

# Using the College-wide Event Calendar

The College of the Liberal Arts: Guide to using the College-wide  
event calendar service

REFERENCE GUIDE

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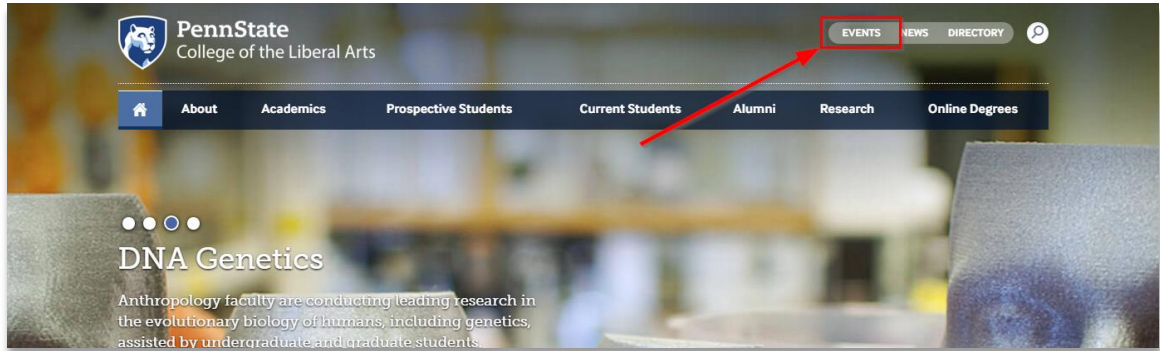
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## ACCESSING THE EVENT CALENDAR

Navigate to the events calendar by either:

1. Clicking on the "Events" tab at the top right corner of the [College of the Liberal Arts website, \(http://la.psu.edu\)](http://la.psu.edu)



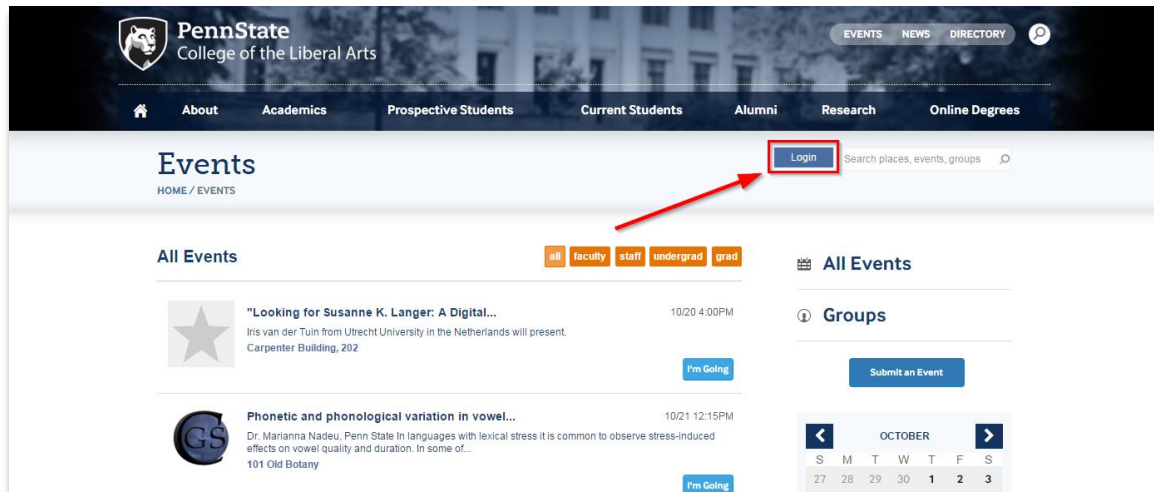
2. Or, going directly to <http://events.la.psu.edu>.

## LOGGING IN

Before you can submit events to the calendar, a member of the Web Team will need to add you and give you the proper permissions. To set up an account, contact us at [lahelpdesk@psu.edu](mailto:lahelpdesk@psu.edu) with Subject line: Localist Account

## HOW TO LOG IN

The login button is in the upper right area of the screen. This is a separate login from the Liberal Arts main website.



After clicking the "Login" link, either a pop-up will appear or you will be taken to a log in screen where you can enter your Access Email Address and Password. **Note:** *You will have to set-up a password specifically for the calendar. This does not use webaccess to login.*

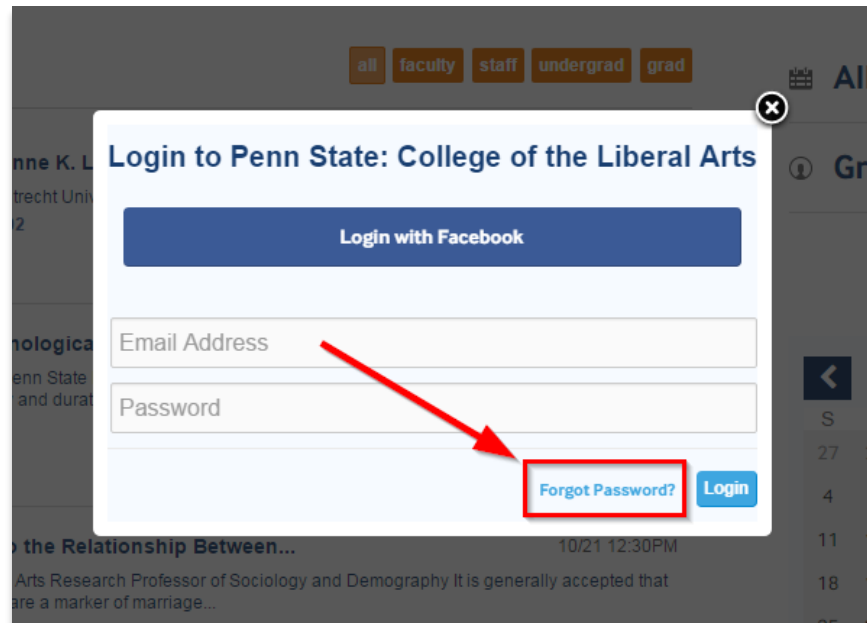


When you have successfully logged in, a menu will appear in place of the "Login" button.

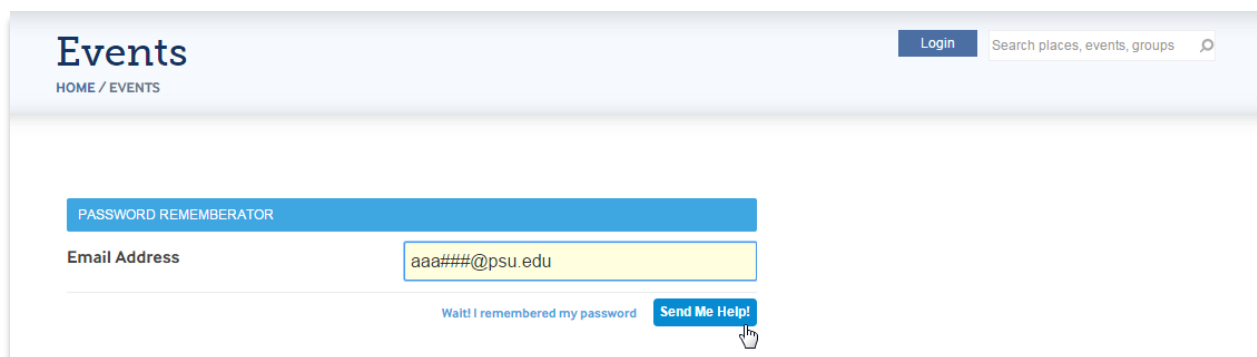
The screenshot shows the Penn State College of the Liberal Arts website. The top navigation bar includes links for About, Academics, Prospective Students, Current Students, Alumni, Research, and Online Degrees. The main header features the Penn State logo and the text "College of the Liberal Arts". On the right side of the header, there are links for EVENTS, NEWS, and DIRECTORY, along with a user profile icon. Below the header, the "Events" section is displayed, with a red arrow pointing to a user profile menu that is highlighted with a red box. The menu contains the text "Me" and "My Plans". To the right of the menu is a search bar with the placeholder text "Search places, events, groups". Below the search bar, there are two columns of event listings. The left column is titled "All Events" and includes a filter menu with options for "all", "faculty", "staff", "undergrad", and "grad". The first event listed is titled "Looking for Susanne K. Langer: A Digital..." and is scheduled for 10/20 at 4:00 PM. The right column is titled "All Events" and includes a "Groups" section with a "Submit an Event" button.

## RESETTING YOUR PASSWORD

If you have forgotten your password, you can reset them yourself. Click on the "Login" button. At the bottom of the box, click on "Forgot Password?"



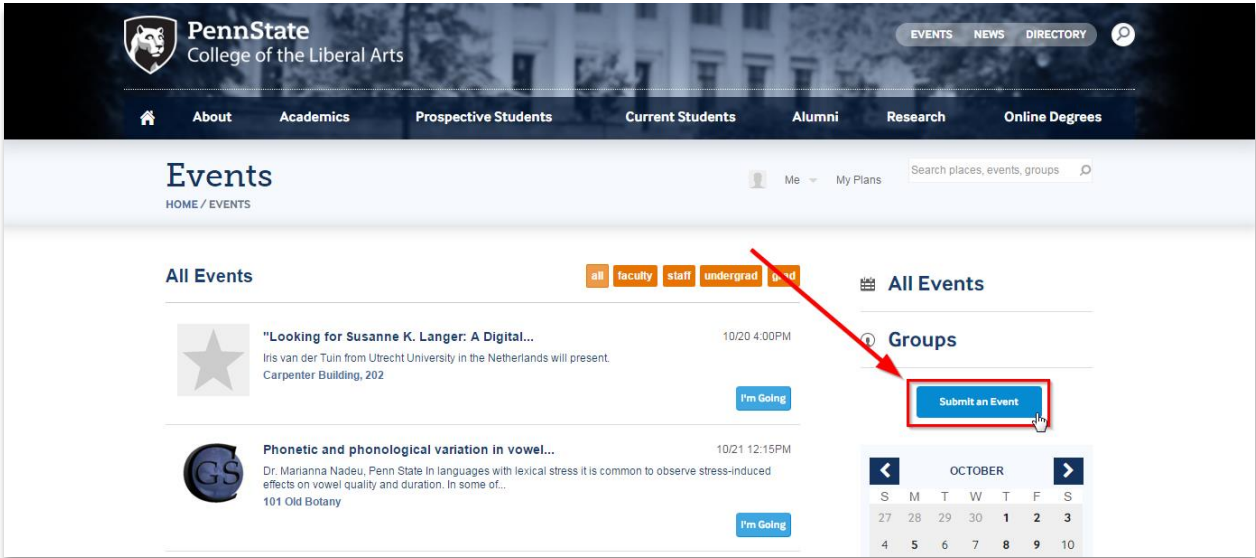
On the Lost Password page, put in your email address and click on "Send Me Help!" button. You should receive an email with a link to reset your password.



If you do not receive an e-mail within 24 hours, contact the Web Team for further assistance.

## ADDING AN EVENT

Click on the “Submit an Event” button to get started.



The screenshot shows the Penn State Events page. The header includes the Penn State logo and navigation links for EVENTS, NEWS, and DIRECTORY. Below the header is a navigation bar with links for About, Academics, Prospective Students, Current Students, Alumni, Research, and Online Degrees. The main content area is titled "Events" and includes a search bar and a "Submit an Event" button highlighted with a red box. A red arrow points to the "Submit an Event" button. The page also displays a list of events, including "Looking for Susanne K. Langer: A Digital..." and "Phonetic and phonological variation in vowel...".

You will be taken to another page with a form. Enter the details of your event. When you are done, click the “Add Event” button to save your event.

You will see an “Event Saved” box confirming you have successfully saved your event.

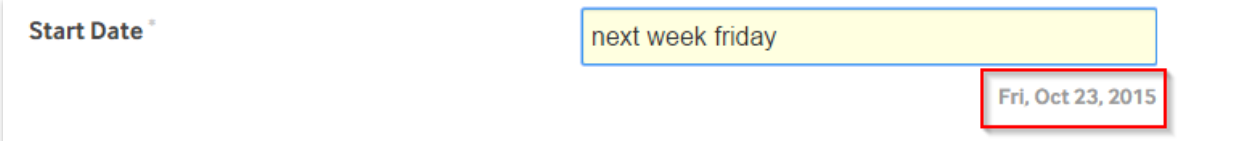


The Add Event page has a several features to help make the process easier. We will explain in detail below.

## FILLING OUT THE FORM

### START DATE

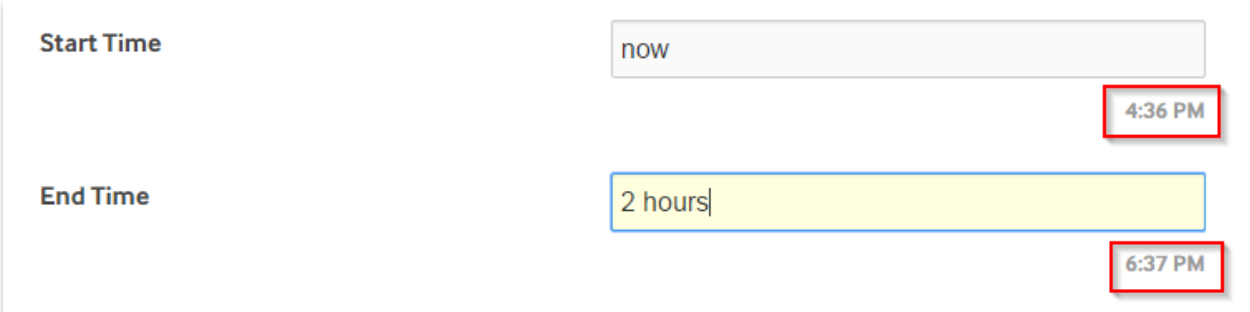
The Start Date box is very flexible and will take a number of options in addition to a standard date such as “Tomorrow”, “Next Month”, and “Oct 2”. The actual date being submitted will be confirmed under the date box in bold.



The screenshot shows a form field labeled "Start Date". The input box contains the text "next week friday". To the right of the input box, there is a small box containing the text "Fri, Oct 23, 2015" in bold, indicating the actual date submitted.

### START TIME & END TIME

The Start Time and End Time boxes are also very flexible and will take options such as “now”, “1 hour”, and “6p”. The actual time being submitted will be confirmed under the box in bold.



The screenshot shows two form fields. The first is labeled "Start Time" and contains the text "now". To its right is a confirmation box with the text "4:36 PM" in bold. The second is labeled "End Time" and contains the text "2 hours". To its right is a confirmation box with the text "6:37 PM" in bold.

### RECURS – RECURRING EVENTS

The Recurs option allows you to set up recurring events. It also gives you the ability to remove particular dates and tweak the times of these events all from the same page.

1. Choose how frequently the event will repeat.

A screenshot of a web form showing the 'Recurs' dropdown menu. The 'Recurs' label is on the left, and the dropdown is on the right. The dropdown is open, showing four options: 'Never' (highlighted in blue), 'Daily until', 'Weekly until', and 'Monthly until'. Below the dropdown is a small button labeled 'Add Dates to List'.

2. Enter an End Date for these recurring events.
  - a. If you chose "Daily Until", choose on which days of the week you'd like the event to repeat on.

A screenshot of a web form showing the 'Recurs' and 'End Date' fields. The 'Recurs' dropdown is set to 'Daily until'. The 'End Date' field contains 'dec 15th'. Below the date field is the text 'Tue, Dec 15, 2015'. At the bottom, there is a row of checkboxes for the days of the week: SUN, MON, TUE (checked), WED, THU (checked), FRI, and SAT. A blue button labeled 'Add Dates to List' is at the bottom right.

3. Click on the “Add Dates to List” to view a list of recurring events.

Recurs



End Date

Tue, Dec 15, 2015



SUN  MON  TUE  WED  THU  FRI  SAT

[Add Dates to List](#)



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Tue, Oct 20, 2015 4:36 PM - 6:37 PM  



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Thu, Oct 22, 2015 4:36 PM - 6:37 PM  



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Tue, Oct 27, 2015 4:36 PM - 6:37 PM  



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Thu, Oct 29, 2015 4:36 PM - 6:37 PM  



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Tue, Nov 03, 2015 4:36 PM - 6:37 PM  



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Thu, Nov 05, 2015 4:36 PM - 6:37 PM  



4. To remove a date from the list, click on the Trash Can Icon () next to that date.


Tue, Oct 20, 2015 4:36 PM - 6:37 PM  







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Thu, Oct 22, 2015 4:36 PM - 6:37 PM  

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Tue, Oct 27, 2015 4:36 PM - 6:37 PM  

5. To change the times for a specific date, click on the Pencil Icon () next to the date.

Tue, Oct 20, 2015 4:36 PM - 6:37 PM	 
Thu, Oct 22, 2015 4:36 PM - 6:37 PM	 
Tue, Oct 27, 2015 4:36 PM - 6:37 PM	 

An area to modify the Start and End Times will appear.

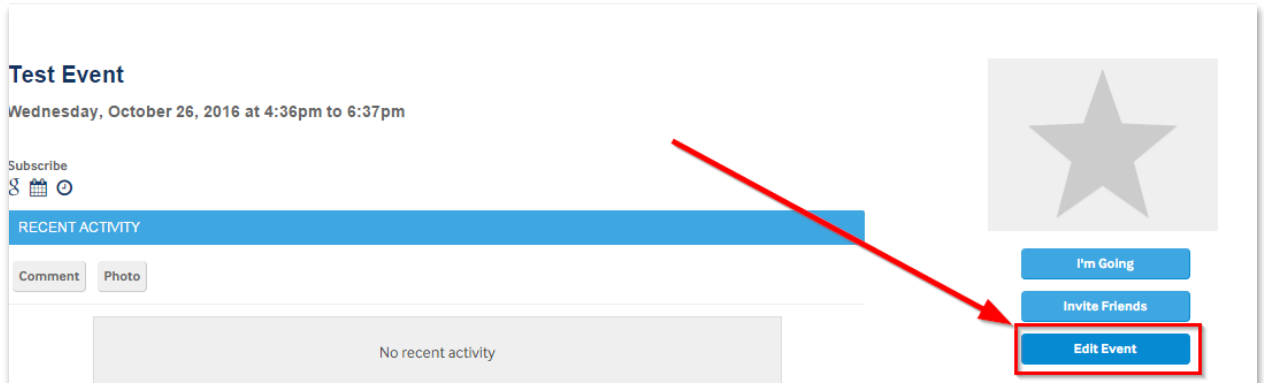
Thu, Oct 22, 2015 4:36 PM - 6:37 PM	
Start Time	<input type="text" value="1 hour"/>
	5:58 PM
End Time	<input type="text" value="6:37 PM"/>
	6:37 PM
	<a href="#">Cancel</a> <a href="#">Update</a>

## EDITING AN EVENT

Once you have submitted an event, you also have the ability to further modify or delete the event. *Note: You may only make changes to an event you have created. If you need changes made to or to delete an event you did not create, please contact the Web Team for assistance.*

### MODIFYING AN EVENT

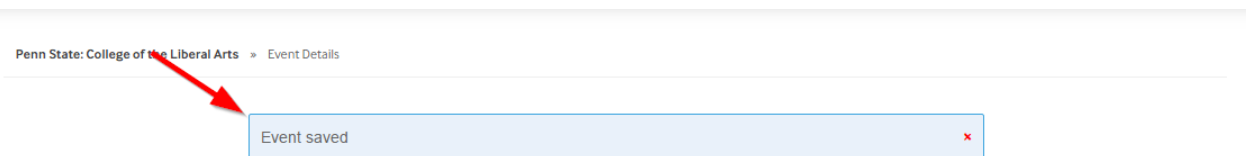
1. Navigate to your event. On the event page, click on the “Edit Event” button.



2. Make desired changes then click on the "Save Event" button to save your changes.

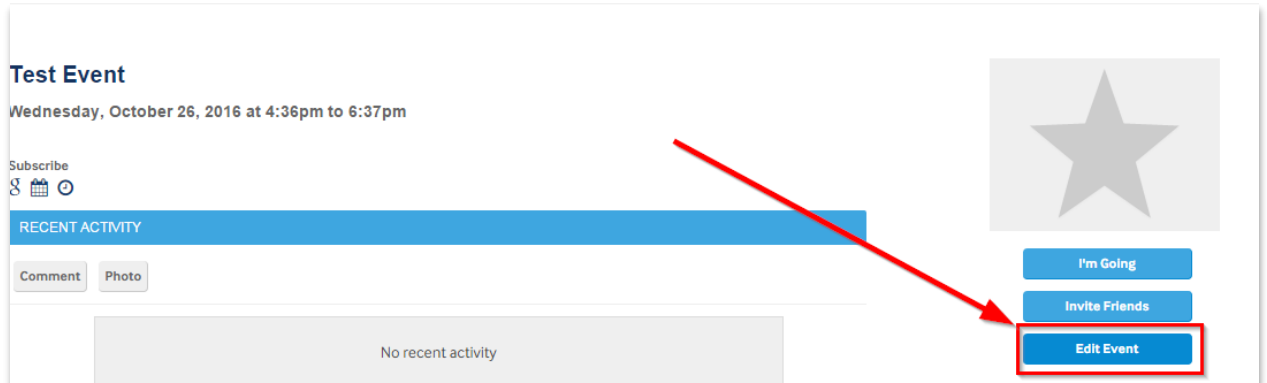
The screenshot displays the event editing form. It includes an "Upload" button at the top right. Below it are four input fields: "Department", "Group", "Ticket Cost ?", and "Ticket Link". At the bottom right of the form, there are three buttons: "Cancel", "Delete Event", and "Save Event". A red arrow points from the "Group" field area down to the "Save Event" button, which is highlighted with a red rectangular box.

3. You will see an "Event Saved" box confirming you have successfully saved your event.

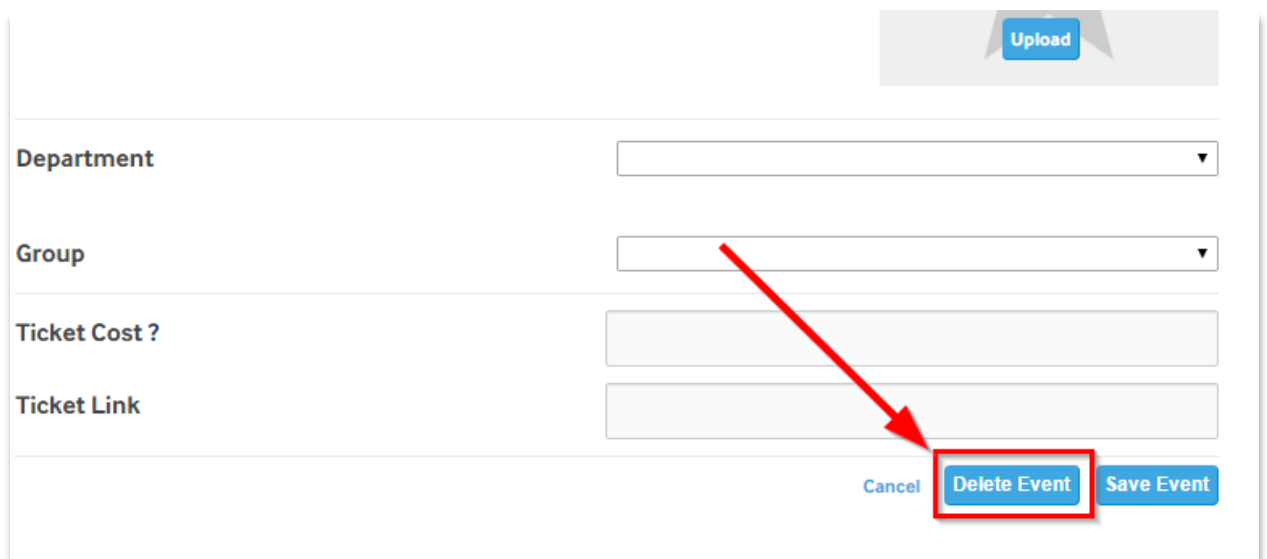


## REMOVING AN EVENT

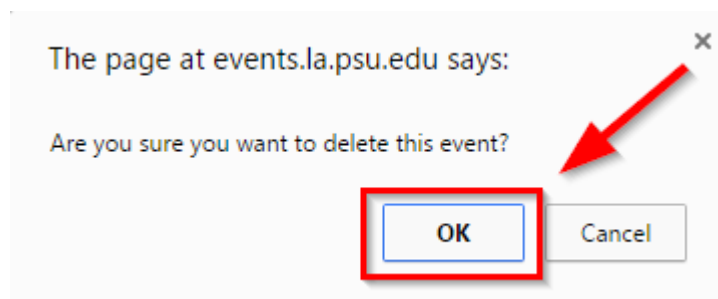
1. Navigate to your event. On the event page, click on the "Edit Event" button.



2. Scroll to the bottom of the page and click the "Delete Event" button.



3. A box will pop-up confirming whether you would like to delete this event. Click OK to continue. *Note: This is a browser pop-up and may look different than the one pictured below.*



4. You have successfully removed the event.