

UBCevents User Guide

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Events Calendar Structure

Organization

UBCevents is composed of hundreds of mini-calendars, each corresponding to a specific organization at UBC. All events for a particular organization can be posted within its own calendar. This allows each unit to have complete control over its own calendar. This format enables *UBCevents* users to easily find events hosted by a specific organization by clicking on the '[Find an Event Provider](#)' link on the *UBCevents* homepage.

Administrative Groups

Each organization's calendar has a limited number of administrators. They have the ability to add, edit and (if need be) delete events in their respective calendar. Please contact your organization for a list of accredited administrators.

Administrator Control

Occasionally, there will be requests for access to already existing *UBCevents* calendars. In these cases, the *UBCevents* team will verify the legitimacy of this new user by assessing his or her position and department. If there is any ambiguity, we will request your approval before creating any new administrative accounts. If you have any concerns, please let us know how you would like administrative requests to be approached.

Updating Administrative Accounts

Please notify the *UBCevents* team at info.events@ubc.ca of any necessary updates to your calendar's administrative accounts. With frequent turnovers, it is in your organization's best interests to keep your calendars up-to-date with current administrators.

Generic Administrative Accounts

A generic CWL account for an organization allows for efficient use and transferring of administrative accounts among the members of your organization. This option would be suitable for organizations whose administrators:

- (i) do not have CWL log-ins or
- (ii) have more than one turnover per year.

A generic CWL login can be created here:

<https://www.cwl.ubc.ca/SignUp/cwlsubscribe/SelfSubscribeIndex.do>. Select a "Basic" account when you are given the option to select an account type. Be sure to secure the new CWL username and password in a familiar location as the *UBCevents* team will not have any records of that information.

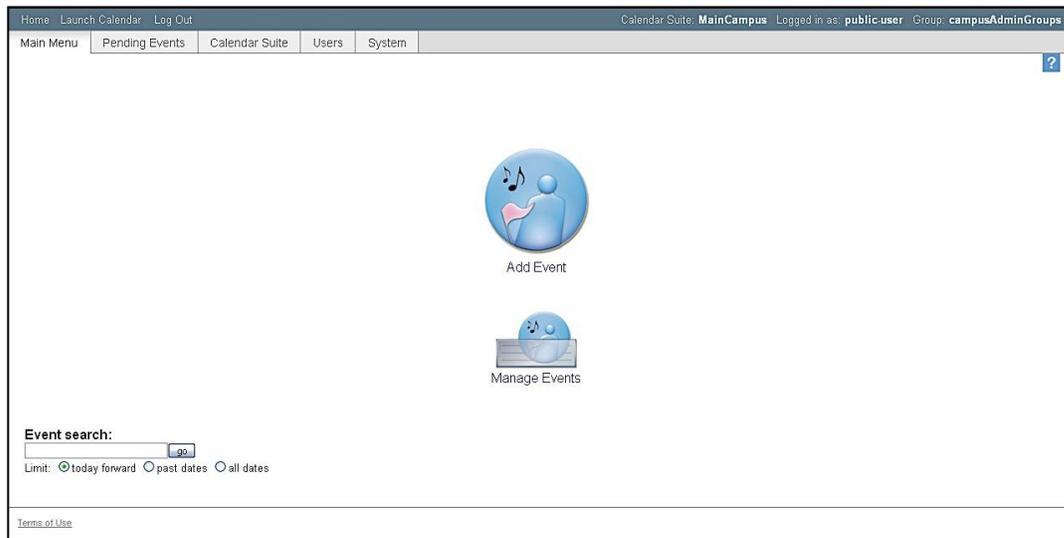
Getting Started

Logging in

Scroll to the bottom of the *UBCevents* homepage (www.events.ubc.ca). On the bottom left corner, click the 'CWL Login' button. Enter your CWL username and password to access your administrative account.

Main Menu

After you have logged in, the Main Menu is displayed.



At the Main Menu, you can choose to add a new event and/or manage existing events.

Note: The 'Manage Events' piece is finicky. It works for some users, but not for others. Please refer to [Posting an Event](#). To check that your event has been posted, see Event Posting Verification (page 9). To edit your event, see Editing Events (page 9-10).

Posting an Event

Choose a Calendar

Select the calendar of the organization hosting the event. Note that you will only see the calendar(s) that you administer.

Multiple Hosts

If multiple organizations are sponsoring an event, post the event on **one** calendar, rather than on all calendars. To acknowledge all sponsors involved, ensure that their names appear in the description field. As a result, any searches for those organizations will locate the event. If, however, the groups involved are using RSS feeds from *UBCevents* to populate an external website/calendar, the event must be posted within their own *UBCevents* calendar. Learn more about [RSS feeds](#) below.

Date and Time

Enter the date in the same format shown or use the calendar tool to select a date. If the event lasts the entire day, check off the 'all day' box.

The screenshot shows a form for setting event details. On the left, there are sections for 'Date & Time:', 'Recurrence:', 'Status:', and 'Effects free/busy:'. The 'Date & Time:' section includes an 'all day' checkbox, a 'Start:' field with a date picker (set to 'Apr 25, 2011'), time pickers (set to '12' and '00'), and a time zone dropdown (set to 'America/Vancouver'). The 'End:' section has radio buttons for 'Date', 'Duration', and 'This event', with a calendar pop-up showing 'April' and the date '25' selected. The 'Recurrence:' section has radio buttons for 'event recurs' and 'event does not recur'. The 'Status:' section has radio buttons for 'confirmed' (selected), 'tentative', and 'cancelled'. The 'Effects free/busy:' section has radio buttons for 'yes (opaque)' and 'no (transparent)'.

Recurrence

If the event is recurring, select the 'event recurs' radio button and refer to 'Editing Events' on page 9. If the event does not recur, select the 'event does not recur' radio button.

Status

Leave this field on its default selection, 'confirmed.' If, however, you know that event details will change, select the 'tentative' radio button.

Tentative events will be displayed differently on the events calendar. See tentative 'Test' event below.

The screenshot shows a list of events. The first event is 'Carl Beam: Carl Beam (1943-2005) was born in M'Chigeeng (West Bay) on Manitoulin Island. Of Ojibwa descent, he exerted a strong influence on a whole generation of Aboriginal artists and has been instrumental in the development of Canada's First Nations. He is renowned for his powerful combinations of traditional and contemporary art forms.' The second event is 'Test: Test' and is highlighted with a red box. The third event is 'Signed Without Signature: Works by Charles and Isabella Edenshaw: Opening Reception, Thursday, April 28, 10:00 am - 5:00 pm'. The 'Test' event is marked as 'all day' and has a hatched background.

Effects

This field is for *iCal* file downloads. Events flagged as ‘busy’ will block off time on a personal calendar/schedule; events flagged as ‘free’ will appear on the personal calendar/schedule but will not be blocked off.

Description

Enter a concise description of your event. You can also use HTML in this box to provide more dynamic content. For example, you can link to images or videos hosted on external sites.

HTML

You can use basic HTML coding in the description to assist with formatting of content as well as adding more dynamic elements to your events page. A useful guide to HTML can be found at www.htmlcodetutorial.com.

Considerations

When using HTML in the description field please take the following into consideration:

- iCal client applications may not support HTML/markup and simply export and display the code as text within the target iCal based event calendar.
- RSS feeding will render image markup fine, but it will ignore video markup (<object> tags). You can still link to videos hosted on an external site within the description.
- Design HTML coding in a way that minimizes the amount of information lost if a user cannot display the HTML.
- If content from a non-unicode compliant character set application is pasted into a Bedework event, the problem word(s) should be immediately visible. It is suggested that event providers carefully read through anything that is pasted to ensure that unreadable words are manually corrected.

HTML considerations will not be rendered by the UBC iPhone application.

Add Images

To insert an image, use the following piece of code in your description:

```

```

Add Videos

To insert a video, use the code provided in the ‘embed’ box on video hosting sites such as YouTube. Below is an example:

```
<iframe width="560" height="349"  
src="http://www.youtube.com/embed/IKs1zY-fvno" frameborder="0"  
allowfullscreen></iframe>
```

Change Font Colours

To change font colours, use the tags around the text you wish to alter. See the example below:

This text will be red

You can use either text or HEX/RGB values.

Miscellaneous

To ensure that the description for your event is as useful as possible to visitors of *UBCevents*, it is important to include the following information:

- Contact Information
- Specific Location – include room number and building name (for non-UBC campus locations).

Price

If there is a single price for admission, please include it in this text box. If there is differential pricing, please include it in the description as this field is only capable of displaying a few characters.

URL

If the event has a corresponding website, include the URL here. You **MUST** include the “http://” in the address for the link to function.

Location

This is to indicate the campus location of the event. There is an extensive list of buildings at the UBC Point Grey and UBC Okanagan campuses; UBC Robson Square is listed as its own building. Select a location from the list if appropriate. This field connects to the UBC iPhone application to display the location on a map. See page 16 to learn more about the [iPhone app](#).

Please add specific location details (ie. room number) in the description.

Contact

Please select ‘see description’ and enter the contact information into the description box.

Categories – subject and type

To view all the subjects and event types, click on the ‘show all’ radio button.

Here is the breakdown of the categories.

<input type="checkbox"/> Subject-Alumni	<input type="checkbox"/> Subject-PersonalAndProfessionalDevelopment-Staff
<input type="checkbox"/> Subject-Entertainment-Arts	<input type="checkbox"/> Subject-PersonalAndProfessionalDevelopment-Students
<input type="checkbox"/> Subject-Entertainment-Culture	<input type="checkbox"/> Type-Ceremony
<input type="checkbox"/> Subject-Entertainment-Media	<input type="checkbox"/> Type-Concert
<input type="checkbox"/> Subject-Entertainment-Music	<input type="checkbox"/> Type-Conference
<input type="checkbox"/> Subject-Entertainment-Social	<input type="checkbox"/> Type-Exhibit
<input type="checkbox"/> Subject-International	<input type="checkbox"/> Type-Festival
<input type="checkbox"/> Subject-Learning & Research-CommunityServiceLearning	<input type="checkbox"/> Type-Film
<input type="checkbox"/> Subject-LearningAndResearch-BusinessAndFinance	<input type="checkbox"/> Type-Fundraiser
<input type="checkbox"/> Subject-LearningAndResearch-CommunityServiceLearning	<input type="checkbox"/> Type-Information Session/Fair
<input type="checkbox"/> Subject-LearningAndResearch-HumanitiesAndSocialSciences	<input type="checkbox"/> Type-Lecture
<input type="checkbox"/> Subject-LearningAndResearch-LearningSupport	<input type="checkbox"/> Type-Meeting
<input type="checkbox"/> Subject-LearningAndResearch-ScienceAndTechnology	<input type="checkbox"/> Type-Party
<input type="checkbox"/> Subject-LearningAndResearch-Sustainability	<input type="checkbox"/> Type-Performance
<input type="checkbox"/> Subject-LifestyleAndSport-Athletics	<input type="checkbox"/> Type-Protest
<input type="checkbox"/> Subject-LifestyleAndSport-Health	<input type="checkbox"/> Type-Recreation and Intramurals
<input type="checkbox"/> Subject-LifestyleAndSport-Recreation	<input type="checkbox"/> Type-Reunion
<input type="checkbox"/> Subject-LifestyleAndSport-Spirituality	<input type="checkbox"/> Type-Seminar
<input type="checkbox"/> Subject-LifestyleAndSport-Wellness	<input type="checkbox"/> Type-Theatre
<input type="checkbox"/> Subject-PersonalAndProfessionalDevelopment-Community	<input type="checkbox"/> Type-Thunderbird Athletics
<input type="checkbox"/> Subject-PersonalAndProfessionalDevelopment-Faculty	<input type="checkbox"/> Type-Workshop

For the most accurate search results, select at least one option for both ‘subject’ and ‘type’. You may select more than two tags for your event, but ensure that they are representative of the actual event.

Example: I am hosting a concert fundraiser so I would select:

- Subject - Entertainment-Music
- Subject - Entertainment-Social
- Type - Concert
- Type - Fundraiser

Once the information has been filled out, press the ‘Add Event’ button to post the event onto *UBCevents*.

Event Posting Verification

To check if your event has been posted successfully, you can click on the ‘Launch Calendar’ link at the top left corner of the page to open up *UBCevents* in a new window.

You can also use the search option. Do not be alarmed if your event does not automatically appear – it takes a couple minutes for the events calendar to refresh through the large database.

Preferred Lists

When adding an event, some fields will have ‘show preferred’ and ‘show all’ options. ‘Show preferred’ will allow you to view all the items that you use frequently, while ‘show all’ will allow you to view all the options for that particular field.

Editing Events

The ‘Manage Events’ piece is quite is finicky – it works for some users, but not for others.

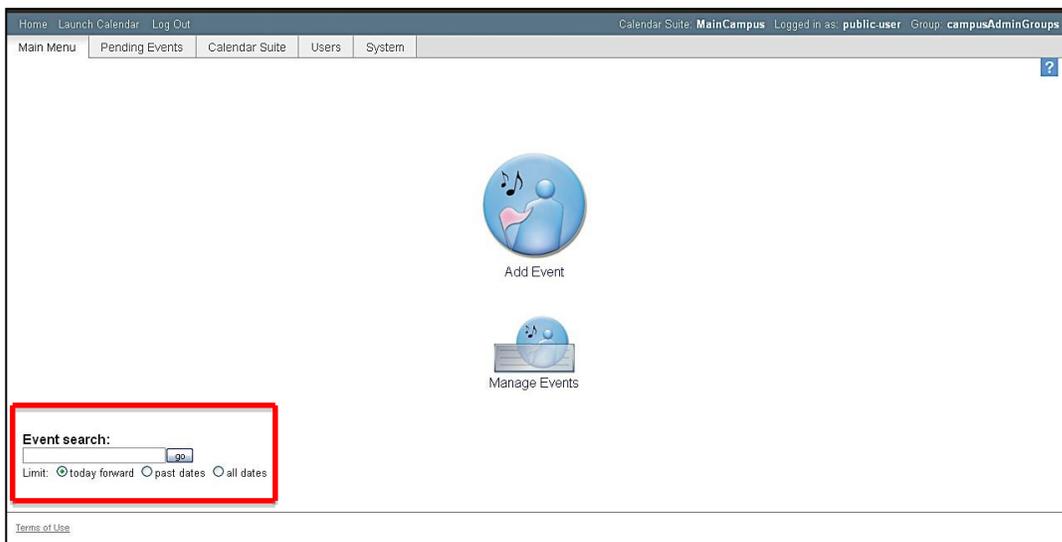
If the event information posted requires some changes, you can edit your event posting following these instructions:

If your ‘Manage Events’ piece displays your posted events:

Click on the event you wish to edit and you will be directed back to the event posting.

If your ‘Manage Events’ piece does NOT display your posted events:

1. Use the Search Box on the bottom left corner (indicated below) – Type the EXACT name of your event and put it in quotation marks.
2. Once you find your event, click ‘Edit Event’.
3. Save the event once you’ve made the changes.



Sample

This is a sample of a completed ‘Add Event’ form.

Event Information

Title:

Calendar:** or Calendar (all): descriptions

Date & Time: all day

Start: Date

End:
 Date
 Duration days or weeks
 This event has no duration / end date

Recurrence: event recurs event does not recur

Status: confirmed tentative cancelled

Effects free/busy: yes (opaque) no (transparent)

Description:

Enter all pertinent information, including the academic titles of all speakers and/or participants. (2500 characters max.)

Price: (optional: if any, and place to purchase tickets)

URL: (optional: for more information about the event)

Location:** or Location (all):

Contact:** or Contact (all):

Categories:** show preferred show all

<input type="checkbox"/> Type - Concert	<input type="checkbox"/> Subject - Entertainment - Arts
<input type="checkbox"/> Type - Seminar	<input type="checkbox"/> Subject - Entertainment - Social
<input type="checkbox"/> Subject - Learning And Research - Arts, Humanities And Social Sciences	<input type="checkbox"/> Subject - Learning And Research - Health
<input type="checkbox"/> Type - Theatre	<input type="checkbox"/> Subject - Lifestyle And Sport - Lifestyle
<input type="checkbox"/> Type - Thunderbird Athletics	<input type="checkbox"/> Orientations - Wellness
<input type="checkbox"/> Orientations - Careers and Leadership	<input type="checkbox"/> Type - Conference
<input type="checkbox"/> Orientations - First Year	<input type="checkbox"/> Subject - Learning And Research - Interdisciplinary
<input type="checkbox"/> Subject - Entertainment - Culture	<input type="checkbox"/> Type - Meeting
<input type="checkbox"/> Subject - Learning And Research - Sustainability	<input type="checkbox"/> Orientations - Study and Research
<input checked="" type="checkbox"/> Subject - Personal And Professional Development - Community	<input type="checkbox"/> Subject - Alumni
<input type="checkbox"/> Subject - Lifestyle And Sport - Wellness	<input type="checkbox"/> Type - Party
<input type="checkbox"/> Type - Performance	<input type="checkbox"/> Subject - Personal And Professional Development - Students
<input type="checkbox"/> Subject - Learning And Research - Community	<input type="checkbox"/> Type - Reception
<input type="checkbox"/> Type - Workshop	<input type="checkbox"/> Subject - Entertainment - Music
<input type="checkbox"/> Type - Lecture	<input type="checkbox"/> Subject - Learning And Research - Learning Support
<input type="checkbox"/> Subject - Personal And Professional Development - Faculty	<input type="checkbox"/> Type - Festival
<input type="checkbox"/> Subject - Personal And Professional Development - Staff	<input checked="" type="checkbox"/> Type - Information Session/Fair

Here is the resulting event page.



The screenshot shows the UBC Events page for an event titled "Test". The header includes the UBC logo, the slogan "a place of mind", and the text "THE UNIVERSITY OF BRITISH COLUMBIA" and "UBCevents". Below the header, there are navigation options for "Day" and "Week" views, and a calendar navigation for the "Week of April 24, 2011". A search bar and a "Show past events" checkbox are also visible. The event details are listed as follows:

Test	
When:	Monday, April 25, 2011 (all day)
Where:	UBC Point Grey Campus
Description:	Test Event
Cost:	Free
Contact:	See description
Calendar:	Student Development
Categories:	Subject - Personal And Professional Development - Community, Type - Information Session/Fair

Additional options include "Copy Event URL" and "Share/Download".

Recurring Events

The steps for posting a recurring event are more complex. Here is an example.

An event takes place on Mondays for July and August 2011. Each session starts and ends on the same day. However, the event skips a week due to BC Day.

First Instance of a Recurrence

Create the first instance of the event's series by following the steps to [Posting an Event](#) (non-recurring).

1. The first instance would be the first Monday in July 2011, so enter 'July 4, 2011' for the Start Date.
2. Use the drop-down menu next to the date to select the starting time for the event.
3. Under 'end', click on the 'date' radio button and enter 'July 4, 2011' for the end date. Be sure to also enter in the end time.
 - **Note:** Do not confuse the end date with the date when the recurrence stops. The end date is NOT August 29, 2011 (the last Monday in August).
4. In the 'recurrence' field, select the 'event recurs' radio button.
 - a. Under 'frequency', check 'weekly'
 - b. A field titled 'repeat' should show-up
 - c. Select the 'until' radio button and enter August 30, 2011 as the day when recurrence stops
 - d. **Note:** In order for the last Monday (Aug 29) to be the last instance of the recurrence, we need to enter 'August 30, 2011', rather than 'August 29, 2011', as the day that recurrence stops.

Recurrence: event recurs event does not recur

Recurrence Rules

show advanced recurrence rules

Frequency: <input type="radio"/> none <input type="radio"/> daily <input checked="" type="radio"/> weekly <input type="radio"/> monthly <input type="radio"/> yearly	Repeat: <input type="radio"/> forever <input type="radio"/> 1 time(s) <input checked="" type="radio"/> until <input type="text" value="Aug 30, 2011"/>
--	--

5. Fill-out the other fields as usual and press the ‘add event’ button when finished. The recurring event has now been created.

Exceptions to a Recurrence

In this example, the exception is August 1, 2011 (BC Day). There are two options to add the exception into the series.

Option 1. On the ‘Add Event’ form, fill in the ‘Recurrence and Exception Dates’ field.

- a. Enter ‘Aug 1, 2011’ in the date field.
- b. Select ‘add exception’.

Recurrence and Exception Dates

Recurrence Dates	Exception Dates	<input type="text" value="Aug 1, 2011"/>	<input type="text" value="12"/>	<input type="text" value="00"/>	<input type="text" value="America/Vancouver"/>	<input type="button" value="add recurrence"/>	<input type="button" value="add exception"/>
No recurrence dates	Date	Time	TZid				
	20110801	1200	America/Vancouver				remove

Exception dates may also be created by deleting an instance of a recurring event.

Option 2. Create an exception by deleting an instance of a recurring event from the series.

- a. Refer to the ‘Editing Events’ section (page 9), and select your recurring event from the list.
- b. Find the instance for August 1, 2011 and click on its title.
- c. Press the ‘delete’ button; once the instance is deleted, it will be listed as an exception.

Here is a screenshot of what you should see. Note that the event outlined in red needs to be deleted for the exception to occur.

Search Result		Search: <input type="text"/>	Limit: <input checked="" type="radio"/> today
1 result returned for "recurring event"			
relevance	summary	date & time	calendar
100% <input type="checkbox"/>	Recurring Event	July 4, 2011 4:00 PM - 5:00 PM	Student Development
100% <input type="checkbox"/>	Recurring Event	July 11, 2011 4:00 PM - 5:00 PM	Student Development
100% <input type="checkbox"/>	Recurring Event	July 18, 2011 4:00 PM - 5:00 PM	Student Development
100% <input type="checkbox"/>	Recurring Event	July 25, 2011 4:00 PM - 5:00 PM	Student Development
100% <input type="checkbox"/>	Recurring Event	August 1, 2011 4:00 PM - 5:00 PM	Student Development
100% <input type="checkbox"/>	Recurring Event	August 8, 2011 4:00 PM - 5:00 PM	Student Development
100% <input type="checkbox"/>	Recurring Event	August 15, 2011 4:00 PM - 5:00 PM	Student Development
100% <input type="checkbox"/>	Recurring Event	August 22, 2011 4:00 PM - 5:00 PM	Student Development
100% <input type="checkbox"/>	Recurring Event	August 29, 2011 4:00 PM - 5:00 PM	Student Development

Editing a Recurring Event

Refer to the 'Editing Events' section (page 9), and select your recurring event from the list.

Note: Clicking the 'master' link allows you to make changes to ALL instances. Clicking the 'instance' link (or on the event's title) allows the specific instance to be edited.

Editing a Series

You want to make changes to the entire recurring event. In the 'Recurrence' section, select 'edit master event' as indicated below. Edit the desired fields and select 'Update Event'.

Changes to a master event will only affect instances in which no changes have occurred. If you change a master event AFTER changing an instance, be sure to make the change within the instance as well.

Event Information

Title:

Calendar:** or Calendar (all):

Date & Time: all day

Start: Date

End:
 Date
 Duration days hours minutes or weeks
 This event has no duration / end date

Recurrence: This event is a recurrence instance. edit master event

Status: confirmed tentative cancelled

Effects free/busy: yes (opaque) no (transparent)

Description:

Editing an Instance

You want to change details of an instance in the series of recurring events. Select the individual event and edit fields as desired. Click ‘Update Event’.

Once you have changed an instance of a recurrence, any changes made to the master event will have to be made separately within the instances that have been changed.

RSS Feeds

Bedework, the software used for the calendar, automatically generates RSS feeds for all calendars within its structure. As a result, it is possible to pull events from any calendar to your own website. Please refer to the *UBCevents* [RSS Feeds Guide](#) for more detailed information.

You will find instructions to pull:

- Individual feeds from an event posting
- Feeds from **one** *UBCevents* calendar
- Feeds from **multiple** *UBCevents* calendars
- Feeds from *UBCevents* onto external websites

Feed Generator

UBCevents can provide event feeds to update your calendar automatically or display a calendar or list of events on a website. These Generators will create a link or some code based on your desired calendars and dates. Here are instructions for *UBCevents*’ calendar and feed generators: www.calendar.events.ubc.ca/ubc/generator/.

Digital Signage

[Digital Signage](#) refers, collectively, to the installation of flat-panel displays (TV’s) for the dissemination of information to the campus community. The Digital Signage project aims to bring together these individual displays via a common content management system.

A common system allows for messaging to be shared across the university, including the ability to facilitate the delivery of emergency information. Further to this, the use of one system allows for integration with other university systems to benefit all clients of the service.

Eligibility

Any UBC department or unit that is considering installing digital signage may participate in the Digital Signage project. If you don’t own signage, you can still provide content for the network.

Please note that due to the large community-wide audience and demand for promotional spots, not all requests will be accepted.

Submission

If you are interested in submitting content for the UBC Digital Signage network, click here for submission guidelines and content requirements:

digitalsignage.ubc.ca/submission/

iPhone Application

UBC's first iPhone app is now available for download. Students, faculty, staff and prospective students will be able to access up-to-date event information and news from around campus.

The app can also help users find their way around using a list of locations and maps. Prospective students can download the app to learn more about UBC, find program information and watch faculty and student testimonial videos. It also allows prospective students to connect with UBC and receive information about creating an account on [youbc](#).

UBC's mobile app will be an ongoing project and additional features will be added to future versions. UBC is working to make the app available in iPad, Blackberry, and Android formats in the very near future.

Download Here

To download the new application, visit: <http://tinyurl.com/4ts717k>.

Still Need Assistance?

User Sessions

Learn how to effectively use UBCevents by attending a user session. You will be able to post and edit events, as well as learn about all the other features of UBCevents.

Check your monthly email updates for the next user session.

The *UBCevents* team is also available for personal workshop sessions for you and your organization if requested.

Contact Us

If you have any questions or concerns, please email info.events@ubc.ca.

Additional Resources

If you scroll down to the very bottom of the *UBCevents* homepage, there are several resources that may be useful to you.

Submit an Event	About	Resources	Partners/Sponsors
<p>Authorized UBCevents users can log in to submit their events:</p> <p></p> <p>If you are a UBC-affiliated organization, we invite you to register to become an event provider:</p> <p></p> <p>Not sure if your organization is already an event provider? See the list of registered event providers.</p>	<p>» Contact Us</p> <p>» About UBCevents</p> <p>» FAQ's</p> <p>» UBCevents Blog</p> <p>» Follow Us on Twitter</p>	<p>» Guide to UBCevents</p> <p>» Register for an account</p> <p>» Event Facilities</p> <p>» Planning Resources</p> <p>» Web Developer Resources</p> <p>» Parking and Directories</p>	<p>» Public Affairs</p> <p>» A Place of Mind</p> <p>» The AMS - Student Society of UBC Vancouver</p> <p>» IT Services</p>

Guide to UBCevents

Here you will find the following documents:

- Promotional Opportunities – what *UBCevents* can do to help you promote your events
- New Event Providers: FAQ – commonly asked questions are answered
- Advanced Search Help
- And more!

Web Developer Resources

Look at the more technical aspect of *UBCevents*. Check out the guides for RSS feeds and *UBCevents*' RSS Generator.

Monthly Email Updates

As an administrator, you will be receiving monthly emails (to the email address with which you registered your calendar) with updates about *UBCevents*. The content can range from new UBC-wide regulations to discussions on how to improve your campus events calendar. All updates will be relevant to you as an event provider.