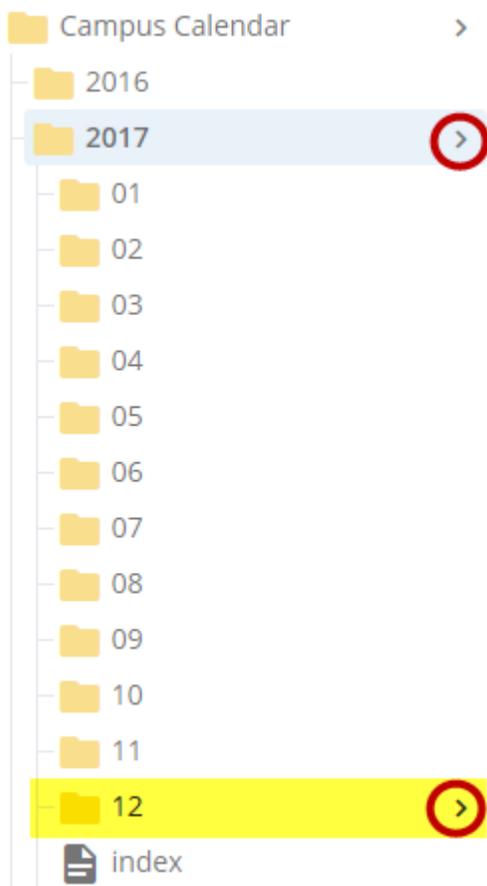
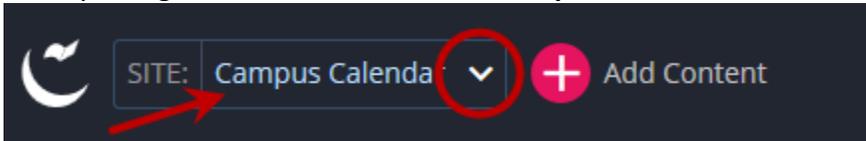


# Adding an Event to the Campus Calendar

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. 2017) and within these folders you'll see number folders for each month.

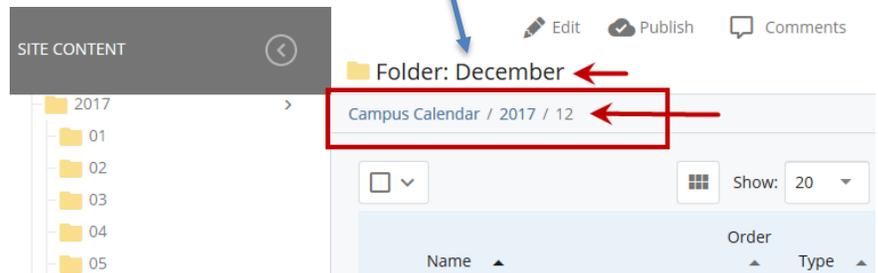
Select the **year** in which your event occurs by hovering over the year folder and clicking the arrow to the right of that folder.

Then select the **month** in which your event occurs by hovering over the month folder and clicking the arrow to the right of that folder.

For example: If I had an event in December of 2017, I would select the folder **2017**, and then the folder **12**.

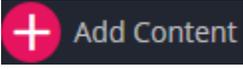
Note: Recurring events will be explained in a bit. But if your event is recurring, simply select the first date on which the event will occur.

**The Folder in which you want to create your event should now display at the top of the page.**

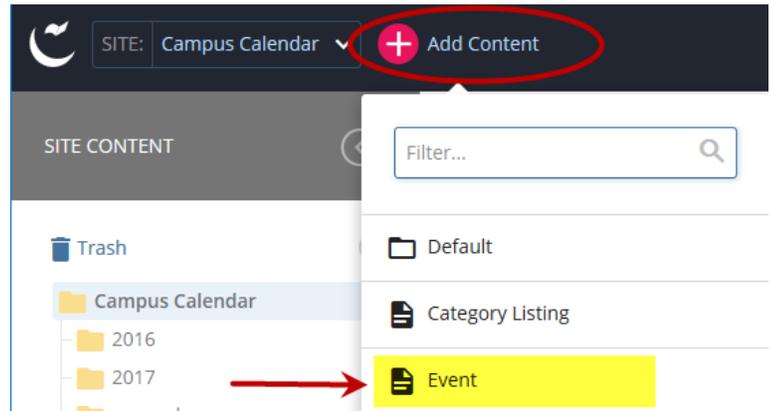


## Creating the Actual Event

Once you have selected the appropriate folder, you will need to create a new event within that folder.

Click  at the top of the page.

Select **Event** from the dropdown list.



The Event template form will open.

The **Placement Folder** indicates where your event will be saved. It should be the year and month of your event.

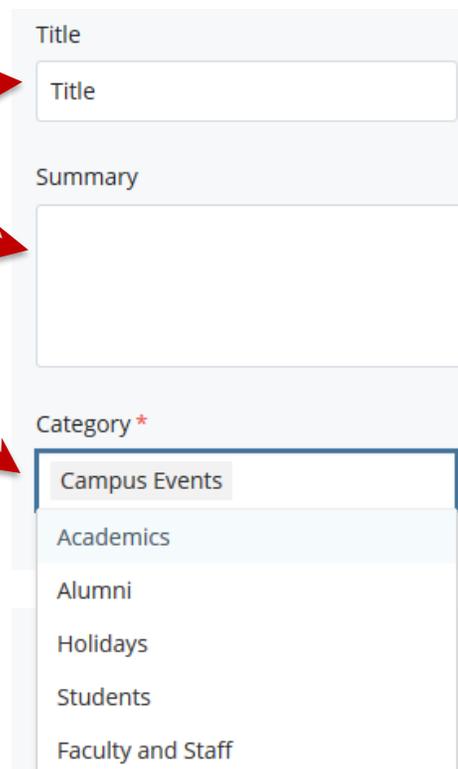


*Note: A field name with a red star \* to the right means that this is a required field.*

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.

A screenshot of the event form. It shows three main sections: 'Title' with a text input field containing 'Title'; 'Summary' with a large text area; and 'Category \*' with a dropdown menu. The dropdown menu is open, showing a list of categories: 'Campus Events', 'Academics', 'Alumni', 'Holidays', 'Students', and 'Faculty and Staff'. Red arrows point from the text descriptions to the corresponding fields in the form.

**Event Starts** and **Event Ends** indicate the actual start and end date of your event. Click in the boxes to select the appropriate dates and times.

Select date

Select time

The screenshot shows the 'Event' form with two input fields: 'Event Starts \*' and 'Event Ends \*', both containing the placeholder text 'mm-dd-yyyy hh:mm a'. Below these fields is a calendar widget for October 2017. A red arrow points from the text 'Select date' to the calendar grid, and another red arrow points from 'Select time' to a clock icon circled in red at the bottom right of the calendar. The text 'start and end times are ignored.' is partially visible on the right side of the form.

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.

The screenshot shows the 'Repeat' configuration form. It has a dropdown menu set to 'Once'. Below it, 'Repeat every' is set to '1' with the subtext 'How frequently should this event occur?'. Under 'Repeat weekly on', there are checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, all of which are unchecked. The 'Repeat monthly on' section has a dropdown menu set to 'day of the month' with the subtext 'Applicable for Monthly frequency.'. At the bottom, the 'Ends on' section has a subtext 'When would you like this event to stop repeating?' and an input field with the placeholder 'mm-dd-yyyy hh:mm a'.

*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**

Here you give details about the event. You can provide a link to directions and a web site.

Details \*

Edit ▾ Format ▾ Insert ▾ View ▾ Tools ▾

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[List Icons] [List Icons] [List Icons] [List Icons] [Link Icon] [Link Icon] [Bookmark Icon] [Image Icon] [Video Icon] [Code Icon] [Fullscreen Icon] [Refresh Icon]

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 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.

p

**Location** is required. If your event does not have a location then enter N/A.

Location \*

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



⌵ **Contact**

Name

Website

Phone

When you are finished entering your event information, click **Save & Preview** (at top right). You will be viewing a draft of your event page. If everything looks OK, click the Submit link at the top of the page

The Cascade calendar site is published automatically every day at 1:00 a.m. So in general, your event should appear on the UMSL Calendar the day after you create it.

## Editing Your Event

If you notice an error on your event listing, perhaps a poor description, or the incorrect time, you can edit it.

Navigate to the appropriate year/month folder. Select your event, and click the **Edit** link at the top of the page. Adjust any information you would like, and Save and Submit the event again.

## Deleting Your Event

To delete your event, simply navigate to your event, select it, and then right-click on it and select **Delete**. You will see a confirmation screen. Click **Delete**.