Events at Towson University

Submission Guide

Introduction

Events.towson.edu is Towson University's master events calendar, managed by Student Affairs in partnership with other campus divisions. Anyone with a NetID is able to submit events (after submission, all events will need approval by a divisional editor before going live). If you have any questions or concerns regarding the Towson University Master Events Calendar, please contact tueventsadmin@towson.edu.

Logging In

1. Open your preferred web browser and go to **events.towson.edu**.
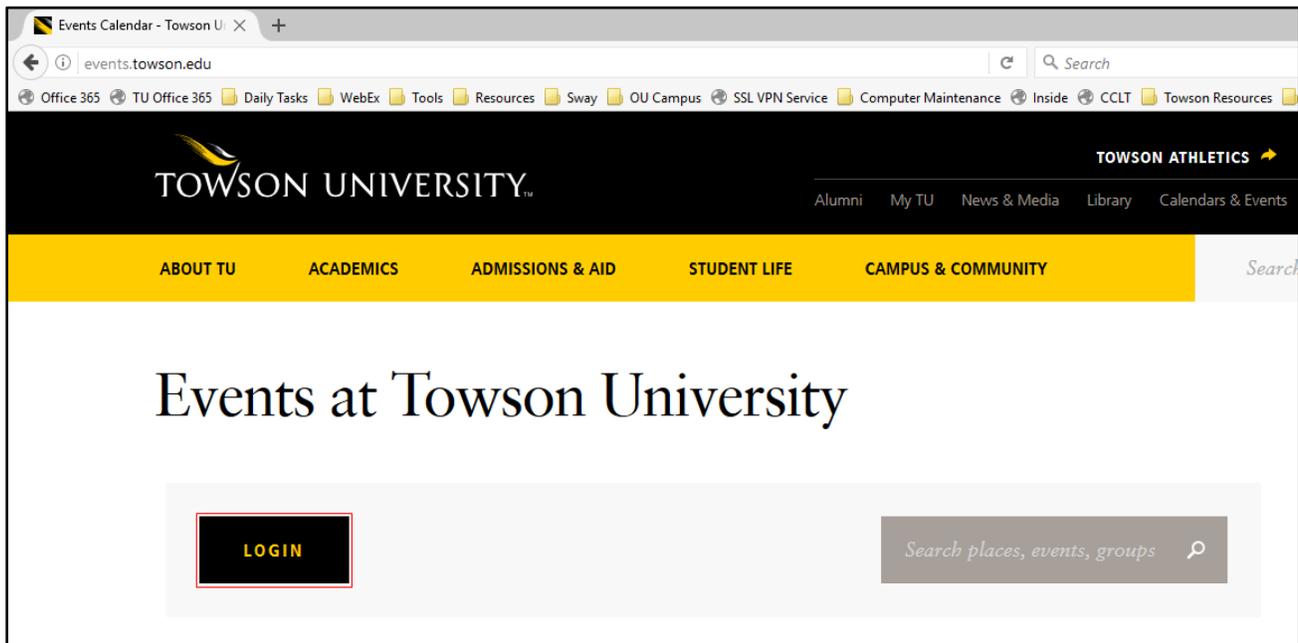2. Click the **LOGIN** button.

Figure 1

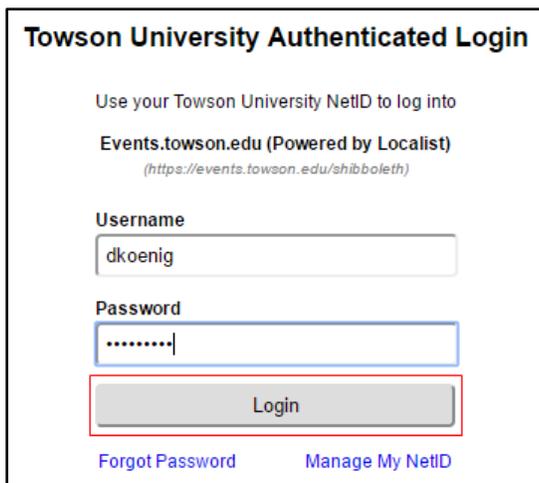3. Enter your **Username** (NetID) and **Password** and then click the **Login** button.

Figure 2

Submitting an Event

Submitted events will be pending until approved by the calendar administrator. Trusted users' events are automatically approved. If you would like to become a trusted user, please contact tueventsadmin@towson.edu.

1. On the **Events at Towson University** home page, scroll down and click the **SUBMIT AN EVENT** button on the right side. The **ADD A PUBLIC EVENT** page will appear.
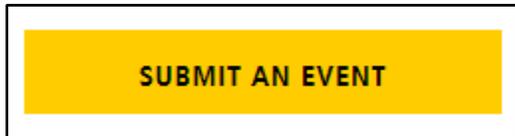
SUBMIT AN EVENT

Figure 3

2. In the **ADD A PUBLIC EVENT** page, fill out all pertinent form fields. It is recommended that you fill out as many fields as you can to ensure that your event reaches as many people as possible. The fields and their usage are:
   - **Name** – This is the name of your event. Click in the field and type over **Open House Session**. This field is required.
   - **Description** – This field houses the description for your event. It is recommended that you use 365 characters or less in the description box. This field is required. **Note**: You may apply simple formatting by using the formatting toolbar above the description text box.
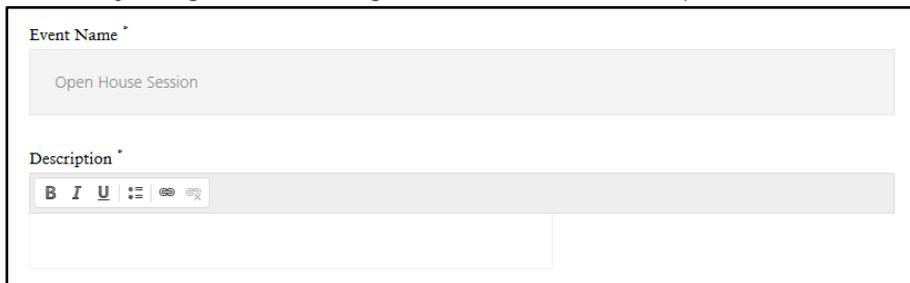
Event Name *

Open House Session

Description *

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Figure 4

   - **Start Date** – Enter the date of your event using the format MM/DD/YYYY. This field is required.
   - **Start Time** – Enter the time of your event using the 12-hour format HH:MM am or pm. This field is required.
   - **End Time** – Enter the time your event will be ending using the 12-hour format HH:MM am or pm.
   - **Repeating** – Select from the drop-down menu if and how your event will be repeating.

SCHEDULE

Start Date *

'Tomorrow' or 'Next Friday' or '4/10'

Start Time

6pm

End Time

Repeating Never ▾

Figure 5

- **Event Place** – As you type in the field, a list of results will begin to populate. Select the appropriate result from the list. Some locations will not generate a list of results. If that happens, type in the location name. This field is required.
- **Room** – If the room number does not populate in the **Event Place** field, you may type it here.
- **Address** – If you have selected one of the results from the **Event Place** field, the address should automatically populate this field. Alternatively, you may type in the event address here.

LOCATION

Event Place

Type a name or address

Room

Address

Figure 6

- **Event Website** – Type the URL associated with your event in this field.
- **Facebook Event Page** –Type the URL for an associated Facebook event page. This will allow the calendar to automatically pull in and display RSVPs to the event from Facebook.
- **Food Served? (Yes/No)** – Type yes or no to indicate whether or not food will be served.

ADDITIONAL DETAILS

Event Website

http://venue.com/event-info

Facebook Event Page ?

http://www.facebook.com/event.php…

Food Served? (Yes/No)

Figure 7

- **Photo** – You may add a photo pertaining to your event.
  - Click the **Browse** button. **Note**: This button in Chrome says **Choose File**.
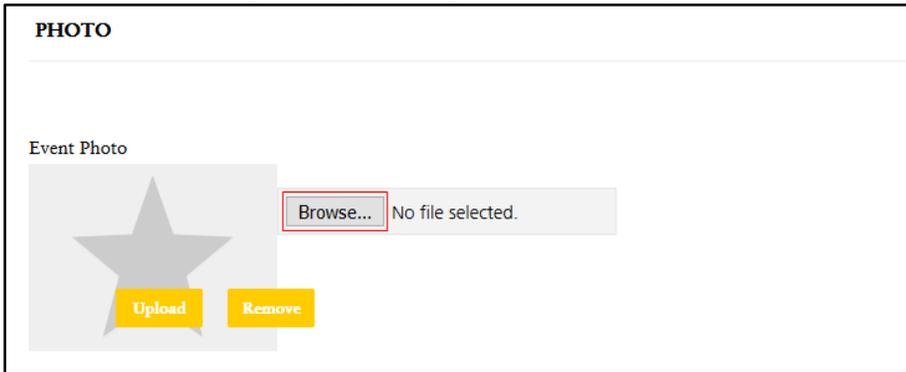 - Navigate to your image and click the **Open** button.

Figure 8

- **Event Type** – Select an appropriate type from the drop-down menu. You may select additional types by returning to this drop-down menu and selecting again.
- **Department** – Select your Department from the drop-down menu. This field is required.
- **Target Audience** – Select an appropriate item from the drop-down menu. You may select additional items by returning to this drop-down menu and selecting again.
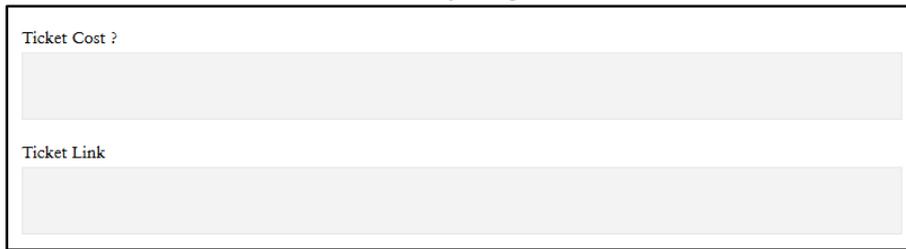- **Group** – If applicable, select an appropriate campus group from the drop-down menu.
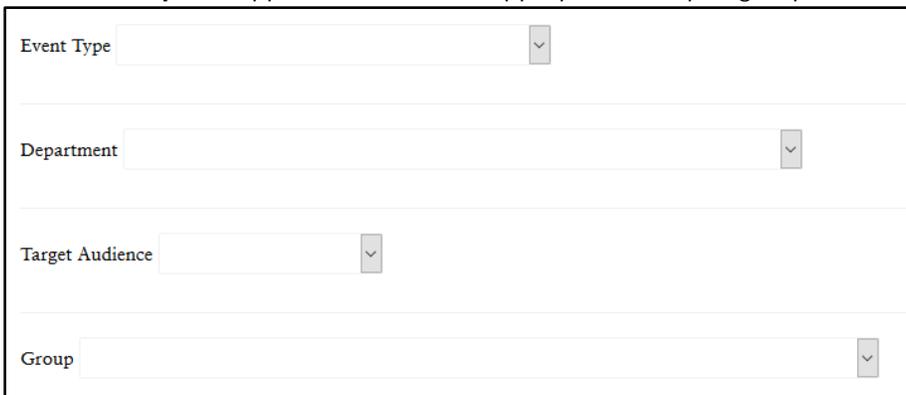
Figure 9

Note: The **Event Type**, **Department**, **Target Audience** and **Group** fields help categorize events in the **Towson University Master Events Calendar**. This enables users to filter for commonly themed events.
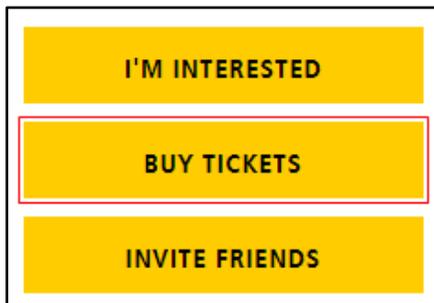
- **Ticket Cost** – Enter the ticket price in this field. If it is a free event, leave this field blank.
- **Ticket Link** – This can be any URL for the event. If a price is entered in the **Ticket Cost** field, then the button associated with this field will say **Buy Tickets**. If there is nothing entered in the **Ticket Cost** field, this button will say **Register**.
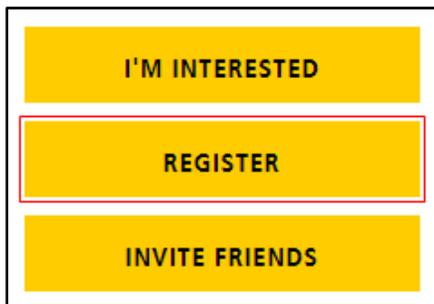

Figure 10

Figure 11

Figure 12

3. When you are ready to submit your event, press the **ADD EVENT** button. Your event will be pending until approval from the calendar administrator.

Figure 13