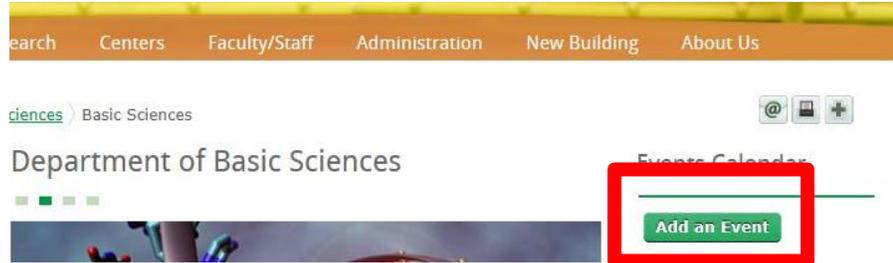


# Adding an Event to the Department Calendar

Start at <http://www.med.und.edu/basic-sciences/index.cfm>

Do not use MS Internet Explorer

1. Click the "Add an Event" Button.



2. Sign in using your IDM username & password.

A screenshot of the "Existing User Login" form. It contains two input fields: "Username:" with the placeholder text "first.last" and "Password:" with a masked password "••••••••". Below these fields is a "Login!" button. A link labeled "New User Sign-Up" is highlighted with a red rectangular box.

If it is your first time posting to the calendar, click the "New User Sign-Up" link and provide the requested information. (Asterisked items are required)

Note: Phone number MUST be in The XXX-XXX-XXXX format.

Click Save.

A screenshot of the "Add New User" form. It contains several input fields: "First Name:", "Last Name:", "Organization:", "Address Line 1:", "Address Line 2:", "Address Line 3:", "City:", "State:" (a dropdown menu with "Select a state..." selected), "Zip Code:", "Phone:", "Email Address:", "Username:", "Password:", and "Re-enter Password:". Asterisks (\*) are placed to the right of the First Name, Last Name, Phone, Email Address, Username, Password, and Re-enter Password fields. A "Save" button is located at the bottom of the form.



4. Select 1-3 Categories for your event. See attached page for category explanations.

**Event Category (please choose 1-3)**

- [Class Event](#)
- [Clubs / Nightlife](#)
- [Comedy](#)
- [Community Event](#)
- [Concert / Live Music](#)
- [Conferences](#)
- [Culture](#)
- [Dining Event](#)
- [Fair / Festival](#)
- [Health & Wellness](#)
- [Holiday](#)
- [Housing](#)
- [Kids & Families](#)
- [Lectures / Seminars](#)
- [Meetings](#)
- [Movie Event](#)
- [Museum / Gallery Exhibit](#)
- [Notice](#)
- [Shopping Event](#)
- [Social / Hobby Clubs](#)
- [Special Event](#)
- [Sports](#)
- [Theater Event](#)
- [UND Alumni](#)

5. Select a calendar to add your event to.

- a. On the “Select a Calendar” drop down, select “Basic Sciences.” This will add it to our department’s website calendar, as well as the calendar on the main UND page.
- b. Click Save.
- c. You’re done! An email is sent automatically to Mike to review and approve the posting.

**Add to Calendar**

Select a Calendar

**Add to Calendar**

Select a Calendar

- Education & Human Development
- Engineering & Mines
- Law
- Featured Law Events
- Law Dates & Deadlines
- Law Faculty & Staff
- Law Student Organization
- Medicine & Health Sciences
- Basic Sciences**
- Featured SMHS Events
- Medical Laboratory Science
- Medical Student Events
- Surgery
- Nursing
- School of Graduate Studies
- Conflict Resolution Center
- Dining
- Residential
- Retail
- Med School Snack Bar

## Important Points

- Before you add your event, be sure to check the calendar to make sure it isn't already posted.
- It is to your benefit to always add images and media to your events. An image makes your event more attractive to viewers, while multiple images make your event interactive. It also enables your event to be promoted on the UND News site since Editor's Picks and Featured UND Events need to have accompanying quality images.
- Uploading entire flyers/posters as your event image usually results in the image being too small to read the text, and the important images being too small to use as an Editor's Pick image. Instead use only the important, descriptive images from your poster/flyer separately. Clip art graphics do not usually make good choices for event images.
- Event names should not sound like article titles. For example, "Professor Nichols to speak on injustice in Apartheid South Africa" would make a great article title for a press release or U-letter, but for the event title, try using the title of the speech with perhaps the name of the speaker such as "Professor Nichols: The Wide Divide" instead.
- Be as descriptive and appealing as possible in your description text. For example, instead of "Lunch with the speakers" as a description, how much more appealing and informative is it to say "Enjoy a round-table box lunch with the Hultberg speakers. Lunch will include your choice of a ham, turkey or vegetarian sandwich, side salad, cookie, chips and a beverage. Please RSVP to [example@mail.und.edu](mailto:example@mail.und.edu) with your choice of sandwich by May 3."
- Make it appealing to the public. A direct copy of your press release into the description section might not be the most appealing or easy to read for potential attendees.
- Do you have more information on your website? Be sure to include the direct link to the event in the Website field.
- Events that are not marked as internal will also display on calendars above it in the calendar hierarchy. This means that you only need to mark it on the most applicable calendar. For example, an event on the Group Exercise calendar will also display on the UND Wellness Center, UND Health and Wellness and UND calendars. If the event is applicable to a group outside the hierarchy, it will need to be added to that calendar as well.
- The maximum image file size is 1Mb.
- The system will log you out after 30 minutes.

## Event Categories Explained

[Class Event](#) – community classes and continuing education classes. Ex: GF Library Computer Classes, OLLI@UND classes, community painting classes and deadlines for registration for such events. Not a place for scheduled UND for credit classes.

[Clubs / Nightlife](#) - Area nightclubs and Nightlife events.

[Comedy](#) - Comedy clubs and comedy events.

[Community Event](#) - Community events. A good "catch all" category for events that are open to the community.

[Concert / Live Music](#) - Concerts and live music, symphonies to club bands.

[Conferences](#) – All conferences, community and UND related. Ex: GIS Conference, NDEA Conference.

[Culture](#) - Cultural events, such as International Programs Culture Nights and other events to promote cultural education.

[Dining Event](#) – Ex: French Fry Feed, Years of Service Luncheon, Taco Feed fundraiser, special Dining Center events.

[Fair / Festival](#) - Fairs and festivals. Ex: Job fairs, Music Festivals, Kid Fest, health fairs.

[Health & Recreation](#) – Events that involve or promote a healthy lifestyle and/or recreation activities for people to participate in. Ex: Golf tournaments, swimming classes, intramural sports, health fairs, races and HealthTrip activities.

[Holiday](#) – This category is for actual holidays and holiday related activities. Ex: Christmas, Christmas Break at UND, Christmas concerts.

[Kids & Families](#) - Family friendly or child specific events.

[Lectures / Seminars](#) - Lectures and seminars that are open to the public to attend individually. If the lecture/speaker is part of an overarching conference that only conference attendees may go to, please list the speaker as part of the activities under the conference event. Ex: Faculty Lecture Series, Alumni Speaker Series, Hultberg Lecture, Great Conversations, UPC speakers.

[Meetings](#) – Meetings where the public is invited to attend. Ex: UND Alumni Association Annual Meeting, Humane Society Annual Meeting, Speak Up for Your Library Meetings.

[Movie Event](#) - Events around special movie showings, not general movie listings. Ex: UPC movies, Movie Mania at the Fire Hall, Movies at the Library.

[Museum / Gallery Exhibit](#) - Museum and art gallery exhibits. Ex: NDMOA Exhibits, Third Street Gallery Exhibits, Clothesline Project Exhibit.

[Notice](#) - Notice of an upcoming date or deadline that is not itself a participatory event. Ex: Registration or application deadlines, Office closings (should also be marked internal).

[Shopping Event](#) - Shopping events. Ex: Farmer's Markets, Ceramic Student Pottery Sale, Special vendors at the Union.

[Social / Hobby Clubs](#) – Ex: book clubs, cooking clubs, Greek Life events, Student Org events (not meetings unless marked as internal events).

[Special Event](#) - Special events and ceremonies. Ex: Commencement, State of the University, State of the City.

[Sports](#) - Spectator sports. Ex: UND Athletic events, NHL exhibition games, Roller Derby matches. The difference between Sports and Health & Recreation events is if you are advertising the event for people to come and watch it falls under the "Sports" category. If you are advertising the event for people to participate, then it falls under the "Health & Recreation" category. A Roller Derby match would be a "Sports" event, a Roller Derby tryout would be a "Health & Recreation" event.

[Theater Event](#) – Ex: Plays, musicals, auditions.

[UND Alumni](#) - Official UND Alumni events.

Major events may also have their own temporary category (Homecoming, Welcome Weekend, etc). If your event is part of a larger series, make sure to select the appropriate category.