Rutgers Calendar of Events Tutorial

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Campus Information Services
University Communications and Marketing
What it is:

• The Rutgers Calendar of Events is a central calendar that enables users to learn more about many of the exciting events taking place at Rutgers—New Brunswick, Newark, and Camden.

• The calendar is self-service and users must have a valid Rutgers NetID and password in order to log in and post.
Benefits of using the Calendar of Events:

When you post your event to the calendar, it can pulled and featured in the following places:

- rutgers.edu
- myRutgers Portal
- Rutgers Today
- Faculty & Staff Bulletin
- RU-info Updates
- Community Affairs eNewsletter
Who can post an event?

- Any approved administrator in the calendar system from an organization, department, unit, college, school, affiliate, or alumni group affiliated with Rutgers can post events to the Rutgers Calendar of Events. Events will be added at the discretion of the calendar of events central administrator (Campus Information Services).

- Each registered calendar organization will have 1 designated Main Contact Person. **Helpful tip:** temporary employees, students, and interns should not be designated as the Main Contact Person.
There are 2 levels of calendar administration:

- **Leader** access allows calendar users to add events, delete, edit and cancel events that anyone in their organization submitted and approve other people for access.

- **Admin** access allows users to add events, delete, edit and cancel events that they themselves submitted.
For more detailed information:

Visit [http://ruevents.rutgers.edu](http://ruevents.rutgers.edu) and click FAQ on the left-hand menu for more information about:

- How to obtain a calendar RSS feed
- How to export events from the calendar to your Microsoft Outlook
- How to export events from the calendar to your Google Calendar
- How to format your calendar entry

Now let’s get started…
Getting Started:

**Step 1:** Log in to the calendar system via the left-hand menu with your NetID and password at [http://ruevents.rutgers.edu](http://ruevents.rutgers.edu).
Creating a first-time account:

- After logging in, you will see this screen if you do not already have an account:
Creating a first-time account:

• Please select an organization to join via the drop-down menu. Only create a new organization if it does not exist (no duplicates!).
Requesting approval for access:

- After choosing your organization and clicking “Submit,” your request for access will be forwarded via e-mail to the Main Contact Person of your organization.

- The Main Contact Person must log in to the calendar and approve your request by giving you either “Leader” or “Admin” access.

- **Remember:** access to the calendar is not automatic or immediate and can be denied! You cannot start posting events until your request is approved.
Posting events to the calendar:

• After your request for access is approved, log in to the calendar. Your screen should look something like this for Admin-level access:

• Under “Events”, click “Add New Event”.

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Posting events to the calendar:

![Rutgers Calendar of Events System](image)

**Add/Update Event**

- * indicates required field.

**Event**

- **Title:**
- **Synopsis (up to 300 characters):**
- **Start Time:**
  - **August:** 15, **2016:** 12:00:00 AM
- **End Time:**
  - **August:** 15, **2016:** N/A
- **Sponsor:**
- **Speaker:**
- **Additional info:**

You may use simple HTML for formatting, such as line break (<br /> tag) and paragraph marks (<p> </p>)

**URL:**

http://

**Category:**

...)

**Rutgers 250:**

- **Fee:**
- **Special Criteria:**

Select Target Audience (Optional)
Helpful tips for posting events:

• Please fill out all of the fields, including a URL if available.
• Add as much info in the “Additional Info” box as possible!
• Be mindful when choosing your target audiences (or you can select them all):
Helpful tips for posting events (continued):

• Choose your event’s location from the drop-down list:

• If your event is off-campus, choose “Off-campus” from the list and then add the address in the “Additional Info” box above.
Posting events to the calendar:

- After you fill out all of the fields, click “Submit”. Your event now waits in a queue for approval by Campus Information Services.

- If you are a Leader, you can log in and edit or delete events that you or other people in your organization have created.

- If you are an Admin, you can log in and edit or delete events that you have created.
Viewing your event on the calendar:

- Go to http://ruevents.rutgers.edu
- Choose the date of your event from the square calendar on the lower left-hand side.
- You can share your event page’s URL with your audience!

- Events on the calendar can be viewed by:
  - The current day or the upcoming week.
  - A specific date on the calendar to view events for that date.
  - Via Search function by date range, campus, category, and keywords.
Any questions?

• You can find additional information on the FAQ page at http://ruevents.rutgers.edu
• You can email Campus Information Services at infoupd@rci.rutgers.edu