Putting Events on the UMSU Clubs & Societies Calendar

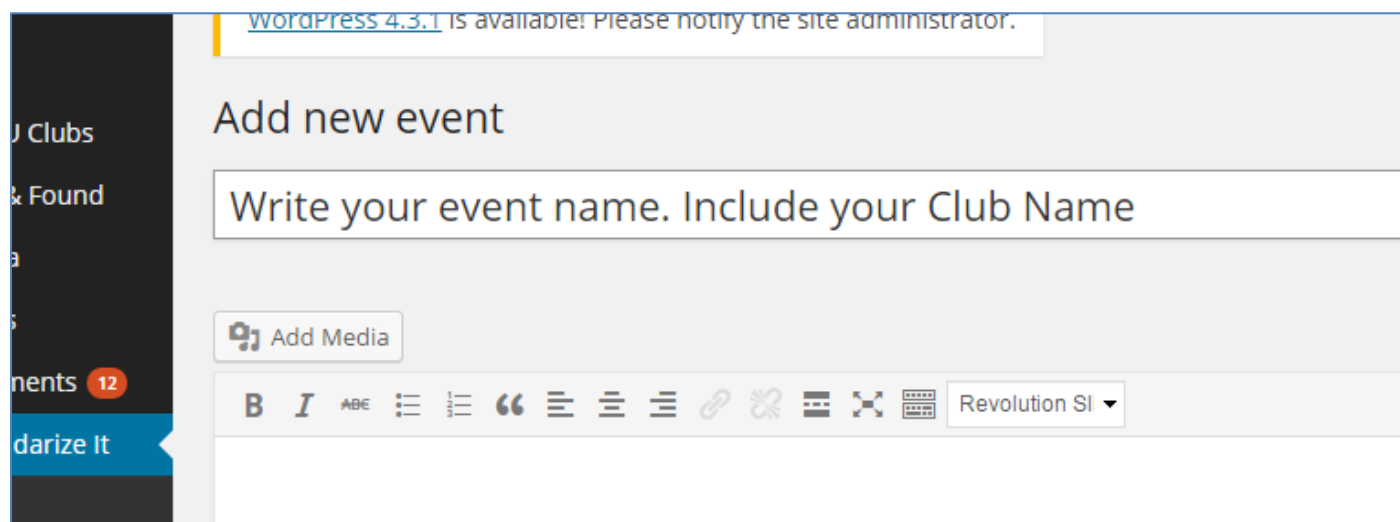1. Login here: **http://umsu.unimelb.edu.au/wp-login.php**

Your user name and password have been emailed to you. You should reset the password and keep the details confidential. The account is linked to your club email address, and any future reset of the password will be sent to that address.

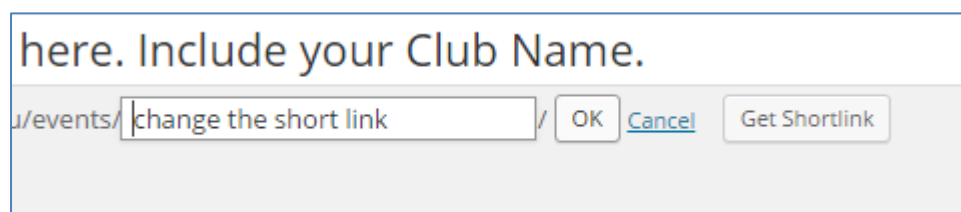2. To create events: Look for the **CALENDARISE IT tab** on the left hand side menu. Add New Event.
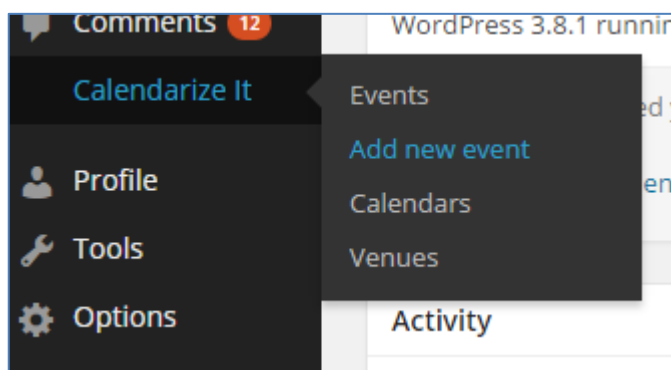
3. **TTILE**: choose a short title. Include your <u>club name in the event title</u>.

4. You can also edit the **URL / LINK.** Once you're done, **press OK**

5. **DESCRIPTION**: write the description of the event.

Write your event name here. Include your Club Name.

Permalink: http://umsu.unimelb.edu.au/events/write-your-eve...your-club-name/ Edit Get Shortlink

Add Media

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Write the Description of your event here. Remember, the idea is to give people details so they WANT to come to your event.

6. Tick the **CLUBS CALENDAR** on the right hand side

Calendars ▲

All calendars | Most Used

☐ Activities
☐ Burnley
☐ Campaigns
☑ Clubs
☐ Comedy Festival
☐ Creative Arts
    ☐ mudfest 2015
☐ Disabilities

+ Add calendar

7. Scroll down a bit and you'll see the **CALENDARIZE** section. Click on your event date (check you're in the right month) and a Date and Time box will appear.

December 2015

Wed | Thu

Calendarize Events

Date | Color | Calendar | Repeat

All-day ☐
Start | 2015-12-0' | at | 5 pm
End | 2015-12-0' | at | 6 pm
Repeat
Never (Not a recurring event) ▾

Reset settings | Cancel | Accept

You must enter all 4 fields (Start Date & Time, End Date & Time)

Enter Time in **24 hour time** (4pm is 16:00) or with **AM/PM** after the time. Otherwise events are advertised at 3 in the morning!

You can **create Repeating events** here too. Just make sure you put an end date in.

Press **Accept** and it will appear in the Calendar like this:

Dece

Tue

30 | 1

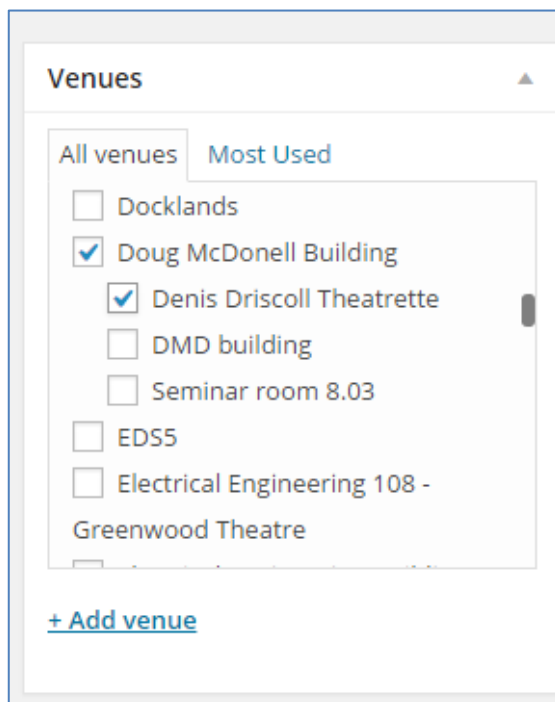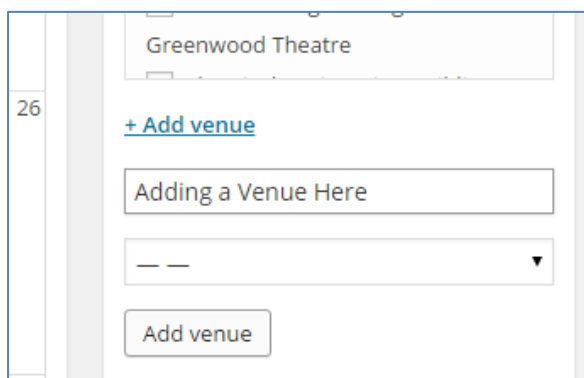5p Write your event name here. Include your Club Name.

8. Over on the right-hand side you'll see **VENUE.** Scroll down and you'll see a menu of venues.

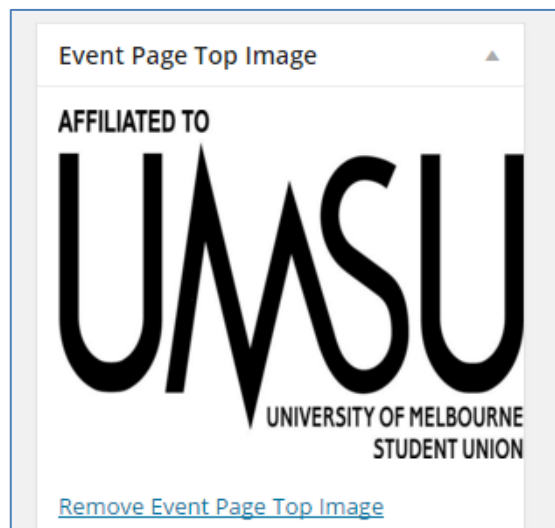   Choose the right venue so people can actually find your event!

   Consider putting complicated/extended venue information in the event description.
   If you a lodging an event for the calendar and you realise there are ticket pre-sales, why not make a calendar entry for the ticket sales too!
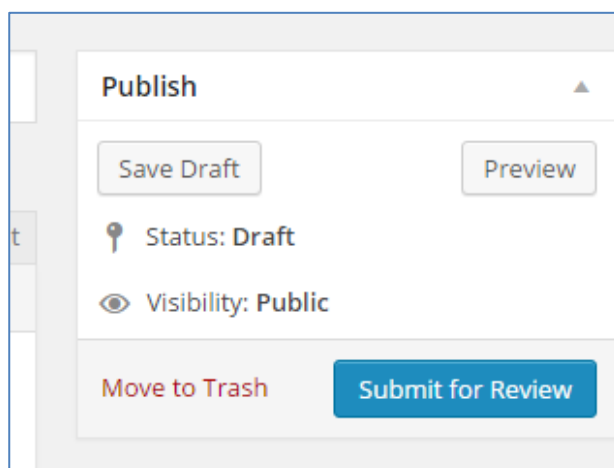
   If it's not already there, you can **Add venue**.

Venues ▲

All venues	Most Used

☐ Docklands
☑ Doug McDonell Building
   ☑ Denis Driscoll Theatrette
   ☐ DMD building
   ☐ Seminar room 8.03
☐ EDS5
☐ Electrical Engineering 108 - Greenwood Theatre

+ Add venue

Greenwood Theatre

26   + Add venue

Adding a Venue Here

— —   ▼

Add venue

9. If you want to add a picture scroll down until you see **IMAGE** (on the right hand side)**.** Upload the picture to the **EVENT PAGE TOP IMAGE** section. Don't worry if it looks a bit squashed! (This is just an example – put your club logo or other relevant image here!)

Event Page Top Image ▲

AFFILIATED TO

UMSU

UNIVERSITY OF MELBOURNE
STUDENT UNION

Remove Event Page Top Image

10. Go right back to the top and press **SUBMIT FOR REVIEW.**

Publish ▲

Save Draft   Preview

🔑 Status: **Draft**

👁 Visibility: **Public**

Move to Trash   **Submit for Review**

DO NOT WORRY ABOUT ANYTHING ELSE! (ignore the other tabs and options)

11. C&S will review your submission and publish it if it is complete.

Incomplete submissions DO NOT GET PUBLISHED. They get returned as a Draft to the club.

If published, it will appear on the Club & Societies Calendar of Events: **umsu.unimelb.edu.au/jump-in/clubs/events/**