How to add an event or deadline to the USF Calendar

Book an event or deadline (already done this? Continue on page 3)

In USF Connect, click the “Event and Room Request Button” on the USF Calendar tab.

Click “Reservations” » “Event and Meeting Space” for on-campus events or “Calendar Posts for Off-Campus Events and Deadlines” for deadlines and events not happening on campus.

For events and meeting space: Fill in the preferred date, time and/or location to see what rooms are available. For detailed information, see the video tutorials listed at www.usfca.edu/events/video_tutorials (also available as “Video Tutorials” in the top menu).

For deadlines: Add the date for the deadline. For start and end time, add office hours if relevant to the deadline. If office hours are not relevant, add midnight as end time. Add any number in “attendance” and make sure the building is set to “Deadline –” then add “Due MM/DD/YY” to the “Location” field. Check the terms and conditions box.
Switch to the “Details” tab and under “Event Name” you fill in the name of the deadline. In the “Event Type” drop-down list, choose “Deadline”.

**IMPORTANT!** In order to make the event or deadline available for publishing to the relevant calendar views on USFcalendar, you have to choose “yes” to the question “Would you like this published on the USF calendar?”
Check the box to agree to terms and conditions, then click submit. The on-campus event requests will go to Events Management for review, whereas off-campus events or deadlines will get pulled in to the USFcalendar within the next hour (connectors run every 30 minutes).

**How to add a description to the event or deadline**

**Logging in**
Go to [usfcal.usfca.edu](http://usfcal.usfca.edu) and log in with your calendar manager credentials. Note that the log in option is located in the top right corner of the page. Your user name is your full email address, including @usfca.edu.

![Login Page](image)

After log in, click on the drop down menu next to your user name, then click “Admin Panel”

![Admin Panel](image)

**Finding your calendar item**
Set the “Filters” in the left top corner of the page to look for your event or deadline, by date, keyword, event type and/or location. Then click “Search” to see the filtered event listing. Note that you have to toggle between “Pending” and “Approved” to see all deadlines either already showing on the calendar or still pending.
In the list of pending or approved events, click on the headline of the item that you want to add a description to.

On the event summary page you can click the small 📝 icon under Actions to view a preview of what the item description currently looks like. To add a description, click the headline of a specific booking on the event summary page.

**Add a description**
Type or paste **directly into the HTML view** mode of the editor. You switch the mode by clicking on the “HTML” tab at the bottom of the editor window.
After typing or pasting, add a `<p>` tag to the beginning and a `</p>` tag to the end of the content.

Switch back to “Design mode” and add styles from the drop-down menu and breaks (return key) to format the text further. Do not use custom formatting, such as switching out fonts or adding colors.

**IMPORTANT!** You should not include the event title (unless different from the title of the booking), date, time, or location in the description. This information gets pulled in to the calendar item directly from the booking. Adding this information will look redundant. Instead, focus on why people should come to your event.

**Add an image**
Click on the “Add Image” link directly below the editor window to choose and attach an image file for upload.

The image will display in the calendar item on the right-hand side next to the event information. The uploaded image will be compressed to a thumbnail size. Vertical or square images such as portrait shots or posters work best in the layout of the calendar item. Please upload images that are at least 350 pixels wide but no larger than 2MB in size.
Add a tag
Scroll down to find the Custom fields where you can add the field name “tag” and the in the field called “Description” you add the tag that Web Communications and Services gave you (e.g., for OneStop the tag is “usfcal_onestop”). The right tag will add the (approved) item to the feed on your web page.

Add same description to more bookings
Click on the headline of the booking you just edited, switch to the html view and copy all the code. Then click “Cancel” at the bottom of the editor page to go back to event summary. Click on the headline of the next booking you want to add the description to, switch to html view and paste the code in. The image needs to be uploaded separately to each booking. Click “Save” at the bottom of the editor page to go back to event summary.

Approve an item
If the event or deadline is pending it will not show up in the web page feed. To approve the item, go back to “Manage Events” by clicking “Back to Manage Events” in the top right corner or in the top menu click “Admin”» “Events and Special Dates”» “Manage Events”. Find your event and check the check box next to the headline, then click “Approve” in the “Actions” box located on top of the listing.

Get the direct link to your item
To get the direct URL to the calendar item, go to the calendar and search for your approved item and click on it to view the description. Click the “+” icon in the upper right corner to view sharing options, then click the “+ More…” option at the bottom of the list.
The following window opens up:

At the bottom of the window, you see the direct link to the calendar item. Copy that URL to link to your event in email outreach and social media.

Questions? For booking-related questions contact Events Management at eventsmanagement@usfca.edu. For questions about the USF Calendar and event descriptions, please contact the Office of E-Communications at ecommunications@usfca.edu.