

Instructions: Events (seminars, conferences etc)

Concepts

We add an event once (in its “home base”) and make it show up wherever it is relevant (e.g. on the home page, on the main calendar page, in one or more graduate programs...) by assigning keywords to it.

Most events have their “home base” within the “calendar” section. The only events that don’t have a “home base” in a subfolder of “calendar” are events that are not meant to be widely publicized, for example, talks by students for students, which have a “home base” in the relevant graduate program.

Listings of upcoming events are “smart”: once an event has finished, upcoming listings cease listing it. However, the event details are not deleted from the site: they are still available to be visited (the event is just not promoted any more).

How to add an event to the Huck Institutes website, or edit an existing event.

1. Log in (see separate instructions)
2. Go to the appropriate folder

Go to the folder that will be the “home base” of the event. Typically this will be a folder with a name that corresponds to the year when the event takes place. For example, neuroscience seminars scheduled for 2008 have a home base in /calendar/talks-and-seminars/neuroscience/2008

3. Add your event to this folder.

(a) In the green menu bar, click on the “add to folder” link and select an appropriate event type from the drop-down list that appears.

Depending on which folder you are in, one or more of the following event types may be available for you to add:

- event talk or seminar *note i*
- event student/internal talk or seminar *note ii*
- event conference or workshop (held at Penn State); use this one for symposia too *note i*
- event external conference or meeting (held outside of Penn State) *note ii*
- event student conference or symposium *note ii*
- event training or orientation *note i*
- event teambuilding or other *note i*

note i: these events will be promoted on the home page of the site and in the calendar section

note ii: events that are aimed at a restricted audience and hence are not to be advertised on the home page or in the main event calendar

(b) Fill in the boxes.

Pay particular attention to the instructions in grey under the title of each field.

The first box (labeled “Title”) (IMPORTANT)

What you enter here will be the last part of the URL of the event.

- *If you are adding a talk or seminar:* Enter the SPEAKER’S NAME here. Simply write the person’s name. Do not include titles, degrees or honorifics (e.g. Joanna Bloggs”, not “Dr Joanna Bloggs” or “Joanna Bloggs PhD MD”).
- *If you are adding some other kind of event:* Enter the name of the event here. Note that if the event has a long name, you will probably want to enter a short version of this name initially so that the URL doesn’t get ridiculously long, save the event, then immediately edit it to amend the Title to be the long version of the event name. For example, let’s say we want to add details of a conference called “The 15th annual Penn State Symposium on Sleep Disorders: Insomnia – manifestations and causes”. If we entered the whole thing, we’d end up with a URL that contained this: the-15th-annual-penn-state-symposium-on-sleep-disorders-insomnia-manifestations-and-causes ... While there is nothing strictly wrong with this, it is somewhat unwieldy! To generate a more user-friendly URL we’d put something shorter in the Title field when we first add the event, such as “Sleep disorder symposium”. When we save the event, the URL is

automatically created from this Title field (sleep-disorder-symposium). We can then edit the event and replace the short name with the long one we want to use when promoting it ("The 15th annual Penn State Symposium on Sleep Disorders: Insomnia – manifestations and causes")

Speaker's institution/affiliation (Talks and seminars only)

Just write the name of the University or organization that the speaker is affiliated with. Do not include department names. Do not use parentheses. If someone is at Penn State, just write "Penn State".

Description (IMPORTANT)

- *If you are adding a talk or seminar:* enter the title of the talk in "Description" field (note: do NOT enter the talk title in the field called "Title"). If you don't have a talk title yet, write "Title to be announced" in the description field (IMPORTANT: not "TBA", "title pending" or some other wording). You can always come back and edit this later on. Please only use capital letters for proper nouns and other things that are normally capitalized when writing a full sentence. Don't capitalize every word of the title: this makes it hard to read on-screen.
- *If you are adding some other kind of event:* What you write in the Description field will appear on the home page, on the main calendar page, and (where relevant) in the little boxes on the right-hand side of other pages. Therefore, it needs to provide key details about the event, to allow people to decide whether it's worth clicking thru for more information. Limit yourself to a maximum of 5 short sentences (fewer is better) that summarize and "sell" the event. Write in note form, and in the active voice. For example: "A two-week intensive laboratory workshop supplemented with lectures and discussions. No previous laboratory experience necessary. Open to Penn State faculty, staff and students (cost: \$500) and to people from outside Penn State (cost: \$1000). Space is limited, so apply early."

Event URL (Optional)

- *If you are adding a talk or seminar:* This is the full address of a website with more information about the speaker.
- *If you are adding some other kind of event:* If this is an event that has its own website, enter the URL of the website here. If the event has no website, leave this field blank.

Please make sure that you include "http://" in the web address (e.g. http://www.ciddd.psu.edu/people/bio_read.html not www.ciddd.psu.edu/people/bio_read.html)

Event location (IMPORTANT)

Where the event is taking place. If it's being relayed by video to another location, you can also indicate that here if you want (e.g. Lecture Room D, College of Medicine / Room 301D Life Sciences Building)

Event starts and Event ends (IMPORTANT)

Choose the date and time of the event from the drop down lists.

Event body text (Optional)

Here you can add as much – or as little – information as you wish. It's OK to leave this field entirely blank if you want. Or you could post an abstract, a picture, an agenda or other text. You can also add hyperlinks to other pages/sites should you wish. For example, if it's a talk or seminar hosted by someone specific, you could enter the host's name here and hyperlink to a web page about them.

- *To hyperlink from text in this field to another page on the Huck Institutes website.* Type in the text that you want to be the link. Highlight this text using your mouse. In the green bar at the top of this field, click on the symbol that looks like a couple of chain links. In the window that appears, you can browse to the page that you want, or you can search for it (search box in top right of pane). Once you've found the page you want to link to, click OK.
- *To hyperlink from text in this field to a page on another website.* Type in the text that you want to be the link. Highlight this text using your mouse. In the green bar at the top of this field, click on the symbol that looks like a globe. Enter the URL you want to link to in this field. Click OK.

Keywords (IMPORTANT)

This is where you can assign keywords that determine where the event is displayed. Select an appropriate word or phrase (rarely, more than one) from the list (see the end of this document for a reference list of keywords)

- If you want to choose more than one keyword, you can – just hold down the “Ctrl” key (PCs) or “Apple” key (Macs) while clicking on the second and subsequent keywords.
- If you don't see appropriate keyword(s) in the list, or you don't know which one(s) to select, contact the Huck Institutes web team.

Contact details (Optional)

- Add details here if you want one specific person to be named as a contact for the event under a heading that says something like “Questions? Want to meet with the speaker” (talks and seminars) or “Queries or comments about this event?” (other types of event).
- Note that you can't just add an email address or phone number without also adding a specific name.
- Only one person can be named. If you want to add more than one person as a contact, then you can do so by entering details into the “Event body text” field instead of here.

Related items (Optional)

You will rarely want to use this field. (Essentially, it allows you to link to something else on the Huck Institutes website. For instance, if there were twin events with different event listings, the “related items” field could be used to make sure that event A was promoted on the page about event B and vice versa)

4. Save the event

Click “save”. By default, your event will appear on the public site as soon as you press “save”. Therefore, once you have saved the event, immediately review the details that are displayed in case they contain any errors.

If you would like to amend the event details in any way, click on the “edit” tab, make necessary changes, then “save” again. For example, if you entered an event with a truncated “Title” field (see above), you will need to go back in and change the Title field to the full version of what you want people to see.

Contact the Huck Institutes web team if you don’t want your events to be publicized immediately when you create them.

5. Check that the event appears where you think it should appear

Your event will automatically be pulled into relevant areas of the site, depending on the keywords assigned to it. Therefore, check that it is appearing where you think it ought to appear.

Troubleshooting Tip: If your event is not appearing where you think it should, double check that you have selected the correct keywords for the event. **Do NOT add the event again!**

If you encounter problems, contact the Huck Institutes web team.

6. You can go back in and edit your event at any time (even after it has taken place)

- Log in if you’re not logged in
- If you see the event listed in front of you somewhere you can just click on it
- Otherwise, go to the “home base” for the event and click on the “contents” tab—this shows you all the events in the folder.

Once you are viewing the event, click on the “edit” tab to edit it. If you don’t see the edit tab:

- You are not logged in
- You don’t have permissions to edit this event; contact the Huck Institutes web team if you think you ought to have permissions.

7. Abandoning an event you are adding

If you start to add an event and then realize you don't have all the details for it, you can do one of several things.

- a. Cancel the addition of the event rather than saving it
 - Rather than pressing "save", press the "cancel" button.
 - However, you may already have spent time entering some details. Rather than losing these altogether (which is what happens when you cancel), try option B instead.
 - If you DO cancel, make sure that an empty event hasn't saved by mistake. Sometimes, the cancel doesn't work properly: rather than canceling, the system adds an empty event. Therefore, go to the "contents" tab of your folder and scroll down so you can see all the things listed. If you see an entry that looks like this "[...]", it means that that an empty event has been added. If you see an event like this, click the little square box to the left of it, make sure NOTHING ELSE is selected, and click the "delete" button. This will get rid of it. Alternatively, you could make this event private (see 7B). Then when you next need to add details of an event in this folder, instead of adding a new event you could simply edit this one.
- b. Add what details you can, save, then make it private
 - Immediately after you save the event, in the green navigation bar click on the arrow next to "public draft". In the dropdown box that appears, you will see an option "make private". Select this.
 - The "public draft" option in the green menu bar now says "private" (in red text). This means that only you and other people with permissions to add and edit things in this folder can see the item. The public can't see it.
 - You can go in and edit the event at any time.
 - When you are ready for the public to see the event, click on the arrow next to "private" in the green navigation bar and select "make visible".

8. What to do if an event is canceled

If an event has been canceled (aka no longer being held) you do not want to delete it from the site as people may have bookmarked it for reference. Instead you want to edit the event and change the description to read "Canceled". Other options are:

- Event canceled
- Event canceled due to inclement weather
- Event canceled due to unforeseen circumstances

Appendix: what keywords to assign to events

Keywords for talks and seminars

- Distinguished Lectures in Life Science: “distinguished lecture”
- Ecology seminars and colloquium talks: “ecology”
- Huck Graduate Program Seminars: “inter program”
- Infectious Disease Dynamics seminars: “infectious disease dynamics”
- Microbiology and immunology: “microbiology”
- Neuroscience: “neuroscience”
- Physiology – Cellular and Molecular Physiology (HY): “cellular and molecular physiology”
- Physiology – Noll Physiological Research Seminars (UP): “noll”
- Plant biology: “plant biology”
- Veterinary and Biomedical Sciences: “bortree”
- Other talks and seminars: “misc” or “chemical ecology” (for chemical ecology seminars) or “rock ethics” (for talks co-sponsored by the Huck Institutes and the Rock Ethics Institute) or “center for cellular dynamics” (for ccd seminars)

Keywords for conferences & workshops, training & orientation events, and other events

You don't need to assign keywords to make the event show up in the calendar section, but you do need to assign them to get the event to show up in sections for relevant graduate program(s) or a facility: choose keyword(s) that match the name of the graduate program or facility, then check whether the event appears in the right place. If it doesn't, contact the Huck Institutes web team.

If you want an event to show up on the main facilities page, as well as on the main page for every facility (e.g. the Facilities Showcase event), give it the keyword “facility”