

## The University Calendar: Active Data

Adding your events and programs to the Georgia State University calendar is one of the most effective ways to market your events throughout the university community. Your events will appear on the Georgia State calendar, departmental website, as well as the division website.

Public Relations, (formerly UR), reviews the calendar regularly in search of upcoming programs and events to highlight on the Georgia State home page and sometimes, add to their social media sites. For just a few minutes of your time, your programs and events will reach the entire Georgia State community for the bargain price of FREE!

*It doesn't get much better than that, folks!*

## The Calendar Editor:

Each department or unit within the Division of Student Affairs will assign a staff member or student to add upcoming events and programs to their Active Data calendar. Because of the program's ease of use, we have allowed students to add events. However, it is important to note that events will automatically appear in several locations without the ability to review prior to publication, and each department is responsible for reviewing and editing their entries.

*Always view your work in a new window after publication.*

## Accessing the Calendar:

Visit **calendar.gsu.edu**.

Login ID: calstudserv  
Password: Password123

*Go here.  
Do this.*

## Adding Events:

1. Submit Events at the top right corner of the calendar page.
2. Once you have successfully logged in, click Add on the Events tab at the top right to create your new event.

### Tip:

Detailed descriptions are one of the best ways to increase interest and participation.

Descriptions should be informative, enticing, and engaging to pique the curiosity of potential attendees. Lackluster descriptions with too little information can lead to confusion and low attendance numbers.

# Save the Dates!

## Adding Events

### General Details Tab

First, select Student Services from the department drop down menu. Next, enter the name of your event and select Public for the Selected Marketing Calendar. Check Highlight This Event (which will notify Public Relations). Then, select a subcategory from the drop down menu under the Student Affairs section. Finally, add a detailed description of the event with information that will encourage attendance. Click Next twice to continue to the Schedule & Facility Tab, skipping the Images & Attachments Tab for later.

### Tip:

It is very important to choose the proper department from the drop down menu. Otherwise, your events will be on the main calendar, and uneditable.

### Schedule & Facility Tab

Enter a Start and End Time/Date for your event. After clicking Next, you can enter specifics of when you would like your event to display publicly using the Up Date/Time and Down Date/Time.

It is important to fill out the location fields.

### Tip:

Images and attachments can be added to your calendar events to add visual interest.

### Contact & Other Information Tab

Enter the name, phone number, and email of the contact for this event. Make sure you do not leave any of the default contact information in this area. Click Next to continue.

### Warning:

The default contact information is prepopulated, incorrect and must be replaced with a current contact for each event, or student questions will go unanswered.

### Review Tab

Review all of your information carefully. Once you are satisfied with your information, press Release. Release will publish the event to the calendar.

Click Finish to complete your entry.

### To Modify/Cancel/Delete an Event:

1. Click Modify/Cancel/Delete Event in the Events tab at the top right of the page.
2. Search for and find the event that you want to modify, cancel, or delete.
3. Choose one of the three options.
4. Click Submit to finalize your selections.

For additional assistance, contact Creative Services or walk in Wednesday for Technology Hours.