, or dot (“.”) other than 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.

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Resources for Working with Images

- Brand.Duke.edu
 - [Logos & fonts](#)
 - [Color palettes](#)
- Webdam a resource for 7,000 stock images available for Duke University & Health System purposes.
 - <https://duke.webdamdb.com/bp/#/>
- Canva.com a simple design tool useful for converting vertical image to horizontal.

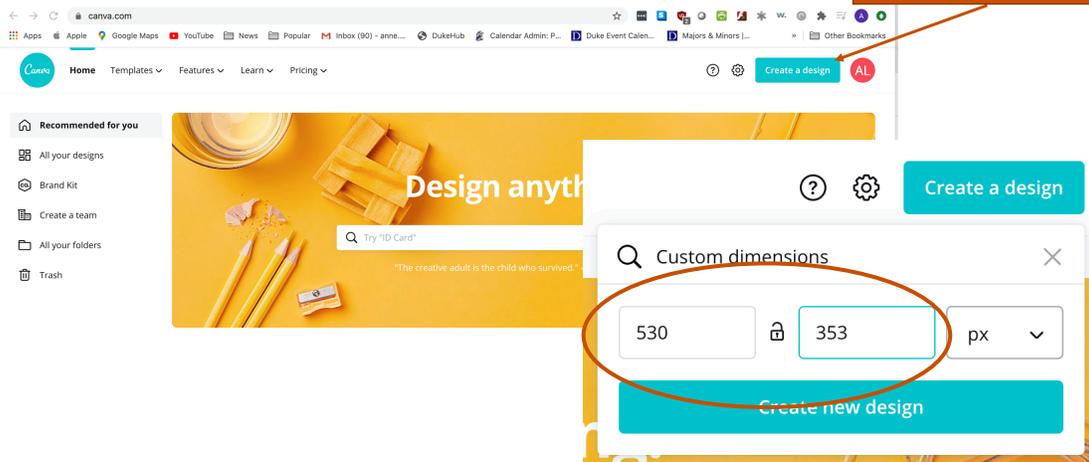


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Create Design Using Canva.Com

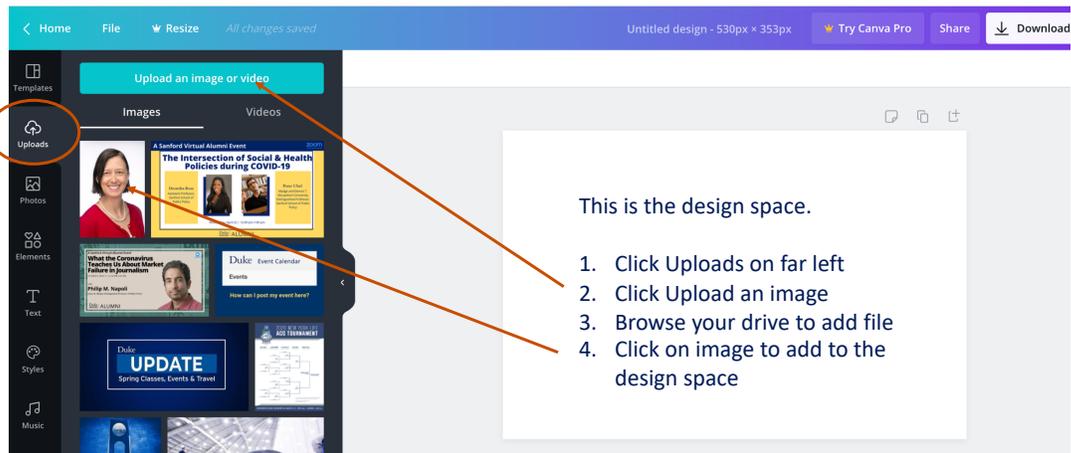
1. Click Create a Design
2. Enter 530 x 353 px
3. Click Create new Design



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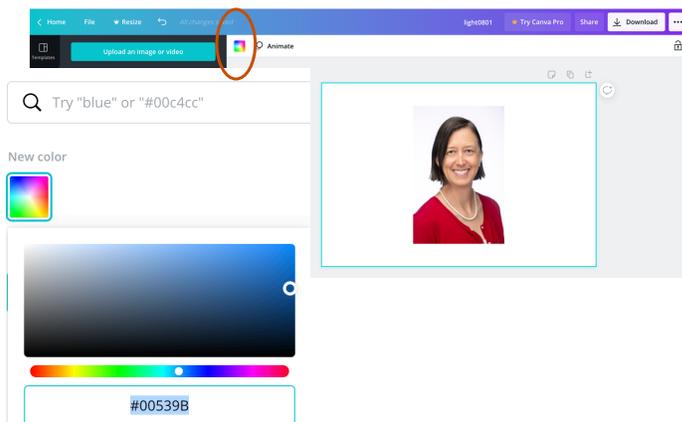
Adding image to Canva.Com



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Change background color



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Image will appear in design space

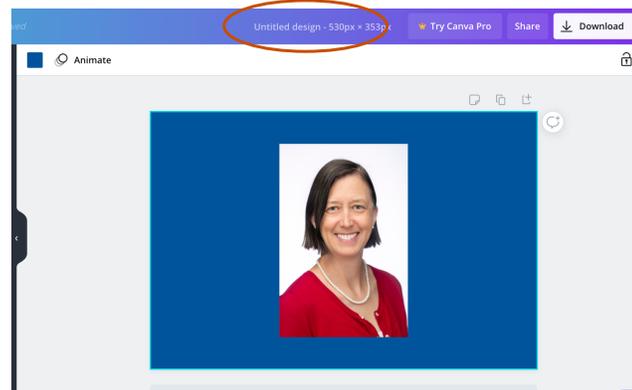
1. Stretch image using handles at corners
2. Click the multicolor square
3. Click Add New Color
4. Replace ffffff with code for Royal Duke Blue #00539B (from brand.duke.edu)

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Save and Download

Rename the file

- Click "Untitled Design"
- Use only alphanumeric characters
- No spaces or special characters
- Click Download
 - Accept PNG format
 - Click Download



Then, upload the file to Event Calendar.

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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."

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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? Lead with topic.
- Event goes beyond midnight?
 - End time after midnight converts to ALL DAY. Use “no duration” instead.

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Descriptive Titles with Details

Tuesday, January 07, 2020		
1:55 pm	TBA Sponsor: Adopt a Grandparent (AAG) Location: None	Incomplete
Monday, January 13, 2020		
2:00 pm	Weekly Seminar Series Name: AAG Weekly Training Seminar Sponsor: Adopt a Grandparent (AAG) Location: None	Good
Monday, January 20, 2020		
1:55 pm	Weekly Seminar Series Name: AAG Weekly Training Seminar Presenter: Dr. Gerry Aged Sponsor: Adopt a Grandparent (AAG) Location: None	Better
Monday, January 27, 2020		
1:55 pm	"Staying at Home: Helping Grandparents Age in Place" Series Name: AAG Weekly Training Seminar Presenter: Dr. Gerry Aged Sponsor: Adopt a Grandparent (AAG) Location: None	Best

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Creating feeds to your website

<http://urlbuilder.calendar.duke.edu/>

- You can publish your group's events, both public and local, to your web site 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.

3. Check that all future events appear in the feed.

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Creating Feeds to your Website

- We recommend using JSON format
 - See [example widget](#)
- The database supports live feeds
 - We discourage using copied or cached data
- Newest versions eliminate the need to check in multiple fields for variable data
 - See [example schema](#)

events from Duke Events		
7/15/20 12:00 PM	NIH-funded PEER MENTORING Study - Recruiting Underrepresented Junior Faculty and Postdocs until 8/31	+
8/1/20 12:00 AM	Clinic 1D Display Case - Carolyn Chester Paper	+
8/3/20 8:50 AM	Duke Clinic 1A Display Case - Nora Phillips	+
8/10/20 12:00 AM	Weeks of Welcome	+
8/14/20 9:00 AM	Nephrology Grand Rounds	+
8/14/20 9:00 AM	AAC Virtual advising for last minute questions	+
8/14/20 10:00 AM	Peer advising virtual "drop-in" advising	+
8/14/20 11:00 AM	OIT Personal Bookings Training	+
8/14/20 11:00 AM	What Makes Me A Scientist- Janina Jeff, PhD	+

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Examples of Feeds to Websites

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New Tool: Feed Curator

<https://feedcurator.cloud.duke.edu/>

1. Generate feeds from URL Builder
2. Name your Feed
3. Select # of events
4. Curate Yes or No
5. Save

6. Toggle Checkboxes to include event in feed
7. Save selection changes
8. Copy feed URL and insert on your website

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Resources

- Calendar Admin Site <http://admin.calendar.duke.edu>
- Navigating the Calendar <https://today.duke.edu/2017/06/duke-launches-new-event-calendar>
- 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/>
- Feed Curator <https://feedcurator.cloud.duke.edu/>
- Web Accessibility <https://web.accessibility.duke.edu/>
- Test Calendar use for practice entering events <http://calendar-test.oit.duke.edu>
- Help <https://calendar.duke.edu/help> and calendar@duke.edu

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Troubleshooting

- 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> 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

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