

How to submit your event to EVENTS @ FREDONIA



How do I promote my event on the public campus calendar at events.fredonia.edu?

Before you submit an event:


- If you are submitting an event that will be booked in a on-campus venue, such as a classroom or other campus space, **you must reserve the room** in the EMS venue management system, before submitting your event to EVENTS @ FREDONIA.
- The office of Campus Life (fredonia.edu/campuslife) can help you **reserve the room**, before promoting your event.
- Event submissions to EVENTS @ FREDONIA are subject to review and verification.
- No events will appear automatically on the public calendar without approval of the Events Calendar Manager.
- Before submitting your event, please use the search field at the top, and/or mini calendar on the right side to see if your event already exists on the EVENTS calendar.
- Before signing up, please review the terms of service for the EVENTS @ FREDONIA calendar service: <http://www.localist.com/terms>
- If you have a question about booking a room or submitting an event to EVENTS @ FREDONIA, please send us an email at events@fredonia.edu.

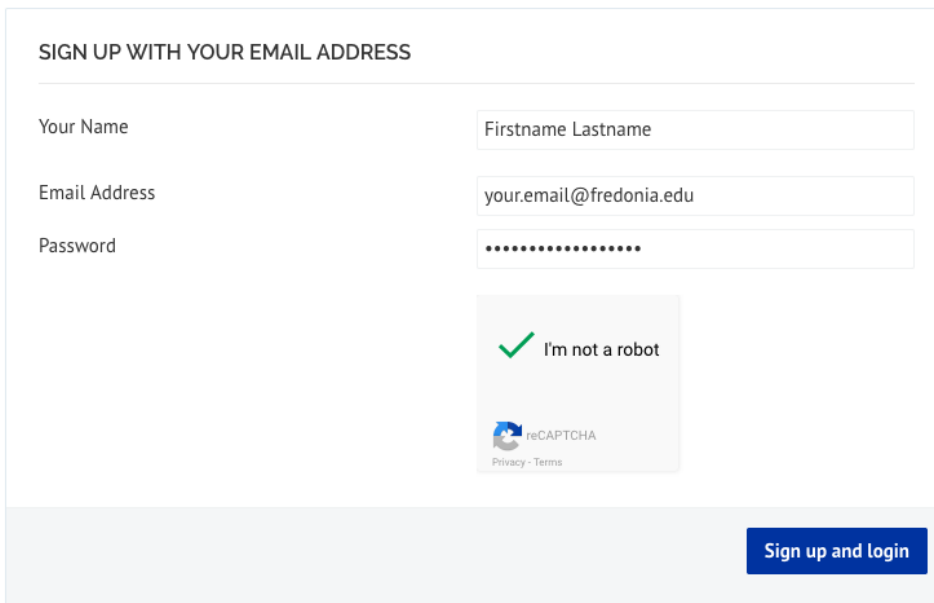
Sign up for an EVENTS account:

A. Users who have a Fredonia e-Services ID:

1. Before signing up, please review the terms of service for the EVENTS @ FREDONIA calendar service: <http://www.localist.com/terms>
2. Visit <http://events.fredonia.edu>
3. Click the **SIGN UP** link at the top center of the page. 
4. Click **Log in with Google**  on the right side.
5. Enter your short username@fredonia.edu email format, **not** your firstname.lastname@fredonia.edu email.
6. When you have signed up or logged in, visit the EVENTS homepage at <http://events.fredonia.edu>

B. Users who do *not* have a Fredonia ID (public users):

1. Before signing up, please review the terms of service for the EVENTS @ FREDONIA calendar service: <http://www.localist.com/terms>
2. Visit <http://events.fredonia.edu>
3. Click the **SIGN UP** link at the top center of the page. 
4. Please use your real first and last names – no pseudonyms or handles (unless you're in witness protection, of course).
5. You will be prompted to create a new account and complete the "I'm not a robot" CAPTCHA test.

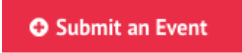


- 6.
7. New users who sign up for a EVENTS account will receive an email with the subject, "**Verify your account**". Please click the link provided in that email to verify your EVENTS account.
8. When you have signed up or logged in, visit the EVENTS homepage at <http://events.fredonia.edu>

Returning users:

Step-by-step guide to submit an event:

1. Returning users can click "LOG IN" to enter their email and password. If you need an account, see the Sign Up steps above.

2. **Before submitting your event, please check to see if the event already exists.** Use the search field at the top, and/or mini calendar on the right side to see if your event already exists on the EVENTS calendar.
3. Click "Submit an Event" red button in the upper right 
4. The **New Event Form** appears <http://events.fredonia.edu/event/create>

Event Name *

Description *

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5. Enter a name for the event. It should be descriptive.
6. Add a text description with details about the event.
7. Add details about the Schedule with Start Date, Start Time, End Time, and any Repeats (weekly, daily, etc).

SCHEDULE

Start Date <small>REQUIRED</small>	<input type="text" value="march 7"/>
Start Time	<input type="text" value="5pm"/>
End Time	<input type="text" value="7pm"/>
Repeating	<input type="text" value="Never"/>
Summary	Thu, Mar 7, 2019, 5:00pm - 7:00pm

8. Click the **Add Above to Schedule** button to confirm the date and time for your event.
 You can add as many dates and times as needed for an event by clicking the **Add Above to Schedule** button after each date/time is entered. When you add multiple times or multiple days for an event, all instances of the event will share the same title, description, and location.
 - Fill in first instance of day and times.
 - Click the **Add Above to Schedule** button.
 - Fill in second instance of date/times.
 - Click the **Add Above to Schedule** button.
 - Repeat as needed for all instances of the event.
9. Add a Location:

LOCATION

Event Place

Room

Address

10. Add additional details, such as Twitter hashtag to associate with your event, a Facebook Event link or other website page associated with your event.

ADDITIONAL DETAILS

Twitter Hashtag ?


Event Website

Facebook Event Page ?

11. Add a photo for the event. It should be a square.

PHOTO

Event Photo

Drop  here or

12. Add any necessary filters for your event that might help someone find it easily, such as department, audience, etc.

FILTERS

Event Type

Audience

Topic

Schools & College

Department

Hidden Event

Group

13. Add any details for tickets, such as price and a link to the website with tickets.

If your event has tickets available online at the Ticket Office, please use the URL, <http://home.fredonia.edu/tickets/all> for the **Ticket Link** field.

TICKETING

Ticket Cost ?

Ticket Link

14. Click "Add Event".

15. Your event will be submitted for review. You may be asked for more event details, if needed. It may take a business day for your event to be approved and appear on the EVENTS calendar.

Requesting an event be featured on the EVENTS @ FREDONIA homepage, or other special requests:

1. **To promote an event as featured**, please send an email to events@fredonia.edu with the title of the submitted event and a clear request about why you feel this event should be promoted as a featured item - importance to the campus, nature and size of the intended campus or public audience(s), etc.
2. **To delete your user account** at any time, please send an email to events@fredonia.edu and include the email you use to sign into EVENTS.
3. **For any other concerns or corrections in the calendar**, send us email at events@fredonia.edu



Short URL to this page: [https://answers.fredonia.edu/x/\\$action.getTinyUrl\(\)](https://answers.fredonia.edu/x/$action.getTinyUrl())

Related articles

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