

Tips for Getting Your Event on a Published Calendar in 25Live:

Question: What is a "Published Calendar"?

Nothing more than a calendar:) 25Live uses the term "publish" anytime an event is sent (aka published) to a calendar.

Question: How do I get my event to appear on a published calendar?

When you create the event in 25Live, one of the screens in the Event Wizard asks you to select from a list of "categories". These categories are then used to create a query which is sent to the calendar publisher. To get your event to appear on a published calendar, simply select the appropriate category.

Question: How can I make sure my event does NOT appear on a published calendar?

The only way to be sure your event DOES NOT appear on a calendar is to select "Don't Display on Published Calendars" on the Categories page of the Event Wizard

Question: My department doesn't currently have a calendar but we would like one. What do we need to do?

Simply send an email to Amy Westra, Karen Smith AND Lauren Couls and request a calendar be built for you. It takes all 3 of us working together to create a calendar so please copy us all on your request.

Question: What if I messed up my initial request in 25Live?

Almost everything in your request can be edited. Information on how to edit an event can be found in the A to Z Index on the website. The only field that is not able to be edited is the Event Type. If you need to change the Event Type you will need to either change your event state to "Cancelled" or contact Amy Westra to have the event deleted from the system.

Question: What else do I need to know about creating events that will be published to a calendar?

How you enter the information will determine how it appears on a calendar. Many calendars are able to be viewed by the general public and it is imperative that we present our University in a professional manner to our community and to our peers. Therefore, please pay close attention to the following:

- Check your spelling
- Use CapiTal leTTers appropriately
- Think carefully about using acronyms and abbreviations– who knows what TBNSL means???
- If you have copied an event, remember to remove the words "Copy of" from the Event Name
- The most important fields to pay attention to are: Event Name, Event Title and Event Description.

Event Name – limited to 40 characters and will show EXACTLY as you have entered it so make it count

Event Title – is not limited so can continue with information that did not fit in the Event Name field but make sure it makes sense

Event Description – this information will be displayed so be careful what you enter here. Use correct spelling, grammar, complete sentences, etc. It is not wise to include people's contact information here unless you want that information to be accessible by anyone who views the calendar.

Final Tip: Be careful about using "insider language" in your requests. Insider language is anything that would make sense to an internal constituent but would not be understandable to someone outside of our organization.