Mesa College: Adding and Updating Events in the Campus Calendar

Adding events to the calendar is a frequent task. Here's how to add, edit, and delete calendar events.

Adding Events

1. Go to www.sdmesa.edu/calendar/admin and log in. See Joel for login credentials if you do not already have them.
2. Once logged in, hover over the **Events** tab at the top of the screen and click on **Add Event**.
3. Event details:
    1. **Title** is the title of the event. Keep this as short as possible.
    2. **Description** is where event information goes. Be sure to include time, data, date and place of the event, and remember to set the font size to 14 (default size is too small).
    3. **Cost** is for how much the event costs to attend. If there is no cost, leave blank.
    4. **Image URL** is where the event image goes. All events to be placed in the billboard should have an image. To add an image URL:
        1. Get a clear, high-quality image. Square shaped images are better.
        2. Use your flyer OR Log in to the sdmesa Flickr account by going to www.flickr.com/photos/upload.
        3. Select your image. Before uploading, click on the **Add to albums** button.
        4. Add the image to the album **OU Calendar Images** and click **Done**.
        5. Click the **Upload 1 Photo** button and **Upload** the image.
        6. The image will now be shown in the Photostream. Click on it.
        7. On the lower right-hand corner, click on the download icon and select **View all sizes**.
        8. Click on the **Small 320** option. If your image does not have this option, go for the size closest to 320.
        9. Right click on the image and select **Copy image address**.
        10. Return to the calendar and paste the URL in the **Image URL** line. If there are no problems, a preview of the image will automatically appear.
    5. Select the **Event Date**. Be sure to use MM/DD/YYYY format with no single numbers (01/02/2016 instead of 1/2/16).
    6. Select the **Start** and **End** times of the event.
        1. If the event starts at a time but has no defined end time, click on **No End Time**.
        2. For all day events, click **Override Times**. Select this for **Academic Deadlines**.
        3. If there are no times yet, click **Event Times to Be Announced**.
    7. If the event happens more than once, click **Recurrence** and select the appropriate options. Recurring events can only be set up if they are:
        1. **Daily** recurrences – these are events that take place consecutive days (ex: Monday, Tuesday, Wednesday,…)
        2. **Weekly** recurrences – these are events that take place once a week (ex: every Monday and Wednesday,…) Selecting this option allows you to choose which day the event will recur.

3. **Monthly** recurrence – these are events that take place once a month (ex: every 15th of the month). Selecting this option allows you to choose which day of the month, as well as how many months, the event will recur. You can also select specific dates such as every first/second/third/fourth/last day of the month.

8. **Recurs Until** allows you to specify a date the recurring event will end. Once completed, click the **Click Here to Confirm Dates** button. This will show the dates the event will be posted and allow you to make any changes necessary.

9. **Registration** is for adding event registration to your event. IF there is no registration needed, leave as **Do Not Allow Registration**.
    1. Select **Use Helios Calendar RSVP** if Helios Registration is needed.
        1. **Limit** for how many registration spots are open. (Leaving as 0 may cause errors; if unsure on how many spots, set to 1000)
        2. **Allow Between** sets a date range that people can register for the event.
        3. **RSVP Type** should be set to **Events** unless registration is needed for an entire series of events.
        4. **Email Notices** should be set to **Do NOT Send Email Notices**.
    2. Using **Eventbrite** is not currently supported.

10. **Status** should be set to **Approved – Show on Calendar**.

11. Set **Billboard** to **Do Not Show on Billboard** unless told otherwise by higher power. Setting this option on **Show on Billboard** will put the event in one of the three spots at the top of the main calendar page. This should be reserved for major events only.

12. **Featured** should remain as **Do Not Feature Event**.

13. **Hide After** should remain at 14 days.

14. Select the appropriate **Categories** for the event. Select as many as needed. At least one category must be selected.

15. In **Name Search**, set the location of the event:
    1. Outdoor locations: type **sd mesa** and a list will pop up. Select the appropriate location.
    2. Indoor location or outdoor location not listed above: type **sd mesa** and select the **SD Mesa Campus** option. Specify exact location in **Description** above.
    3. Off campus locations: Fill in the **Name**, **Address**, **City**, **State**, **Zip Code**, and **Country** of the location.

16. **Contact Info** should include at least Name and Email. If posting a deadline, these fields can be left blank.

17. All **API Publishing Options** should be left unchecked.

18. Select **Save Event**

Editing Events

1. Go to www.sdmesa.edu/calendar/admin and log in. See Joel for login credentials if you do not already have them.

2. Once logged in, hover over the **Events** tab at the top of the screen and click on **Edit Event**.

3. Set the **Date Range** you want to search for. Search **Keywords** and **Location** if applicable.
4. Select the category the event you want to edit is in. If unsure, click **Select All**.
5. Ignore **Users** and **Search Event Series**. Click **Begin Search**.
6. Locate the event you want to edit. Click on the edit icon.
7. Edit the event as needed. When finished, click **Save Event** at the bottom of the page.