

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/lq8yvn24r1x5d5rf7h9zpzlifixeev1t8.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.

Event Name - Required ⓘ

Event Title - Required ⓘ

Event Type - Required

Primary Organization

UP - Office - OFF CAMPUS STUDENT SUPPORT ☆ ▼Remove

Additional Organizations

EDIT

Expected Head Count

Registered Head Count

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

File Insert View Format Tools

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The 2020 Spring Housing Fair will be held in Alumni Hall, HUB-Robeson Center and is free to attend.

The Housing Fair is a resource for students to:

- Explore [whether to live on or off campus](#)
- Discuss on-campus living with the [Housing Assignments Office](#)
- Talk to a variety of landlords and property managers about off-campus housing options

Penn State students, parents, families, and friends can meet with on-campus housing staff, local landlords, property managers, business, government, and bank representatives in one location.

Date and Time - *Required*

Thu Jan 16 2020

10:00 am

To:

11:00 am

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.

Resources

Resources Search

Auto-Load Starred: No Yes

Saved Searches (optional) ▼ ✕

Hint! Type :: to use SeriesQL.

More Options ▼ Reset

1	<input type="button" value="Request"/>	Calendar - Smeal - Sustainability	Unlimited	None
1	<input type="button" value="Request"/>	Calendar - Smeal - Undergrad	Unlimited	None
1	<input type="button" value="Request"/>	Calendar - Smeal College of Business	Unlimited	None
1	<input type="button" value="Reserve"/>	Calendar - Student Activity/Club Events	Unlimited	None
1	<input type="button" value="Reserve"/>	Calendar - Student Affairs	Unlimited	None
1	<input type="button" value="Reserve"/>	Calendar - University Libraries - Master	Unlimited	None
1	<input type="button" value="Request"/>	UP - Weebly Calendar Feed	Unlimited	None