

Tip Sheet :: Placing Events on the Rhodes.edu Calendar

1. Making sure your event hours display correctly

In the new EMS, use Event Start Time and Event End Time to list the scheduled times for your event. Values entered into these fields will display as the event time on the Rhodes.edu calendar.

If you want to reserve a space for a longer time, use the Setup Time and Cleanup Time fields to add time padding. Values are specified in minutes.



Reservation Details

Event Start Time: 8/30/2007 7:00:00 PM All Day Event

Event End Time: 8/30/2007 8:30:00 PM Recurrence

Setup Time: 120

Cleanup Time: 0

Resources:

- Blount (Buckman Special Event Spaces/Buckman)
- Buckman 200 (Buckman Special Event Spaces/Buckman)

In the example above, the event is scheduled from 7:00pm to 8:30pm, but the room is reserved in the EMS starting at 5:00pm.

2. Making sure your event title and description display correctly

Use the “Meeting Title” field to enter the exact title of your event as you want it to appear on the web site. There is no character limit for this field. Use the “Description” field to enter details about your event. There is no character limit for this field. The field does allow the inclusion of HTML tags.



Orgill

General Catering Setup AV Equipment Campus Safety Publicity

Meeting Title: Test meeting by Christina

Description: Please join us for a reception celebrating our new calendar. The Events Management Pilot Team will explain the process for adding and editing

Reservation Type: Departmental Meeting Booked By: huntingtonc@rhodes.edu

Hosting Department/Group: #Attending: 0

Are Off Campus Guests Invited?

3. Placing your event of the Rhodes.edu calendar

Go to the “Publicity” tab (far right) for your event and check the box “List this event on Public Calendar.” Be sure to select a Calendar Category from the dropdown list.

The screenshot shows the 'Orgill' system interface with the 'Publicity' tab selected. The 'Publicity' tab is circled in red. Below the tabs, the 'List this event on Public Calendar' checkbox is checked and circled in red. The 'Calendar Category' dropdown menu is also circled in red and shows 'Arts' selected. Other options include 'News release needed' and 'Members of the Media invited or expected'. On the right side, there are checkboxes for 'Tickets', 'Invitations', and 'Newspaper Advertisements', along with text about printing and mailing budgets.

General	Catering	Setup	AV Equipment	Campus Safety	Publicity
<input checked="" type="checkbox"/> List this event on Public Calendar					Publication Needs
Calendar Category: Arts					<input type="checkbox"/> Tickets
<input type="checkbox"/> News release needed					<input type="checkbox"/> Invitations
Please consult the Communications Services Manual for news release guidelines.					<input type="checkbox"/> Newspaper Advertisements
<input type="checkbox"/> Members of the Media invited or expected					A printing and mailing budget is required for postcards, and tickets. Four to six weeks required for invitations and postcards.
					The Communications Office can consult c