**Columbia University Events**

**Frequently Asked Questions**

1. **What is Columbia Calendar?** Columbia Calendar is the software program designed to provide distributed authorship and an information approval workflow within a secure environment. This flexible tool is powered by Bedework and is currently managed by Columbia University Information Technology.

2. **What is the University Events Calendar?** The University Events Calendar, accessible by clicking the Events Calendar button on the Columbia University homepage, is a central listing of many of the events taking place across the University. The University Events Calendar (UCEC) is intended to provide all audiences -- both on- and off-campus -- with an easy-to-use resource for learning about events that serve the overall Columbia mission. The UEC is administered by The Office of Communications and Public Affairs and powered by Bedework.

3. **How can I receive more training?** Training is available for new users and current users. To request training, email calendar-admin@columbia.edu.

4. **How do I add/remove users?** To request a new user or to deactivate a user account, email calendar-admin@columbia.edu.

5. **How do I create an event?** You can create an event on the University Events Calendar by navigating to events.columbia.edu. Click “Manage Your Events” if you have a Calendar account or “Submit an Event” if you do not have an account.

6. **How do I publish events?** Approvers of specific groups (calendars) have the ability to approve events on their calendar and suggest to other groups (calendars). You can publish an event to the University Events page by suggesting it to the University Events Calendar group. For more detailed information, please see the "Workflow" section of the user guide.

7. **What is the difference between an "author" and an "approver"?** An "author" has permission to enter an event for those groups (calendars) to which they have been given permission. An "approver" has permission to change the status of an event to "approved," and suggest the event to the University Events calendar or other calendar. For more information see the "Access" section of the user guide.

8. **Where do I go to get help?** You may request support by sending email to calendar-admin@columbia.edu.

9. **How do I log on to Columbia Calendar?** As a registered user, you may log on to Columbia Calendar at events.columbia.edu and by clicking “Manage Your Events”. Login in here by entering your UNI and password.

10. **I'm trained to use Columbia Calendar, but can I also use the "submit an event" option on the UEC?** The "submit an event" form is for users who do not have accounts. If you have an account you will have more options.

11. **What about student events in our department?** Student events that are submitted through the "submit an event" link are sent to the University Events Calendar queue for review. If approved, the event will be displayed on the University Events Calendar home page.

12. **We would like to have an easily-updatable calendar on our website. Is Columbia Calendar the right tool for us?** Most likely, yes. Columbia Calendar is an excellent platform for creating and sorting event listings for web calendars. To learn more about whether Columbia Calendar is the right platform for you, please send email to calendar-admin@columbia.edu.

13. **I submitted a public event and I don’t see it on the calendar.** Check your pending queue; if the event is still showing in the queue, it has not been approved. For additional assistance send email to calendar-admin@columbia.edu.

14. **Why can’t I log in to the calendar?** Anyone with a valid UNI and password can log in and submit an event via the public submission client by clicking the “submit an event” link on the University Events Calendar homepage. If you would like an account on one of the group calendars contact the group calendar administrator or send email to calendar-admin@columbia.edu. If your UNI and password are not working, you need to contact askcuit@columbia.edu.

15. **How many tags can I use?** We encourage you to use as many tags that apply to your event.

16. **What size should attached images be?** Any attached images will scale to a width of 220 pixels while preserving the aspect ratio in height. Uploaded images are limited to a size of 100k and can be in the JPG, PNG, or GIF format.

17. **How do I submit a Featured Event?** Featured events are displayed on the events carousel on the Columbia University Events home page. To be considered for inclusion in the image carousel, events must meet the following criteria: 1) Of importance or interest to the University community 2) Open to the public 3) Accompanied by a relevant image with an aspect ratio
18. **What should I do if my location or contact isn’t in the drop-down menu?** If your event location is not available in our drop-down menu, please contact calendar-admin@columbia.edu.

19. **What is the difference between the master event and an instance in recurring events?** When you add a recurring event to the events calendar, you are entering the master event. Each individual date detailed in that master event becomes an instance of that master event. You may edit either the master event or an instance; however, editing the master event will also change each instance automatically. If you prefer to edit an individual date of a recurring event, you should locate the instance of the event and edit it separately.

20. **Where are my past events?** To view past events, navigate to the start date field on the homepage. Enter the starting date for the events you would like to display. All events from the date entered forward will be displayed in chronological order.

21. **What are calendar widgets?** The calendar widgets are small boxes that display events within any website. The current widgets include a list format, a calendar grid format, RSS, and iCal. Different settings are available to limit the number of events and determine the time period of events on display.

22. **Can I have an RSS feed for just one item/phrase?** Yes. The widget would be set up to filter events using a keyword or phrase. This keyword or phrase would need to be in each event that would need to appear in that RSS feed. For example, if you want to filter “arts” events into their own RSS feed, you would want to tag all those events with the keyword, “arts.”

23. **How do I find the URL map for my location?** Navigate to Google maps, type in your location click settings/share/shortcut.

24. **Does my event have a custom URL? If so, where can I find it?** A custom URL is generated for each event. You can find this URL by navigating to the events home page, hover your mouse over the event title, right click “copy shortcut” and paste the link where you would like it displayed.

25. **I would like to publicize a concert series, theater run, or other ongoing event. How do I do this?** Click on Manage Events. Add an event and select the “recurring”. An event will be created for each occurrence. You may edit each individual occurrence by clicking the edit “instance” option. To modify all of the recurring events click “Master”.

26. **What is the URL for the University Events Calendar?** events.columbia.edu