VCUarts New Events Calendar Documentation
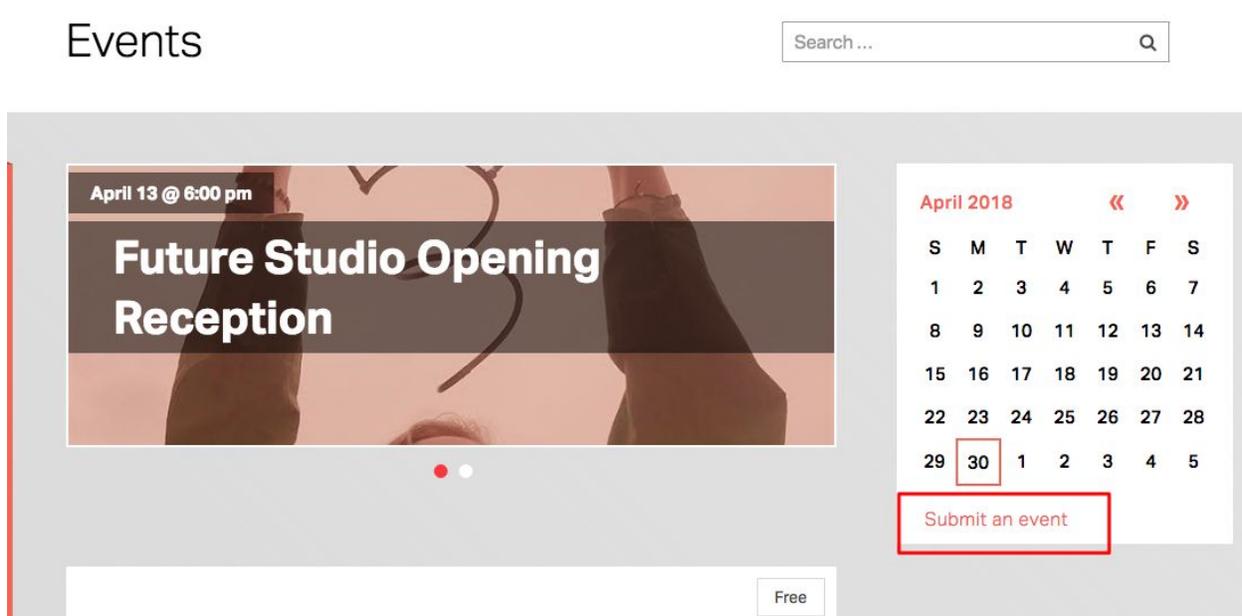
1. Event Submission (for approval)

From the events calendar landing page, click on the "Submit an event" link:

On this page, you may enter your event details. Please note that some fields are required and others optional.
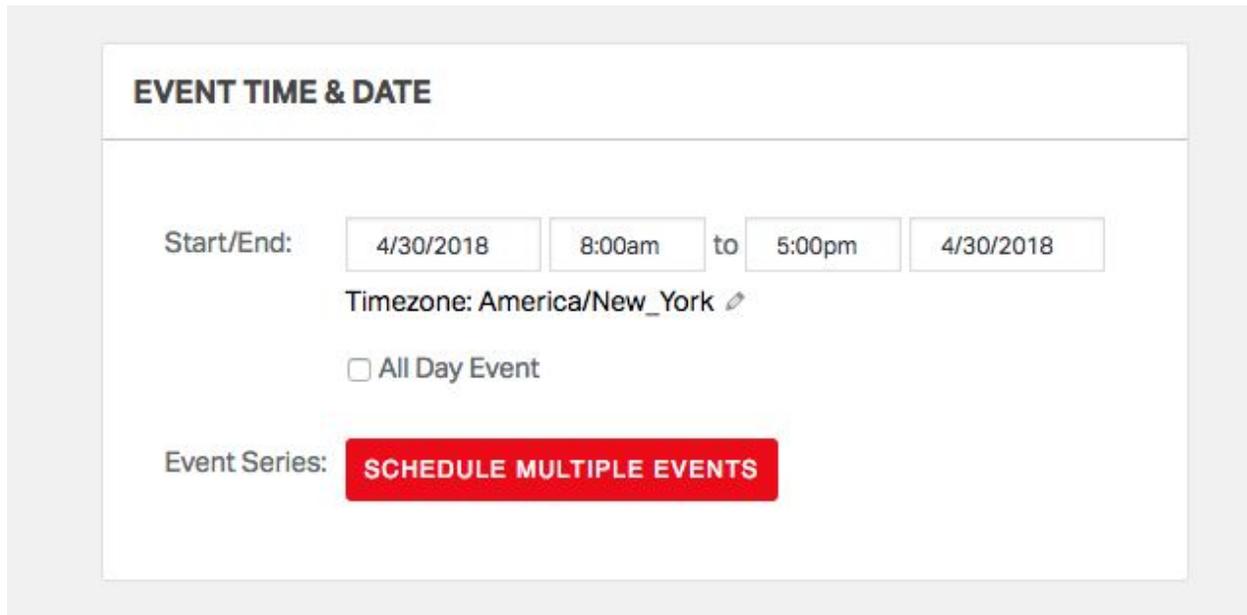
Event title and description are both **required.**

While setting the event time and date, you have the option to schedule "all day events" or multiple events.

Please note – if this is an ongoing event (such as an exhibition lasting several weeks), it's more efficient to schedule using the start date/end date choice, rather than using the "schedule multiple events" option. This should be reserved for events that do not repeat daily, such as an event series.

Uploading images

EVENT IMAGE

Choose a .jpg, .png, or .gif file under 5 MB in size.

CHOOSE IMAGE

When uploading an event image – please keep the following points in mind.

1. Try to avoid text on images, and if you must include it, try to keep it brief – no more than a few words and you must include the same text on the image in the event description field (to meet VCU accessibility standards).

2. If you are using text on images, please ensure that it is legible, especially for users on mobile phones. Often small text will be illegible for mobile devices.

3. You must own the rights (or have permission) to use the image on the calendar.

Other fields are available to submit information – including event categories and tags. You may select from a pre-populated list of popular terms.

Venue details will generate a Google Maps link on the published event. If a venue is not in the system you may create it from this field provided you have the venue address. Additionally, organizers may be added. This will provide contact information for external audiences.

For event costs, if the event is free, please leave the field empty.

After you click **submit event** it will be reviewed by a calendar editor. Should they have any questions, they will contact you at the email address provided.

2. Event Approval (for calendar editors)

Calendar editors are charged with reviewing and approving event submissions before publishing to the calendar.

Events that have not yet been approved are tagged as "pending" events in the events calendar dashboard.

To view events, login to the Calendar at (https://arts.vcu.edu/calendar/wp-admin). Or click the "Login" link on the calendar page (arts.vcu.edu/calendar)
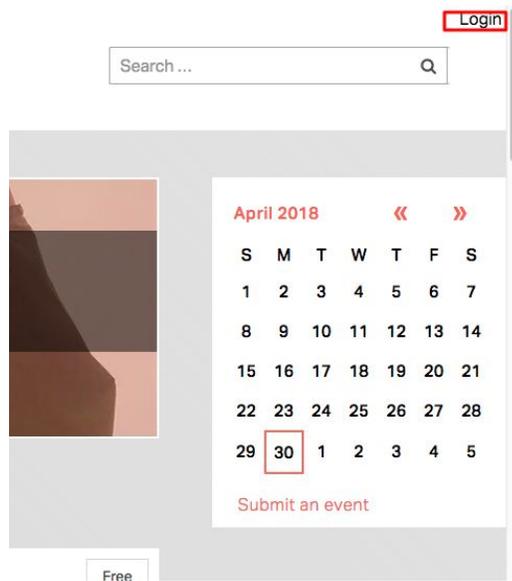
Once you are in the **dashboard**, click on the events link on the left-hand of the page
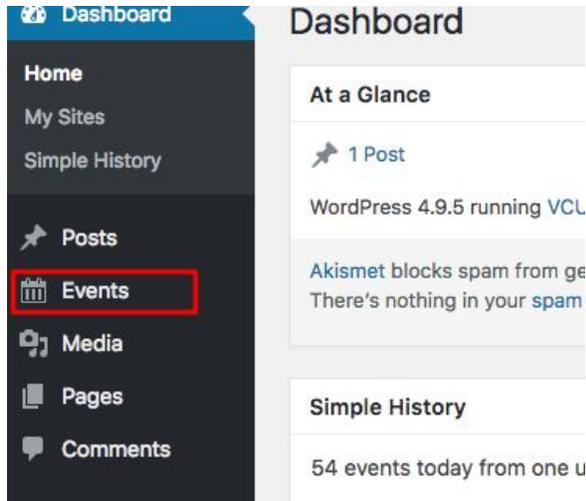
This will bring up a listing of **all** events on the calendar. If you need to review or edit events that have already been published, this is the best way to find them. You will see on the next screen that you can filter and sort by a number of criteria, such as title, organizer, venue, start and end date, etc. In addition, the "search events" field will let you search event descriptions.
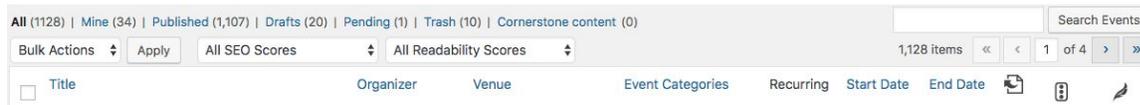
To view submitted events, click on the "pending" heading or bookmark this link: https://arts.vcu.edu/calendar/wp-admin/edit.php?post_status=pending&post_type=tribe_events

This will filter the list of events to only those that have been submitted and are awaiting approval. Click on the event title to review the event submission.

Edit Event **Add New**

Screen Options ▾

Amendment Film Festival

Permalink: http://arts.vcu.edu/calendar-clone/event/amendment-film-festival/ Edit

🔲 Add Media

Visual | Text

Paragraph ▾ | **B** | *I* | ≔ | ≔ | 66 | ≣ | ≣ | ≣ | 🔗 | ▦ | ⌨

Amendment Literary and Art Journal, an undergraduate organization promoting socially progressive VCU student work, is hosting our third annual Film Festival! The event is free and open to the public, and free food and beverage will be offered. Join us for an evening of outstanding, socially conscious, student-made film, video, and multimedia art, including animations, documentaries, found video edits, narrative film, dance film, and more! Contact amendmentvcu@gmail.com for more information.|

Word count: 70 | Last edited on April 30, 2018 at 3:54 pm

The Events Calendar ▲

TIME & DATE

Start/End: 5/3/2018 | 7:00pm | to | 9:00pm | 5/3/2018 | Time Zone: America/New_York

☐ All Day Event

This event is from 7:00pm to 9:00pm on May 3, 2018.

Event Series: Schedule multiple events

LOCATION

Venue: The Depot ✕ ▾ | Edit Venue

Show Google Map: ☑

Show Google Maps Link: ☑

ORGANIZERS

Organizer: Create or Find an Organizer ▾ | 🗑

Add another organizer

EVENT WEBSITE

URL: example.com

ADDITIONAL EVENT FIELDS

hashtag: [ ]

Your Name: Chris Jones

Your Email: cljones3@vcu.edu

EVENT COST

Currency Symbol: [ ] Before cost ▾

Publish ▲

Save as Pending | Preview

📍 Status: **Pending Review** Edit

👁 Visibility: **Public** Edit

🗓 Publish **immediately** Edit

✅ Readability: **Needs improvement**

✅ SEO: **Not available**

Copy to a new draft

Move to Trash | **Publish**

Tags ▲

[ ] Add

Separate tags with commas

❌ animation ❌ cinema

Choose from the most used tags

Event Categories ▲

All Event Categories | Most Used

☐ Alumni
☐ Exhibition
☐ Faculty Happenings
☐ Lectures/Talks
☐ Performance
☑ Screening
☐ Visiting Artists

+ Add New Event Category

Event Options ▲

☐ Hide From Event Listings

☐ Sticky in Month View ⍰

☐ Feature Event ⍰

Featured Image ▲

AMENDMENT
literary and art journal
THIRD ANNUAL FILM FESTIVAL

*Click the image to edit or update*

Remove featured image

In the dashboard editor there are a number of fields pre-populated from the event submission form. It's recommended to review the following, in particular, before submission:

1. Is the event description complete? Formatted correctly, including adding lists, bold text where appropriate, and hyperlinks?

2. Is the time and date correct for the event?

3. Is the event tagged appropriately?

4. Does the event have an appropriate "Featured Image" that meets the image requirements outlined earlier this in this document?

5. For event options – should this be listed as a "feature event"?

Note: "Feature events" appear in the featured events rotator:
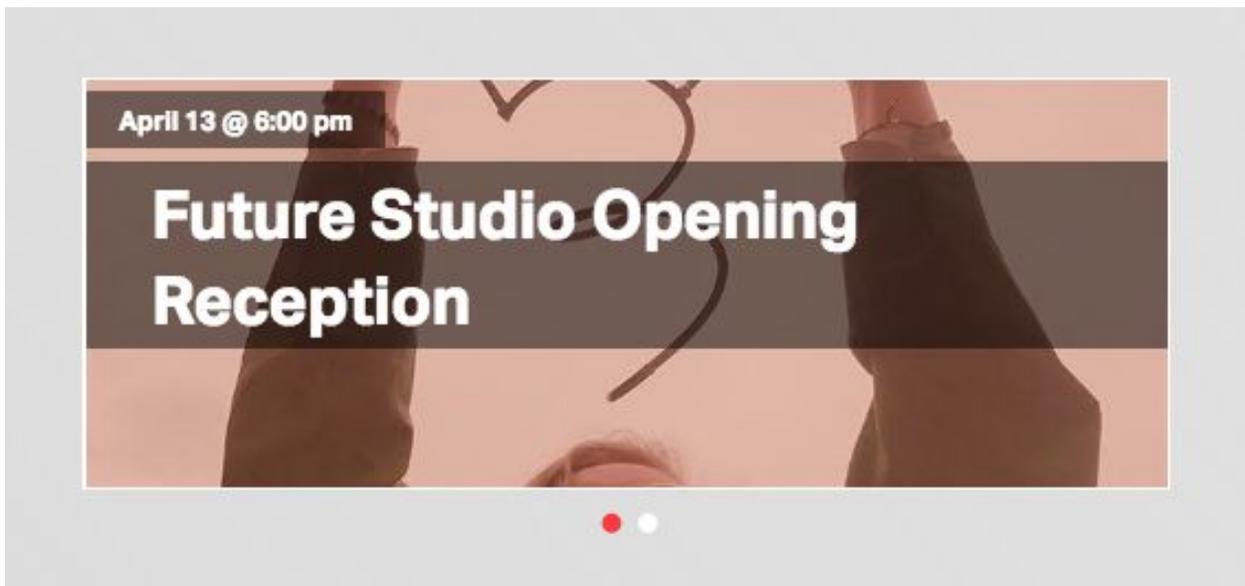
Once an event has been reviewed, to add it to the public-facing calendar simply click the "publish" button.
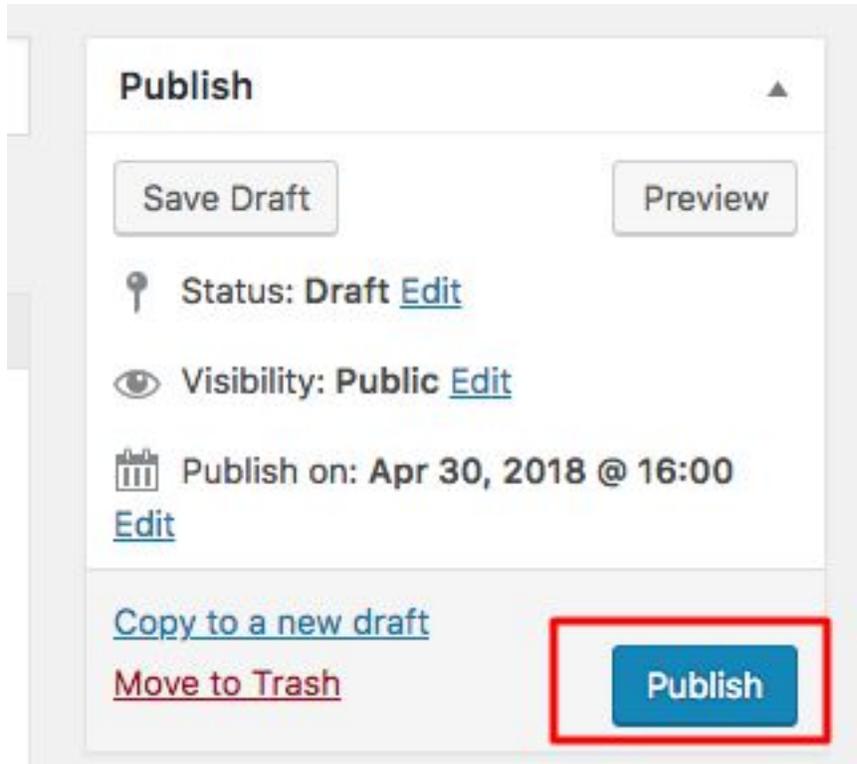
Congratulations! Your event is now published!

To edit an event after it's been published, click on the "edit event" link on the webpage you just created to return to the dashboard:

Amendment Film Festival

Edit Event

Date:
May 3

Time:
7:00 pm - 9:00 pm