Duke Calendar Training

Please sign on to your computer and go to our test calendar: http://eventcal-test.oit.duke.edu

Updated 8/26/13
Events@Duke: Duke’s main events calendar

- Events@Duke offers a comprehensive listing of events, including lectures, conferences, performing arts, exhibitions, cultural activities and more.

- More than 600 groups - schools, departments, organizations and student groups - are set up to publish their events in E@D

- More than 10,000 events are published on Events@Duke each year

- The calendar is mobile-optimized.

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

The top 5 matches for category, group and location (re: number of events) are listed along with the number of events.

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

Ongoing events, like exhibits and displays, are listed in this section.

The ShareThis widget enables the user to share the event(s) with others via the options in ShareThis.
**Detailed View of Event Listing**

**Global Health Seminar: "Stigma and AIDS: The Personal and the Political"**

- **Presenter:** Judge Edwin Cameron
- **Sponsors:** Duke Global Health Institute (DGHI), Duke University Center for International Studies (DUCIS), Law School, Center for LGBT Life,
- **Location:** John Hope Franklin Center 240 - Map
- **When:** 09/07/2011 at 04:00 PM to 09/07/2011 at 06:00 PM

DGHI is proud to host this global health seminar by noted human rights champion Edwin Cameron, a sitting justice on South Africa’s Constitutional Court. Judge Cameron’s legal work and personal experience as an HIV-positive public figure have been instrumental in improving access to antiretroviral therapy and destigmatizing the disease in his home country. A catered reception will follow the talk. Co-sponsored by the Center for AIDS Research, the Center for International Studies and the Center for International and Comparative Law. For more information, contact Emma Finley at 668-4036 or emma.finley@duke.edu.

**More Information**
- Lectures/Conferences, Other, Lecture/Talk, Reception, International

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

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

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

The user can click on the “Map” to see the location on Duke’s online map.
Click the Add Event button on the main screen to add a new event for your group. You can enter text in the Event search box at the bottom to look for a specific event (the more distinctive the text entered, the more likely that you will find the event).

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 main form for entering 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.

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.
To add an event, do the following:

- **Title** box - Enter a descriptive event title. **Please do not enter the title in all caps.**
- *(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.

Note that this is now a 24-hour clock due to the upgrade.  We are hoping to restore the 12-hour clock with am/pm.
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, 2011 to Mar. 31, 2012 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 normal hours of operation.
How to Post Recurring Events:

• Under **Recurrence**, select **Event Recurs**. The **Recurrence Rules** and **Recurrence and Exception Dates** areas appear.

• 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 settings](image)
Recurring Event Example:

Event Scenario

• Let’s say I have an event every Friday from 8:00 – 9:00 am.
• These events will go on until April 18, 2014.
• Plus, we are adding an instance for November 26, 2013.

(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.
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 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. Be sure to check your event for “illegal characters” (e.g., upside down question marks) that sometimes occur when the information is copied from a web site.

**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).

• *(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.

**NEW:** **Thumbnail URL:** You can now upload an image file to be displayed with your event.

**Note:** The most common image files are `.jpg`, `.gif` and `.png` files. Note that `.pdf` files are NOT image files and cannot be displayed as an image on the calendar. Images should be no larger than 400 pixels wide by 370 pixels high, with a maximum of 96 DPI. The file size should be less than 800 KB.
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, select See description. 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.

- **Arts**
  - Comedy
  - Concert/Music
  - Dance Performance
  - 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

- **Other**
  - Academic Calendar Dates
  - Alumni/Reunion
  - Announcement
  - Book Signing
  - Brown Bag
  - Ceremony
  - Charity/Fundraising
  - Competition/Contest
  - Energy
  - Entrepreneurship
  - Festival/Fair
  - Free Food and Beverages
  - Giveaways

- **Health/Wellness**
- **Information Session**
- **International**
- **Japan Relief**
- **Leadership**
- **Meeting**
- **Multicultural/Identity**
- **Open House**
- **Orientation**
- **Party**
- **Reception**
- **Religious/Spiritual**
- **Research**
- **Social**
- **Social Action**
- **Sustainability**
- **Technology**
- **Tour**
- **Training**
- **Volunteer/Community Service**
- **Webcast**
- **Workshop/Short Course**
The categories in the Utilities group - **DukeHouse**, **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.

**Duke House**: Used only by students residing in a Duke House for entering their House events.

**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.
XML feeds: Pulling events from Duke’s calendars to your website

• You can publish your group's events, both public and local, to your Web site using the calendar's XML or RSS feeds that are available from the URL Builder (on the next slide).

• Duke Web Services will work with your IT support, or if you don't have local support, with your group's contact, to help you implement these solutions for your site. If you need a more customized solution, contact oit-dws@duke.edu for a consultation.
Events@Duke URL Builder makes this easy!

Choose your preferred data type:
- HTML
- RSS
- XML
- ICS
- JSONP

Choose your preferred style of events list:
- Aggregated List
- Specify Date
- Calendar List

How many days of events would you like?

Select one or many groups to filter by:
- All
- A&SIST
- A B Duke Memorial Scholarship
- Academic Skills Instructional Program
- African and African American Studies

Select one or many categories to filter by:
- All
- Academic Calendar Dates
- Alumni/Reunion
- Announcement
- Athletics/Intramurals/Recreation

Choose your preferred level of detail:
- Details
- Summary

Current URL Settings
- Calendar: Events@Duke URL Builder
- Data Type: rss
- Event List Type: list
- Days: 7
- Groups: All
- Category: All
- Event Details: details
- URL: Your URL

http://static.calendar.duke.edu/url
More Questions?

Feel free to contact me if you have questions about Duke’s calendar!

Deb Johnson, Assistant Vice Provost for Undergraduate Education
Director of Administrative and Community Support Services
calendaring@duke.edu
919-684-5832