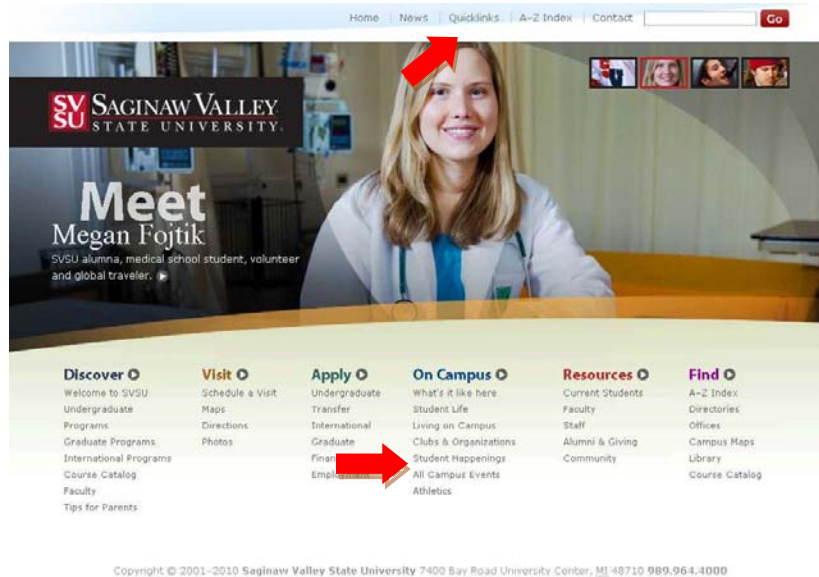


Events Calendar FAQ

Using the Events Calendar

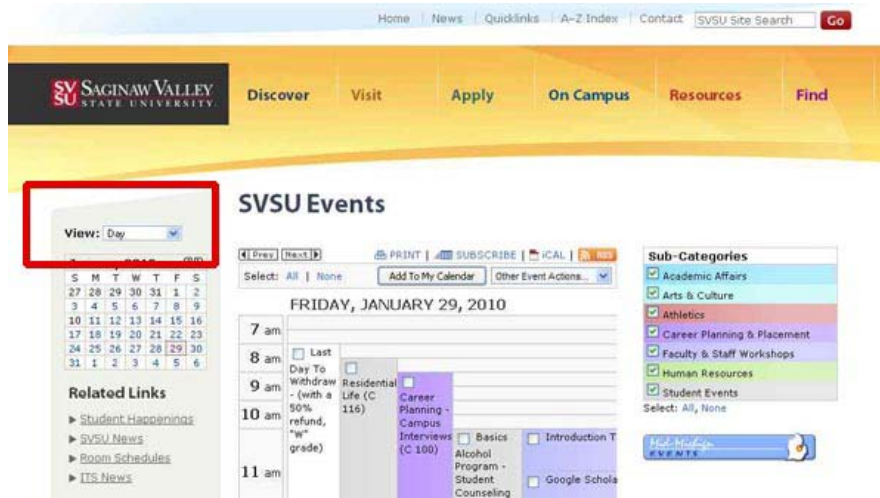
1. Where do I find the Events Calendar?

- A. There are two calendars, linked from the www.svsu.edu homepage. Student Happenings is designed to be events open to all SVSU students. All Campus Events has events open to the public, faculty and staff.

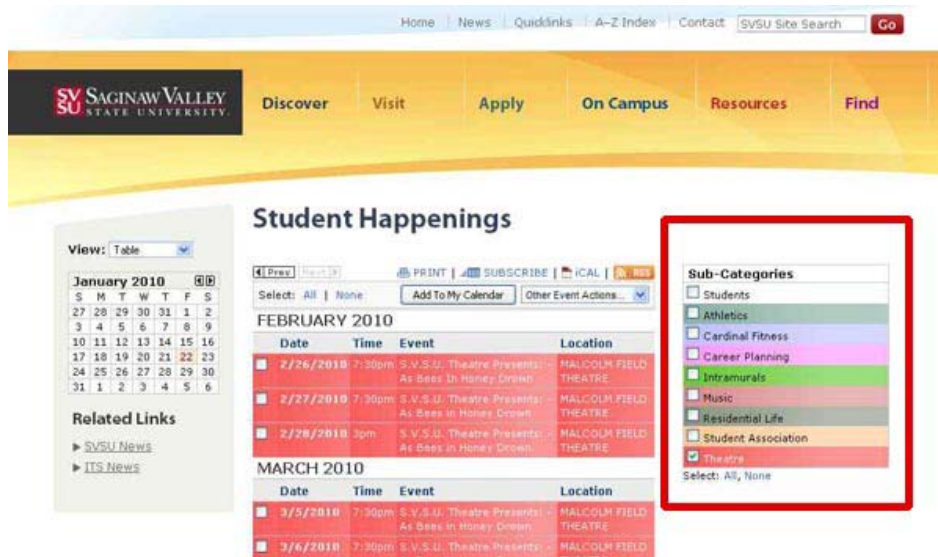


2. How can I customize how the calendar looks?

- A. The default setting is "List" View. This can be changed to a daily, weekly, monthly or table view in the box on the upper left of the screen. By default, all sub-categories are visible when you return to the calendar again.



Whichever calendar you prefer to use, all are a compilation of several calendars, also known as sub-categories. You have the ability to narrow your personal view by removing categories of events. By default, all sub-categories are visible when you return to the calendar again.



3. Can I import calendar data into my Zimbra calendar?

- A. Yes. It is not recommended you import the Student Happenings calendar due to its large size. However, you can import other sub-calendars by knowing the URL of that specific calendar. ITS has specific instructions on its website for “Managing Special Calendars” (third item under Additional Documentation):

<http://www.svsu.edu/its/services-support/instructional/pages/zimbra.html>

If you need a specific URL, please refer to Appendix A in the back or contact Jason Swackhamer or Holly LaRose-Roenicke.

How Reserved Events Get to the Calendar

1. How does the calendar system work?

- A. The software for the events calendar is R25, a system used by University Conference & Events Center and Academic Affairs to reserve/book rooms/class rooms. In order for anything to appear on one of these calendars, it must be in R25. Even if you do not book events regularly with UCEC, chances are they have a name for the location you are looking to book (ex. The Courtyard: Central Campus Courtyard) or can create one.

2. Who do I contact to book an event that I want to go on a calendar?

- A. It depends on where you wish to conduct the event. Use the following as a guide:
- If you are booking an event through UCEC, please use the following online form: <http://www.svsu.edu/events/book-events.html>
 - If you are unsure who books the space you are requesting, please contact UCEC at ext. 4348.

Room/ Space	R25 contact / booking agent
Academic Department Conference Rooms	Dean's Office
Alumni Room	UCEC or Trish Gohm
Art Gallery	Nancy Pockrandt
Banquet Rooms	UCEC
Brown	
Cardinal Cage	Trish Gohm
Classrooms	Kris Gregory
Curtiss Hall	UCEC
Emeriti	UCEC
Executive Board Room (C157)	UCEC
Recital Hall	UCEC
Rhea Miller	UCEC
Richard Thompson Student Activities Room	Trish Gohm
Roberta Allen Reading Room	UCEC
Rotunda	Trish Gohm
Ryder Center (including Cardinal Gym, O'Neill Arena)	Matt Oberlin
Unity Room	Trish Gohm
Wedge Lounges (after 5 p.m.)	Trish Gohm
Zahnow 235 (STC computer lab)	Nicole Ryan

3. My event takes place off campus. What do I do?

- A. In the [Events Request Form](#), enter OFF CAMPUS for the question “designate desired room.” In the “event name” line, enter the name of the event and the off campus location of the event, (for example, Out-of-State Education Employment Fair@ University of Michigan-Flint). For athletic events, the designation is AWAY. (for example, SVSU Men’s Basketball @ Ferris State)

4. My event is for invitees only (members only, staff meeting, etc.). I do not want it to appear on any calendar. What should I do?

- A. In the [Events Request Form](#), check no for the question “Is this event open to the Public?” In the description, indicate this is a private event.

5. Where can I add a description of my event? Why is this important?

- A. In the [Events Request Form](#), where the question asks for “Description of Program”, please write a description of the event and any admission fees. Who should come? What is it about? Is there an admissions fee?

For example, the Sapphire presentation on March 3, 2010 appeared on the Student Happenings Calendar. The event details was included from R25 under the Reservation Comments section:

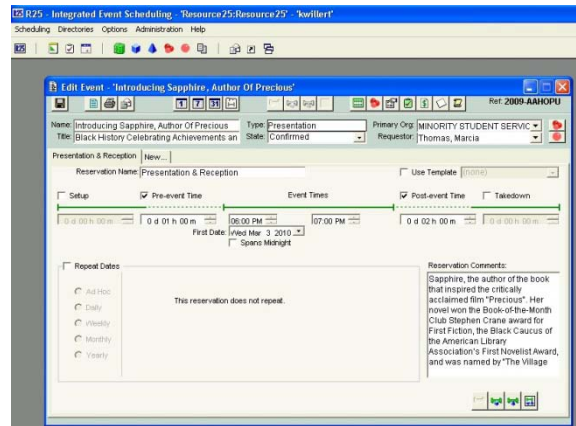
Student Happenings

Introducing Sapphire, Author Of Precious - Black History Celebrating Achievements and Traditions

WHEN Wed., Mar. 3, 2010, 6 – 7 p.m.
WHERE MALCOLM FIELD THEATRE
ORGANIZATION MINORITY STUDENT SERVICES
SUBMITTER NAME Thomas, Marcia
SUBMITTER EMAIL 0

NOTE Sapphire, the author of the book that inspired the critically acclaimed film “Precious”. Her novel won the Book-of-the-Month Club Stephen Crane award for First Fiction, the Black Caucus of the American Library Association’s First Novelist Award, and was named by “The Village Voice” and “Time Out New York,” as one of the top ten books of 1996. It is based on the story of an illiterate 16-year-old girl from Harlem, pregnant with her father’s child, who meets a determined and radical teacher, leading her on a journey of education and enlightenment. Actress and comedian Mo’Nique claimed a 2010 Golden Globe Award for best supporting actress for her role in the film.

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How and Where Your Events Appear

1. **My event is showing up, but I'd also like it listed on one of the sub-category calendars?**
 - A. At this time, if you would like any changes made to your listing, please contact UCEC at ext. 4348.

2. **My event is in R25, but it is still not showing up on the Student Happenings calendar. What can I do?**
 - A. Each calendar and sub calendars are generated using search parameters (see Appendix A for list). Student Happenings (color coded white) automatically publishes:
 1. Custom Attribute: "open to all students"
 2. Custom Attribute: show on all
 3. Program Board
 4. Valley Nights
 5. Student Counseling
 6. Disability Services
 7. Academic Calendar
 8. Blood drives

The Student Happenings calendar includes as Sub Categories: Arts & Culture, Athletics, Career Planning & Placement, intramurals, Res Life and Student Association.

- B. If event is not showing AND if your event can be categorized under one of the organizations that automatically publishes or is a sub category, follow steps below to troubleshoot:
 1. Identify the Search parameters for your department (Appendix A)
 2. Contact the responsible booking agent to review the booking in R25 so the parameters in the booking match your corresponding search parameters.

- C. If otherwise:
 1. Student Happenings posting (open to all students):
 - i. Contact the responsible booking agent.
 - ii. Custom attribute box within R25 ("Open to All SVSU students") needs to be checked

 2. If your event is relevant to the entire campus community, it can be considered for placement on "All Calendars" (it must be open to public):
 - i. Contact Web Communications, ext. 4123