Firefox and Safari are fully supported
Event Admin: https://calendar.duke.edu/caladmin
test calendar: http://eventcal-test.oit.duke.edu
Duke’s Events 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 mobile-responsive.

It’s easy to know what's happening on campus.
The big, white search box – searches for a match in the title, description, location, group name, category, speaker and series name fields.

You can click here for a quick view of a day, week or month of events.

The top matches for category, group and location (re: number of events) are listed along with the number of events.

The ShareThis widget enables the user to share the event(s) with others via the options in ShareThis.

Ongoing events, like exhibits and displays, are listed in this section.
Detailed View of Event Listing

The user can click on the location and view other events in that location or the user can click on “Map” to see the location on Duke’s online map.

The user can click on the ShareThis icon to share this event via any of the ShareThis options.

The user can click on any sponsoring group and view other events sponsored by that group.

Users can click on More Information to go to the group’s or event’s web site. Users can also click on any of the categories to view other events with the same category.

The user can click here to return to the main page or use the back arrow.
Featured Events

If you would like your event to be featured on the Events@Duke landing page, send an email to featuredevents@duke.edu and attach an image, preferably at least 300 dpi, along with the photographer’s name and confirmation that you have the rights to publish the photo on Duke’s site.

You should send the request at least 30 days before your event to give the Office of News and Communications time to review and, if approved, to prepare your event to be featured at the appropriate time. Your event must already be published on the Events Calendar.
You can launch the Events@Duke site by clicking on “Launch Events@Duke.”

If you publish events submitted for your group, be sure to check the Pending Events tab several times/week.
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.
This is the main form for entering events.
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 the Events@Duke landing page.
- *(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.

![Date & Time:]

- **all day**

**Start:**
- Date: 2015-08-12
- Time: 10:00

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

*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.
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.”

<table>
<thead>
<tr>
<th>Title</th>
<th>Start</th>
<th>End</th>
<th>Topical Areas</th>
<th>Categories</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bible Study on the Book of Acts</td>
<td>8/16/15 9:45 AM</td>
<td>8/16/15 10:45 AM</td>
<td>/Utilities/Main /Other/Religious_Spiritual</td>
<td>Other Utilities Religious/Spiritual Main</td>
<td>All are welcome to join a discussion of the Book of Acts. We will consider a different passage of the book each week.</td>
</tr>
<tr>
<td>Wee Praise</td>
<td>8/16/15 9:45 AM</td>
<td>8/16/15 10:45 AM</td>
<td>/Utilities/Main /Other/Religious_Spiritual</td>
<td>Other Utilities Religious/Spiritual Main</td>
<td>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.</td>
</tr>
<tr>
<td>Children’s and Youth Choir</td>
<td>8/16/15 9:45 AM</td>
<td>8/16/15 10:45 AM</td>
<td>/Utilities/Main /Other/Religious_Spiritual</td>
<td>Other Utilities Religious/Spiritual Main</td>
<td>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.</td>
</tr>
</tbody>
</table>
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 the E@D landing page.
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 URL** box, type a Web address for an image located on a server, using the proper protocol (**http://**). The server should be public (not behind a login), trusted and preferably Duke-administered.

<table>
<thead>
<tr>
<th>Cost:</th>
<th>optional: if any, and place to purchase tickets</th>
<th>Include place to purchase tickets if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event URL:</td>
<td>optional link to more information about the event</td>
<td>Prepend with a valid protocol such as <a href="http://www.duke.edu">http://www.duke.edu</a></td>
</tr>
<tr>
<td>Image:</td>
<td><strong>Image URL</strong>: optional link to image for event description</td>
<td>Include an image with the event description</td>
</tr>
</tbody>
</table>

![Duke University EVENTS CALENDAR](image-url)
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.
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.
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 in *Events@Duke*, but will be available via XML feeds from the calendar.

**Ongoing:** Use this category to display the event in the Ongoing area on *Events@Duke*. The event will not display in the main event listing.
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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Series Name</th>
<th>Sponsor</th>
<th>Presenter</th>
<th>Location</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, January 07, 2020</td>
<td>1:55 pm</td>
<td>TBA</td>
<td></td>
<td>Adopt a Grandparent (AAG)</td>
<td></td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Monday, January 13, 2020</td>
<td>2:00 pm</td>
<td>Weekly Seminar</td>
<td>AAG Weekly Training Seminar</td>
<td>Adopt a Grandparent (AAG)</td>
<td></td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Monday, January 20, 2020</td>
<td>1:55 pm</td>
<td>Weekly Seminar</td>
<td>AAG Weekly Training Seminar</td>
<td>Dr. Gerry Aged</td>
<td>Adopt a Grandparent (AAG)</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Monday, January 27, 2020</td>
<td>1:55 pm</td>
<td>&quot;Staying at Home: Helping Grandparents Age in Place&quot;</td>
<td>AAG Weekly Training Seminar</td>
<td>Dr. Gerry Aged</td>
<td>Adopt a Grandparent (AAG)</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>
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 XML or RSS feeds
- The URL Builder aids web designers in creating feeds.
- Contact Web Services for additional assistance.

http://static.calendar.duke.edu/url/urlbuilder/