Institutional Events Calendar
Guidelines for use
Phase 3 (March 2018)

Update: The Events Calendar has now been expanded to become a News and Events Calendar. The Physics and LUMS pages are examples of this at present.

Queries regarding the news portal should be directed to the CIS Web Services Team for technical assistance.

About the Events Calendar
The University has an institutional Events Calendar, which has been developed to act as a portal for all events taking place on campus.

What you need to know:
- The calendar includes ALL events – seminars, lectures, training, public lectures, exhibitions, LUSU events, VC All Staff Meetings, sports events, student recruitment events etc.
- Events added through the new system will be moderated by channel approvers to make sure event information appears in the most relevant places
- Additional channels, such as departmental events pages are being created, providing additional locations where you can request your events be displayed.
- Departmental events pages have been created for Lancaster University Management School and the Faculty of Science and Technology
- Departmental events pages for the Faculty of Health and Medicine and the Faculty of Arts and Social Sciences will follow in due course.
- If you currently use the website content management system (CMS) for your events, please continue to do so until you are informed that your department has had an events channel created for it. Events added via the CMS will still appear in the new intranet and portal feeds.
- For information about progress in creating, or details of, departmental pages, please speak to your faculty web manager:
  - FST – Gordon Chapman-Fox
  - LUMS – Sophia Herbert
  - FASS – Alison Sharman
  - FHM – Neil Thomason

Logging on
- Anyone with a staff login can access the events calendar. You don’t need special permissions.
- Go to: https://cisweb.lancaster.ac.uk/news-and-events/
- Click on the open padlock icon and log in using your username and password (the usual username and password you use for online University activity).
- Click on the ‘Events’ calendar icon if you wish to add an event

Channel owners
A small number of people have permissions to approve events to appear on the channel they or their team manage. If you would like an additional member of staff to receive admin rights to manage the events that appear on your channel, please email events@lancaster.ac.uk with information about the name of the staff member and the channel they should have rights over.
Inputting a New Event: Core Information

- Click on ‘New’ (top left-hand corner).
- Enter your event title. Make it distinctive, catchy and concise. Avoid generic titles like ‘Departmental Research Seminar’.
- Select a type of event e.g. seminar, development opportunity, concert or performance.
- Select the start date and time using the calendar and clock. Make sure you input both hours and minutes as both are required fields.
- Select the end date and time. Note: make sure to select your end date, even if it’s on the same day, as the end date calendar does not default to the same day as the start date.
- Pick your audience or audiences (hold down the CTRL key as you click to select more than one group as shown below).
- If you would like your event to be visible to logged-in Lancaster University users only, please tick the ‘Private Event’ checkbox.
- Start typing the name of your venue, whether on campus or off campus. If your venue has been used in the past to hold events, a list of suggested venues will appear. The menu will indicate which details are held in the system. If multiple options for the same venue appear, please select the first option that shows the most green ticks. If a list of suggested venues does not appear when you type, please add as much information as possible about your venue (latitude and longitude are optional).
- Add contact details for enquiries. This can be an individual or team name and email address. When you begin typing, a list of staff should appear. Select the correct person using the button to the right, and this will populate the email address and phone number details. Alternatively, you can input the contact name and details manually.
- Click on ‘Next’ in the bottom right-hand corner to continue to add event details. The system will not allow you to move on if any of the required fields (marked with a red asterisk) are left blank.
Admin/Publicity Information

- Enter a brief description for your event. This should be no more than 300 characters and suitable for use on an event listing webpage. Use the space to promote your event – it's not necessary to duplicate information like date, time and location. Please see the example in the screen shot below.

- Add more information about your event. Please note that, although you can copy and paste into the box, you will need to paste your text into Notepad first, or the text will not have correct spacing. To find Notepad on your computer, click the Windows button, and type ‘Notepad’ into the ‘Search programs and files’ box. This will remove any formatting which could lead to your text displaying incorrectly online.

- Select your preferred method of registration. If guests need to register or pay a fee, you will be able to provide further information. You can type free text or add a link into the text box.

- Add your event website, if it has one.

- Add your social media links. You will need to provide the full web address, e.g. https://www.facebook.com/event12345 so please copy and paste from your browser.

Above: Event information inputting screen.
**External Speakers**

Please indicate whether an external speaker will be speaking at your event. If a person from outside the University will be speaking at an event that is not part of normal academic business, you will need to complete the **External Speaker form**. This is as part of the University’s Code of Practice on Freedom of Speech. Please see the [online guidance](#) for more information about the form and next steps. Please note: If you have indicated you do have an external speaker and have not completed the form, you will not be able to publish your event. Therefore, if your speaker is part of normal academic business you do not need to declare them as an external speaker. Please send the completed form to BOTH events@lancaster.ac.uk and externalspeakers@lancaster.ac.uk so the speaker can be confirmed.

**Choosing your Channels**

- Here you can select the places you would like your event to be displayed. You can pick from the list or search using the bar.
- If you are happy for members of the public or alumni to attend your event, please search for ‘University Events Homepage’. If your event is staff and / or student only, please do not select this channel as it is an externally-facing page.
- If you would like to display your event on the Staff Intranet and staff section of iLancaster, please search for ‘Staff Channel’.
- If you would like to display your event on the Student Portal and student section of iLancaster, please search for ‘Student Channel’.
- To display your event on the Alumni Portal, please ensure that one of your audiences is set as ‘Alumni’ and search for ‘University Events Homepage’, rather than ‘Alumni Channel’, as this channel is not active.
- Depending on the channel and your administration rights you may see that your event is ‘Pending’ approval or ‘Auto-approved’. ‘Pending’ approval means that the owner of the channel will review your event and make an approval decision.
- To track whether your event has been approved or declined and to view any comments about your event from the channel owner you can view the ‘Channels’ section under the ‘Publicity’ tab once your event has been created – see screenshot below.
- The channel owner might also opt to highlight your event on their webpage – three upcoming events can be highlighted at the discretion of the channel owner.

**Please note:** At this stage, not all of the channels available for selection are active. The channels discussed above, along with channels for departments within the Faculty of Science and Technology and Lancaster University Management School, are now active. Other channels will be activated in due course. You will be notified by your faculty web manager when your department has a channel created.
Above: This page shows the channels the event is displayed on or is awaiting approval to be displayed on.

- Tag your event – choose as many relevant words as necessary to help people find your event.
- Click on ‘create event’. A draft of your event has now been created.
- Now you can either click ‘Submit’ in the ‘Status’ box, or we recommend that you add further information about your event in the ‘Media’ and ‘People’ sections (see below).
- The status checklist will tell you when you have completed everything – it checks display channels, venue and logistical information, external speaker information and current status.

Above: Once you have published your event, you can review which channels it is being shown on and any comments from channel owners.
‘Media’ and ‘People’ Sections and getting your event highlighted

- The ‘Media’ section allows you to add images or video associated with your event.
- If you wish for your event to be highlighted (see screen grab below) you will need to upload an image. Please upload images with dimensions 1600px by 800px for the University Events Page, and 520px by 260px for the Staff Channel and Student Channel. This image will also be used on your event page.
- When you have added the image for the highlight section, tick ‘main’ (see below). If you do not tick ‘main’, the image will not appear if the event is highlighted.

![Image of how to build a star on Earth](https://example.com/image.png)

**Above: Setting an image as the main image.**

- Using an image will make it more likely (but does not guarantee) that the channel owner will select your event as one of the page highlights. Make sure that the image used is eye-catching and distinctive and links to your event – please don’t use generic images like the University or departmental logos. See below for an example of how highlight images can be used.
- You can add other images that will appear in a gallery on your event page. These images should be no more than 500KB in size. Please note that this feature is currently under development.
- When you add an image, please ensure that you add a media name for screen readers. Describe what the image shows, e.g. ‘Professor Steve Cowley’ or ‘image of nuclear fusion’ and don’t leave default image names like ‘DSC_0207851’.
Above: Forthcoming webpage view showing two highlighted events.

- The ‘People’ section gives you the opportunity to highlight key participants (e.g. speakers) in your event. If they are members of staff, mark them as ‘from inside the University’ under ‘Name’ and then select them from the list. You can select event roles for each person too. This section is not for adding guests, but for highlighting key participants such as speakers or key people involved in organising the event if you want your audiences to be aware of them.

Once you have completed and saved information in these two areas, the status of your event should look like this:

Status
- Where displayed? ✓
- Venue: ✓
- External speaker check ✓
- Current status: Draft

Click ‘Submit’ to pass your event for approval. If you have a cross beside any aspect of the checklist or want to edit your event, please do the following:

To Amend an Event
- Search for your event using the search bar – you can find events by title or author.
- Click the ‘View’ button on the left of the event listing.
- The four buttons below the checklist (‘Main Info’, ‘Publicity’, ‘Media’ and ‘People’) allow you to select which aspects of the event to edit.
- When you click on one of these buttons, the details you have entered will appear. To change any of these, scroll to the bottom and click ‘Edit’. Change any details using the instructions above and click ‘Save’.
- Don’t click ‘Back’ if you want to modify another section. The four buttons stay at the top of the screen.
- After making any changes, don’t forget to click ‘Submit’ at the top of the page
Contact
For technical queries about the events or news systems please contact the CIS Web Services team at cis.webservices@lancaster.ac.uk

For questions about the events section only, please email events@lancaster.ac.uk.

For information about progress of departmental pages, please speak to your faculty web manager:

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