

# Managing events in *Events@Duke*

## Instructions for calendar administrators



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## Introduction

*Events@Duke* offers a comprehensive listing of Duke events, including lectures, conferences, performing arts, exhibitions, cultural activities and more. Users can search by date, event category, or organization/group, and can download event details to most personal calendars.

Duke's Office of Administrative and Community Support Services (OACSS), in partnership with the Office of Information Technology (OIT), produced *Events@Duke*. The OACSS manages calendar groups and users, and sets policy for calendar use; OIT provides technical expertise in the way of application development and support.

Duke groups or departments can designate one or more calendar administrators who can manage events in the calendar. Any member of the Duke community with a valid Duke NetID can submit an event to the calendar. These submissions are reviewed and published as appropriate. To learn more, visit *Events@Duke* and select **Help**.

*Events@Duke* uses the open-source Bedework calendar software developed by Rensselaer Polytechnic Institute. For more information about Bedework, visit [www.bedework.org](http://www.bedework.org).

For more about *Events@Duke*, visit [calendar.duke.edu](http://calendar.duke.edu) and select **About this calendar**.

### About Featured Events

Duke's Office of News and Communication (ONC) selects the events that are featured on the calendar. It seeks diverse events that will appeal to wide audiences and best represent the university. ONC also publicizes many of these events in *This Month at Duke*, a free publication that it distributes across campus and in Durham.

If you would like ONC to consider highlighting your event on the calendar, send an email message to [featuredevents@duke.edu](mailto:featuredevents@duke.edu). Include a photo or other image to illustrate the event, along with the photographer's name and confirmation that you have rights to publish the photo on Duke's site. ONC prefers photos that are at least 300 dpi, but will accept smaller versions. Requests to feature an event should be submitted at least two weeks prior to the event. The event must be held on Duke's campus or in other Duke venues to be featured.

**Important!** These instructions perform best in Firefox. To download Firefox, visit [www.mozilla.com/firefox](http://www.mozilla.com/firefox). If you must use Internet Explorer 7.0, do the following before beginning:

1. From the **Tools** menu, select **Internet Options**.
2. In the **Internet Options** window, select the **Security** tab.
3. Click **Custom level**.
4. In the **Security Settings – Internet Zone** window, under **Settings**, scroll to *Miscellaneous > Display mixed content*.
5. Select the **Enable** option.
6. In the **Warning** box, click **Yes**.
7. In the **Internet Options** box, click **Apply**.
8. Click **OK**.
9. Quit and restart Internet Explorer.

### **Adding events**

To add your group's events to *Events@Duke*, access **Events Administration** from the calendar Web site, [calendar.duke.edu](http://calendar.duke.edu). To enter a co-sponsored event (one sponsored by your group and at least one other group), read *About co-sponsored events*.

### **Log into Events Administration**

To manage events, you must be established as a calendar administrator and have a Duke NetID.

1. From *Events@Duke*, click **Manage Events**.
2. On the NetID log in page, enter your NetID and password, then click **Enter**. The **Events Administration** page appears.
3. *(Optional)* If you are a member of more than one group, a list of your groups is displayed. Select the desired group for the event you wish to enter.
4. Click **Add Event**. The **Event Information** page appears.

#### **About Co-sponsored Events**

Before you add a co-sponsored event, check *Events@Duke* to avoid duplicating the entry. If the event is *not already listed* in the calendar, follow the instructions for adding a new event (see next page).

If the event *is already listed* in the calendar, you may contact the event owner (listed in the event details as *Sponsor*; if there is more than one sponsor listed, contact the first in the list) and request that they add your group as a cosponsor.

## Adding a new event

The following instructions apply to entering a new event. To modify an existing event, see *Modifying events*.

**Important!** In order to maintain a consistent look throughout *Events@Duke*, a standard font style and size is used for event entries. Special formatting (for example, **bold** and underline) does not display. In addition, entries using all UPPER CASE are strongly discouraged.

To add an event, do the following:

1. In the **Title** box, enter a descriptive event title.
2. (Optional) In the **Co-sponsor(s)** list, select the desired co-sponsors.

**Event Information**  
   
*Optional fields are italicized.*  
**Title:**   
**Co-sponsor(s):**

3. 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.

4. 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 start time will be listed for your event.

**Date & Time:**  All day  
**Start:**  
Date       
**End:**  
 Date  
 Duration  days  hours  minutes **or**   weeks  
 This event has no duration.

**Important!** Before continuing, read *About Recurring and Ongoing Events* on the next page.

### 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. Ongoing events may not occur on regular intervals, and may not have a start and end time associated with them.

**Example:** An exhibit at the Nasher Museum of Art that runs from April 1, 2008 to July 1, 2008 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.

5. (*Optional*; if the event does not recur, skip to step 6.) 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.)
- Under **Repeat**, select the desired option. Enter the number of times to repeat, or select the date until which to repeat.
- Under **Interval**, select the desired options. Interval options vary depending on the frequency selected in step 5.b. above.
- (*Optional*) Under **Recurrence and Exception Dates**, select the date and time for the additional recurrence or exception, and click **Add Recurrence** or **Add Exception**. You can use the **Add Recurrence** to select dates for events whose recurring pattern is not consistent.

**Recurrence:**  Event recurs  Event does not recur

**Recurrence Rules**

show advanced recurrence rules

**Frequency:**

none

daily

weekly

monthly

yearly

**Repeat:**

1 time(s)  until Mar 9, 2009

**Interval:** every 1 week(s) on:

Sun  Mon  Tue  Wed  Thu  Fri  Sat

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

Week start: Sun

6. Under **Status**, do one of the following:

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

**Note:** 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*. See *Modifying events*.

<b>Status:</b>	<input checked="" type="radio"/> Confirmed	<input type="radio"/> Tentative	<input type="radio"/> Cancelled
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7. Under **Description**, type a description for the event. Descriptions are limited to 1000 characters. If desired, you may copy and paste the event description from another source.

**Reminder:** Do not use UPPER CASE.

8. (Optional) In the **Cost** box, type a price for the event, and the location where tickets may be purchased.

9. (Optional) In the **Event URL** box, type a Web address for the event. Include the proper protocol, for example, *http://*.

10. (Optional): In the **Image URL** box, type a Web address for an image located on a server, using the proper protocol (for example, *http://*). The server should be trusted, and preferably Duke-administered.

**Note:** 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.

Price:	<input type="text"/>	Include place to purchase tickets, if any
Event URL:	<input type="text"/>	Prepend with a valid protocol such as <i>http://www.duke.edu</i>
Image URL:	<input type="text"/>	Include an image with the event description

11. Under **Location**, select the desired location from the list. When you select a location for the first time, it is automatically added to your **Preferred** list. Read *About Locations*.

#### **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 mail to [calendar@duke.edu](mailto: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. See *Modifying events*.

12. Under **Contact**, select the desired contact from the list. When you select a contact for the first time, it is automatically added to your Preferred list. Read *About Contacts*.

**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*. If you'd like the contact added to the *Contacts* list, send mail to [calendar@duke.edu](mailto: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 reflect the new contact. See *Modifying events*.

13. Under **Categories**, select **Show All**. When you select a category, it is automatically added to your list of **Preferred** categories. Read *About Local and Ongoing Categories* on the next page.

**Categories:\*\***  Show preferred  Show all

<input type="checkbox"/> Academic Calendar Dates	<input type="checkbox"/> Local
<input type="checkbox"/> Alumni/Reunion	<input type="checkbox"/> Masterclass
<input type="checkbox"/> Athletics/Intramurals/Recreation	<input type="checkbox"/> Meeting
<input type="checkbox"/> Athletics/Varsity Sports/Men	<input type="checkbox"/> MLK
<input type="checkbox"/> Athletics/Varsity Sports/Women	<input type="checkbox"/> Movie/Film
<input type="checkbox"/> Book Signing	<input type="checkbox"/> Ongoing
<input type="checkbox"/> Brown Bag	<input type="checkbox"/> Open House
<input type="checkbox"/> Ceremony	<input type="checkbox"/> Orientation
<input type="checkbox"/> Charity/Fundraising	<input type="checkbox"/> Panel/Seminar/Colloquium
<input type="checkbox"/> Commencement	<input type="checkbox"/> Parents' and Family Weekend
<input type="checkbox"/> Competition/Contest	<input type="checkbox"/> Reading
<input type="checkbox"/> Concert/Music	<input type="checkbox"/> Reception
<input type="checkbox"/> Conference/Symposium	<input type="checkbox"/> Religious/Spiritual
<input type="checkbox"/> Dance Performance	<input type="checkbox"/> Research
<input type="checkbox"/> Exhibit	<input type="checkbox"/> Social
<input type="checkbox"/> Festival/Fair	<input type="checkbox"/> Technology
<input type="checkbox"/> Founders' Day	<input type="checkbox"/> Theater
<input type="checkbox"/> Free Food and Beverages	<input type="checkbox"/> Tour
<input type="checkbox"/> Health/Wellness	<input type="checkbox"/> Training
<input type="checkbox"/> Holiday	<input type="checkbox"/> Volunteer/Community Service
<input type="checkbox"/> Information Session	<input type="checkbox"/> Workshop/Short Course
<input type="checkbox"/> Lecture/Talk	

### **About Local and Ongoing Categories**

You can select any number of categories to apply to an event. The *Local* and *Ongoing* categories, however, perform 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. A co-sponsored event marked *Local* will be available via an XML feed for each of the co-sponsoring groups. To learn more about using XML feeds to display your group's events on your Web site, visit [oit.duke.edu/calendar/scripts](http://oit.duke.edu/calendar/scripts).

**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. For more about ongoing events, read *About Recurring and Ongoing Events*, earlier in this document.

14. If you would like your event to be considered for publishing on both calendars (Read *About Cross Publishing*), please check the box next to the statement:

The *Events@Duke* calendar is the official institutional calendar for University events. *Buzz* is the official institutional calendar of events targeted for students. Would you like this event to be published in both calendars?

The administrators for the calendar will review your request within 48 hours and determine whether the event should be published on both calendars. If you have any questions about this process, please send an email to [calendar@duke.edu](mailto:calendar@duke.edu).

### **About Cross Publishing**

In January 2009, the *buzz* student calendar was launched as an event calendar of events by and/or intended primarily for students in contrast with *Events@Duke*, which is the official institutional event calendar.

Most university groups are set up so their events publish on *Events@Duke* while student organizations are set up so their events publish on *buzz*. There are a few groups whose events are automatically published on both calendars (e.g., Athletics, Registrar's Office for academic calendar dates) and there are some groups whose events publish on *buzz* (e.g., Residence Life and Housing Services, Career Center).

There is a link to the *buzz* student calendar on *Events@Duke* and there is a feed of the day's events from *Events@Duke* on the *buzz* calendar.

### **Submit the event**

To submit the event, do the following:

- Click **Add Event**.

The event is submitted. To verify that the event displays correctly, visit *Events@Duke*.

**Reminder:** If you selected the category **Local**, the event will *not be displayed* on *Events@Duke*, but will be available in the XML feed of your group's events. To learn more about using XML feeds to display your group's events on your Web site, visit *oit.duke.edu/calendar/scripts*.

### **Modifying an event**

You may need to modify an event to update the co-sponsors, description, location, contact, status, or other information.

**Example:** You may wish to change the status of your event to *Cancelled*, so that the community is aware that the event will not take place.

To modify your group's events, access **Events Administration** from *Events@Duke* (*calendar.duke.edu*).

### **Log into Events Administration**

To manage events, you must be established as a calendar administrator and have a Duke NetID.

1. From *Events@Duke*, click **Manage Events**.
2. On the NetID log in page, enter your NetID and password, then click **Enter**. The **Events Administration** page appears.
3. Click **Manage Events**. The **Edit Events** page appears.

### **Edit an event**

Events are presented in chronological order. Active events (dated today and beyond) are displayed by default; to see all events, select **Show > All**.

To edit an event, do the following:

1. In the **Event** list, click to select the desired event.

**Note:** For recurring events, you can edit the *master* or a specific *instance*.

2. In the **Event Information** page, make the desired changes.

**Note:** If you change the **Status** to *Canceled*, the event entry will display *Canceled*.

3. Click **Update Event**.

## Copying Events

You can easily copy an event and then revise the information as desired to reduce the amount of data entry. To copy an event, do the following:

1. In your **Event** list, select the desired event.

**Note:** You cannot copy a recurring event.

2. Once you have selected your desired event, click **Copy Event**. Note that the **Copy Event** button will no longer be visible, which means you are now editing the copied version of your original event.

3. Once you have made the necessary changes, click **Add Event**. Your new event will now be published on the calendar.

## Deleting events

**Important!** If an event needs to be deleted (duplicate entry or erroneous entry), send an email to [calendar@duke.edu](mailto:calendar@duke.edu) and provide the event name and date. Only superadmins are able to delete events.

## Logging out

When you are finished managing events, log out of **Events Administration**.

1. In the **Events Administration** window, click **Log Out**.
2. In the **NetID Services Logout** window, click **Yes, log me out**.

## Facebook and Google event sharing

In March 2009, the Facebook and Google sharing icons and functionality were added to both *Events@Duke* and *buzz*. Clicking on the Facebook icon next to an event will allow you to add that event to your Facebook profile. Clicking on the Google icon will allow you to add the event to your Google calendar.

You can also download the .ics file for your selected event, save it, and then import it into a personal calendar that supports the importing of an .ics file.

## Getting help

For help with *Events@Duke*, visit [calendar.duke.edu](http://calendar.duke.edu) and click **Help**. Frequently asked questions (FAQs), an online “tour”, and additional documentation are available. If you still have questions, contact [calendar@duke.edu](mailto:calendar@duke.edu).

To report technical problems with *Events@Duke*, contact the OIT Service Desk at (919) 684-2200 or online at <http://oit.duke.edu/help/ticket/>.

