Quick Start Guide:
College Events System

For more comprehensive documentation, visit go.ncsu.edu/chass-events

Submitting an Event

1. Go to the calendar where you want to submit an event.
   Example: English calendar (english.news.chass.ncsu.edu/events)
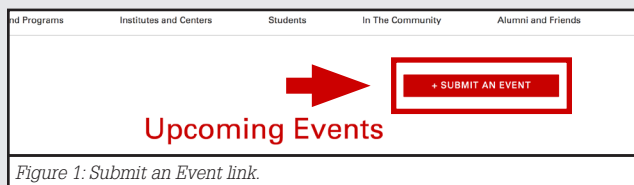2. In the top-right corner of the page, click **Submit an Event.**

Figure 1: Submit an Event link.

3. Log in using your NC State credentials.
4. Provide an event title, description and excerpt.
   Note: *The excerpt, a short summary of your event, will be used alongside your event title.*
5. Add or create a Venue (where your event will be held) and an Organizer (who is organizing your event).
   Note: *Venue and Organizer are required fields.*
6. Select other calendars to share your event with.
7. Click **Publish**.

Adding Submitted Events

1. From the Dashboard, click **Events** > **Manage My Calendar**.
2. Click **Submitted for Approval** to view events shared with your calendar (see **Figure 3**).
   Note: *Use this view to manage events submitted to your calendar by users and other calendar administrators. Submitted events will not appear on your calendar until they are accepted.*
3. Under the event title, click **Accept** to add the event to your calendar or **Reject** to remove the event from the list of pending items.
   Note: *Should you choose to reject a shared event, the event author will not be notified. Once accepted, events will be published to your calendar.*
4. OPTIONAL: To contact an event author, hover your mouse over their name and click **Email**.

Figure 3: Submitted for Approval view.

Logging in to Manage Events

1. Go to your calendar's WordPress Dashboard.
   Note: *Dashboards are accessible by adding the slug, "wp-admin," to the end of your college calendar URL. For example: https://english.news.chass.ncsu.edu/wp-admin.*
2. Log in using your NC State credentials.
3. On the left menu, click the **Events** tab. (see **Figure 2**)
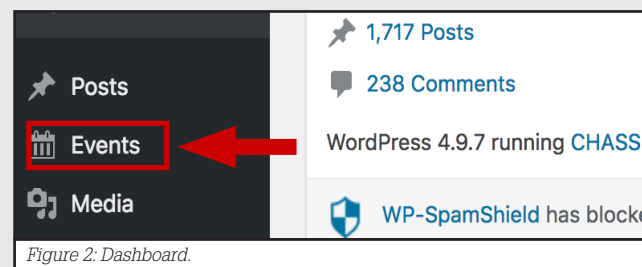

Figure 2: Dashboard.

Managing Events On Your Calendar

1. From the Dashboard, click **Events** > **Manage My Calendar**.
2. Use the **Manage My Calendar** view (see **Figure 4**) to edit, publish and delete events already on your calendar.
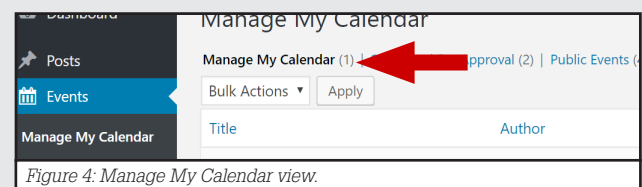   **Note:** *This view only shows events currently on your calendar.*

Figure 4: Manage My Calendar view.

Adding Events From Other Calendars

1. From the Dashboard, click **Events** > **Manage My Calendar**.
2. Click the **Public Events** view to see events published across all Humanities and Social Sciences calendars.
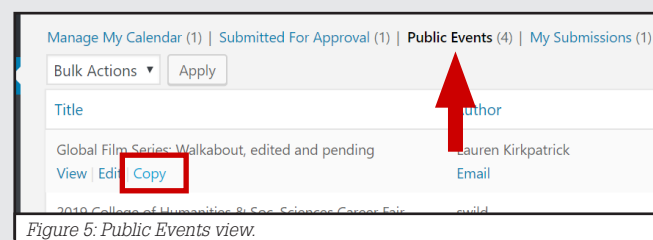3. To add a relevant event, not already submitted to your calendar, click **Copy** under the event title (see **Figure 5**).

Figure 5: Public Events view.