Submitting an Event to the Helios Calendar

Calendar.scranton.edu

Below are the steps to submit an event to the calendar.

**Your contact information**

Name and email address of the person submitting the calendar event.

**Event Details**

**Title** - The title of the event. This is displayed in the event browser as the link users click to read the full event listing.

**Description** – A description of the event. This information can be cut and pasted into this area from Word or another document. It can include HTML source, media (images/video) and formatting created using the tools available.

**NOTE – quotes ( “ ) do not translate when entered into the title or description. Please refrain from using quotation marks.**

**Event Date** – The date on which the event occurs. You can enter the date or click on the calendar to choose the date. **Note:** This serves as the Start Date for a recurring event (Event Series).

**Start Time & End Time** – Time when the event begins and ends. Event time is optional and may include Start Time and End time, Start Time Only, No times (All Day Event) and No Times (Time to be Determined).

- **No End Time**: Optional setting - disables End Time. Start Time will be listed for the event.
- **Override Times**: Optional setting - disables Start & End Times (all Day or TBA selection required)

**Cost** – A plain text description of the cost to attend the event.

Examples of valid input include:

- $5.00 – A standard (USD) price description
- $5.00 in Advance, $10.00 Day of Event – A custom (variable) price description
- 1 Paperback Book Donation – A custom donation fee

**Event Recurrence Information**

If an event occurs on more than one date you can assign reoccurring information for the event when you add it. Helios will construct an Event Series consisting of all the dates that match your criteria.

**Event Recurs** – Check this checkbox if you wish to add reoccurring information for the event. This will allow you to enter your criteria.
**Recurs Until** – The last date you want the event to be added for. This will serve as the End Date of the event.

To confirm that your reoccurrence settings will match all the desired dates click “Click Here to Confirm Dates” and Helios will generate a list of dates for the event.

**Recurrence Options**

Helios Calendar offers a variety of settings to make adding your multiple date events easier.

**Daily**

- Every X Days (The daily interval the event should recur)
- All Weekdays (every weekday, Monday – Friday, between the Start and End Dates)

**Weekly** – Select the days of the week, and weekly interval, the event should reoccur.

**Monthly**

- Day X of every X month(s) (Select the numeric day of the month, and monthly interval, the event should reoccur)
- Interval Day of every X month(s) (Select the interval, First, Second, Third, etc. and Day; Sun – Sat, and monthly interval that the event should reoccur)

**Event Registration**

The Helios Calendar currently supports one type of event registration.

**Registration** – Activate the registration for the event by selecting the “Allow Registration” in the drop down box.

**Limit** – the number of spaces available for the event.

**Helios Calendar RSVP**

When Registration is set to RSVP, event users will have the option of completing a form to “register” for the event. After completing the RSVP form their contact information will be stored for review/editing within the Helios Calendar admin console (accessible only by Helios administrator in Event Edit). Additionally, an email RSVP containing their submitted contact information will be emailed to the Event Contact.

**Event Categories**

Event categories are used to organize events of similar type. Chose the category best suited for your event. An event’s category assignment will impact how users access events through RSS Feeds, the Public Calendar Filter, Newsletter and Event Search. **Note – these are categories not separate calendars that resided on the previous used calendar.**
**Location Information**

**Name Search** – Enter the name of the building you are searching for. Results appear after four (4) or more characters have been entered. Choose the room your event will be held in from the dropdown listing. If the location of your event is not in the listing you can submit the location name.

**Event Contact Info**

- **Name** – Full name of the event contact.
- **Email** – Email address of the event contact.
- **Phone** – Phone number (including area code) to reach the event contact.
- **Website** – Website URL (link) of the event contact (optional).

**Message for Administrator (Not Displayed on Calendar)**

This box gives you the option to write a message to the Administrator.

**Submit the Event**

When finished creating your event click the “Save Event” button to save the event. You will receive a system generated email response when the event is published, or if the Administrator has questions or if the requested calendar entry is declined with an explanation.

A system generated email will be sent upon submission and another when the event submission has been approved. If the Calendar Administrator has any questions about your submission you will be contacted by email.

**Cancel/Edit**

To cancel or edit a calendar event, please email the event information (date & description) about the event you wish to cancel or the information you wish to edit on the current calendar entry.

**Questions can be directed to the Administrator by emailing**

calendar@scranton.edu