How to Add an Event to Tri-C.edu

Tri-C has a new interactive calendar that supports events for across the college into one convenient place. Users can create listings for their events, which they can sync with popular social media sites, such as Facebook, Twitter and Foursquare.

To access the events calendar go to http://events.tri-c.edu
Login with your Tri-C Student number and password or login with Facebook.

Add an event:

1. Choose the Submit an Event button from the main events home page.
2. Enter the Event Name (required).
3. Enter a detailed Description of the event (required).
4. Enter the Start Date of the event (required) – you can enter the date a variety of ways including: Today, Tomorrow, Next Friday, 09/23/14
5. Enter the Start Time for the event
6. Enter the End Time for the event
7. Choose Recurs if this event takes place every day, week or month.
8. Enter the Event Place of the event. Most of the campus locations have been entered into the calendar so as you start to type your event location, the event calendar will offer suggestions for the location. Most locations also have images associated with them. The image will be displayed unless you choose to upload a different image.
9. Enter the Room number-specific campus location if there is one.
10. Enter the physical Address of the location if it does not pop up automatically. Most locations on campus have the physical address entered already. A Google map will be displayed on the event website if Google can find the location address.
11. Add the Event’s Website address if there is one.
12. Add the event’s Facebook Event Page link if there is one.
13. Upload an Event Photo if you have one by hovering over the image icon. If you choose to upload an image, please make sure you size your image to 200x150 before uploading to avoid auto-cropping.
14. Choose the Event Type from the drop-down menu. You can choose more than one event type by returning to the drop-down menu and selecting each of the event types you want. You will see the event types appear as blue boxes with white text as you add them. To delete an event type from your event, just click the red x on the right side of the blue box.
15. Choose the Target Audience from the drop-down menu. The Target audience is the audience or audiences for whom your event is most applicable. You can choose more than one Target Audience by returning to the drop-down menu and selecting each of the audiences you want. You will see the audiences appear as blue boxes with white text as you add them. To delete an audience from your event, just click the red x on the right side of the blue box.
16. Fill in the **Ticket Cost** if there is one. If there is no ticket cost, leave this blank. Do the same with **Ticket Link**.
   a. If you type anything into the “Ticket Cost” field along with a ‘Ticket URL’, a button that says “Buy Tickets” will appear on the published version
   b. If you want the button NOT to say buy tickets, enter the “Ticket URL” field but keep the Cost field **blank** and instead a button that says ‘Register’ will appear when published.

17. Once all of the event information has been entered, choose the **Add Event button**. Your event will be sent to the calendar administrator for approval. Approval happens every work day at 4:30pm.

**Batch Event Add**
- If you have a series of events that you would like included on the calendar we are able to batch upload instead of adding individually. To do this please contact Brittany Bajda at Brittany.Bajda@tri-c.edu or 216-987-5747

**Additional features:**
- **Dashboard** - overview of features available to you. The menu on the left provides links to your profile, your calendar, messages, friends & places and photos. This is also where you can edit your profile and your settings. The menu across the top provides the same links as those on the side.
- **My Profile** - displays any plans you have made or activities you have scheduled along with your profile picture.
- **Messages** - send messages to people you have designated as friends.
- **Reviews** - leave reviews for events you have attended or places you have been.
- **Friends & Places** - add friends and your favorite places to be notified when a friend is attending an event or when events are being held in your favorite places.
- **Photos** - upload photos to use in your profile or in new events. Size your images to 200x150 before uploading to avoid auto-cropping.
- **Settings** - customize your Account Settings, your Notifications and your Privacy Settings.
  - Link your Twitter and Facebook accounts to your profile in Account Settings to add your events to Facebook directly from the Tri-C events calendar.
  - If you **link your Facebook account** to your account you will be able to choose “I’m Going” or “Watch This” on an event and the Tri-C events calendar will prompt you to share your plans on your Facebook wall.
  - If you **link your Twitter account** to your account you will be able to tweet the event’s hashtag (if one has been defined for the event) and be automatically marked as “Going” to the event on Tri-C’s event calendar.
  - If you choose “I’m Going” you will be reminded by email that you have chosen to attend an event. If there are changes to the event, you will also be notified by email.
When viewing events, you can choose to **add the event to your iCal & Outlook calendar and/or your Google calendar.** Just subscribe to the calendar/s and either download the event (for iCal & Outlook) or log in (for Google Calendar) and you will have the option to add the event to your calendar.