Events at Towson University:
Editor’s Guide
Introduction

Events.towson.edu is the University's Master Events Calendar, managed by Student Affairs in partnership with other campus divisions. If you have any questions or concerns regarding the Towson University Master Events Calendar, please contact tueventsadmin@towson.edu.

Logging In

1. Open your preferred web browser and go to events.towson.edu.
2. Click LOGIN.

3. Enter your Username (NetID) and Password and then click the Login button.

4. Click the ADMIN button at the top of the page. You will be directed to the ADMIN DASHBOARD.
Admin Dashboard

The **ADMIN DASHBOARD** is the control center for Towson University’s Master Events Calendar. This page enables you to add, edit, cancel, approve or decline events. The most commonly utilized sections of this page are **SETTINGS**, **EVENTS** and **Search all events**.

![Figure 4](image1)

**Adding and Managing Events**

The Admin Event Form is used to make changes, additions and to check over the user’s submission of events. An Editor should use this form to submit their own events. After an event is added through this form, it will automatically go live. Editors are also able to edit URL names, Hashtags, Facebook/External URLs, etc. on this form (a User does not have these options).

**Adding an Event**

1. Hover over **EVENTS** in the admin dashboard, then click **+ Add Event** from the drop-down menu. The **ADDING EVENT** screen will appear.

![Figure 5](image2)
2. In the **ADDING EVENT** screen, fill out all pertinent form fields. All fields are required unless otherwise noted. The fields and their usage are:

- **Name** – This is the name of your event. Click in the field and type over **Open House Session**.
- **Description** – This field houses the description for your event. It is recommended that you use 365 characters or less in the description box.

![Figure 6](image)

- **Start Date** – Enter the date of your event using the format MM/DD/YYYY.
- **Start Time** – Enter the time of your event using the 12-hour format HH:MM am or pm.
- **End Time** – Enter the time your event will be ending using the 12-hour format HH:MM am or pm. This field is optional.
- **Repeating** – Select from the drop-down menu if and how your event will be repeating. This field is optional.

![Figure 7](image)
• **Event Place** – Type the proper name of the building and select the appropriate result from the list.

• **Room** – If the room number does not populate in the Event Place field, type the room number only in this field.

![Event Place](image1)

• **Photo** – You may add a photo pertaining to your event by dragging an image file into the box. **Note**: The image aspect ratio should be 200x150.

![Photo](image2)

• **Event Type** – Select an appropriate type from the drop-down menu. You may select additional types by returning to this drop-down menu and selecting again. This field is optional.

• **Department** – Select your Department from the drop-down menu.

• **Target Audience** – Select an appropriate item from the drop-down menu. You may select additional items by returning to this drop-down menu and selecting again. This field is optional.

• **Group** - Select an appropriate campus group from the drop-down menu. This field is optional.

![Filters](image3)
• **Food Served? (Yes/No)** – Type yes or no to indicate whether or not food will be served. This field is optional.

• **Ticket Cost** – Enter the ticket price in this field. If it is a free event, leave this field blank.

• **Ticket URL** – This can be any URL for the event. If a price is entered in the **Ticket Cost** field, then the button associated with this field will say **Buy Tickets**. If there is nothing entered in the **Ticket Cost** field, this button will say **Register**.

• **Eventbrite ID** – If you have also created this event on Eventbrite.com, input the id of that event in this field.

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![Figure 11](image)

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• **Keywords** – Type in any words, separated by commas that may be pertinent to your event. These words are not displayed publicly, but help your event show up in a search. This field is optional.

• **Tags** – Type in any words, separated by commas that may be pertinent to your event. These words are displayed publicly and can be used to group like events. For example: Graduation. This field is optional.

• **Twitter Hashtag** – If your event has a Twitter hashtag associated with it, type it here. Do not include the hash symbol (#). It will automatically be added. Only one hashtag can be used in this field. This field is optional.

• **Event Website** – Type the URL associated with your event in this field. This field is optional.

• **Facebook Event Page** – Type the URL for an associated Facebook event page. This will allow the calendar to automatically pull in and display RSVPs to the event from Facebook. This field is optional.

• **Vanity URL** – You have the option to give your event a custom URL suffix in this field. If you leave this field blank, a URL suffix will be automatically generated after you save the event.

• **Owner** – The email address of the user who created the event will automatically populate this field. If you need to change the event’s ownership, type in the Towson University email address of the new owner.

• **Sponsored** – This feature is disabled.

• **Allow User Feedback** – Checking this box allows users to leave comments, reviews and photos. This box is checked by default.
• **Allow User Interest** – Checking this box enables the I’m Interested and Invite Friends buttons. This box is checked by default.

• **Featured** – Do not set your event to be featured.

• **Visibility** – There are three options in this drop-down menu:
  - **Visible** – Everyone can see your event. Leave it on this setting only.
  - **Hidden** – The event is hidden from the calendar.
  - **Visible only when logged in** – Your event is only visible to people that are logged into the calendar.

• **Place Page Only** – This feature is disabled.

• **Widget Only** – Placing a check in this box will display the event only in widgets and not on any calendar pages. Leave unchecked unless directed by events administrator.

• **Exclude from Trending** This feature is disabled.

3. When the form has been completed, click the **Save Changes** button at the bottom of the page.

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### Managing Events

Editors are able to review, change, approve and decline events not only for themselves, but also for events submitted for their department.

**Editing an Event**

1. In the **ADMIN DASHBOARD** type the name or keywords of the event in the Search all events text box, then click the magnifying glass button. A list of results will populate.

2. Click on the name of the event you wish to edit. The event’s form will appear.

3. Make any changes to the event and click the **Save Changes** button at the bottom of the page.

**Note:** If the event is far enough in advance, the creator could change the time, date, location or details of the event without potential issues. Depending on adjusted notification settings, the users ‘going’ or ‘watching’ the event will receive notice that the event has been changed.

** Cancelling an Event**

1. In the **ADMIN DASHBOARD** type the name or keywords of the event in the Search all events text box, then click the magnifying glass button. A list of results will populate.

2. Click on the name of the event you wish to edit. The event’s form will appear.

3. It is required that instead of deleting the event, the editor simply change the title of the event to CANCELLED: Name of Event.
4. Click the **Save Changes** button at the bottom of the page.

![Figure 14](image)

**Approving Events**

Trusted users’ events are automatically approved. If you would like to become a trusted user, please contact **tueventsadmin@towson.edu**.

**Note:** There is only one approval queue for the entire University. Please only approve events pertaining to your department.

1. Hover over **EVENTS** in the site toolbar and then click **Pending** from the drop-down menu. A list of your pending events will appear.

![Figure 15](image)

2. Click the name of the event you wish to approve or reject.

![Figure 16](image)

3. Review or edit the event details of the event. When you are ready to approve, click the **Verified** check box and then click the **Save Changes** button.

![Figure 17](image)
Logging Out

When you are finished utilizing the Towson University Master Events Calendar, it is recommended that you log out.

1. In the site toolbar, hover over SETTINGS.
2. Click **Logout** in the drop-down menu.