

Illinois State University Events Calendar

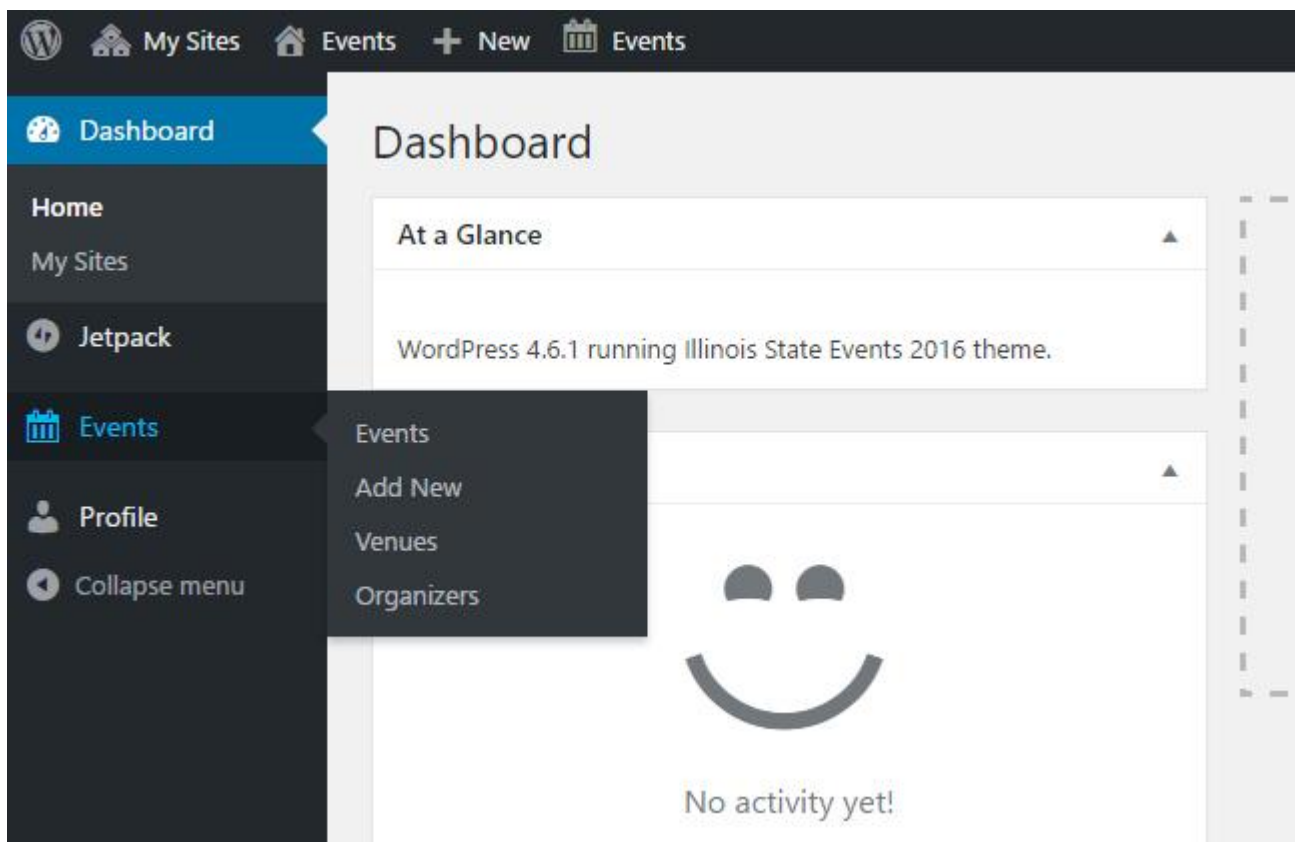
Adding an Event

To add an event to the Illinois State University Events Calendar, visit Events.IllinoisState.edu and scroll to the footer to login. Click the Copyright symbol in the footer and login with your ULID. If you don't have an account on the Events Calendar, please email EventsEditor@IllinoisState.edu.

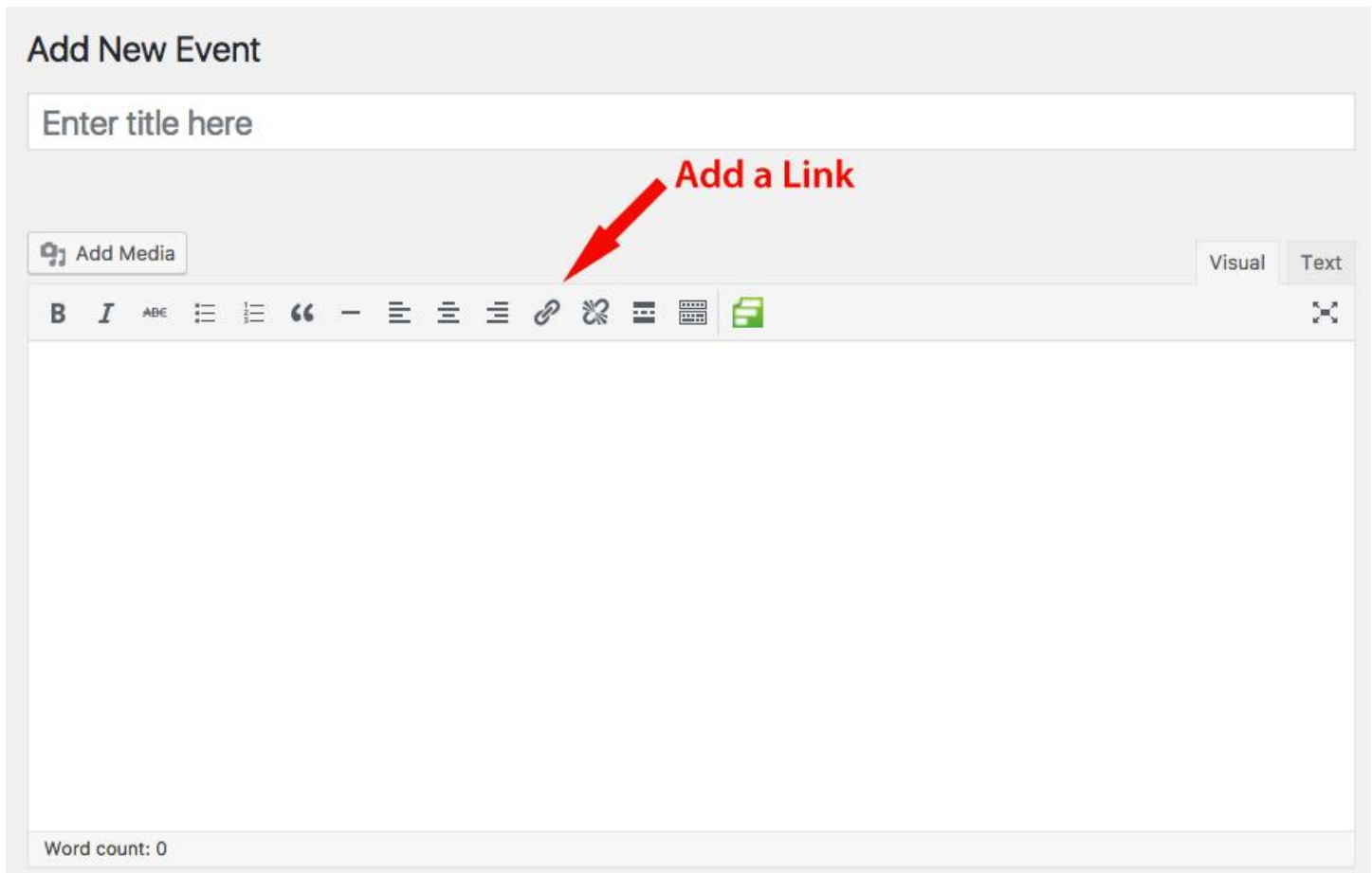


Please note: The "Add Event" button in the footer is for community members, registered student organizations, or the general public. These events will be edited by the Events Editors.

Once the Dashboard loads, on the left side, hover over "Events" and select "Add New."



This will bring you to a blank event page.



The event title goes in the “Enter title here” box. Your event details will go in the larger box below. You should not add the event time, location, or organizer here. These will be done in a different section.

If you need to add links, avoid just pasting in the URL. You can hyperlink text within the body of the event details. Highlight the text you want to hyperlink then select the “Link” icon, and paste in the link. Try and use action driven text to link and avoid words like “click here.”

The other formatting in the toolbar is all available like Bold, Italics, Bulleted Lists, and more.

After filling out the text of the event, you need to fill in the details of time, location, and more. As you scroll down, you’ll find the box called “The Events Calendar.”

Date and Time

The Events Calendar

TIME & DATE

All Day Event:

Start Date & Time:

End Date & Time:

[Timezone: Chicago](#)

Recurrence Rules:

First select your date and time of an event. If it is an All Day event, check the first box and the times will go away. Any event that spans multiple days will automatically become Ongoing Events. Recurring events can be made using the Recurrence Rules. It will create an exact clone of the event including time, location, and more.

Location

LOCATION

Use Saved Venue:

Venue Name:

Address:

City:

Country:

State or Province:

Postal Code:

Phone:

Website:

Show Google Map:

Show Google Maps Link:

Use New Venue

Bill Waller Parking and Transportation Building

Bone Student Center

Bone Student Center Pay Lot

Bowling and Billiards Center

Braden Auditorium

Brown Ballroom

Campus Religious Center

Cardinal Court


Carter Harris Physical Plant

The drop-down menu, which is searchable, has every building on campus and a few common off-campus locations. In an effort to keep the data consistent across all locations, if you are needing an off-campus location added, contact the Events Editors.

You will add the room number or name in another location.

Organizers

ORGANIZERS

☐ Use Saved Organizer: 

Organizer Name:

Phone:

Website:

Email: You may want to consider [obfuscating](#) any e-mail address published on your site to best avoid it getting harvested by spammers.

[Add another organizer](#)

Before you create a new organizer, check the drop-down menu for your unit. If you use the search, try a few of the words that are in the name of the unit. For example, College of Fine Arts isn't listed as CFA. If you do need to add a new organizer, the four fields are available for the details. Clicking on "Add another organizer" allows you to add more than one organizer to an event if needed.

Website, Additional Fields, and Cost

EVENT WEBSITE

URL:

ADDITIONAL EVENT FIELDS

Room

Status

EVENT COST

Currency Symbol:

Cost:

Enter a 0 for events that are free or leave blank to hide the field.

The “Event Website” field is available for a URL to a dedicated site for the event. This might be a main landing page for the event, a news story, or a registration link. It is also suggested these be linked in the body of the text.

The “Room” field is where you input the room number or name. You just need the number or name itself. For example, do not put “Room 101” in the box. You just need “101” without the quotes.

Status is important. All events should start with “Confirmed” or “None” as the status. If your event is canceled, please do not delete the event from the Events Calendar. Change the status to “Cancelled” and update the body text to reflect any update.

The Events Calendar is built to display details of both free events and events that have a cost involved. The “Currency Symbol” field will default to \$. For cost, if it is left blank, nothing will show. If your event is free, insert a 0.

If your event has a range of costs, you can list the true range in the “Cost” field. For example, insert 5-15 in the field and use the body text to describe the true breakdown.

Excerpt

Excerpt

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

Out of all the other fields in the main column in Wordpress, “Excerpt” is the last one to pay attention to. On the main view of the events, the description of the event will bring in the body text by default. It strips out any formatting and HTML. There is a character limit to this and it will cut off in the middle of a word if it reaches that limit.

The “Excerpt” field will overwrite that description. It is suggested that you use this field. You do not need to list the date, time, or location of the event, but this can be a brief description of the event. The text in this box will only show on the day view, but not on the event’s individual page. Try and keep this to a “tweet length” of about 140-200 characters if possible.

Units, Publications, and Topics

These are the main ways of organizing events. This is also how the University handles the organization of items on News.IllinoisState.edu. We’ve seen great benefits to this breakdown. Each of these boxes are searchable.

- **Unit:** Virtually the University Org Chart. Once you select your Unit, select the parent Unit above it. If multiple units are involved with an event, they can all be selected. Website Event feeds are typically driven by this option.
- **Publication:** If you do not have a publication, you can ignore this. If your digital publication needs an event feed, this is where it will begin.
- **Topic:** Select the topics that your event will cover. Multiple selections are possible. Please note, if you don’t have anything to do with the Academic Calendar, please do not select that Topic.

Featured Images

Images aren't required for events, but are suggested. The minimum image size is 960 pixels wide by 640 pixels tall. Please do not use images of event flyers or posters. To be sure your event is accessible to all types of users, all of the same information included in these posters should be in the event post itself.

Ideal Photos:

- Photos of people or headshots
- Photos of previous instances of this event
- Photos of the venue

Not-Ideal Photos:

- Photos with text in them
- Logos
- Posters

Select the "Set Featured Image" link, select a photo from the Media Library, or upload a new image. Once you upload a photo, include a Title and Alt Text that describes the image. Once that is set, select the large blue button to set the featured image.

If you need to add other images, in the body of the event details, use the "Add Media" button upload other images.

What you can ignore

The boxes for Tags, Event Options, Yoast SEO Plugin, or Discussion, you can ignore. If there are questions, contact the Events Editors.

Cloning Events

You can clone any event that you have published on the Events Calendar. When you clone an event, it will copy the event and create a new draft. Everything from the initial event will be copied over except for the date and time. The system is assuming the cloned event is taking place at a new time, which should be the case.

In order to clone an event, once you are logged in and you see the list of events you have created, or ones you have access to, go to the main Events listings. Find the event you are looking to clone, hover over it with your cursor, and select Clone. It will be in line with Edit, Quick Edit, etc...

To find the cloned event, head to your drafts by selecting "Draft" along the row of options above the list of events. You can go into that draft, adjust the date/time and any other details and publish the event.

If you plan on cloning this specific event multiple times, you are able to Clone a draft. We recommend doing this so you don't have to always search out the event to clone. Once cloned, you'll see two drafts of that event saved for you. You can publish one while keeping the other draft for later.