CU Denver Events Calendar in SharePoint 2010
How to Manage Events

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Get SHAREPOINT 2010 Permission to Participate in the Calendar
Use this form to request permission to contribute to the University Events Calendar or this form to set up a new calendar on your website.

Terminology

- **Calendar View/Web Part Calendar**
  A calendar view or a web part calendar is a calendar that will appear on an individual department site that does not belong to one of the aforementioned schools or colleges. The calendar view will be a representation of the university wide calendar; a filter may be applied to the web part so that only the department’s events may be shown on it. No data will live inside the department site, all data lives at the university calendar level.

- **Tags and tagging**
  A “tag” is a term or phrase assigned to an event. The tag is a category. Tagging means to apply one or more of these categories to an event. These categories are then used to filter wanted or unwanted events on a calendar. Tagging is a way of classifying events without assigning events to a hierarchy.

- **Filters and filtering**
  Filtering events is the process of sorting events according to categories or tags. A filter may appear as a drop box above the calendar, upon choosing an option from the drop box, only events matching the chosen criteria will appear on the calendar. A filter may be applied to an individual web part calendar view to ensure that only certain events are displayed.
Managing Events

Add a new event

1. Navigate to your calendar and sign in:

   6/22/2010 1:30:00 PM
   6/22/2010 2:30:00 PM
1. You may see an Admin Quick links box in the left or right column. This box is only viewable when logged in. Alternatively, you may have been provided with a link directly to the backend of your calendar where you can contribute events.

2. If you do not see the Admin Links or cannot find your calendar, contact cuonlinehelp@ucdenver.edu for assistance.

3. To manage events, click on the Add/Edit/Delete Events Link. This is the SharePoint calendar you will use to manage your events.
4. You will receive a screen that appears as follows, this is the “behind the scenes” view of the calendar. This is where you will add your events.

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5. To create a new event:
   
   - click on the “Events” tab in the Ribbon
   - The click the New Item button on the Ribbon
   - From the drop menu under the New Item button, select the type of event you would like to create. Visitors can filter and search on the event category and type so it is important to categorize the event correctly.
6. Fill out the New Event form with the Event details.

7. There are four “Tag” fields. It is important to select tags relevant to your event:
   - If you are adding events to the calendar as an Administrative Department, Center or Program, you must choose your own department from either the Administrative Unit or the School College or Unit field. If you do not categorize an event as belonging to your unit, it will not appear on your calendar.
   - Helps visitors find your events by filtering on these tags
   - Provides a way for website owners to display your events in their site
   - Allows you to strategically place events on pages relevant to the event (i.e., events for prospective students will be displayed on pages such as Admissions that prospective students frequent.)
8. After filling out the event form you will see your event appear on the calendar.

When is it appropriate to share my events with the main UCD Calendar?
In the New/Edit Event Form there is a “Show on Main UCD Calendar” checkbox, if it is checked your event will be shown on the main public events calendar. If it is unchecked your events will be hidden from the main calendar.

Do not share your events with the main calendar if they are not open to a wide variety of people. Staff and Faculty events should be hidden from the main calendar.

Make your events stand out from the crowd
Make your event titles descriptive if you do share events with the main calendar. Events come from a variety of places and are more successful if the title is not obscure.
Modify or Delete an Existing Event

1. Login to the calendar and click on Add/Modify/Delete events following the instructions above.

2. Click on the event you would like to modify.

3. To edit or modify an event select either “Edit Item” or “Delete Item” from the Ribbon.

4. When completed, click OK and your update will be reflected in the main calendar.

How Can I Add a Calendar to My Own Site?
Most of the setup has already been completed; calendar sites can be copied from their locations at http://www.ucdenver.edu/calendar. They can be duplicated to reside inside the sites of each individual School and College or department.