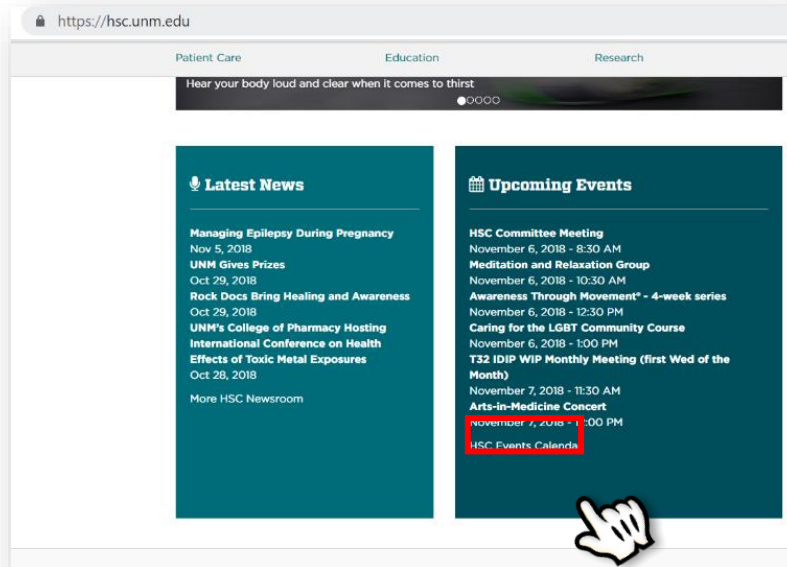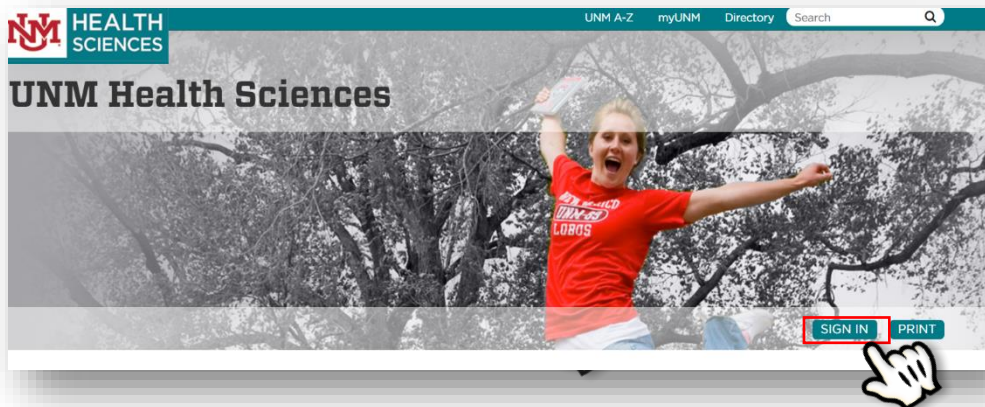# HSC Events Calendar

Submitting an Event

1. Go to hsc.unm.edu
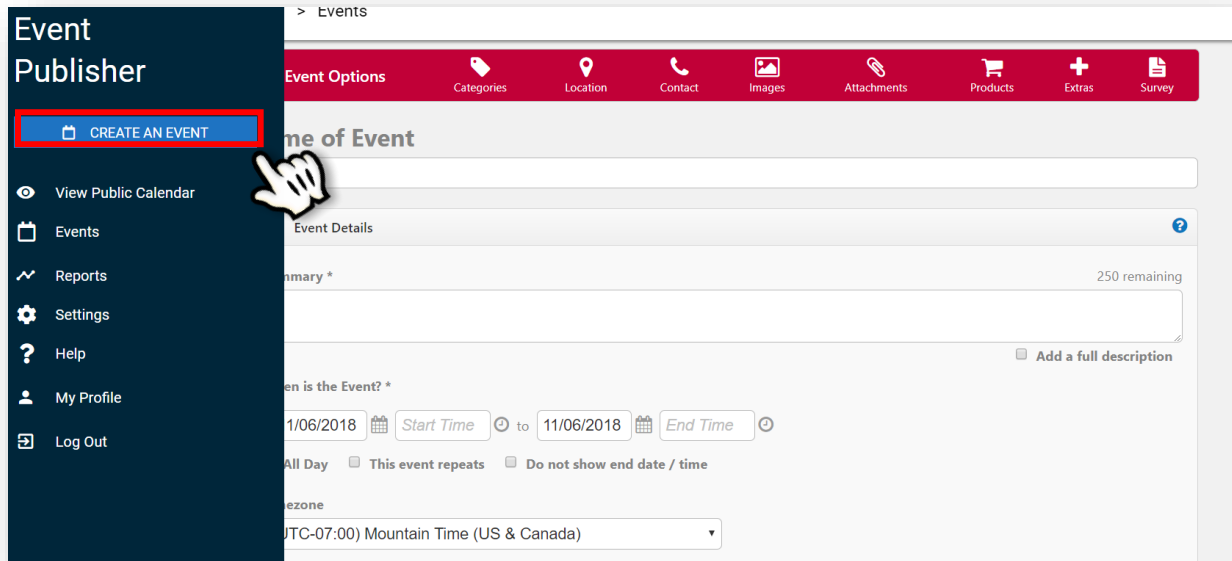   o Scroll down to Upcoming Events > Select **HSC Events Calendar**

2. Select Sign In

3. Login

NOTE: If you have never submitted a calendar event: Fill out "Get Started": First Name, Last Name, Email, Phone, Password, Confirm Password, and Submit (will NOT auto authenticate with your HSC or UNM ID/Password)

4. Go to the Side Bar at the left side of the page
   o Select 'Create An Event'

Event Publisher

- CREATE AN EVENT
- View Public Calendar
- Events
- Reports
- Settings
- Help
- My Profile
- Log Out

> Events

Event Options | Categories | Location | Contact | Images | Attachments | Products | Extras | Survey

me of Event

Event Details ?

mmary * — 250 remaining

☐ Add a full description

en is the Event? *

1/06/2018 | Start Time | to | 11/06/2018 | End Time

☐ All Day ☐ This event repeats ☐ Do not show end date / time

ezone

(UTC-07:00) Mountain Time (US & Canada) ▼

5. Fill out **Name of Event** and **Event Details**
   (Include the Date and Time after the name (Event Name – dd/mm/yy – 00:00 am/pm)

Name of Event

HSC Example event_11-6-2018_9:00AM

Event Details ?

Summary * — 250 remaining

☐ Add a full description

When is the Event? *

11/06/2018 | Start Time | to | 11/06/2018 | End Time

☐ All Day ☐ This event repeats ☐ Do not show end date / time

Timezone

(UTC-07:00) Mountain Time (US & Canada) ▼

Event URL

https://unmevents.unm.edu/site/hsc/event/

☐ Make this event private ☐ Highlight this event ☐ Make this event unlisted

☐ Specify Publish/Unpublish Times

Date of the Event:
Can be:
- Single day event,
- All day event,
- Or recurring event.

Event URL: can be copied and emailed to others.

Make this Event Private: check this box to prevent public from viewing

Specify Publish/Unpublish Times: to control when your event is visible to visitors on the calendar.

Summary: Include important event information.

Add a Full Description if you need to add additional information and hyperlinks. Information can be copied and pasted from Microsoft Word.

NOTE: DO <u>NOT</u> change TIMEZONE

NOTE: DO <u>NOT</u> mark event as highlighted.

NOTE: DO <u>NOT</u> mark event as unlisted. Unlisted events do not appear on the calendar. The only way to view the event details is to have access to the event URL.

6. Fill out **Categories and Keywords** to help users search and find your event

7. Fill out **Locations**

Select Specific Building

You can type in specific room in the search space, select ADD: this will add a temporary location not available from the list.

NOTE:
- Always select North Campus (to ensure event request is NOT sent to UNM main campus)
- Including location in Calendar Event, does **NOT** reserve space. Please work with venue to reserve space.

8. Provide your **contact** information in the event there are questions or concerns regarding your event. Note: Please list full number (Ex:505-555-5555)
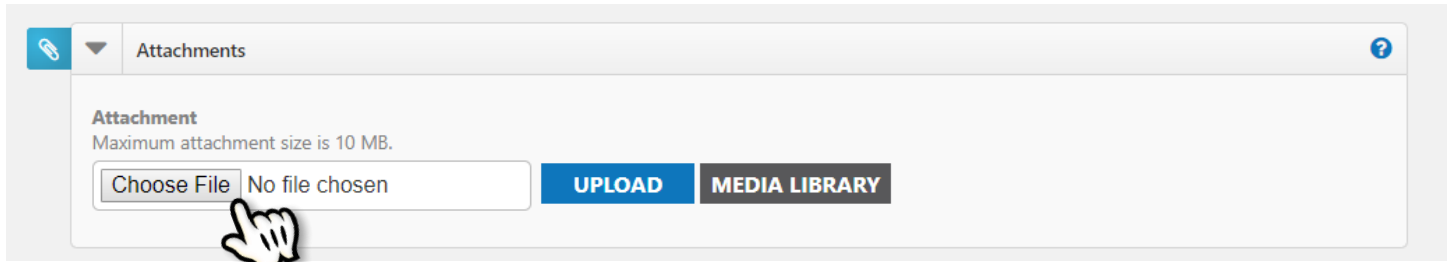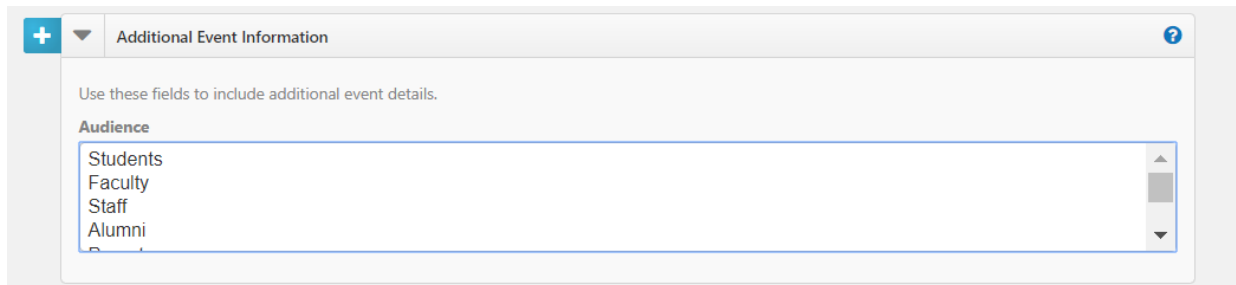
9. Include Attachments with your event such as flyers, images and documents

10. Skip Registration and Products: <u>NOT</u> active at this time

11. Additional Event Information: select the intended audience. Hold the CTRL key to select multiple lines

12. Attached Survey: <u>NOT</u> active at this time

13. Select **Save** to resume working on later

14. Select **Publish** to send to Approver

Things to keep in mind when submitting events

- Make sure to proofread all event information
- Take into consideration who will view your event
- Submit event at a **minimum** of 48 hours prior to event
- Secure event space before creating event, listing location in submitted event does **NOT** reserve space.