

## Information Technology Services

# NAU Events Management How-To

This guide will walk you through how to submit an informative and compelling calendar entry to the NAU events calendar.

Entries in the NAU Events calendar are distributed in three ways:

1. On the Events website: <https://events.nau.edu>
2. On NAU WordPress sites (uses the event **Keyword**)
3. In the NAUgo app (uses the event **Category**)

Each of the three distribution methods for events requires different information in the event entry. It is important to ensure that events are complete and accurate when submitted.

*NOTE: Incomplete submissions will not be approved; you'll receive an email asking for more information, and the event will be reviewed after resubmission.*

### **COVID-19 UPDATE:**

**All in-person events must be approved by the Campus Activities and Events office.** Submit your event via their [online form](#). If the event is approved, you may enter the event into the NAU Event Calendar, or you may request to have someone from that office enter it on your behalf.

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## Before You Start

**Check the Events Calendar to make sure your event doesn't already exist.** We often see duplicate events that were entered by different departments. If it's already there, reach out to the Event Contact to arrange to add additional information, categories and/or keywords to the single event to make it work for both departments.

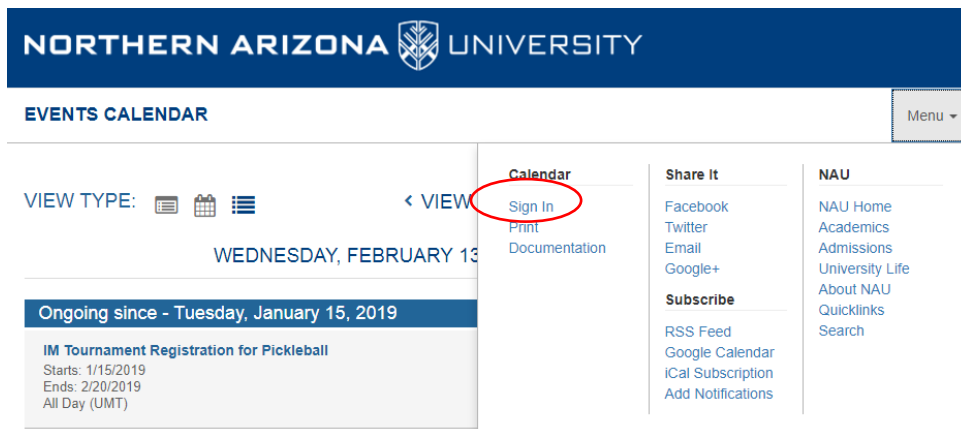
## How to Request Your Events Management Account

Request your NAU Event Manager account by completing [online form](#) on the Campus Events Operations & Support Team page.

You will be notified when your account is set up.

## Creating an Event

Log into <https://events.nau.edu>



NORTHERN ARIZONA UNIVERSITY

EVENTS CALENDAR

VIEW TYPE: [Icons] < VIEW

WEDNESDAY, FEBRUARY 13

Ongoing since - Tuesday, January 15, 2019

IM Tournament Registration for Pickleball  
Starts: 1/15/2019  
Ends: 2/20/2019  
All Day (UMT)

Calendar

- Sign In
- Print
- Documentation

Share It

- Facebook
- Twitter
- Email
- Google+

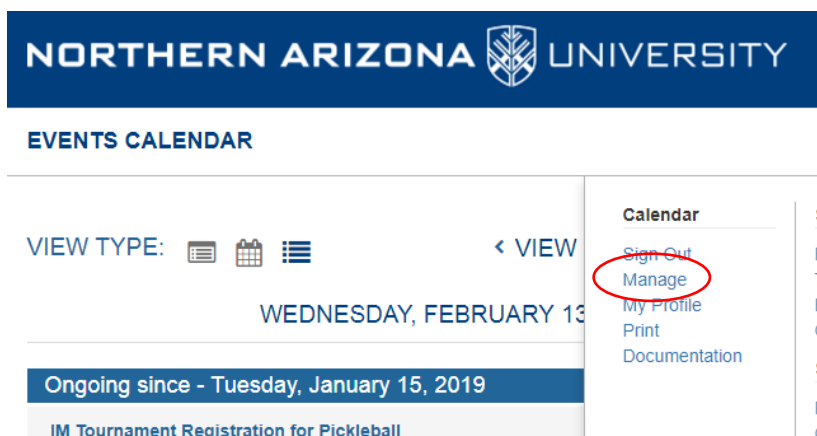
Subscribe

- RSS Feed
- Google Calendar
- iCal Subscription
- Add Notifications

NAU

- NAU Home
- Academics
- Admissions
- University Life
- About NAU
- Quicklinks
- Search

Go back to the Menu and click "Manage"



NORTHERN ARIZONA UNIVERSITY

EVENTS CALENDAR

VIEW TYPE: [Icons] < VIEW

WEDNESDAY, FEBRUARY 13

Ongoing since - Tuesday, January 15, 2019

IM Tournament Registration for Pickleball

Calendar

- Sign Out
- Manage
- My Profile
- Print
- Documentation

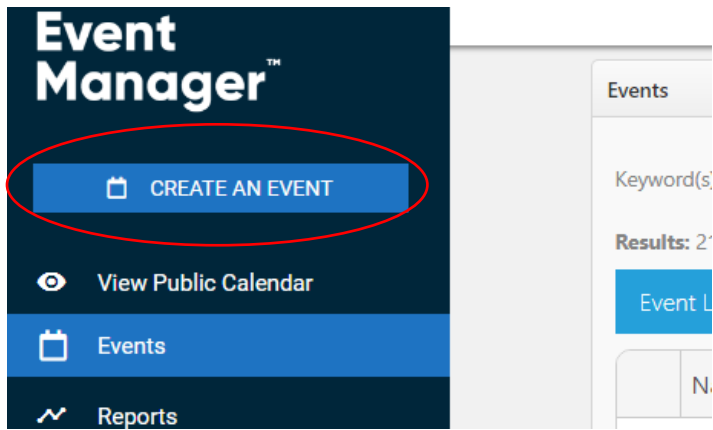
SI

- F:
- T:
- E:
- G

SI

- R:
- G

Hover over the left of the screen to enable the sidebar, then click "CREATE AN EVENT"



## Event Details

### Event Name

Use an informative and compelling event title that accurately describes the event.

**Bad:** Spring Session II (*most people will not know what this means*)

**Good:** Adult Open Swimming Spring Session II

### Summary

The summary should be short and sweet and contain enough information that the viewer will understand the basic gist of the event.

### Full Description

This is the place to enter **as many details as possible**. Include:

- A description of the event
- Who is presenting (if applicable), their credentials
- The intended audience (Students? Faculty? Staff? Community?)
- Cost and cost differences (Free for students? Cost for others?)
- A link to the event registration, or other relevant links.
- Link to virtual event

*See screenshot next page*

## Event Details

### Event Name\*

Informative Event Title Goes Here

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### Summary\*

The summary should be short, sweet, and contain pertinent info. DO NOT INCLUDE ZOOM OR OTHER LINKS IN THIS SECTION. **Links will go into the next section, instead.**

---

139 characters remaining

Add a Full Description \*

### Full Description\*

**B** *I* U     Normal  I<sub>x</sub>  Sans Serif 

Include as many details as possible about your event. For example: This Saturday's virtual collaborative discussion is about the infamous Forrest Gump, the 1994 American comedy-drama that starred Tom Hanks.

The session will be available via [Zoom](#).

Use the hyperlink tool to format URLs

FREE to students, faculty, and staff.



## Location & Time

### Location

The search box makes it easy to find locations. You can also scroll through the list. All NAU buildings are in the list. If you are unable to find a location, use the +Add a Custom Location link (an example may be a specific off-campus location).

If the event is Online, be sure to select that option.

*Note: You'll be able to add room information later, if needed.*

## Location & Time

Choose by Location ▼

### Search & Select Locations

Locations You've Selected:

Start typing to quickly find the location in the list.

Start typing to search

\*Off Campus

\*Online

1899 Bar and Grill (3)

Academic Annex (23A)

LOCATION SEARCH

+ Add a Custom Location

## Setting A Single Occurrence Event Date and Time

For an event that happens only once, select the date from the calendar. Click on the start time for the event. If necessary, use your cursor to drag the bottom of the event to the end time. *Don't worry if it overlaps with another event (it will say "Reserved")*. You can also click on the event time to open a dialog box that allows you to enter the start and end times.

The image shows a multi-step process for scheduling an event. It starts with a 'Check Availability' screen where 'Choose Dates' is selected. A calendar for February 2021 is shown, with the 12th highlighted. A red arrow points to the date with the text 'Click to select'. The next step is 'Choose an Available Time', showing a timeline from 6am to 12pm. A blue event block is shown from 9am to 11:30am, with a trash icon. A grey 'Reserved' block overlaps it. A red arrow points to the start time with the text 'Click to set the time. Drag the event to the length of time needed; drag to move...'. A third step shows a dialog box 'Choose a Start and End Time' with input fields for '9:00 am' and '11:30 am', and 'OK' and 'CANCEL' buttons. A red arrow points to the 'OK' button. The background shows the event block now with the specified times.

Check Availability

Choose Dates  
 Repeat Weekly

Click to select

Choose an Available Date

2021 > February < >

S	M	T	W	T	F	S
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	01	02	03	04	05	06

Choose an Available Time

2021 > February > 10th < >

6am

7am

8am

9am

10am

11am

12pm

Click to set the time.  
Drag the event to the length of time needed; drag to move .

9:00 am - 11:30 am

Reserved

Choose a Start and End Time

9:00 am 11:30 am

OK CANCEL

10am

11am

12pm

9:00 am - 11:30 am

Reserved



## Setting Recurrences

### *Same time and day each week*

To repeat the same event at the **same time and on the same day each week**, choose “Repeat Weekly”. Add the start and end dates and times for the event.

The screenshot shows the recurrence configuration interface. At the top right, there is a link: [+ Add a Custom Location](#). Below this, the text "Check Availability" is displayed. To the right, a pencil icon is next to the text "This event repeats: Weekly on Mo". Underneath, there are two radio button options: "Choose Dates" (unselected) and "Repeat Weekly" (selected). Below these options, the start and end times are set to "8:00 am" and "10:00 am" respectively. Further down, the dates are set to "From: February 15, 2021" and "To: February 19, 2021". At the bottom, there are two unchecked checkboxes: "Do not publish the end date/time" and "Specify Publish Date/Times", with a help icon (question mark) to the right. A red annotation with arrows points to the "Repeat Weekly" option, the time fields, and the date fields, stating: "This event will take place weekly on the same day, time, and location."

### *Consecutive Dates*

Click Multiple Day Options to set up recurrences that are on consecutive dates.

The screenshot shows the recurrence configuration interface. At the top, there is a link: [Check Availability](#). Below this, there are two radio button options: "Choose Dates" (selected) and "Repeat Weekly" (unselected). To the right, a pencil icon is next to the text "Multiple-Day Options", which is circled in red. Below these options, the text "Choose an Available Time" is displayed.

The Multiple-Day Options screen allows you to customize the event occurrences as desired. Be sure to click Save once you've made your selections.

### Multiple-Day Options

Consecutive Dates  Non-Consecutive Dates

Repeat every  Day   
Ends  After  occurrences  
 On   
 Never

### Events in this Series

Allow unskipped conflicts.

<input type="text"/>	Feb. 10th, 2021	9:00 am	to	Feb. 10th, 2021	11:30 am	in	*Online
<input type="text"/>	Feb. 11th, 2021	9:00 am	to	Feb. 11th, 2021	11:30 am	in	*Online
<input type="text"/>	Feb. 12th, 2021	9:00 am	to	Feb. 12th, 2021	11:30 am	in	*Online
<input type="text"/>	Feb. 13th, 2021	9:00 am	to	Feb. 13th, 2021	11:30 am	in	*Online
<input type="text"/>	Feb. 14th, 2021	9:00 am	to	Feb. 14th, 2021	11:30 am	in	*Online

### Non-Consecutive Dates

Selecting **Non-Consecutive Dates** will allow you to select specific dates for your event. This should be used for events that happen during university working hours (for example, an art exhibit that is accessible during gallery hours).

New dates will be added to the list as you click on them. Adjust the start and end times as necessary, and click Save.

#### Multiple-Day Options

Consecutive Dates  Non-Consecutive Dates

Choose Start Dates

< February, 2021 >

S	M	T	W	T	F	S
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Note: To change event end dates use the table below.

#### Events in this Series ?

Allow unskipped conflicts.

Modified	fdafda	Feb. 10th, 2021	9:00 am	to	Feb. 10th, 2021	11:30 am	in	*Online
		Feb. 11th, 2021	9:00 am	to	Feb. 11th, 2021	11:30 am	in	*Online
		Feb. 12th, 2021	9:00 am	to	Feb. 12th, 2021	11:30 am	in	*Online
		Feb. 13th, 2021	9:00 am	to	Feb. 13th, 2021	11:30 am	in	*Online
		Feb. 14th, 2021	9:00 am	to	Feb. 14th, 2021	11:30 am	in	*Online
		Feb. 25th, 2021	9:00 am	to	Feb. 25th, 2021	11:30 am	in	*Online
		Feb. 26th, 2021	9:00 am	to	Feb. 26th, 2021	11:30 am	in	*Online

## Categories and Keywords

**At least one category is required for every event.** Keywords are optional but recommended. Categories and keywords are key to ensuring your event shows up correctly on your WordPress site and in the NAUgo app.

You may select multiple categories. Browse through and select those that best match your event. Most fall under Departments & Organizations.

**Note:** Categories are used by the NAUgo app.

Keywords are important for searching and they are used by WordPress pages. You may enter multiple keywords. If your department or organization WordPress site pulls events onto web pages, be sure to use the correct keyword (this is determined by the department and is often the department name or another keyword that won't be used by other sites; it must be unique)

Start typing the category you want to find to filter the list.

### Categories & Keywords

Category \*

Q prof ▼

Professional Development

**Keywords**  
Type a keyword (e.g. Home, Away, etc.) and hit Enter

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## Contact Information

Complete the contact section. A name and email address are required; phone number is optional.

### Contact Information

Full Name\*

John Smith

Phone

(555) 555-5555

Extension

817

Email\*



yourdepartment@nau.edu

## Pictures & Attachments

You may add images and attachments for your event. Recommended image size is **800px** wide, in **JPG** format, and smaller than **3 MB**; **10MB** is the maximum size.

Click the Upload button and browse to the picture or attachment.

### Pictures & Attachments ?

 or Paste URL here or Upload file (10mb max) 

*\*This document is for internal and external use.*

## Additional Event Information

If the event is being held on campus, add the room name or number. You can also add hashtags here for social searching.

### Additional Information

Room name or number

Ballroom

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Hashtag

#lumberjacks

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## Submitting the Event For Approval

Once all information is complete, click Save to submit your event to the approval queue.

\*Required

Events are approved by the [Campus Event and Operations Support](#) team. Contact them at [campusevents@nau.edu](mailto:campusevents@nau.edu) with questions.