MHC Events Calendar User Guide

Access the Events Calendar

- https://events.mtholyoke.edu

Overview

Mount Holyoke College has partnered with Localist, a leader in interactive calendar software to create an upgraded events calendar. The calendar has many great features for both an event creator and those looking to attend events.

- An enhanced and fully responsive design that functions on a wide range of platforms including mobile devices.
- Events feed directly from the calendar onto department/program pages.
- MHC community members can create a profile page, which allows you to set notifications and email reminders.
- Search for events with filters by topic or audience.
- Event hosts can provide photos and/or video for their events to attract attendees.
- Events hosts have the ability to see who is interested in their events.
- Share events directly from the calendar through social media.
- Calendar visitors have the ability to follow events, programs or topics.

Logging in

Who can Login to the MHC Events Calendar?

Anyone can register for an account and login to the MHC Events Calendar. Logging in will allow you to follow programs and groups, and venues; express your interest for events, and friend other MHC Events Calendar users.

MHC Faculty, Staff, Students, and Affiliates

You can login using your MHC username. We recommend you do this before logging in with any of the social media options. Once you have created your profile in the MHC Events Calendar, you can, if you choose, link your social profiles. After you do so, you can use any available login method and it will map to the same user profile in the MHC Events Calendar.

MHC Alum

At the moment, MHC Alums can login using their MHC credentials, Google account, or social media (Twitter, Facebook) account.

Non-MHC Users

Non-MHC users can access the calendar and manage a profile through their Google and social media accounts.

How to Use

Using the Events Calendar

Events

- Find an Event

  Be sure to login to the Events Calendar as some events may be only visible upon login.

  All events have their own landing page to provide details, photos and contact information. In order to find an event, you can use one of the next methods:

  - Using the **Search places, events, groups** search bar.
  - Using the **Mini Calendar** to view past or future events by day, week or month. (Under “Filter” > When > Select date on calendar)
  - Using the **Filters** to see events by Event Type, Audience or Topic
  - Using the **Programs and Groups** and **Location Landing Pages** to look at upcoming events or the most recent past events.
  - Using **All Events** to list every event in the calendar.
  - Using **Quick Links** to find channel pages for things like class-specific calendars, the Academic Calendar, or religious observances.
  - Using **Tags or Keywords** to search for events.
    - Only tags are displayed on the event landing page.
- I'm Interested, Ordering Tickets and Inviting Friends

  I'm Interested is not an RSVP and does not guarantee admission or grant you a ticket to the event. It is a way to help organizers gauge the interest level in an event and plan for likely attendees. Also, you will receive notifications per your preferences. Overall, I’m Interested does not take the place of official ticketing as there is no cap on how many people can click “I’m Interested.”

  Notifications

  All users are opted in by default to receive all notifications. You can opt out of these notifications by removing the check mark and click **Save Changes.**

  Privacy & Visibility

  By default, all user profile information can be viewed by Everyone. You can change this selection to either be "Just my friends" or "Nobody." After, click **Save Changes.**

If you decide you're not interested you can undo indicating interest on the event page by clicking **Not Interested.**

- ❏ The event will be added to your user profile calendar, which can be found in **User Profile->My Calendar.**
- ❏ You are added to the “People Interested” box and will be listed on the attendee roster for group and department officers to see.
- ❏ You automatically receive an email reminder about the event.
- ❏ After the event, you automatically receive an email prompting you to review the event.
- ❏ Users who mark themselves with “I’m Interested” will be notified when someone comments on the event, but the user cannot reply directly to the commenter in email. The only way to respond is by leaving a public comment on the event page.
- ❏ If the event owner edits their event, people interested will be notified, but not if the owner deletes the event. **Instead its recommended that event owners cancel their events by adding "CANCELED" to the event title, so that all potential attendees are informed.** Keep canceled events in the system as there is no storage limit and past events will still appear in search results. Also, if a canceled event is happening the following year, then you can copy the event and change the details.

Buy Tickets or **Register** buttons appear when an event is ticketed. Register appears when the event is free, but still requires a ticket. **Buy Ticket** appears when there is a cost associated with the event. Click the button to be directed to the ticketing system. Ordering a ticket does not automatically cause you to receive notifications about the event from the calendar. You must still click the **I'm Interested** button to receive notifications per your notification preferences.

Inviting Friends button on event pages next to indicating interest. You can invite friends you've added in **User Profile->Friends & Places** or enter the emails of the ones you want to invite. They will receive an email with an event invitation.

- Localist's Social Sharing and AddThis

Your User Profile

- Profile Settings Overview

User profile shows an overview or your upcoming plans, activity, groups or departments you're following and event reviews. Also, you can correspond with group members or friends, add your profile information and set notification and privacy preferences.

Login to the Events Calendar and on top of the homepage above **Find Events** will display the user profile icon. Hovering over the icon will open the calendar menu.



Dashboard

- Shows your calendar activity.

Public Profile

- Displays your profile picture, which can be added in Photos.

My Calendar

- When you follow a group or department their events will appear in your calendar. Also, you will receive events if you indicate "I'm Interested."

Messages

- Send messages to group members or calendar friends.

Reviews

- All events that were RSVP'd through the "I'm Interested" button will be listed for review at any time once they have passed.

Friends & Places

- Lists all friends that accepted your friend invitation. Also, includes locations that you follow.

My Groups

- Groups or departments you're following.

Photos

- Upload photos and create albums or set as a profile picture.

Settings

- You can provide profile information such as a photo.
- Social Connections section, users can connect to the options listed OR login through the calendar homepage to connect to social media.
- Opt out to receive notifications.
- Select your privacy and visibility settings.

- Connect to Social Media

Connect your Social Media Account(s)

- Once you have linked your social media account(s) to your profile, you can login with either MHC username or your one of your social media accounts (Facebook, Twitter, LinkedIn). The calendar platform will know you're the same person.
- If you have your Facebook account linked, you will be prompted asking if you want to promote an event on Facebook when **I'm interested** button is clicked. You can choose not to promote event.
- When creating events, Event Administrators can link events to a Facebook Event Page. This will pull the attendee RSVPs into the calendar and display them as **People Interested** for the event.
- If Facebook privacy settings are set to not publicly display an attendee attendance or activity. Then the attendee RSVP will not appear in the calendar.
  Note: "I'm Interested" does not take the place of official ticketing as there is no cap on how many people can click "I'm Interested." This helps organizers to gauge the interest level in an event and plan for likely attendees

- Notification & Privacy Settings

  Users can set notifications and reminders for how they will be alerted about events and social interactions. Also, users can set their privacy and visibility preferences. View notifications and privacy settings through **User Profile->Settings**.

Notifications

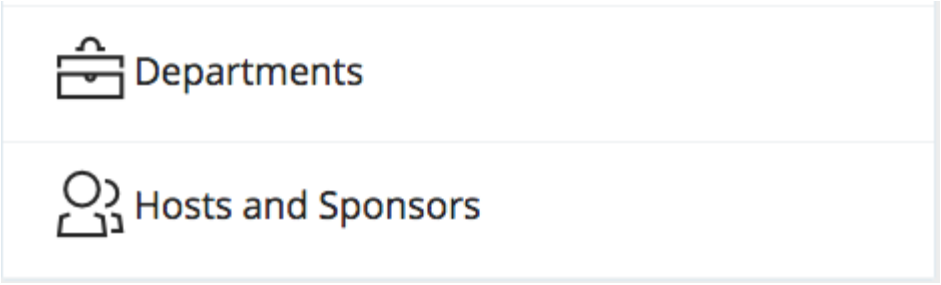
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Program/Group and Department Pages

- Finding and Following
  - **Find a Program, Group or Department**
  - All groups and departments have their own landing page to display events, share news and blog posts and contact information.
  - Users can find programs, groups or departments on the calendar homepage by using the **Find Events** search bar. Also, you can locate groups or departments by clicking on the **Programs and Groups** or **Departments** section on the homepage. This will list all the groups and departments in the calendar.



- **Follow a Program, Group or Department**
- Each group and department landing page will have a **Follow** button. When logged into the calendar, users can follow a group or department to stay informed about their events. When you follow a group or department their events will be added to your user profile calendar, which can be found in **User Profile->My Calendar.** You will be listed as a follower on the group's or department's landing page.
- **Unfollow a Program, Group or Department**
- Users can unfollow a program, group or department by removing it in **User Profile->My Groups.**

Submitting Events to the Events Calendar

Note: Only events that have some affiliation with Mount Holyoke College will be included on the events calendar.

- Ready to submit an on-campus event to the public calendar? The first step — even for event sponsors who manage their own on-campus spaces — is to contact Event Services and request a space to hold the event. Once the space has been confirmed, you will receive an email confirmation that includes a link to a form that must be submitted in order for the event to be included in the public calendar. The event's complete title is required. Please note that all event sponsors need to go through this process in order to be included in the public calendar, even those who manage their own on-campus spaces.
  - Request a Space
- The public calendar welcomes the inclusion of College events that are not held on campus. Please register your event through the Office of Communications and Marketing via the button below. Only events with complete titles will be included in the public calendar.
  - Provide off-campus event details

FAQs

- What does "I'm interested" mean? Is it an RSVP? Am I guaranteed admission?

  I'm Interested is not an RSVP and does not guarantee admission or grant you a ticket to the event. It is a way to help organizers gauge the interest level in an event and plan for likely attendees. Also, you will receive notifications per your preferences. Overall, I'm Interested does not take the place of official ticketing as there is no cap on how many people can click "I'm Interested."

If you decide you're not interested you can undo indicating interest on the event page by clicking **Not Interested.**

- The event will be added to your user profile calendar, which can be found in **User Profile->My Calendar.**
- You are added to the “People Interested” box and will be listed on the attendee roster for hosts to see.
- You automatically receive an email reminder about the event.
- After the event, you automatically receive an email prompting you to review the event.
- Users who mark themselves with “I’m Interested” will be notified when someone comments on the event, but the user cannot reply directly to the commenter in email. The only way to respond is by leaving a public comment on the event page.
- If the event owner edits their event, people interested will be notified. **Calendar administrators will mark canceled events by adding "CANCELED" to the event title, so that all potential attendees are informed.**

Buy Tickets or **Register** buttons appear when an event is ticketed. Register appears when the event is free, but still requires a ticket. **Buy Ticket** appears when there is a cost associated with the event. Click the button to be directed to the ticketing system. Ordering a ticket does not automatically cause you to receive notifications about the event from the calendar. You must still click the **I'm Interested** button to receive notifications per your notification preferences.

Inviting Friends button on event pages next to indicating interest. Can invite all friends you've added in **User Profile->Friends & Places** or enter the emails of the ones you want to invite. They will receive an email with an event invitation.

- **Who can create and post an event?**
  - Ready to submit an on-campus event to the public calendar? The first step — even for event sponsors who manage their own on-campus spaces — is to contact Event Services and request a space to hold the event. Once the space has been confirmed, you will receive an email confirmation that includes a link to a form that must be submitted in order for the event to be included in the public calendar. The event’s complete title is required. Please note that all event sponsors need to go through this process in order to be included in the public calendar, even those who manage their own on-campus spaces.
    - Request a Space
  - The public calendar welcomes the inclusion of College events that are not held on campus, provided they have some affiliation with the College. Please register your event through the Office of Communications and Marketing via the button below. Only events with complete titles will be included in the public calendar.
    - Provide off-campus event details
- **Can I post an event that will not take place on campus?**
  - Yes. The public calendar welcomes the inclusion of College events that are not held on campus. Please register your event through the Office of Communications and Marketing via the button below. Only events with complete titles will be included in the public calendar.
    - Provide off-campus event details
- **What type of events are advertised in the MHC Events Calendar?**

    - Events include (but are not limited to): lectures, meetings, performances, sporting events, club events, information sessions and trainings.
    - Note: events listed as "deadlines" only appear on custom calendars (not on the main Events Calendar), even if other categories are also selected.
- **How can I submit suggestions for additions and changes to the MHC Events Calendar?**
    - events-calendar@mtholyoke.edu
- **How can I delete my profile picture from the MHC Events calendar?**

  There's no direct way to delete your profile picture. You can designate a different profile picture by:

  1. Click on your **profile icon** and select **Photos**
  2. Upload a new photo or select an existing photo.
  3. Click the "Set profile Photo" button.

  If you really want to delete your profile photo and not replace it, there's an indirect way you can do that.

  1. Upload a new photo and make it your profile icon as outlined above.
  2. Click on your **profile icon** and select **Public Profile**
  3. Scroll down to the "Recent Activity" section.
  4. Click on the **X** next to your uploaded photo to delete it.
     Result: Your profile photo is deleted and you will have the default shadow figure profile image.

Have Questions or Still Need Help?

- Contact the MHC Events Calendar Team at events-calendar@mtholyoke.edu.
- Localist's Frequently Asked Questions and Support Documentation