



Rutgers Calendar of Events Tutorial

August 2016

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 be 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> 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>.

The screenshot shows the Rutgers Calendar of Events website. At the top, there is a navigation bar with links for About Rutgers, Academics, Admissions, Athletics, Campus Life, News, Research, Visit Us, and Information for. Below this is the Rutgers logo and the heading "What's Happening at Rutgers".

On the left side, there is a "Rutgers Calendar of Events" sidebar with a "Log-In" link circled in red. Below the sidebar is a calendar for August 2016, with the 15th highlighted. There is also a "RELATED" section with links to "myRutgers" and "Athletics".

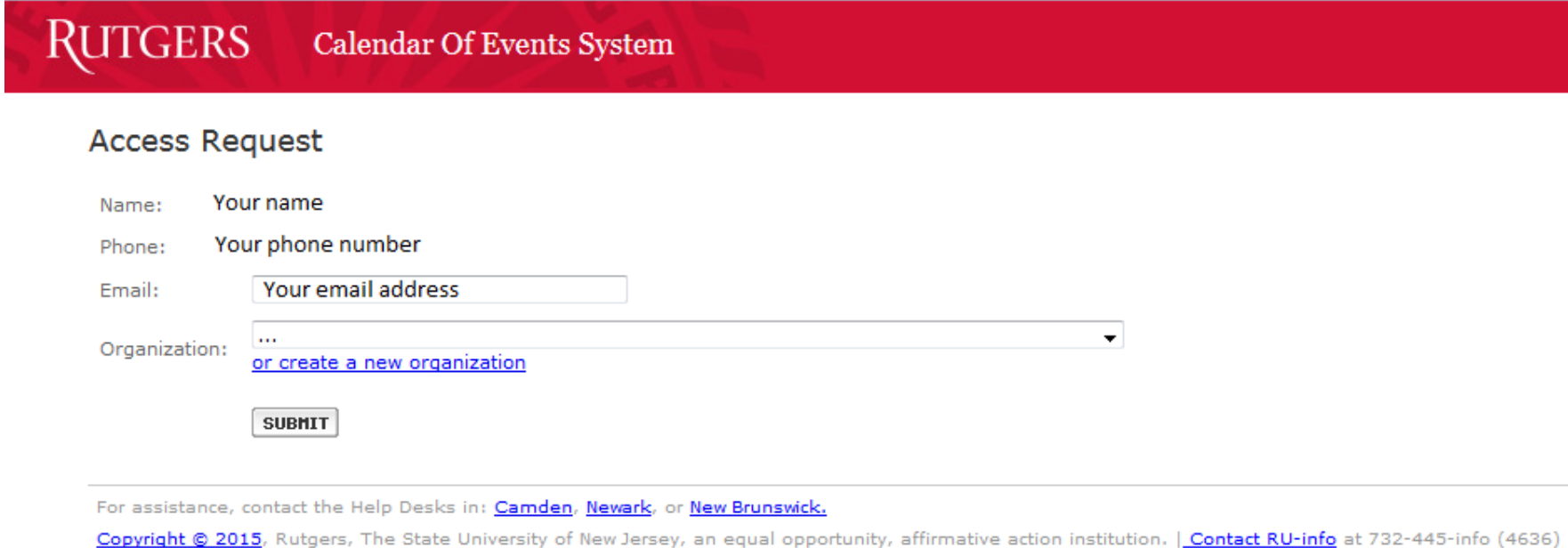
The main content area is titled "Events Today August 15, 2016". It includes an information icon and text: "Check the boxes next to event listings to select events that you would like to export to your personal calendar. After selecting events, click on 'Add to personal calendar' at the bottom of the page. For more help check the FAQ. 6 Events found, displaying all Events."

The events listed are:

- Radon Measurement for Schools and Large Buildings**: Monday, August 15, 2016 8:00 AM - 5:00 PM. Description: "This course will provide basic information about measuring radon in schools and large buildings. Off-Campus Locations"
- Zimmerli Closed During Month of August**: Monday, August 1, 2016 12:00 AM - Wednesday, August 31, 2016. Description: "Please note that the Zimmerli is closed to the public during the month of August to prepare fall exhibitions and programs. Voorhees Hall Ind Zimmerli Art Museum"
- Exhibit: The Elusiveness of Progress: Voting Rights in America**: Tuesday, March 1, 2016 9:00 AM - Wednesday, August 31, 2016 5:00 PM. Description: "In recent years, the Voting Rights Act of 1965 has been undermined to suppress the votes of citizens all across the country. The purpose of this display is to trace the legacy of the Act and detail its effectiveness from inception to the present. Kilmer Library"

Creating a first-time account:

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



The screenshot shows the 'Access Request' form within the Rutgers Calendar of Events System. The form is set against a red header with the Rutgers logo and the text 'Calendar Of Events System'. The form fields include: 'Name: Your name', 'Phone: Your phone number', 'Email: Your email address' (with a text input field), and 'Organization: ...' (with a dropdown menu and a link 'or create a new organization'). A 'SUBMIT' button is located below the organization field. At the bottom of the page, there is a footer with contact information for Help Desks in Camden, Newark, and New Brunswick, and a copyright notice for 2015.

Access Request

Name: Your name

Phone: Your phone number

Email:

Organization: [or create a new organization](#)

For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick](#).

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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!).

RUTGERS Calendar Of Events System

Access Request

Name: Your name

Phone: Your phone number

Email:

Organization:

For assistance, contact [ALPFA - Association of Latino Professionals for Finance and Accounting](#)

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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:

The screenshot shows the Rutgers Calendar of Events System Admin interface. At the top, there is a red header with the Rutgers logo and the text "Calendar Of Events System". Below the header, there is a "Main Menu" section with three tabs: "Events", "Users", and "Organizations". Under the "Events" tab, there is a "Retrieve:" section with a dropdown menu showing "- All" and a link "Add New Event" which is circled in red. Under the "Users" tab, there is a link "Request Access". Under the "Organizations" tab, there are links "Add New Organization" and "Switch Organization (multi-org user only)". At the bottom of the page, there is a footer with contact information for Help Desks in Camden, Newark, or New Brunswick, and a copyright notice for 2015.

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

Posting events to the calendar:



Add/Update Event

* indicates required field.

Event

* Title:

* Synopsis (up to 300 characters):

* Start Time: / /

* End Time: / /

* Sponsor:

Speaker:

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

URL:

* 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):

Select Target Audience (Optional)

Alumni:	<input type="checkbox"/>
Commuters:	<input type="checkbox"/>
Current Students:	<input type="checkbox"/>
Donors & Supporters:	<input type="checkbox"/>
Faculty:	<input type="checkbox"/>
General Public:	<input type="checkbox"/>
Graduate Students:	<input type="checkbox"/>
Parents & Families:	<input type="checkbox"/>
Prospective Students:	<input type="checkbox"/>
Researchers:	<input type="checkbox"/>
Staff:	<input type="checkbox"/>
Undergraduate Students:	<input type="checkbox"/>
Visitors:	<input type="checkbox"/>

Helpful tips for posting events (continued):

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

The screenshot shows a web form for posting an event. On the left, there are input fields for 'Location' (with sub-fields for Building / Location, Room, City, State, and Country) and 'Contact' (with sub-fields for Name, Phone, and Email). Below these is an 'Add Similar Event:' checkbox. On the right, a dropdown menu is open, displaying a list of campus addresses. The top of the dropdown shows '...' and the bottom shows 'SUBMIT'.

Field	Value
* Building / Location:	...
Room:	...
City:	10 Corporate Place South
State:	11 Suydam Street
Country:	115 College Ave (Rear)
	12 Lafayette Street - Naval Rotc
	120 Albany Street Plaza
	121 West Ethel Road - Suite 3
	123 Church Street
	13 Road 1 Building
	1301 Bacharach Boulevard Atlantic City, Nj
	14 Lafayette Street
	14 Riverview Ct.
	15 Washington Street
	158 Washington Street
	23 Nichol Ave - Deans Garage
	242 Old New Brunswick Road
	26 Mine St Office Building
	300 Atrium Drive
	303 George Street Matrix Plaza I Building
	31 Postal Plaza Building
	SUBMIT

- 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