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| **Use Case Name:**Posting upcoming events to the NIU calendar. | | **ID:**NIU-EVT-01 **Priority:** High | |
| **Actor:**NIU Events Management | | | |
| **Description:**Planned upcoming events are posted along with additional information such as date and time, location, department and additionally choosing the category of a specific event. | | | |
| **Trigger:**  **Type:**External. | | | |
| **Preconditions:**  1.Event confirmation along with organizing dates.  2.The event may be categorized with any specified constraints.  3.Events database is up-to date. | | | |
| **Normal Course:**   1. NIU events planning team plans events with the specific department precisely based on availability. 2. The events plan is submitted to events management team of NIU 3. The system verifies categorized events and whether the events have any requisites or constraints.   (Alternative courses 1.1)   1. The team enrolls events to NIU calendar. 2. The registration timeline is determined and enabled on portal. 3. Based on the event's registration constraints the events are posted to all the specified departments. | | **Information for Steps:**  2)Event confirmation.  3) Event details  6) Accessible departments information. | |
| **Alternative Course:**  1.When category of the events is not defined  1a. The events description is analyzed to manually choose the category.  2. If Department is not provided.  2a. The default option “NIU Community Reach“ is chosen.  3. The system follows the normal course | |  | |
| **Postconditions:**  1.Added events notification is sent to appropriate department and its members | | | |
| **Exceptions:**  **E1**:Events can be postponed, cancelled, or can be kept on hold until further notice   1. Events are blocked from accepting registrations until officially confirmed by events planning team or organizing department. 2. Further modifications are done to the events and notified to the NIU community. 3. If events are cancelled the registered group is notified on the update. | | | |
| **Summary Inputs** | **Source** | **Outputs** | **Destination** |
| Event details and confirmations | NIU events database | Publishing of events to all NIU sources  Access to registrations to NIU community | NIU portals  NIU Communication Sources |