CALENDAR TRAINING

Go to http://calendar.gru.edu/login.aspx

Your screen should look like the image below:

Use this information to log into the calendar:

   Login name: grucal
   Password: 8AZS9s

Click “Submit”.

ADDING AN EVENT

As soon as you log in, you will see the Events Pending page. You will only have events listed here if you have events to approve or events that are awaiting approval by another department.

To add an event, you want to click on Events: Add on the gray bar. (See image below)
ADDING EVENT DETAILS

You should now see the Event Details page. Select your department and enter the event name. Choose the category that your event would fall under. **Under no circumstances should you select “All Categories” for your event.** For instance, a play might be listed under “Arts & Culture” while financial aid deadlines would be listed under “Academic.” Please note that some categories may only be used by the owner of the category. For instance, University Senate is the only person that may post in the University Senate Category.
The Event Description box is where you explain what your event will be about. So, if you were listing a panel discussion, you would say “A panel discussion on “Basic Comprehension” will be given by Psi Chi. Speakers will include Jim, John, and James Smith.

*The Event Description box is not the place to put dates, contact information, etc. That information is included in other fields so save yourself the trouble of inputting it twice.*

Select the date your event will occur in the Event Date box. Enter the start time and the approximate duration of the event. You can also select “All Day” for events that do not have a set starting or ending time.

When you are finished, click on the “Scheduling & Facilities” tab.
SCHEDULING & FACILITIES

Use this section to add the date, time, and location of your event.

After inputting your date and time information, press the generate schedule to enter the location of your event. You should now see the screen below.
Most locations have already been added to the calendar so you should not need to add a new one. Please do a keyword search to ensure that facility is not already included to ensure that we do not have a large number of duplicate buildings and rooms.

Items with a plus sign next to them have additional buildings under them. Click on the plus to expand the listings.

If once you have selected the location and building but cannot find the room your event will be hosted in, click ‘Add Room’.

It is extremely important that you click the SAVE button after you enter your location information. If you don’t, it will not add the location information to your listing.

Click on the next tab to add images or attachments to your listing. If you do not have images or attachments, proceed to the Details & Registration tab.
To include a photo with your event, press “Choose file” and navigate to the location of the image on your computer. Under Image Alt Text enter a sentence of text describing the image. Press ADD.

If you have a flyer or program that you would like to include, follow the same procedure to include these files with your listing under “Upload Attachments”.

Click on the Details & Registration tab to go to the next area.
DETAILS AND REGISTRATION

This page is the most important part of adding an event. Even if you get everything else wrong on your listing, having proper contact information will allow people to get in touch with you to find out the correct information.

By default, some calendar accounts will already list contact information based on the Department you selected. Do not be concerned if the information you see listed in the contact information area is not yours. Simply change the contact information to your own.

Under admission information, explain who can come to the event, how much it costs, etc. Most events typically say “Free admission with valid Student ID.” You do not need to fill out Other Details, Remarks, Ticket Order URL.

Under Internal Information, please make sure enter your name, especially if it is different from the departmental contact information you have already entered. (This helps us keep track of who is actually using and inputting events in the calendar.

Press Preview when you are finished.
PREVIEWING YOUR EVENT

By default, release event will be chosen. As you almost certainly want your event to immediately to be listed on the public calendar, you should keep “Release Event” selected.

Under event details, you will see your event exactly as it will appear on the public calendar. Please verify that everything is correct. If so, press finish. If you need to go back and edit the event, click “Go Back” on the Event Details bar.

Once you are done, click “Finish” Green text will appear notifying you that your event has been successfully listed.

QUESTIONS OR COMMENTS?

If you need any assistance getting your event listed on the university calendar, please call the Office of Communications & Marketing’s web team at 706-721-5929 or email us at WEBCONTENT@gru.edu.