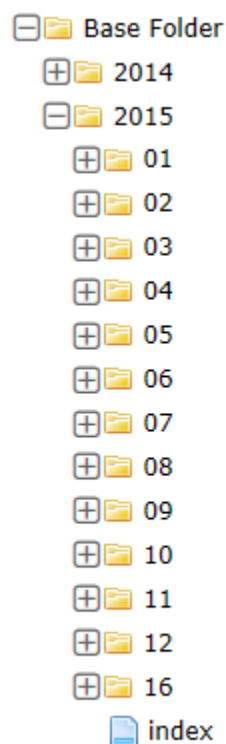
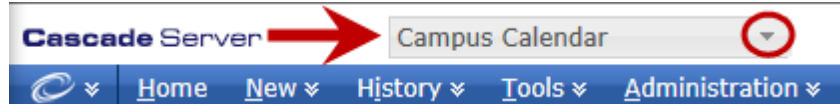


Adding an Event to the Campus Calendar

To get your event on the UMSL calendar, you'll first have to log in to Cascade (the CMS) at <http://cms.umsl.edu/>. If you do not have CMS access, please pass the event details along to whomever handles your website. All CMS users have access to the calendar site, and are able to add events. If you do not know who manages your site, find them on the list at: <http://www.umsl.edu/~cmsusers/site-managers.html>

Once you log into the CMS, select the **Campus Calendar** site from the site dropdown at the top.



Placing Your Event

In the file structure on the left, you'll see folders for each year (e.g. 2015) and within these folders; you'll see number folders for each month.

Select the year in which your event occurs. Then select the month in which your event occurs.

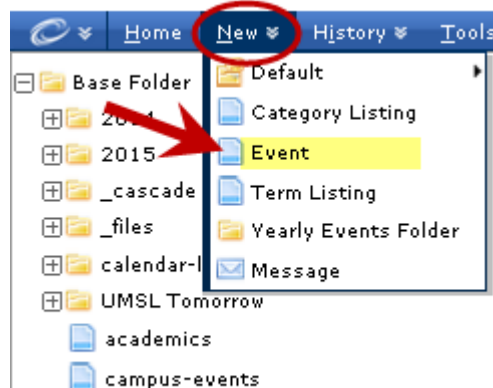
For example: If I had an event in August of 2015, I would select the folder **2015**, and then the folder **08**.

Note: Recurring events will be explained in a bit. But if your event is recurring, simply select the first date on which the event will occur.

Creating the Actual Event

Once you have selected the appropriate folder, you will need to create a new event within that folder. The process is very similar to creating a new page on any other CMS website.

Click **New** at the top of the page, and select **Event** from the dropdown list.



Once you select New > Event, you will be presented with the form to enter the details of your event. The Parent Folder indicates where your event will be saved. It should be the year and month of your event.



Note: A field name with a yellow star ★ to the right means that this is a required field.

The **Title** box is for the name of your event. This is what will be displayed on the calendar.

The **Summary** is for a brief description of your event. This is what will be displayed in the popup when a user clicks the event on the calendar.

Select appropriate **Categories** for your event here.

A screenshot of the 'Inline Metadata' form. The form has three main fields: 'Title', 'Summary', and 'Category'. Each field has a yellow star ★ to its right, indicating it is a required field. Red arrows point from the text on the left to each of these fields. The 'Category' field is a dropdown menu with the following options: Campus Events, Academics, Alumni, Holidays, Students, and Faculty and Staff.

This is the actual start and end date of your event. Be sure to select appropriate times as well. If your event spans a very long time, or is not bound by hours, click the "All Day" box.

The 'Event' form includes the following fields and options:

- Event Starts:** A date picker followed by time dropdowns for hour (12), minute (00), and AM/PM.
- Event Ends:** A date picker followed by time dropdowns for hour (12), minute (00), and AM/PM.
- All Day?:** A checkbox labeled 'Yes'.
- Repeat:** A dropdown menu currently set to 'Once'.
- Repeat every:** A dropdown menu currently set to '1'.
- Repeat weekly on:** A row of checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, and Sat.
- Repeat monthly on:** A dropdown menu currently set to 'day of the month'.
- Ends on:** A date picker followed by time dropdowns for hour (12), minute (00), and AM/PM.

If your event repeats, you can configure that here. Click the dropdown and select how often your event repeats, then fill in the appropriate options below. Make sure to select an 'Ends on' date or your event will repeat forever.

Note: If your event is recurring, it is possible to set this up using the recurring options on the event form. However, if your event simply repeats one or two times, it is best to create separate instances of the event instead of using the recurring options. This is because recurring events share a single event page, instead of having a separate event page for each date on which the events occur.

Event page Details

This is the content area for your event description. It is fully WYSIWYG so you can include pictures, links, or other content. The user sees this when they actually click on your event and go to the event page. This is NOT what appears in the popup when a user clicks an event on the main calendar. That popup shows what is in the summary box above. You can include the same information in both areas if you'd like, or you can include a shorter summary and a more detailed description here for the actual event page.

Here you tell users where the event will be held. Provide enough detail so that people know where to find you.

The 'Details' section of the form includes:

- A rich text editor toolbar with icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, insert calendar, insert location, insert link, and HTML source.
- A 'Location' field with a star icon and the text 'N/A' entered.

Contact fields are optional, but it is strongly recommended that you provide users with the contact information so that they may follow up for more information about your event.

▼ **Contact**

Name

Website

Phone

▼ **Related Link**

+

Title

Internal Link

or, Managed Link

or, Custom URL

This section is optional as well, but if you like, you can add additional resource links for users to follow. The Title is what users will see as a link, and when they click on the title, it will go to the link or URL you have specified.

You can click the **Advance Options** link and click in the **Spelling** box if you want your content spell checked when you submit the page.

First version

Start Workflow **Tools:** Tidy HTML **Check: Spelling** Accessibility Broken Links

When you are finished entering your event information, click **Submit** and your event will be created and saved in Cascade. When the event is published, it will appear on the UMSL Campus Calendar.

Publishing Your Event

The Cascade calendar site is published automatically several times a day. So at this point, your event should appear on the UMSL Calendar within a few hours.

However, if you are in a hurry and would like your event posted immediately, you can publish right away. First, ensure that your event appears within the correct month folder. Publish your event by selecting the event and clicking the 'Publish' tab. Then click Submit. You will then need to publish the year folder that your event is housed in. Click on the appropriate year folder (for example, 2015). Then click the 'Publish' tab, and then Submit. This will cause your even to appear within a few minutes.

Editing Your Event

If you notice an error on your event listing, perhaps a poor description, or the incorrect time, you can edit it the same way you would any other page.

Navigate to the appropriate year/month folder. Select your event, and click the **Edit** tab. Adjust any information you would like, and submit the event again. If you edit an event, it is a good idea to publish it as well so that the changes are pushed out immediately and users get the best information possible.

Deleting Your Event

To delete your event, simply navigate to your event, select it, and then click the '**More**' tab at the top, and select 'delete' from the menu. You will see a confirmation screen. Ensure that the box for "**Un-publish Content**" is checked at the top, and hit submit. Your event is now deleted.

