

HOW TO CREATE, EDIT, AND TAG YOUR EVENT¹

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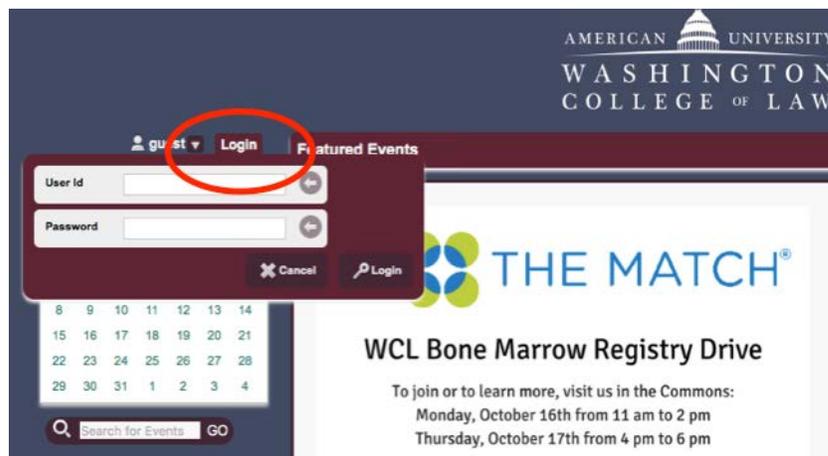
¹ Last updated October 9, 2017. This toolkit is subject to periodic updates. Please contact Shayan Davoudi, sdavoudi@wcl.american.edu, should you have any questions about this toolkit.

HOW TO LOGIN

1. Go to <https://calendar.wcl.american.edu> (AUWCL Master Calendar)

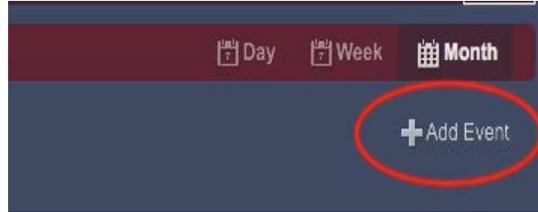
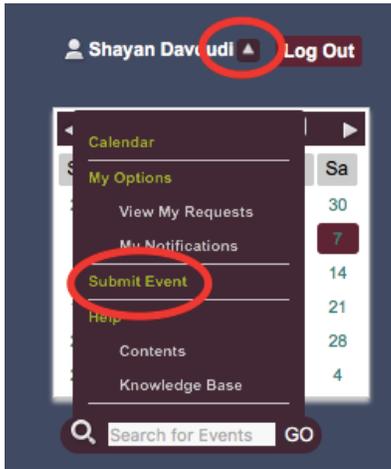


2. Type in your AU username and password to login to the Master Calendar



ADDING A NEW EVENT

To add an event, hover over your mouse cursor over the drop-down arrow next to your name and then click **SUBMIT EVENT** or simply click on **ADD EVENT** icon located above the calendar.

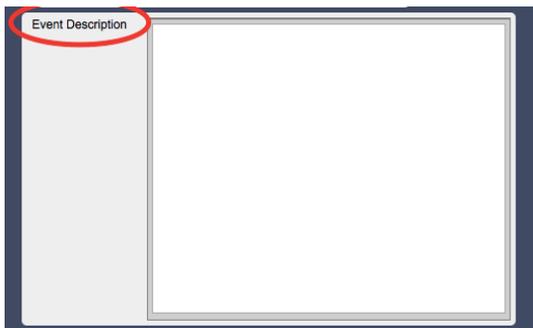
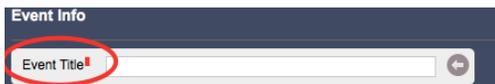


Event Information:

IMPORTANT: The text for **EVENT TITLE** and **EVENT DESCRIPTION** must be free of formatting, including HTML elements. This means that you **MUST** directly type your event title and description into the text boxes.

If you intend to copy and paste your event title and description from word processors, such as Microsoft Word, paste your text you want to strip of formatting into the **Notepad application** and then copy it again and paste it into the **EVENT TITLE** and **EVENT DESCRIPTION** boxes.

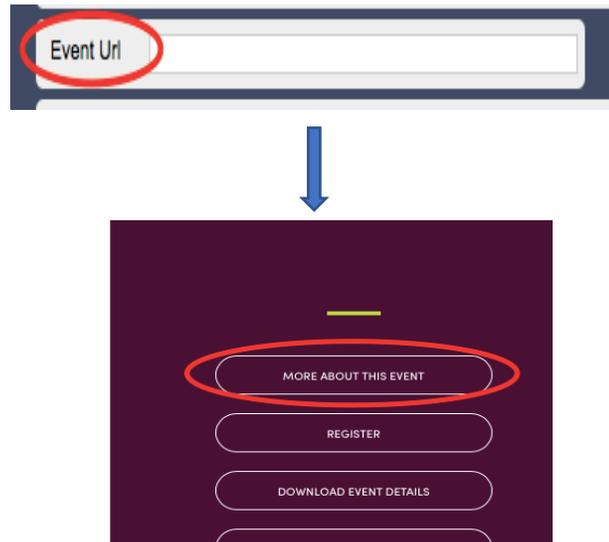
*Your event description **MUST** be at least one paragraph.*



Event URL

Event URL (optional): Insert the URL (web link) of the main webpage of your event that was separately created on the AUWCL website or an external site to provide detailed information about the event, such as speakers, agenda, registration, hotel, and parking information.

The **EVENT URL** will automatically be rendered as **MORE ABOUT THIS EVENT** button on your AUWCL event webpage.

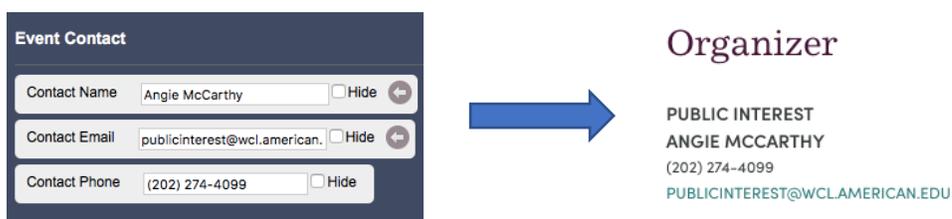


Event Contact

Event Contact (Organizer): Insert the full name of the person,* email address, and phone number (optional) associated with the event. You **MUST** place parentheses around the area code and a hyphen between the first three and last four digits of the phone number.

This information will appear at the bottom of your AUWCL event webpage under the heading **ORGANIZER**, with the name of the person listed below the department name followed by the phone number and email address.

*You may choose to enter the name of your program or office, but you must leave the **DEPARTMENT** box, located under event group, empty to avoid duplicate entries.



Event Group

A. Calendar: There are four different types of individual calendars that are displayed on the new AUWCL event page:

(a) **Special Events**: These events are created by the Office of Special Events and CLE in the Master Calendar (multiple calendars are chosen);

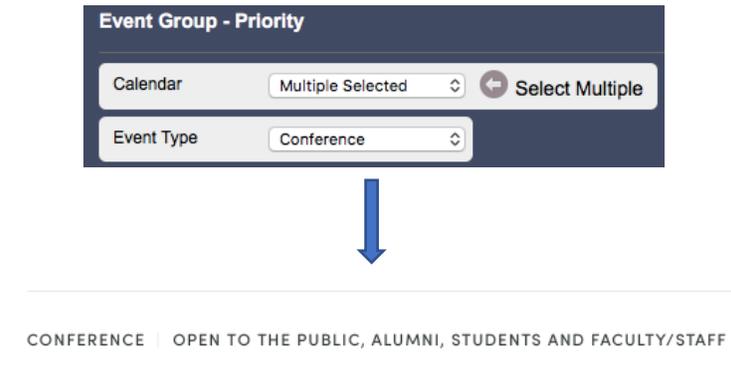
(b) **Alumni**: Events of interest to AUWCL alumni (needs approval);

(c) **Public**: Events of interest to the public (needs approval); and

(d) **Students**: Events of interest to AUWCL students (needs approval).

To select your desired individual calendar(s), click on the arrows next to the Calendar box. To select multiple calendars, simply click on **SELECT MULTIPLE**, choose your selections, and then click **APPLY**.

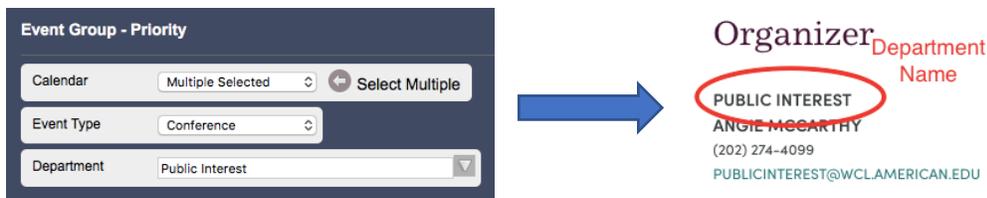
* Faculty and Staff Calendar is an internal calendar and is not displayed on the new AUWCL event page. However, you may choose Faculty and Staff as one of your desired class of attendees.



B. Event Type (optional): choose your desired selection from 18 different event types.

C. Department: This refers to your program or office that is organizing the event. The Department name* will appear right above the name of the person within the office or program who is creating the event and point of contact for questions about the event.

* If your event is created and organized by the Office of Special Events and CLE, the name of your office or program will be entered in the Department box.



Location

Location: If your event takes place at Tenley Campus, you **MUST** choose **WASHINGTON COLLEGE OF LAW** by clicking on the arrow within the **LOCATION** box. Once **WASHINGTON COLLEGE OF LAW** is populated, you **MUST** choose the room for which you had already made reservation through <https://events.wcl.american.edu/>.

If your event takes place outside of the school, simply type the location inside the **LOCATION** field box.



Where
WASHINGTON COLLEGE OF LAW
4300 NEBRASKA AVENUE, NW
WASHINGTON DC 20016

Next Steps in Health Reform 2017

12:30PM - 05:00PM • YUMA BUILDING - YT01-01

Share



Additional Information (Event Registration/RSVP)

A. Registration Form URL

The Additional Info section is used only when you want your attendees to register for or RSVP to your event. The **REGISTRATION FORM URL** (shown below) automatically appears under the Additional Info section when you select one or more calendar type. If your event is of interest to the public, you must select one more calendar, such as alumni or student for the **REGISTRATION FORM URL*** to appear.

* If your event is created and organized by the Office of Special Events and CLE, the registration URL would be the form used by the Office for registration purposes.

* If your event is not organized by the Office of Special Events and CLE and you wish your guests to register or RSVP, you copy and paste the external registration form that you had created for your event, such as <https://docs.google.com/forms/> or <https://www.eventbrite.com>

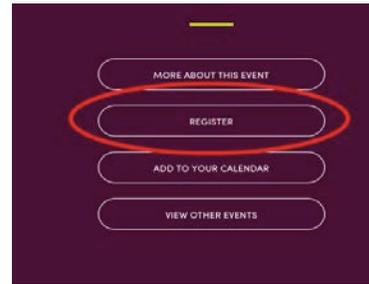
Additional Info

OriginalID

Information URL

Registration Form URL

Live Webcast URL



B. Information URL: This filed box is used for links to additional event information, such as parking and accommodations.

Event Date and Time

Enter the date and time of your event. If timed event is selected, then a start and end time must be entered.

Event Date(s)

Single Day Recurrence

Event Start Date

Event Time(s)

Timed event All day event

(If timed event is selected then a start and end time must be entered).

Start Time

No end time

End time goes into the next day

End Time



*Choosing Business Law Courses—
with Jobs in Mind*

12:00PM - 01:15PM • YUMA BUILDING - Y401

Event Attachments

- A. Event Image: Please **DO NOT** add image to the Master Calendar. You may add image(s) associated with your event within the main webpage that you can create on A UWCL site or an external site.



- B. Event Flyer: Event flyers, whether in form of Word or PDF, are **SUBJECT** to Section 508, which requires that all website content be accessible* to people with disabilities. You **MUST** use the Accessibility Checker in Acrobat XI Pro, installed on your office computer, to make sure your event flyer is fully accessible by persons with disabilities.

* WebAIM's tutorial on [PDF Accessibility](#) makes for an excellent accompaniment to the current checklist. Additional training will be provided on how to make your files accessible.

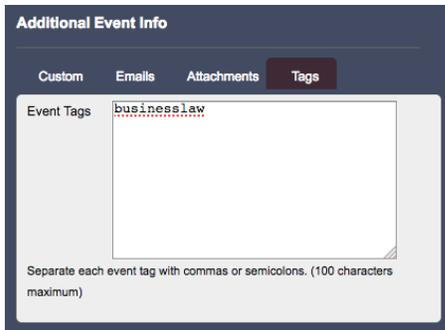
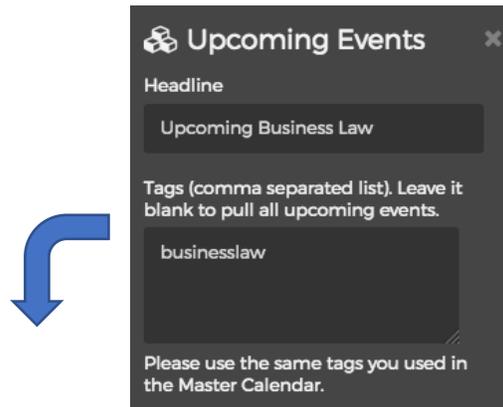
- * To attach your accessible event flyer, click on **ATTACHMENTS**, located under **ADDITIONAL EVENT INFO**, and then click **ATTACH A FILE** to upload your flyer.



How to Add Event Tag(s)

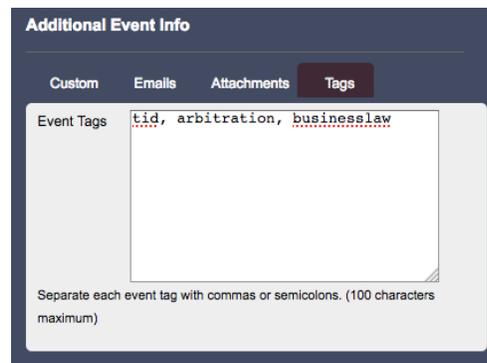
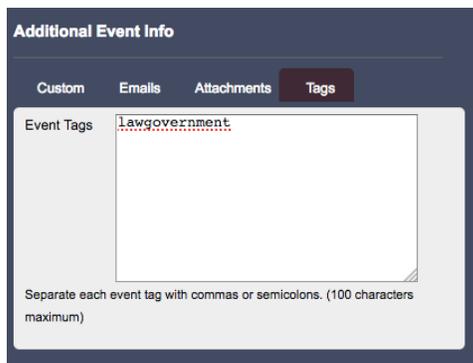
The **TAGGING** Section of the Master Calendar is automatically connected to the **UPCOMING EVENTS** template of the new A UWCL website. This means that if your event is tagged in the Master Calendar by one or more event tags, and if the same tag(s)* has been added to the Upcoming Events template on your webpage, only those tagged events will appear on your office or program webpage, rather than the institutional events (see example).

* At least one of the tags entered into the Master Calendar at the time of creating your event must match the tags added to the Upcoming Events template. Please contact me, if you have not selected your tag(s) to be added to the Upcoming Events template on your webpage.



How to properly tag your event in the Master Calendar:

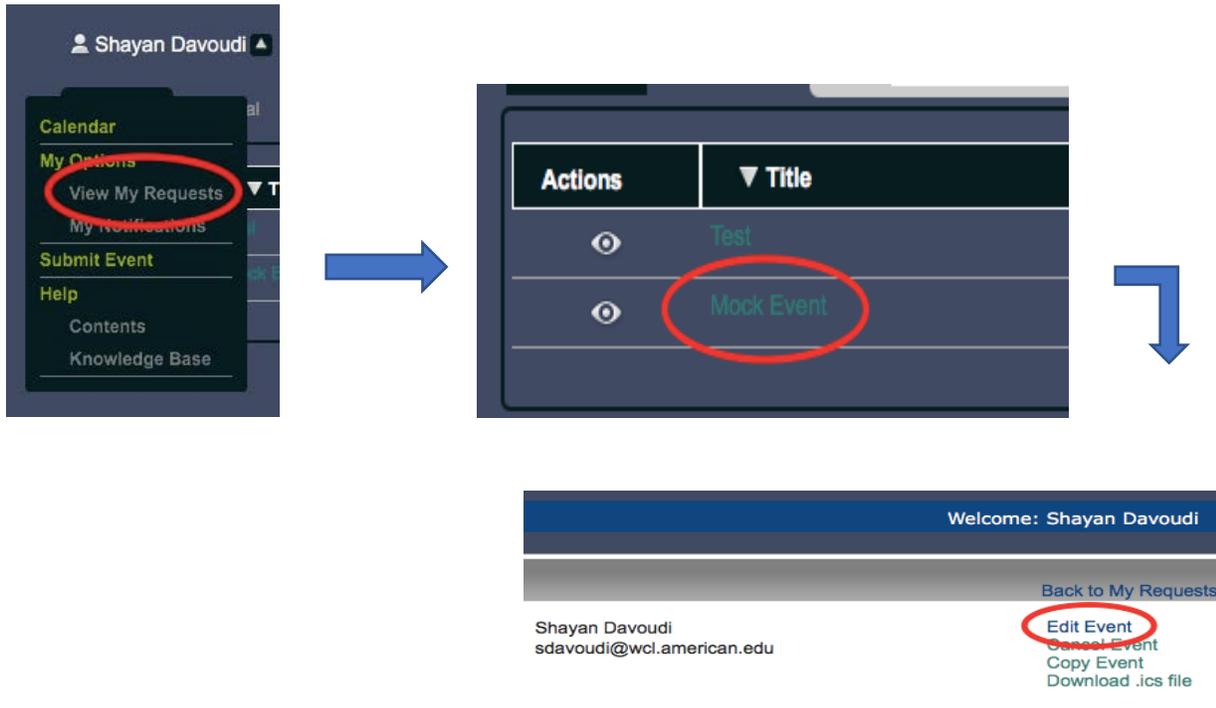
- Click on **TAGS** located under **ADDITIONAL EVENT INFO** section;
- Type the same tag(s) that have been entered into your Upcoming Events template (all letters must be lowercase);
- If more than one tag is added to the tags box, separate each tag by commas. Put a space after each comma;
- You must manually type your tag(s) each time you create your own event.



How to add your event tag(s) to events already created and submitted for approval:*

(a) Hover over your mouse cursor next to your name; (b) Click on **VIEW MY REQUESTS**; (c) Then click **EDIT EVENT**; (d) Enter your event tag(s) and click **SAVE**. Your edited event will be resend for approval.

* If your event was created by the Office of Special Events and CLE, please contact them to add your tag(s) to your event.



List of Event Tags²

Tags³ Location of Upcoming Events Template Associated with Tag(s)

1. **adminlaw** → Overview Page of Administration Law
2. **alumni** → Office of Development and Alumni Relations
3. **arbitration** → Center for International Commercial Arbitration/Overview Page of Arbitration and Alternative Dispute Resolution
4. **barexam, academicsupport** → Office of Academic Excellence
5. **businesslaw** → Business Law Program/Overview of Business Law
6. **clinics** → Clinical Program
7. **communications** → Overview Page of Communications and Media Law
8. **conlaw** → Marshall Brennan Constitutional Literacy Project/Overview Page of Constitutional Law
9. **criminallaw** → Criminal Justice Practice and Policy Institute/Overview Page of Criminal Law
10. **environment** → Program on Environmental and Energy Law/Overview Page of Environmental and Energy Law
11. **externship** → Externship Program
12. **healthlaw** → Program on Health Law and Policy/Overview Page of Health Law
13. **humanitarian, internationalcriminal** → War Crimes Research Office/ Overview Page of Human Rights and Humanitarian Law

² If you wish to have a particular event of another program or office to appear on your upcoming events template, we encourage to first consult with that program or office prior to adding its tag(s) to the template.

³ Event tags are subject to change and updates. Please contact Shayan Davoudi, sdavoudi@wcl.american.edu, if you wish to add or edit your tags in the Upcoming events template.

14. **humanrights, hracademy, international, humanitarian** —> Academy on Human Rights and Humanitarian Law/Overview Page of Human Rights and Humanitarian Law
15. **humanrights, humanitarian, international, kpat** —> Center on Human Rights and Humanitarian Law/Overview Page of Human Rights and Humanitarian Law
16. **immigration** —> National Immigrant Women’s Advocacy Project/Overview Page of Immigration Law
17. **international** —> International and Comparative Legal Studies Program/Overview of International and Comparative Law (All International Related Subjects)
18. **internationalorganizations, international** —> Program on International Organizations, Law and Diplomacy/Overview Page of International and Comparative Law
19. **jd** —> JD Program
20. **lawgovernment** —> Program on Law and Government/Overview Page of Law and Government
21. **llm** —> LL.M. Program/Landing Page of Graduate Admission
22. **ocpd** —> Office of Career and Professional Development
23. **pencilibrary** —> Pence Law Library
24. **pjip, ip** —> Program on Information Justice and Intellectual Property/Overview Page of Intellectual Property Law
25. **publicinterest** —> Office of Public Interest/Overview Page of Public Interest Law
26. **sjd** —> SJD Program/Landing Page of Graduate Admission
27. **specialevents** —> Office of Special Events and CLE

28. **studentaffairs** —> Student Affairs Office
29. **students** —> Landing Page of Students (Our Community)/Landing Page of Student Affairs Office
30. **tid, arbitration, businesslaw** —> Trade, Investment and Development Program/Overview Page of Trade and Investment Law
31. **trialad, litigation, courtroom, advocacy** —> Trial Advocacy Program/Overview Page of Litigation and Trial Advocacy
32. **wclabroad** —> Landing Page of WCL Abroad Program
33. **women, gender, lgbtq** —> Women and the Law Program/Overview Page of Gender and Law