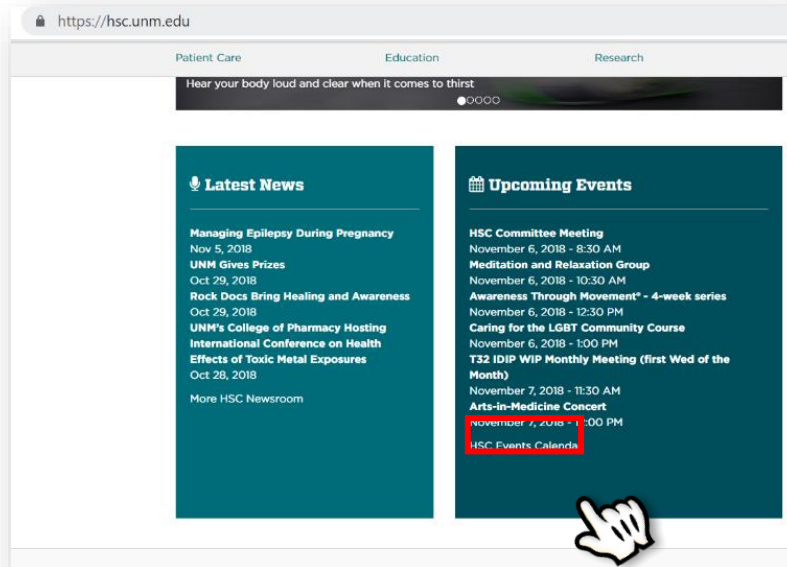


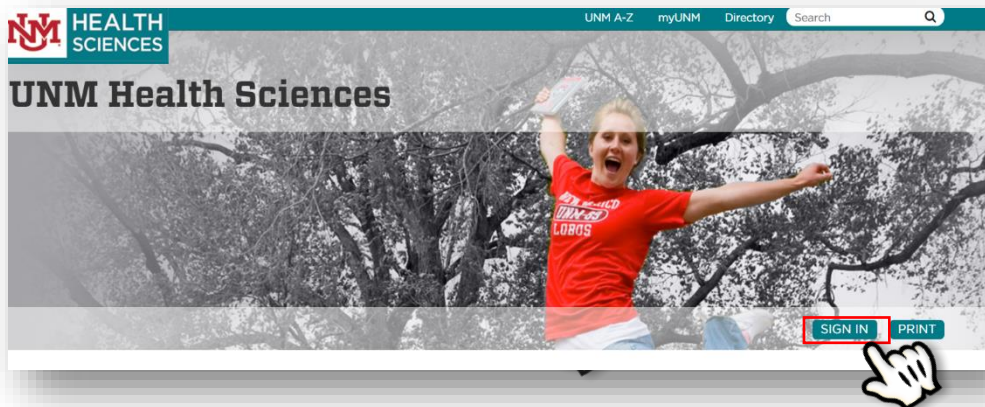
# HSC Events Calendar

## Submitting an Event

1. Go to [hsc.unm.edu](https://hsc.unm.edu)
  - Scroll down to Upcoming Events > Select **HSC Events Calendar**



2. Select Sign In



3. Login

### SIGN IN

Enter your email and password to sign into your account.

EMAIL:

PASSWORD:

By clicking Submit, you consent to the [Terms & Cond](#) [Privacy Policy](#).

[Forgot Password?](#)

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### GET STARTED

Create an account to view your favorite events and events you have registered for.

FIRST NAME:

LAST NAME:

EMAIL:

PHONE:

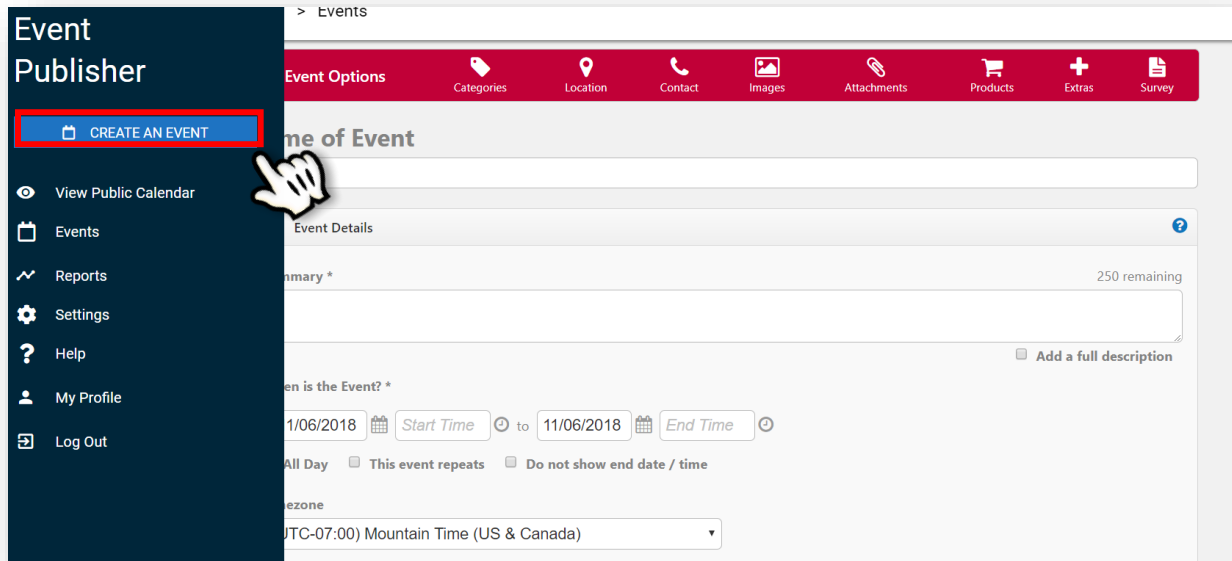
PASSWORD:

CONFIRM PASSWORD:

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

- Select 'Create An Event'



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)

An annotated screenshot of the event creation form. The form fields include: 'Name of Event' (containing 'HSC Example event\_11-6-2018\_9:00AM'), 'Event Details' (a dropdown menu), 'Summary \*' (with a '250 remaining' character count and an 'Add a full description' link), 'When is the Event? \*' (with date and time pickers for 11/06/2018), 'Timezone' (a dropdown menu set to '(UTC-07:00) Mountain Time (US & Canada)'), 'Event URL' (containing 'https://unmevents.unm.edu/site/hsc/event/'), and checkboxes for 'Make this event private', 'Highlight this event', 'Make this event unlisted', and 'Specify Publish/Unpublish Times'. Several callout boxes provide instructions: a blue box on the left explains event types (single day, all day, or recurring); another blue box explains the Event URL; a blue box at the bottom left explains the 'Specify Publish/Unpublish Times' checkbox; a blue box on the right explains the 'Summary' field and the 'Add a Full Description' link; and three red boxes on the right provide warnings: 'NOTE: DO NOT change TIMEZONE', 'NOTE: DO NOT mark event as unlisted.', and 'NOTE: DO NOT mark event as highlighted.' Arrows point from these callouts to the corresponding form elements.

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

**Categories and Keywords**

Select one or more categories to help users find your events.

- ☐ College of Nursing
- ☐ College of Pharmacy
- ☐ College of Population Health
- ☐ Comprehensive Cancer Center
- ☐ Health Sciences Library and Informatics Center
- ☐ HSC Wellness

**Keywords**

Add keywords or tags for additional search options (separate keywords with a comma).

## 7. Fill out **Locations**

**Select Specific Building** (points to the first location in the list)

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

**Locations**

Search or browse locations in your Location List. If you cannot find a location, use the 'Add' button to add an ad hoc location for this event.

**SEARCH** **ADD** **CLEAR**

**Location List**

- ☒ 200-HSC Domenici Center
- ☐ 228- NURSING & PHARMACY
- ☐ 234-Health Sciences Library and Informatics Center (HSLIC)
- ☐ 266-Health Sciences Services Building (HSSB)
- ☐ Gallup Campus
- ☐ Los Alamos Campus

### 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)

**Contact**

Enter the contact details for the event coordinator or person whom visitors can contact with questions.

**Name**

Louie Lobo

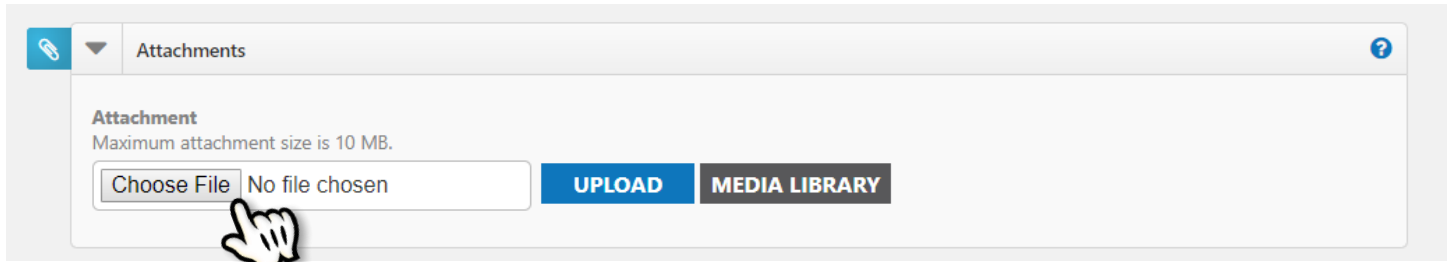
**Phone Number** **Extension**

555-555-5555

**Email Address**

LouieLobo14@salud.unm.edu

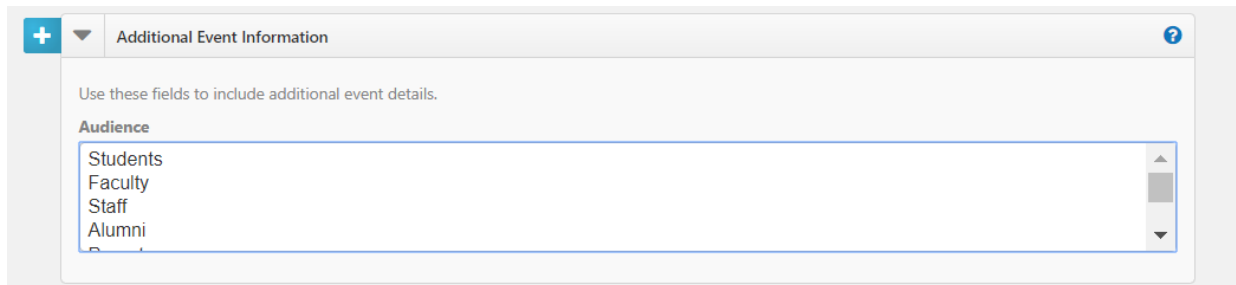
9. Include Attachments with your event such as flyers, images and documents



The screenshot shows the 'Attachments' section of a web interface. At the top, there is a header with a blue icon and the text 'Attachments'. Below this, a message states 'Attachment Maximum attachment size is 10 MB.' Underneath the message is a file selection area with a button labeled 'Choose File' and the text 'No file chosen'. To the right of this area are two buttons: 'UPLOAD' in blue and 'MEDIA LIBRARY' in grey. A hand cursor icon is pointing at the 'Choose File' button.

10. Skip Registration and Products: NOT active at this time

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



The screenshot shows the 'Additional Event Information' section. It has a header with a blue plus icon and the text 'Additional Event Information'. Below the header, a message says 'Use these fields to include additional event details.' Underneath is a section titled 'Audience' with a dropdown menu. The menu is open, showing a list of options: 'Students', 'Faculty', 'Staff', and 'Alumni'. A hand cursor icon is pointing at the dropdown menu.

12. Attached Survey: NOT 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.