Technology Resource Center
OFFICE OF INFORMATION TECHNOLOGY

Master Calendar
Creating & Submitting a New Event

Creating a New Event in Master Calendar

Master Calendar is the official event calendar for the University of Central Oklahoma and can be found at calendar.uco.edu.

All calendar events must be submitted electronically in the designated format, following the appropriate submission and approval processes. Calendar events must meet these guidelines:

- Only university sponsored events and activities will be included in the calendar. University sponsorship must be by an office, department, college, organization or club.
- The event must be confirmed for a room/space reservation for the proposed date and time.
- The event should not duplicate another event listing.
- The event information must be complete. (Required fields are marked with an asterisk on the event form.)

For additional information please review the Master Calendar knowledge base article.

Creating Events

1. Visit http://calendar.uco.edu/
2. Select the **Add Event icon** to visit the entry form.

3. Use the **Add Event** page to add details about an event.
   https://calendar.uco.edu/AddEvent.aspx

4. **Post Date** – Post Date refers to the date that the event is to be posted to the selected calendar or calendars. The default value is the current day's date. Utilize the calendar drop-down to if a different date is needed.

Post Date	4/1/2020

◄ April 2020						►
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11

5. **Event Info**– General Information about the event.

Event Title	My UCO Event
Event Url	
Event Description	Join us for an exciting afternoon of team building!

   a. **Event Title** – The name for the event. (required)
   b. **Event URL** – Optional field that can be used for links to a webpage with more information.
   c. **Event Description** – Add important information about the event here.

6. **Event Group** - Select a calendar where the event should display and choose an event type.

Event Group - Priority

Calendar		Select Multiple
Event Type		

   a. **Calendar** - Master Calendar contains multiple calendars, some are for promoting specific events for colleges and departments, and others such as Community/Faculty Staff and Students are for campus-wide events. Each calendar has a manager, who has the option to approve or deny requests.

   - **Community:** Events open to the general public, which include athletic events, performances, and events scheduled in the Nigh University Center.
   - **Current Students:** Student activities such as academic dates, sporting events, social events and volunteer activities.
   - **Faculty/Staff:** Calendar includes events for faculty and staff, which may include staff development, departmental meetings, administrative deadlines and training.

Calendar		Select Multiple
Event Type		
Location	Campus Enterprises
	College of Business
Location	College of Education and Professional Studies
	College of Fine Arts and Design
Location Url	College of Liberal Arts
	College of Mathematics & Science
	Community
	Current Students
	Diversity
	Faculty/Staff

b. **Select Multiple** – Events may be submitted to multiple calendars if it is beneficial to the audience it reaches. For example Athletic event could be submitted to both Students and Faculty/Staff calendars.

- Choose the select Multiple button to the left of the calendar drop down.
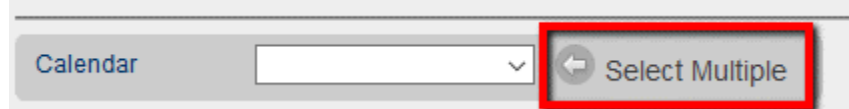
- Select each calendar by using the checkboxes, then select **Apply**.
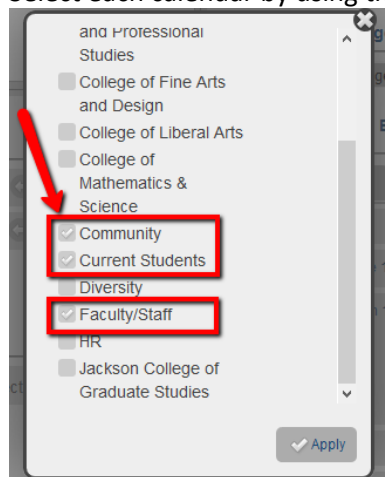
7. **Event Types** are useful in categorizing and filtering events and allow for viewing via RSS feeds and custom calendar web links.
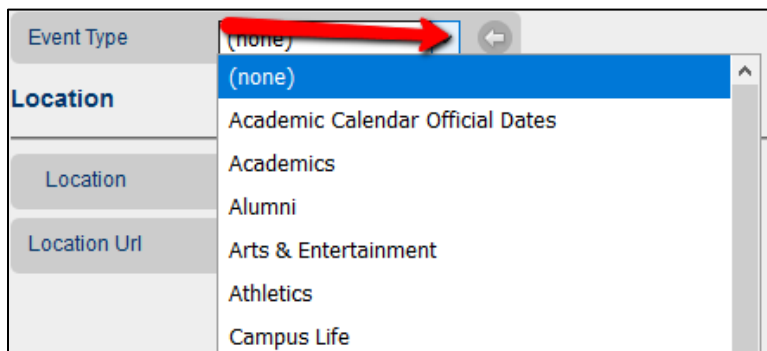
- Event types are similar to categories, but events may only have one event type.

- Each calendar may have unique Event Types which may not be available on certain calendars.

8. **Event Date(s)** – Date the event will take place.

Event Date(s)

Single Day   Recurrence

Event Start Date   4/1/2020

a. **Single Day** – Events that take place on a single day and do not repeat**.**
b. **Recurrence –** Events that will take place more than once. Select the appropriate pattern for the event to repeat.

Recurrence Pattern

Daily   Weekly   Monthly   Random

Recur every   1   week(s) on:

☐ Weekends   ☐ Weekdays

☐ Sunday   ☐ Monday   ☐ Tuesday   ☐ Wednesday

☐ Saturday   ☐ Thursday   ☐ Friday

9. **Event Time(s) –** A **Timed Event** has a start and stop time. This is the default.
Select the Start Time and Stop Time by clicking the clock icon.

Event Time(s)

◉ Timed event   ○ All day event

(If timed event is selected then a start and end time must be entered).

Start Time   8:00 AM

☐ No end time
☐ End time goes into the next day

End Time   1:00 PM

10. **Event Contact** - Add Contact Information. This is beneficial if the calendar managers have any questions.

Event Contact

Contact Name   Buddy Broncho   ☐ Hide

Contact Email   bbroncho@uco.edu   ☐ Hide

Contact Phone   405-974-2000   ☐ Hide

Contact Name - The name of the contact for the event.
Contact Email & Phone - The email and phone number of the contact the event
Hide - If the Hide checkbox is selected this information will not be displayed publicly in Master Calendar.

11. The location where the event is to take place. You can manually enter a location or select the down arrow to choose any of the pre-loaded UCO locations.

Location

Location	Broncho Lake ▽
Location Url	https://www.uco.edu/files/maps/campusmap.pdf

12. **Event Image** - Adding an image for events can enhance the appearance of the event on the home page of Master Calendar, and are included when RSS feeds are used in WCMS.

a. Select the Add Image button.

Event Image

Add Image

b. Select an image. Event Images should be sized to be no more than 322 pixels wide by 233 pixels tall.
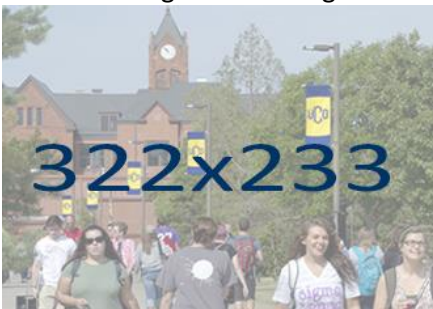
c. After uploading, add a brief description for the image for accessibly best practices.

Event Image

Remove   Uploaded master-calendar-featured-image-sample.png

Image ALT Tag   students walking outside ⬅

13. **Additional Event Info –** These additional **Optional** fields may be completed but are not required.

a. **Custom Tab –** Creates an additional field for the event that can contain extra information.

- **Type: Custom Field** can used to enter a name that describes or provides hints about the additional information that is to be entered in the Description field. For example, if the Description field is to contain information about parking at the event, you could enter "Parking Info" for the field name.

Note: To select a preset field name, click the **?** icon to open a list of Custom Field Hints.

- **Type: Custom URL** When selecting this option enter a web link that provides additional information about the event.

14. **Attachments** – Provides the option to attach a file to an event, such as PDF of a poster, parking map or schedule.
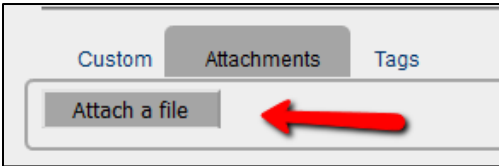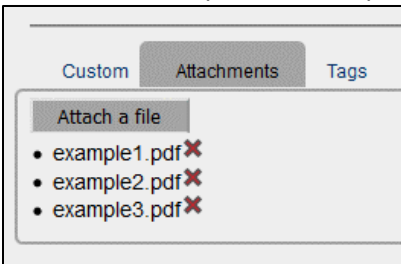

To add attachments to an event:

**1**-Select **Attach a File**

2-Choose an attachment.

3- Select OK.

4-A list of the attachments appears on the tab. The list shows the name of each attachment, the size of the attachment, and provides an option to delete the file.

Note: Events only allow 3 attachments, and each attachment must not exceed 1MB in size.

15. Select **Save/View Event** for a **preview** of the Event – the preview will pop-over the Add Event page.
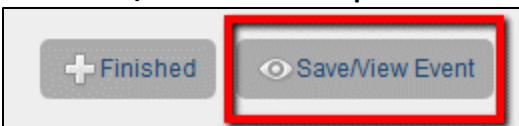
16. After previewing your event, make any needed changes, and select **Finished**. The even will be submitted to the selected calendar(s) and calendar managers will be notified an event is awaiting review.

17. All events are subject to the **Approval Procedures** below.

Calendar of Events Submission and Approval Procedures

Anyone with a scheduled university event can submit event information. Individuals, departments or organizations may submit event information by clicking on "Submit Event" found on the UCO Master Calendar website, which will be routed to the appropriate Event Manager, reviewed, and if approved, posted to the calendar.

Requests to submit an event must be made 72 hours prior to the event's start time.

Event listings may be edited for clarity, and events submitted after the deadline may not be listed on the calendar.

Any officially recognized department or organization may use this calendar system to list events.

Contact Us:

Technology Support

Phone: 974.2255 (CALL)

Email: support@uco.edu

Location: MCS 172

http://support.uco.edu