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.
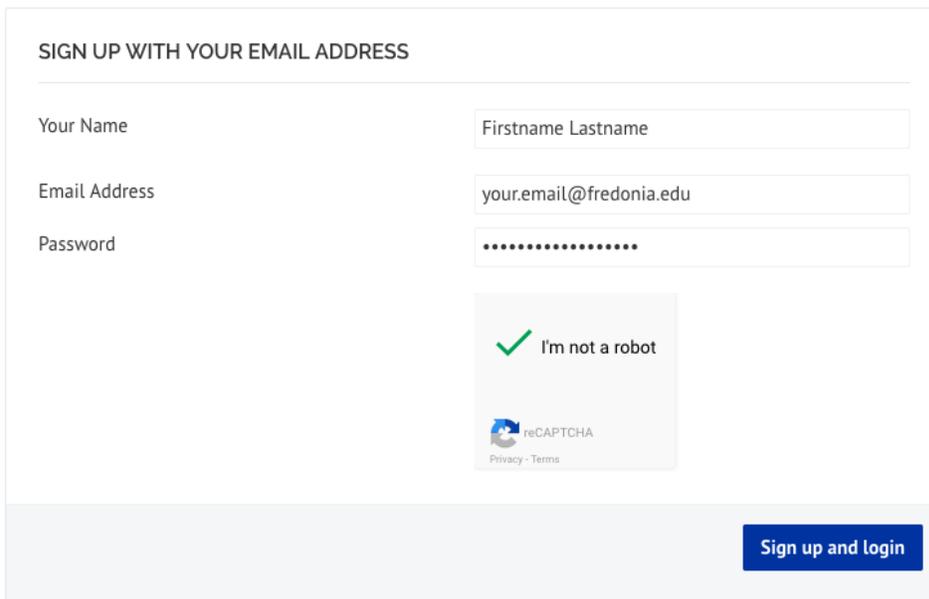
Sign up for an EVENTS account:

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. 👤 SIGN UP   ➡ LOG IN
4. Click **Log in with Google** 🔴 Login 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. 👤 SIGN UP   ➡ LOG IN
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

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).

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:

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.

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

PHOTO

Event Photo

Drop 🖼 here or [Upload] [Choose from Photos]

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

[Add Event]

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

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

Related articles

- How to submit your event to EVENTS @ FREDONIA