Events at Towson Procedures: User’s Guide

1. How can I access the Master Events Calendar?
   a. Go directly to events.towson.edu

2. How do I post an event?
   a. First, click Login.
      i. Anyone with a NetID is able to submit events (after submission, all events will need approval by a divisional editor before going live).
   b. Then click, ‘Add an Event’

3. The Event Submission form
   a. The required fields include: Event Title, Description, Date of Event, Start Time, Location, Event Type, and Department.
      i. The description box should include 365 characters or less.
      ii. New for 2015: All events must include an event type.
      iii. Consider your title length. Towson’s new website is designed to adapt to smaller screens, long titles can cause problems for this.
   b. The Location must be specific, and pulled from the integrated list of campus event locations.
   c. The Event Type must also be pulled from the dropdown box.
   d. Use the ‘Add Another Date’ tool to post more than one date at a time.
   e. Do not create an individual event for each occurrence if you have a recurring event.
4. How do I include a photo for my event?

a. On the event submission form, hit ‘Browse’ next to ‘Add a Photo’ and find the photo you would like to use on your computer. **Note:** You must save the photo you wish you use on your computer before you are able to upload it to the event form. The image must be a .png, .jpg or .gif. It should be no larger than 3 megabytes and horizontal composition works best. The photo aspect ratio is 200x150.

b. You can locate Towson’s images at: http://www.towson.edu/photographicservices/index.asp. Images attached to the event request must be owned by TU, the person submitting the vent, or be Creative Commons Licensed and attributed to the creator.

c. Events without a photo cannot be featured events.
5. On the Event Submission Form, make sure you choose a student group from the drop down box labeled ‘Group’ if your event is affiliated with a student group. This allows for all of your group’s events to be found on one page. See CAB’s page below for an example.

### Campus Activities Board (CAB)

#### Edit Description

<table>
<thead>
<tr>
<th>Upcoming Events</th>
<th>View Event Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FNL Presents CAB’s Rocktober Bandstravaganza!</strong>&lt;br&gt;This is a celebration of all things rock! Four live bands one crazy night!</td>
<td>8:00pm 10/07</td>
</tr>
<tr>
<td><strong>SushiFest!</strong>&lt;br&gt;Do you love Spicy Tuna Rolls? California Rolls? Come learn how to make sushi! AND THEN EAT IT! This event is totally FREE! There are 3 sessions that..</td>
<td>1:00pm 10/13</td>
</tr>
<tr>
<td><strong>Something Fishy</strong>&lt;br&gt;Join us for a NEW BEST FRIEND! All Supplies Will Be Provided So grab a tank, some gravel, a plant or two and your VERY OWN GOLD FISH for FREE...</td>
<td>1:00pm 10/18</td>
</tr>
<tr>
<td><strong>Haunted Halloween Bus Trip To Kings Dominion</strong>&lt;br&gt;Can’t wait for Halloween? Then come spend the day at an amusement park where at night the attractions come ALIVE! Depart 1U at 10 am from Lot 11 Depart...</td>
<td>10:00am 10/22</td>
</tr>
<tr>
<td><strong>Booingol!</strong>&lt;br&gt;Back by popular demand... CAB presents their 3rd Annual... BOOingol! (Halloween-themed Bingo) Bingo Prizes Include: -- iPad 2 -- ITouch -- Kindle...</td>
<td>8:00pm 10/26</td>
</tr>
</tbody>
</table>

#### Recent Events

**Welcome Back Concert**<br>8/30/2011

6. After you have completed the event submission form, click ‘Add Event’ at the bottom of the page.
   a. **Note:** Your event will not automatically appear; it must be approved by the appropriate department.
   b. Your event will automatically be forwarded to the department for approval.
   c. **Do NOT tag other departments unless you are co-sponsoring the event and have permission of the co-sponsoring departments**
   d. **All Student Groups MUST tag the department “Student Government Association.”**

7. How should I cancel/change an event?
   a. Instead of deleting the event, simply change the title of the event to CANCELLED: Name of Event.
   b. 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.
c. After an event is changed or edited by the creator of the event, it no longer is live and moves back into the pending list for approval of the changes.
d. In cases of urgent changes, you should contact your divisional approver first, then the Localist Administrator (gprimrose@towson.edu)

Additional Help

For additional help visit the link below for information, including a video tutorial for submitting events.

http://www.towson.edu/studentaffairs/infotech/eventstowson.asp

Or contact

Greg Primrose
gprimrose@towson.edu