

Adding LibCal Events to the Staff Events Calendar

Harvard Library uses LibCal to post and share library-staff-focused events to the [Staff Events calendar](#).

You can navigate to the Staff Events calendar via the top menu on the [Staff Portal](#).

The process outlined below is for adding events **whose audience is Harvard library staff members**. ([Learn about posting events open to the public or to the broader Harvard community here.](#))

Request Access to Create Events

Event hosts can add and update their events directly via LibCal. [Login to LibCal](#).

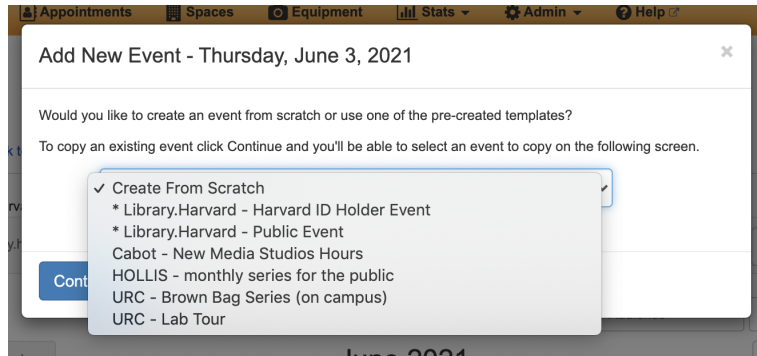
If you need access, please email harvard_library@harvard.edu.

Creating an Event

Once you're signed in and have the correct permissions, visit the [admin page](#) for the Staff Events Calendar, and click Add Event.

The screenshot shows the LibCal interface for the Harvard Library Staff Events calendar. At the top is an orange navigation bar with links: LibCal, Home, Events, Appointments, Spaces, Equipment, Stats, Admin, and Help. Below this is a search bar and a dropdown menu for 'Harvard Library Staff Events'. A secondary navigation bar includes 'Calendar', 'Event Explorer', and 'Back to Calendar List'. A descriptive line reads: 'Calendar for staff development, staff training, and professional development learning opportunities for Harvard Library staff.' Below this is a metadata bar showing 'Status: Public', 'URL: https://libcal.library.harvard.edu/calendar/staff', 'Time Zone: Eastern Time - US & Canada', and a 'Print' button. The main interface features a '+ Add New Event' button, a 'Show All Event' dropdown, and filters for 'Audience' and 'Category'. A date navigation bar includes 'Go To Date', navigation arrows, 'Today', and the month 'June 2021'. The calendar grid shows days of the week (Mon, Tue, Wed, Thu) and dates (31, 1, 2, 3). An event titled '4pm All-Library Textile Crafters of the Library' is listed for Tuesday, June 1st.

Click Continue to create the event from scratch (or use a preexisting LibCal template from the drop-down if you prefer).

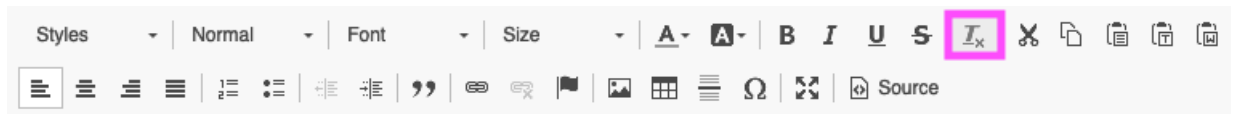


Go down the page and fill in your event's information. You don't have to fill out all the fields — if you have nothing to go in a particular field, just leave it blank. Required fields are marked with an asterisk.

A few notes on the event details and how they appear on your live event are below:

- **Event Title:** The title goes here. (This should be a unique title, not the title of a series.) Do not include online/virtual/remote in your title — this is covered in another field.
- **Event Description:** Describe your event. Be sure to include information about your speaker(s)/presenter(s). You can style text here, and include hyperlinks if you wish. If you have a link to more info about the event, you can put it here as well.

Recommendation: After pasting text into the description field, select it all again and click the “Remove Formatting” button (a T with a small x next to it) — this will strip out formatting from wherever the text came from and eliminate most formatting issues.)

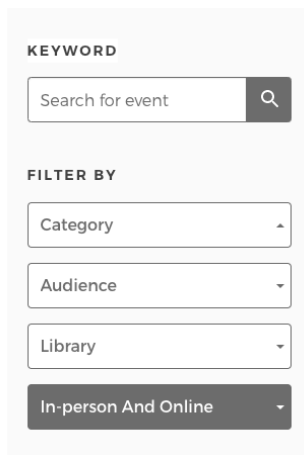


- **Featured image:** Images are not required; only use one if it adds value. Make sure your image is smaller than 450px by 450px. For accessibility, please do not use any images that include text (like a poster).
- **Presenter:** *DO NOT USE THIS FIELD* Please note, this field does not appear on the published event.

- **Event Location:** For online events, choose the “Online Event via Facebook Live (or other)” option rather than the “via Zoom” option. We don’t have Zoom integrated with LibCal, but you can still post a Zoom link in the Event URL field. This will cause the “Online” label to appear above the event title.

(Please note that the event link won’t show up in the text of the event, but appears when the event is saved to a calendar. If you want the link to be in the text of the event also, you can add it to the description.)

- **Category, Audience, Library:** These fields will help users filter and find events.

A screenshot of the LibCal search and filter interface. It features a 'KEYWORD' section with a search bar containing the placeholder text 'Search for event' and a magnifying glass icon. Below this is a 'FILTER BY' section with four dropdown menus: 'Category', 'Audience', 'Library', and 'In-person And Online'. The 'In-person And Online' dropdown is highlighted with a dark background.

Please note that the Audience selector is separate from the calendar itself. If you are in the Staff calendar and you choose Public as your audience, the event will **not** appear on the main Library.Harvard calendar. Similarly, if you are creating an event in the main Library.Harvard calendar and you select Library Staff as an audience, the event will **not** appear on the Staff calendar. (If your event is open to the public or to the broader Harvard community, it belongs on the main Library.Harvard calendar — [learn more about posting those events here.](#))

For more detailed LibCal documentation, please refer to [SpringShare](#).