

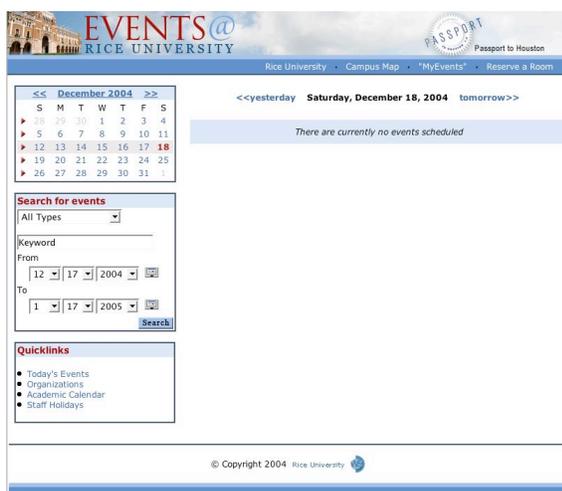
The Rice University Events Calendar at a glance

The Events Calendar was commissioned by the President's Office and built by Web Services to improve coordination and publication of events around the campus.

New features in the revised Events Calendar include a re-designed public portal, increased flexibility for describing an event, an enhanced report for printing flyers about your events, and (coming soon!) online room reservations.

The public finds out about events on the front page:

<http://events.rice.edu>



The screenshot shows the public interface of the Events Calendar. At the top, it features the "EVENTS@ RICE UNIVERSITY" logo and navigation links for "Rice University", "Campus Map", "MyEvents", and "Reserve a Room". A calendar for December 2004 is displayed, with the 18th highlighted. Below the calendar, a message states "There are currently no events scheduled". A search section titled "Search for events" includes a dropdown for "All Types", a "Keyword" field, and date pickers for "From" (12/17/2004) and "To" (1/17/2005). A "Quicklinks" section lists "Today's Events", "Organizations", "Academic Calendar", and "Staff Holidays". The footer contains the copyright notice "© Copyright 2004 Rice University".

Department administrators and coordinators create events here:

<http://events.rice.edu/admin>



The screenshot shows the administration interface. It features the "EVENTS@ RICE UNIVERSITY ADMINISTRATION" logo and a navigation link for "ADMIN". The main area contains a login form with fields for "Username/Email:" and "Password:", followed by an "enter" button. The footer includes the copyright notice "© Copyright 2004 Rice University".

Every department should have a representative with a password for creating new events. If someone in your department needs an account or if you have difficulty logging in, please email us at webserv@rice.edu or call x5184.

How to create an event in the new Events Calendar

Once you have logged in at <http://events.rice.edu/admin>, you can immediately click the link to “Add Event” for any or all of the departments listed at the top of the page.

Clicking “Add Event” presents you with a form where you can input many details about your event. You may need to click the blue triangles to expand relevant sections of the form. The speakers section and the sponsors section both have buttons to “Add New” speakers or sponsors, respectively.

If you belong to multiple departments, the system adds them to your event form as sponsors, and you remove non-sponsor departments by clicking their trash buttons.



The screenshot shows the 'EVENTS @ RICE UNIVERSITY ADMINISTRATION' interface. The main heading is 'Anthropology Add/Edit/Copy Events'. On the left is a navigation menu with links for Events, Reports, System, Feedback, Help, and Logout. The form fields include: Event Title (text input), Type (dropdown), Registration (Yes/No radio buttons), Keywords (text input), Description (text area), Date (dropdown), Location (dropdown), Speakers and Artists (dropdown), Sponsors (table with columns for Sponsor, Contact, and Primary Sponsor; one entry is 'Department of Anthropology Carolé S. Speranza' with an 'Add New' button), Audience (dropdown), Display Options (checkboxes), Publication (checkboxes), Audio Visual Requirements (checkboxes), and Notes (text area). At the bottom are 'Submit' and 'Return' buttons. A copyright notice for 2004 Rice University is at the very bottom.

The “Publication” section has controls for automatically notifying Public Affairs, the Rice Thresher, and other publication venues of your event. The “Audio Visual” section has controls for automatically requesting A/V equipment.

When you have finished adding details to your event, click “Submit.”

Printing, editing, copying, and deleting events

The “Events” item on the left-hand menu of every page will take you to the list of events you currently control. Beside each event, there are several icons:



Clicking the printer takes you to a tool for generating a flyer for the event.

Clicking the pencil allows you to edit details of an existing event.

Clicking the two squares creates a duplicate of the event.

Clicking the trash can deletes the event.

Events Calendar: Frequently asked questions

What is the difference between My Events and Manage Events?

My Events are categories of events to which calendar visitors subscribe, giving them notifications via email as new events of interest are added to the system. Manage Events takes you to the administrative interface where department coordinators create and manage event listings.

Why are all of my events co-sponsored by every department to which I belong?

Most people have one department and want it to be a sponsor automatically. For people with multiple departments, there are usually only two sponsors, and deleting one of them by clicking the trash can icon should be easier than adding one to an empty list. Thus, the events system provides all sponsors by default. A few people have more than two departments, though, so in the future, the trash cans may be replaced with check boxes that allow deleting all checked sponsors at once.

How can I add an event without publishing it to the calendar (at least not yet)?

Create or edit the event and set its "Active" button to "No."

How do I select the series name for an event?

If your organization has a named lecture series, you can put the series name into the title of the event, e.g. "Mellon Lecture: 'On the Nature of Things.'" If your organization exists primarily to manage a lecture series, then the organization can be added to the list of possible event sponsors, and the series will appear as the sponsor.

How can I create a template for a "standard" event?

Administrators that frequently post events very similar to past events can copy a past event listing (click the double-square icon beside the event in the administrative interface) and simply replace the information that changed between events.

What are the more obscure event types, and what do they mean?

Academic calendar: an important event for students, such as the first day of classes.

Colloquium: an informal and almost conversational lecture or panel presentation.

Commencement: events surrounding graduation.

Function: a formal gathering such as a reception, usually involving food or drink.

Seminar: a mildly formal lecture to a small group, usually allowing interaction.

Whom do I call to ask further questions?

Please feel free to call x5184 or email webserv@rice.edu if you have any questions.