

Carnegie Mellon Web Portal

This section contains the following documents. For an overview of the Web Portal, please visit the [Carnegie Mellon Web Portal \(http://www.cmu.edu/computing/web/portal/index.html\)](http://www.cmu.edu/computing/web/portal/index.html) page.

- [Portal Event Calendar](#)
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Portal Event Calendar

This document contains the following sections:

- [Request an Event Calendar](#)
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- [Manage Your Calendar](#)
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For information related to this topic refer to:

- [The Carnegie Mellon Web Portal \(http://www.cmu.edu/computing/web/portal\)](http://www.cmu.edu/computing/web/portal)
- [Requesting an Event Calendar for a Student Organization \(http://www.cmu.edu/computing/web/portal/requests/student-eventcal.html\)](http://www.cmu.edu/computing/web/portal/requests/student-eventcal.html)
- [Requesting an Event Calendar for an Official University Organization \(http://www.cmu.edu/computing/web/portal/requests/request-eventcal.html\)](http://www.cmu.edu/computing/web/portal/requests/request-eventcal.html)

Request an Event Calendar

If your department or organization doesn't already have an Event Calendar, use the appropriate form to request one:

- *Requesting an Event Calendar for an Official University Organization*
(<http://www.cmu.edu/computing/web/portal/requests/request-eventcal.html>)
- *Requesting an Event Calendar for a Student Organization*
(<http://www.cmu.edu/computing/web/portal/requests/student-eventcal.html>)

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Add an Event

Note: We recommend that you develop guidelines for the types of events your department or organization wants to advertise.

1. From the **Add Events** tab click **Browse Events**.
2. Click **Create New Event**.
3. Complete the fields as follows (all fields marked with an * are required):
 - ***Calendar:** select the event calendar that you want to post an event to
 - ***Event Title:** type a title for the event
 - ***Date:** enter the date of the event
 - ***Time:** select all day event or enter the time range for the event
 - **Location:** enter the event location
 - **Admission Fee:** if applicable, click yes and enter the amount.
 - **Recurring:** If this is a one time event, click does not recur. If the event recurs at regular intervals, select daily, weekly or monthly. Complete the appropriate information and specify an End Date.
 - ***Description:** Enter a description of the purpose for the event.
 - ***Type (s):** select the event type that best describes the category for this event
 - ***For more information:** enter at least one of the following for users to refer to for more information regarding the event: name, phone number, email address or web site
 - **RSVP Required:** If yes, enter the date that a response is required by. Then add at least one of the following resources for users to respond to: name, phone, email, web site.
4. Click **Preview Event**.
5. Review the event information.
 - If the event information is correct, click **Approve**.
 - If further changes are required, scroll down and make the corrections. Click **Preview Event** and then click **Approve** when the information is complete.
Note: If you make additional changes to the event information, you must click **Preview Event** again before clicking **Approve**. Otherwise, the changes will not be applied to the stored event information.

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Manage Your Calendar

To more efficiently manage your Event Calendar, follow these steps:

1. From the **Add Events** tab select **Browse Events**, then click **Manage Calendars**.
2. A list of all the calendars that you have authorization for appears under Authorized Calendars. To create a new event, click the **Create New Event** link next to the appropriate calendar.
3. Complete the fields, preview and approve the newly added event as described in the [Add Event](#) section. Fields marked with an * are required.

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Copy an Event

The Copy Event option provides event planners with a way to quickly and efficiently add new events to a calendar. Unlike the recurring option used when adding new events that occur on a regular daily, weekly or monthly schedule; this feature is helpful if an existing calendar event shares all the same content information, but occurs at different dates and times. Follow these steps to copy an event.

1. From the **Add Events** tab click **Browse Events**.
2. If you are authorized for more than one calendar, under Watched Calendars select the calendar you want to access and click on the **underlined Day Event** that you want to duplicate or copy.
3. The Event Detail information for the selected event is displayed. Click **Copy Event**.
4. The information for the selected event is displayed. The title will change to Update Existing Event and the Event Title will have a prefix of 'Copy of'.
5. Make edits to the appropriate fields to reflect the new event you are adding to the calendar. When completed, click **Preview Event** at the bottom of the page.
6. Review your changes and if you are satisfied, click **Update Event**.

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Change an Event

1. From the Add Events tab click **Browse Events**. If you are authorized for more than one calendar, under Watched Calendars select the calendar you want to access and click on the **underlined Day Event** that you want to change.
2. The Event Detail displays. Click **Edit Event**.
3. The Update Existing Event page displays. Make the necessary changes to the Event information and click **Preview Event**.
4. If the event information is correct, click **Update Event**.
5. Review the event information.
 - If the event information is correct, click **Update Event**.
 - If further changes are required, scroll down and make the corrections. Click **Preview Event** and then click **Update Event** when the information is complete.

Note: If you make additional changes to the event information, you must click **Preview Event** again before clicking **Update Event**. Otherwise, the changes will not be applied to the stored event information.

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Delete an Event

1. From the **Add Event** tab click **Browse Events**. If you are authorized for more than one calendar, under Watched Calendars select the calendar you want to access and click on the **underlined Day Event** that you want to change.
2. The Event Detail displays. Click **Delete Event**.
3. Click **Yes, Delete Event** to delete the event.

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Portal Public Event Calendar

For information related to this topic refer to:

- [Public Event Calendar Request Form](http://www.cmu.edu/computing/web/portal/requests/warning.html)
(<http://www.cmu.edu/computing/web/portal/requests/warning.html>)
 - [Carnegie Mellon Web Portal Overview](http://www.cmu.edu/computing/web/portal/index.html)
(<http://www.cmu.edu/computing/web/portal/index.html>)
 - [Using the Campus Event Calendar](#)
 - [Requesting a Campus Event Calendar \(official university organizations\)](http://www.cmu.edu/computing/web/portal/requests/request-eventcal.html)
(<http://www.cmu.edu/computing/web/portal/requests/request-eventcal.html>)
 - [Requesting a Campus Event Calendar \(student organizations\)](http://www.cmu.edu/computing/web/portal/requests/student-eventcal.html)
(<http://www.cmu.edu/computing/web/portal/requests/student-eventcal.html>)
 - [Configuring your Web Browser for use \(at Carnegie Mellon\)](http://www.cmu.edu/computing/doc/web/configure/index.html)
(<http://www.cmu.edu/computing/doc/web/configure/index.html>)
 - [Using the Headline Publisher](http://www.cmu.edu/computing/doc/web/portal/headline/index.html)
(<http://www.cmu.edu/computing/doc/web/portal/headline/index.html>)
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Introduction

The Public Event Calendar (<http://www.cmu.edu/events/> (<http://www.cmu.edu/events/>)) is an avenue for sharing select campus events with the general public. It is an extension of the [Campus Event Calendar](https://my.cmu.edu/) (<https://my.cmu.edu/>) which is only available to Carnegie Mellon University affiliates.

The Campus Event Calendar is actually a collection of multiple departmental and organization calendars. The content of the Campus Event Calendar is appropriate for events that are of interest internally on campus and to the external community. However, the Campus Event Calendar is only accessible to internal campus affiliates. In contrast, the Public Event Calendar is widely accessible to the public. It contains a subset of events published to the Campus Event Calendar that are of interest to those external to the Carnegie Mellon University environment.

The Public Event Calendar and Public Featured Events

As described above, the Public Event Calendar contains a subset of the events from the Campus Event Calendar. Computing Services has identified a predefined set of Campus Event Calendars that are of interest to the general public. These predefined Event Calendars are automatically included in the Public Event Calendar (e.g., Academic Calendar, CFA/Music, University Lecture Series, Athletics, etc.). Event providers for individual Campus Event Calendars can opt to share their public events with the Public Event Calendar as well. However, your event must first be added to our Campus Event Calendar.

In addition to the Public Event Calendar, there is also a Public Featured Events calendar. This is an area within the Public Event Calendar that receives prominent placement on the www.cmu.edu/events/ web page.

Featured Events Calendar →

List of Public Events →

View ALL Public Events → [View Events](#)

Public Event Calendar Web Site © 2006 Carnegie Mellon University

The following sections contain instructions for adding events of public interest to the Public Event Calendar and Public Featured Events.

Guidelines for Selecting Public Events

You must adhere to the following guidelines when recommending events for the Public Event Calendar.

- Share only those events that are intended for public use or attendance.
- Do NOT share events that are restricted to Carnegie Mellon University affiliates.
- Do NOT share events that may violate copyright law (e.g., movies shown on campus).
- You can only share an event with the Public Event Calendar after it has been added to your Campus Event Calendar.

Share events with the Public Event Calendar or Public Featured Events

Use the [Public Event Calendar Request form](http://www.cmu.edu/computing/web/portal/requests/warning.html) (<http://www.cmu.edu/computing/web/portal/requests/warning.html>) to share **all** or **individual** events from your Campus Event Calendar with the Public Event Calendar. This form can also be used to indicate whether an individual event should be included

as a "featured" event. Remember to consider the [Guidelines for Selecting Public Events](#) before submitting your request.

The ideal method for sharing events with the public calendar depends on whether **all** or only **some** of the content of your Campus Event Calendar is suitable for the public.

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