# COLUMBIA UNIVERSITY EVENTS

*User Manual*

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INTRODUCTION

Columbia University Events Calendar
The Columbia Calendar is the new calendaring system powered by an open source application called Bedework. The new system will replace Sundial. The system went live on May 28th. The Columbia Calendar will allow calendar groups to create events that can be suggested to the University Events Calendar or other group calendars.

The Office of Communications and Public Affairs determines which events will be displayed on the University Events Calendar. For more information send email to calendar-admin@columbia.edu.

Featured Events
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:

● Of importance or interest to the University community
● Open to the public
● Accompanied by a relevant image with an aspect ratio of 525 pixels (w) by 230 pixels (h) with a resolution of roughly 72 dpi
● Include copyright info and permission to use the image

Send questions regarding the featured events to featuredevents@columbia.edu.

HELP
All questions, inquiries and requests for training should be sent calendar-admin@columbia.edu. To view video tutorials and other helpful documentation, navigate to https://caltest.cc.columbia.edu/admin/ then click the ‘Training’ tab.

NAVIGATION

● Image Carousel - The image carousel at the top of the page displays up to 8 featured events.
● Upcoming Events – A summary view of upcoming events is displayed here.
● Calendar Widget – Click the month name to display a calendar view of events. Click a day to display events from that day forward.
● Filter By – Text entered here will be used to search all upcoming events.
● Navigation Blocks (Location, Events open to, Type, Category) – Search for events that have these tags.
● Today – Click the “TODAY” link under the calendar widget to display events from today forward.
● Ongoing Events – Events that last several days are displayed in this section.
● Export Options – Access URL Builder to create a feed or generate widget code.
● Submits An Event – Click here to create an event.

SEARCH
There are several ways to search for an event:

● Place your cursor in the text box below the “Filter By” label, enter word or phrase, and then click the search icon.
● Click on “Location”, “Type”, “Category” or “Events open to” to expose and select tags
● Click on a date on the calendar widget.
WORKFLOW

1. **Public** – Anyone with a valid UNI may submit an event via the public submissions client. Events are submitted via this method for users who are not members of any calendar group. After the event is submitted, it will be reviewed by the Office of Communications and Public Affairs. If the event is rejected, you will receive an email.

2. **Author Role** – This role is given to calendar members to allow the ability to enter events. Events created using this role will need to be approved before they can be made available.

3. **Approver Role** – Group approvers approve the events for the group. Every departmental calendar is required to have at least one administrator (approver). Calendar administrators will be responsible for adding new events, editing existing events, approving pending events when applicable, requesting access for other group members, requesting approve permission for group members and suggesting to the University Events Calendar and other calendars. Contact calendar-admin@columbia.edu to request access.

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**University Events Calendar**

**Events Submission Workflow**

1. **Public Submission**
   - Create Event
   - Suggest to University Events Calendar
   - University Events Calendar Approval
   - Published

2. **Group Author**
   - Creates Event
   - Group Calendar Approval
   - Suggest to University Events Calendar
   - University Events Calendar Approval
   - Published

3. **Group Approver**
   - Creates Event
   - Suggest to University Events Calendar
   - University Events Calendar Approval
   - Published

4. **Suggested to Group**
   - Group Calendar Approval
   - Published

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2
ACCESS

Calendar Creation
To request a calendar for your department, send an email request to calendar-admin@columbia.edu. A training session will be scheduled for your group. After training has been completed, your account will be activated.

Log on
- Open a browser and navigate to events.columbia.edu.
- Click “SUBMIT AN EVENT”
- Enter a valid UNI and password.

Author

Approver
TAGS

Tags are used to filter events when searching and exporting events. Each calendar group may request additional tags that are specific to their group. Group-specific tags will be visible in the event detail view. The “Location”, “Event open to” and “Type” tags must be entered when creating an event.

1. Location - (Select 1 only)
   - Baker Athletics Complex
   - Barnard
   - Global Centers
   - Lamont-Doherty Earth Observatory
   - Manhattanville
   - Medical Center
   - Morningside
   - Off Campus
   - Online
   - Teachers College

2. Event Open To (Select at least 1)
   - Alumni
   - Faculty
   - Family-friendly
   - Public
   - Staff
   - Student

3. Type (Select at least 1)
   - Concert
   - Conference
   - Film
   - Information Session
   - Lecture
   - Open House
   - Other
   - Reception
   - Seminar
   - Sports
   - Theater
   - Tour
   - Webcast
   - Workshop
LOCATION

The location field is a required field when creating an event. Most campus buildings have been included in the drop-down list. To add a room number, click the “add” button next to the “Room” text box. All locations are displayed with a google map in the event detail view.

CONTACT

The contact field is a required field when creating an event. Contact information is requested from the department before the calendar is created. To add additional contacts to the list, send email to calendar-admin@columbia.edu. You may provide the following information for each contact:

- Contact Name
- Contact Phone Number
- Contact URL
- Contact Email Address

Create a Permalink

- Admin Client - Logon, click “Manage Events” then click on link icon to expose the URL.
- Public Client - Click on the event, click “Share” icon, then click “Event URL” icon to expose the link.

Add Event To Google Calendar

- Click the event Title
- Click the “Add to Calendar” icon
- Select the Google icon

Download ICS file

- Click the event Title
- Click the “Add to Calendar” icon
- Select the iCalendar icon
- A file will be created using the event title for the filename and .ics for the file type. The “save as” option may be used to change the file name
EVENTS ADMINISTRATION

Copying Text From Other Sources – Special Characters

Copying text from other sources like Microsoft Word may bring hidden data, such as HTML and special characters. One common issue is that punctuation marks, like single and double quotes, may be converted to non-UTF-8 standard characters (http://en.wikipedia.org/wiki/UTF-8).

This problem can occur from data in any text field on the event like name, description and additional information.

By using the Notepad application, you can automatically remove any problem code and characters. The steps to do so are as follows:

- Copy content from the original source (e.g. Microsoft Word).
- Open up Notepad
- Paste the content into a blank document in the application
- Select all of the text and re-copy the content. This copy should be free of hidden and special characters.
- Copy and paste into event text box.

Create an Event - Fields with an asterisk are required.

1. Select the “Add Event” icon under the “main menu” tab.
2. * Title - Enter the event title (500 characters Max).
3. * Calendar - Select Calendar – Choose - cals/Main for public events OR special/Private for private event (This option will only be available to group approvers.)
4. Date & Time - Select “all day” if this is an all-day event
5. * Date & Time - Start Date - Enter the date and time of the event.
6. * Date & Time - End Date - Click “Date” to enter date and time OR Click Duration and specify duration OR Click “This event has not duration/end date
7. * Recurrence - Select “event recurs” to make the event a recurring event OR select “event does not recur”. If a recurring event requires registration, the registrant will only be allowed to register for one of the events in the series.
8. Status - Select confirmed
9. * Description - Enter details about the event (100 Character Max).
10. Additional Information - Information stored in this box will only appear on the events homepage –This information will not be exported to .ics files or feeds (1000 character Max). A label may be added to this description box. The characters in the “Additional Information” box can be formatted as bold, underline or red.
11. Cost - This is an open text box used for display purposes only. It is not related to Ecommerce functionality.
12. Event URL - Enter a URL label. If label is not included “More Information” label will be used. Enter URL and be certain to include http or https in the URL.
13. Image URL - You can add an image to the event by uploading or providing a link.
14. Thumbnail URL - The system will create this if an image is included.
15. Image Description - Description of Image
16. * Alt Text - Description of Image
17. * Location - Primary Address – Select building name from the drop-down list. Send email to calendar-admin@columbia.edu to add additional locations. Select a room number from the drop-down. To add a new room number, click the “add” button and enter the new room number.
18. *Contact - Select a contact from the drop-down list. Send email to calendar-admin@columbia.edu to add additional contacts.
19. Registration - Click the check box to enable registration for this event
20. * Topical Area (Tags) - Location - Select 1
21. * Topical Area (Tags) – Type – Select 1 or more
22. * Topical Area (Tags) – Events open to – Select 1 or more
23. Suggest to - Click University Events only if you want the event to be displayed on events.columbia.edu. To expose all available calendars open for suggestion click the “all” radio buttons. You may suggest your event to any calendars listed.
24. *Click Add Event Button
# Event Information

**Add Event**  **Cancel**

**Title:**

**Date & Time:**
- **Start:**
  - Date: 2015-05-07 11:00 am, America/New_York
- **End:**
  - Date: 2015-05-07 11:00 am, America/New_York
- Duration
- This event has no duration / end date

**Recurrence:**
- event recurs
- event does not recur

**Status:**
- confirmed
- tentative
- canceled

**Description:**

> Required

- 500 characters max.

**Additional Info:**

> Label for high priority event information

> optional high priority event information

- 500 characters max.

*Additional information will not be part of any feed out of Bedework.*

**Cost:**

- [ ] Bold
- [ ] Underline
- [ ] Red

**Event URL:**

*optional link to more information about the event*

**Image:**

*optional link to image for event description*

*optional link to thumbnail for event lists, 80px wide*

*Upload image:

Uploads can be JPG, PNG, or GIF and will overwrite the image and thumbnail URLs.*

**Image description:**

**Location:**

- Butler Library · Room 102
  - preferred

**Contact:**

- Butler Library
  - preferred
  - all
Logon and click “Main Menu” tab to expose the “Manage Events” icon. To edit the event, click on the event title, make changes, and click update. To cancel the event, click “cancel” in the status section and click update. To delete, click delete and update.
RECURRING EVENT

1. Follow steps in the “Create an event” section
2. * Recurrence - Select “event recurs”
3. Recurrence - Recurrence Rules – Click the check box to show advanced recurrence rules
4. * Recurrence - Frequency – Select a frequency
5. Recurrence - Recurrence and Exception Dates

<table>
<thead>
<tr>
<th>Recurrence</th>
<th>event recurs</th>
<th>event does not recur</th>
</tr>
</thead>
</table>

**Recurrence Rules**

- show advanced recurrence rules
  - Frequency:
    - none
    - daily
    - weekly
    - monthly
    - yearly
  - no recurrence rules

**Recurrence and Exception Dates**

- 2015-05-07
- America/New_York

Exception dates may be created by deleting an instance of a recurring event
REGISTRATION

An event may be created that requires registration. UNI and non UNI registration is allowed. Non UNI registrants must create an account before registering. When registration is full, users may choose to be placed on a waiting list. Users on waiting lists will automatically be moved up in the queue if space becomes available. Registrants will receive an email confirmation after registration is completed.

To create an event that requires registration. Logon, click the “Add Event” icon, enter all required fields, click the “Users may register for this event” check box to expose the options panel. Enter the following information:

- Max tickets - Enter the maximum number of registrants that will be allowed.
- Tickets allowed - Maximum number of tickets allowed for each user.
- Registration opens - Enter the date and time when registration starts.
- Registration closes - Enter the date and time when registration ends.
- Custom Fields - Select an existing registration form
- Refresh - Click the refresh button to include newly created registration forms in the drop down
- Add/Manage - Create a new registration form
- Show Unpublished - click here to view unpublished forms. The form must be published before opening registration
- UNI Only Registration – Allow only users with a valid UNI to register for this event

View/Download registrant list

1. Logon and click the “Main Menu” tab, click “Manage events” icon,
2. Click Title
3. Navigate to the Registration section, Click the “View registrations” button
4. Click “download registrations” to open/save registrant list to an excel file. If a custom registration form was used, all fields will be displayed in excel file.
The URL builder is a web form that generates feed URLs and widgets for use on other web pages. Users specify whether they’d like a feed or a widget, what kind of output they’re interested in, and other options. Users may filter by categories and/or by a group. The feed URLs may be XML, RSS, HTML, JSON, or ICS. The widgets are JavaScript functions that process a JSON feed. To access the URL builder navigate to events.columbia.edu and click “Export Options”
PUBLIC SUBMISSION

Anyone with a valid UNI may submit events. Users who are not members of a calendar group will be routed to the public submissions client. After you submit your event, it will be sent to the Office of Communications and Public Affairs for review. Events are published on Tuesdays and Thursdays and may take from 3-4 business days for approval. An email will be sent if the event is rejected.

Create Event

1. *Title
2. * Date & Time – Start Date/Time
3. * Date & Time – End Date/Time
4. Select the icon and select a start date for the event
5. * Status – Select Confirmed
6. * Description
7. Cost
8. URL – must include http or https
9. Image Link
10. * Location – Select a location or enter new locations
11. * Contact – Select a contact or enter new contact
12. Tags
13. * Email address and any additional information
14. * Click “Submit for Approval” Button

Entering Events

1. Before submitting a public event, see if it has already been entered. It is possible that an event may be created under a different title than you’d expect.

2. Make your titles descriptive, rather than “Lecture” use “Music Lecture Series: Uses of the Neapolitan Chord”. “Cinema Club” would also be too vague, while “Cinema Club: Citizen Kane” is better. Bear in mind that your event will share the stage with other events in the calendar - try to be as clear as possible when thinking of titles. Express not only what the event is, but (briefly) what’s about. Elaborate on the event in the description field, but try not to repeat the same information. Try to think like a user when suggesting an event: use language that will explain your event to someone who knows absolutely nothing about it.

3. Do not include locations and times in the description field (unless it is to add extra information not already displayed).
Step 1: Enter Event Details. Optional fields are italicized.

Title:  

Date & Time:  

Start:  
Date 2015-06-07 12:00 AM  America/New_York  

End:  

Date 0 days 1 hours 0 minutes or 0 weeks  

This event has no duration / and date

Description

500 characters max.  

Additional Info:  
Label for high priority event information  
Optional high priority event information  

500 characters max.  
Additional information will not be part of any feed out of Bedework.

Cost:  

Event URL:  

optional: for more information about the event  

Image URL:  

optional: to include an image with the event description

Step 2: Select Location.

select an existing location...

Didn't find the location? Suggest a new one:

Address:  

Sub-address:  optional  

URL:  optional

Step 3: Select Contact.

select an existing contact...

Didn't find the contact you need? Suggest a new one:

Organization Name:  

Phone:  optional  

URL:  optional  

Email:  optional
Step 4: Suggest Topical Areas. Optional.

- Events open to
  - Alumni
  - Faculty
  - Family-friendly
  - Public
  - Staff
  - Student

- Category
  - Art
  - Business
  - History
  - Law
  - Letters
  - Mathematics
  - Music
  - Other
  - Politics
  - Psychology
  - Science

- Location
  - Baker Athletics Complex
  - Barnard
  - Global Centers
  - Lamont-Doherty Earth Observatory
  - Manhattanville
  - Medical Center
  - Morningside
  - Off Campus
  - Online
  - Teachers College
### Pending Events

The events below are waiting to be published by a calendar administrator. You may edit or delete the events until they have been accepted. Once your event is published, you will no longer see it in your list.

<table>
<thead>
<tr>
<th>Title</th>
<th>Claimed By</th>
<th>Start</th>
<th>End</th>
<th>Topical Areas</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>unclaimed</td>
<td>5/11/15 12:00 AM</td>
<td>5/11/15 1:00 AM</td>
<td>Family-friendly Letters, Global Centers</td>
<td>test</td>
</tr>
</tbody>
</table>