Adding and Managing Events

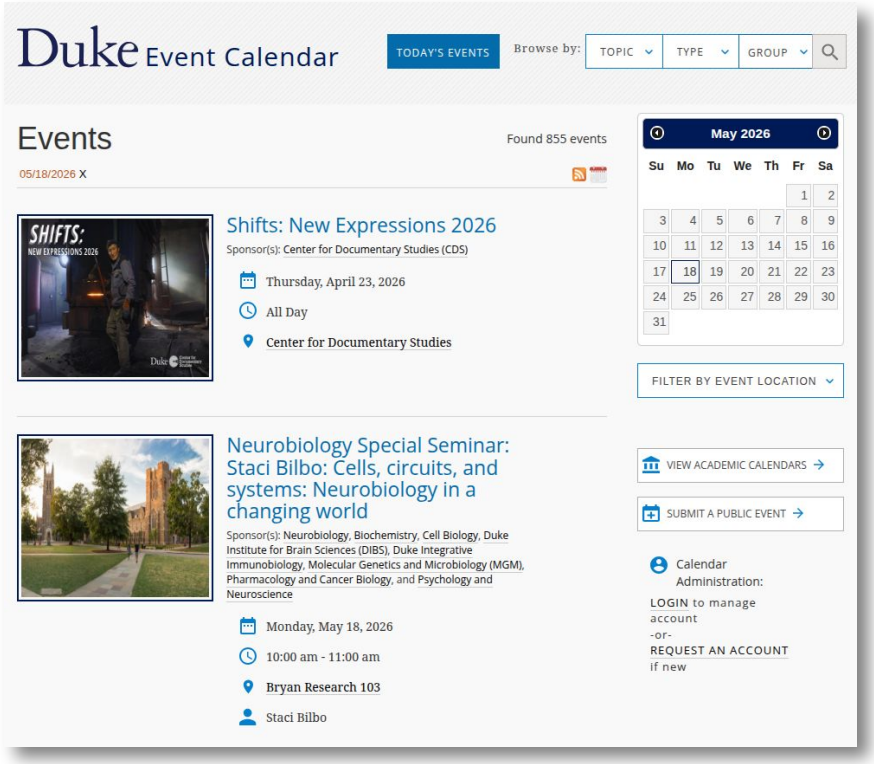
and the Duke Event Calendar

Agenda

- Duke Event Calendar
- Getting Administrative Access
- How Events Get to Your Site
- Bypassing the Duke Event Calendar
- Handling Canceled Events
- Where to Get Help
- Questions?

Duke Event Calendar

- calendar.duke.edu
- The primary resource for promoting campus events
- Events are posted by administrators
- Events are searchable by date, topic, type and group
- Events are imported to department sites based on sponsors



Administrative Accounts

- Contact calendaring@duke.edu for a list of administrators for your department.
- To get administrative access for your department, submit the Request an Account form.
- Trinity Web Support does not manage the Duke Event Calendar, but can help troubleshoot issues.

How Events Get to Your Site

- If you are a calendar admin for your department, any event you add to the Duke Event Calendar will be imported to your site.
- If your department is a co-sponsor of an event in the Duke Event Calendar, that event will be imported to your site.
- If there is an event on the Duke Event Calendar that is not on your site:
  - request that your department be added as a co-sponsor, or
  - add the event directly to your site using the *Event - Local* content type.
- Editors can run an event import to expedite the automated process.

Bypassing the Duke Event Calendar

- Events can be added directly by using the *Event - Local* content type
- Reasons vary, but examples include:
  - your department is having an event for which you want to limit the turnout;
  - an event is being held at another institution that you want to let your audience know about.

Handling Canceled Events

- When an event is canceled, best practice is to let your audience know
- For events imported from the Duke Event Calendar, change the status to *canceled*:

- For events added directly to your site, enable the *Cancelled* option:

Demo Time!

- Running an event import
- Adding an event directly to your site
- Categorizing an event
- Indicating an event has been canceled

Where to Get Help

- Duke Event Calendar help is available at: calendar.duke.edu/help
- Technical help with your website or questions about which events are imported to your site: trinitywebsupport@duke.edu
- Help with event planning and production: eventservices.duke.edu anc
- For assistance with an event venue, contact desktop support

In Conclusion...

- The Duke Event Calendar can help boost event attendance.
- Events for which your department is a sponsor or co-sponsor will be imported to your site. If not, contact trinitywebsupport@duke.edu.
- Questions about the Duke Event Calendar, including administrative access, should be addressed to calendaring@duke.edu.
- Events can be added directly to your site using the *Event - Local* content type.
- Indicating that an event has been canceled is preferable to simply removing an event.

Questions?

...also,

Thank you!