Events at Towson University:

Editor's Guide

OTS Training | www.towson.edu/otstraining | (410) 704-4070

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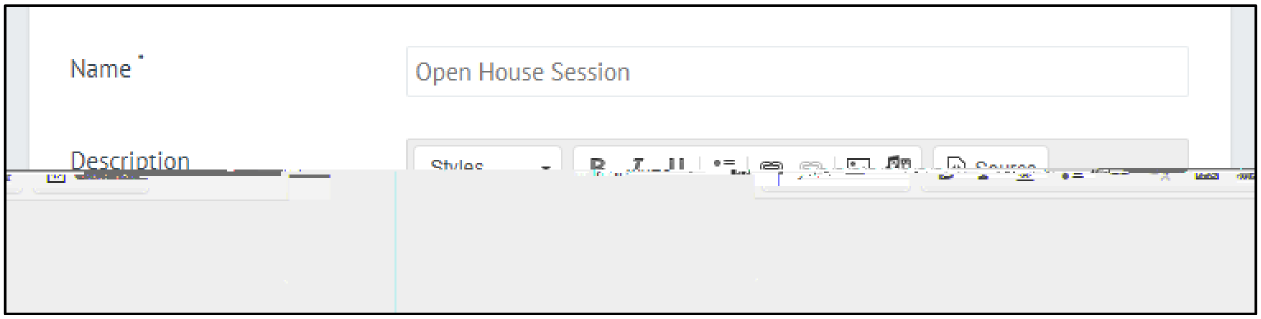
2. In the screen, fill out all pertinent form fields. All fields are required unless otherwise noted. The fields and their usage are:

– This is the name of your event. Click in the field and type over .

– This field houses the description for your event. It is recommended that you use 365 characters or less in the description box.



Name *
Open House Session
Description

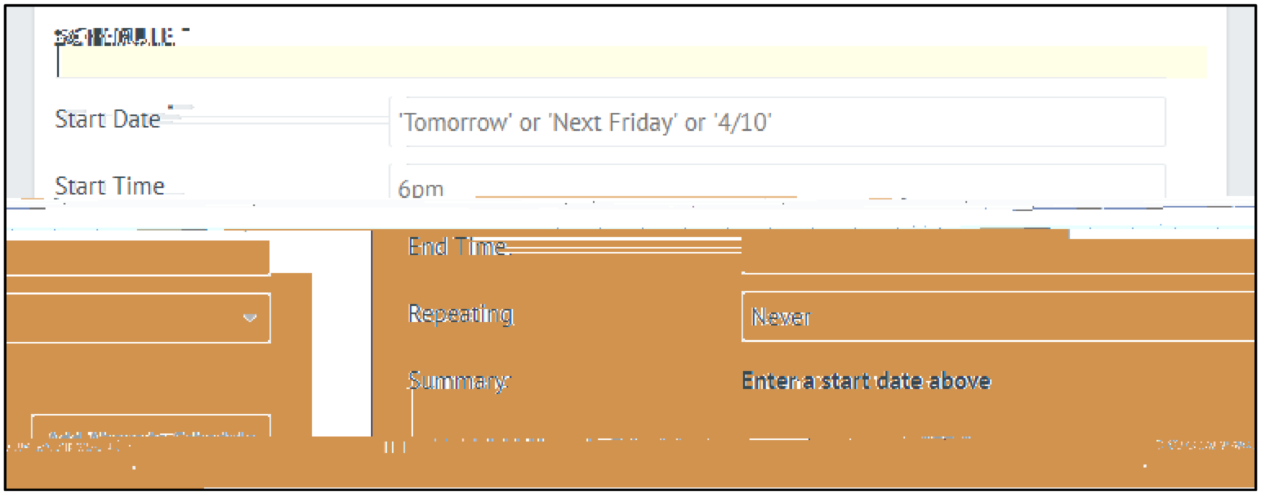
Figure 6

– Enter the date of your event using the format MM/DD/YYYY.

– Enter the time of your event using the 12-hour format HH:MM am or pm.

– Enter the time your event will be ending using the 12-hour format HH:MM am or pm. This field is optional.

– Select from the drop-down menu if and how your event will be repeating. This field is optional.



SCHEDULE *
Start Date *
'Tomorrow' or 'Next Friday' or '4/10'
Start Time
6pm
End Time
Repeating
Never
Summary:
Enter a start date above

Figure 7

– Type the proper name of the building and select the appropriate result from the list.

– If the room number does not populate in the field, type the room number only in this field.

Figure 8 [illegible]

–

– Checking this box enables the and buttons. This box is checked by default.

– Do not set your event to be featured.

– There are three options in this drop-down menu:

– Everyone can see your event. Leave it on this setting only.

– The event is hidden from the calendar.

– Your event is only visible to people that are logged into the calendar.

– This featured is disabled.

– Placing a check in this box will display the event only in widgets and not on any calendar pages. Leave unchecked unless directed by events administrator.

This feature is disabled.

3. When the form has been completed, click the button at the bottom of the page.

Figure 12

Editors are able to review, change, approve and decline events not only for themselves, but also for events submitted for their department.

Editing an Event

1. In the

Logging Out