

## Adding events to the UI events calendar

Log-In: <https://content.uiowa.edu/user>

### **General:**

- **Title:** Event Title
- **Media:** Add a square (1080x1080px) to display on departmental sites properly
- **Website (optional):** a link to a web page that would apply to the event
- **Scope:** Selected the intended audience (most academic events are likely not for everyone; typically unit, department, or campus)
- **Contact Name, Phone, and Email:** Department information (can be found in the footer of the department website)
- **Date:**
  - **For events that are one day**
    - Make sure “end date” is selected
    - Add beginning date and time
      - Ex. 10/13/2023, 8:00 pm
  - **For events that are multiple days**
    - Deselect “Show end date”
    - Add beginning date and time
      - Ex. 10/12/2023, 8:00 pm
    - Select “Repeat” button
    - Select “Daily” in the dropdown where “Weekly” initially appears
    - In Stop Repeating section, select “On” and add the date when this event ends
      - Ex. 10/14/2023
- **Notes:**
  - The event repeat rule will show the same start time for every repeating event
  - For events that have multiple start times (ex. Theatre productions begin at 8:00 pm Wednesday-Saturday or 2:00 pm on Sunday matinees) go to the department section below for how to complete entering the date range
- **Location:**
  - **Place:** Search for building
- **Summary (optional):** This shows on event feed teasers
- **Description:** enter in a short description of your event
- **Units:** add any campus partners connected to your event. It’s okay if it’s just your department.
- **Audiences:** Selected the intended audience (academic events are likely not for everyone)
- **General Interests:** Based on your event type
- **Types:** use your best judgment for which categories fit the event
- **Ticket Link:** add the URL where users can purchase tickets if ticketed
- **Ticket Cost:** add cost if tickets are one price, otherwise leave blank and add ticket pricing tiers to description
- **Save** button – click this to save and publish the event!
  - **For department admins:** after saving the event, you need to select “Edit” to go back in the editing mode of the event
    - Scroll down to Units section to find your unit

- Change Events state from Draft to Approved
- Scroll to the bottom and save event again (confirming your unit approves to be a presenting department)