CollegeNet - Creating Promotional Events for Student Affairs Calendars

Step 1: Review general resources

Review the following CollegeNet resources found at http://www.registrar.psu.edu/collegenet/:

How to Schedule an Event (PDF)

https://psu.box.com/shared/static/lq8yvn24r1x5d5rf7h9zpzlifxeev1t8.pdf

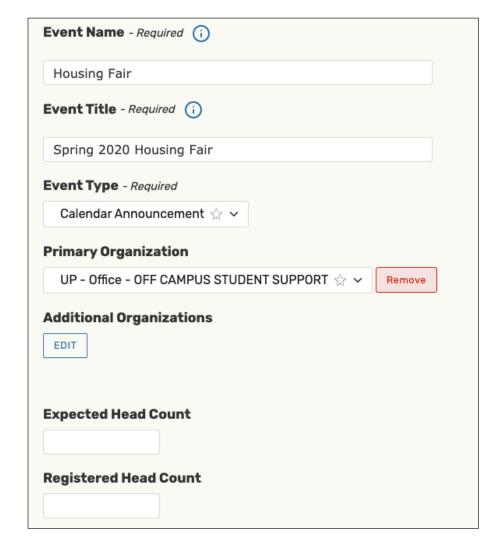
How to Schedule an Event (Video)

https://www.registrar.psu.edu/collegenet/documentation/video-creating-event.cfm

Follow the general steps detailed in these resources for creating events

Step 2: Take note of the following details for Student Affairs calendars

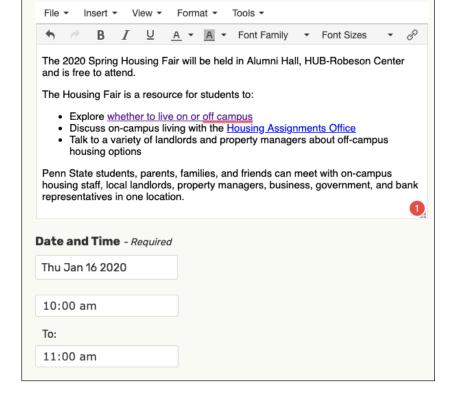
- 1) In 'Event Title' be sure to use a strong descriptive title for your event. This title will appear on your department-specific calendar and/or the main Student Affairs website events calendar. (Note: text limit is 120 characters.)
- 2) For 'Event Type' you can choose 'Calendar Announcement' unless you are also making a room reservation with the same entry.
- 3) For 'Primary Organization' choose your department in the searchable dropdown list. Important: this will ensure your event appears on the appropriate department-specific calendars. You can add as many 'Additional Organizations' as needed.
- 4) Note: the '**Location**' is not a required field. If you are just entering a calendar announcement, you should skip this field. If you are making a room reservation, you'll want to make sure to use this field.



5) The 'Promotional Information' field communicates vital event details that will appear on published calendars.

Be sure to include...

- A well-written account of what kind of event this is and what to expect.
- Link to a website or contact information for more details, if applicable.
- Details about the event: when the doors open if different from start time, are tickets required, who can attend, cost, etc.
- Location of the event



6) In 'Find and select RESOURCES.' Search for 'Calendar' and request 'Calendar - Student Affairs' so the event will appear on the main Student Affairs website events calendar.

You can '**Star**' this resource so that you will not have to search for it in the future.

