Seattle University Events Master Calendar

User Guide / FAQ's

http://calendar.seattleu.edu/

Landing Page

This page will be displayed upon arrival to http://calendar.seattleu.edu.

NOTE: This website does not work well with Internet Explorer! Please download an alternate browser (Firefox, Chrome, Safari, Opera) in order to use the calendar.

Login

Click on the red Login button on the upper-right corner, and a box should pop up. Enter your User Id (your full Seattle U email address) and Password (will be supplied via email) and click Login.

You should now see the same landing page, but with your name next to the red Login button instead of "guest."

If you do not have credentials, or if you have forgotten your password, please email rooms@seattleu.edu.

Clicking the small arrow next to your user name will bring up a panel of options:

Calendar

The "Calendar" button takes you to the Calendar home page.

My Options

Change Password

My Requests

If there are events that require your approval, they will be signified via the "Actions" column. The "Status" column will report the current approval standing of the event.

Deleting Events

1. Log in to **EMS Master Calendar** as an Administrator.
2. Select Events & Special Dates > Manage Events.
3. Select the event(s) you wish to delete. To select all events on the currently opened page for deletion in a single step, select Title.
4. Under Actions select **Delete.**

Submit Event

You may submit a request to have your event added to calendars by selecting the "Submit Event" option from the Login menu, or by selecting "Add Event" in the calendar view.

NOTE: If you are requesting an event for a calendar that you do not currently manage, your event will have to be approved before it will appear on the relevant calendar. All managers DO NOT have to approve your event prior to its appearance.

Adding images/graphics to the calendar of events / Featured Events

There is no need to add an additional Seattle U logo or mark to your photo/graphic since the event is embedded within our website. For more information on our brand, please visit:

https://www.seattleu.edu/marcom/brand/

Images must be 375 pixels high x 249 pixels tall and the resolution for web must be 72 dpi.

Size = pixels wide by pixels tall
Resolution = pixels per inch
Quality = amount of compression

Edit your image for upload:

Use an editing program like Photoshop or a free program like: http://apps.pixlr.com/express

Image Usage:

Most images online are copyrighted. Remember, you can't use a copyrighted work without express authorization from the owner.

We have plenty of images for use on our Seattle University photo database. For access, please contact Chris Joseph Kalinko at cjtaylor@seattleu.edu or (206) 296-2651.

https://seattleuniversity.photoshelter.com

Calendar Administrators

Upon log in, click your name to bring up a menu of options.

Select "Admin Panel"

Events for approval can be sorted by calendar date or title. The list of events can be filtered by date range, keyword, specific calendar, event type, locations, departments, or approval status.

Select events from the list of "Pending Events," and then select whether to Delete, Approve or Reject the event.

Deleting an event removes the events submission from your "Pending Events" list.

Approving the event will publish the event onto your calendar.

Rejecting the event denies the submission of the event and emails the event requestor to inform them of the event's rejection.

Frequently Asked Questions

How do I view the University's Events Master Calendar?

To access the calendar, go to http://calendar.seattleu.edu/ or type this into your browser's address bar.

To VIEW the calendar, you do not have to do anything else.

If you wish to add or edit events, click "Login" (on the upper right hand corner of the screen) and enter your username and password.

If you do not have a password, or if you are unsure of your credentials, please contact Conference and Event Services at rooms@seattleu.edu or (206) 296-5620.

### On which Calendars will my event appear?

Your event can be submitted to multiple calendars; however, in order for it to appear, it will have to be approved by any relevant calendar managers.

I manage events for my department; how do I become a Calendar Manager?

Submit a request to Conference and Event Services via email at rooms@seatteu.edu or via phone at (206) 296-5620.

Why doesn't my event appear on the Calendars I select?

If your event does not appear on one or more calendars, first be sure that you have selected the relevant calendars when you go to view events (look at the menu on the right side of the screen):
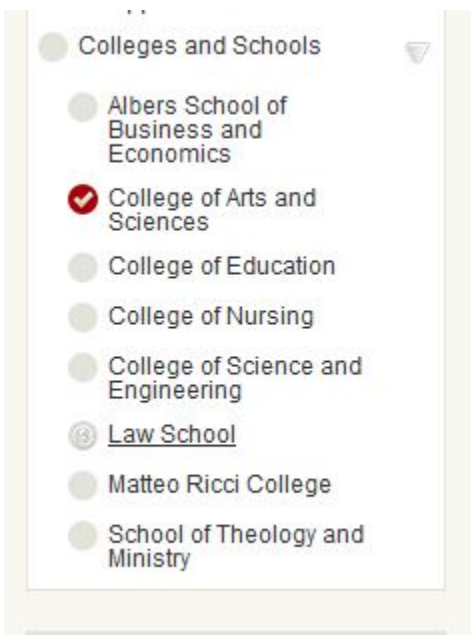
If it still does not appear, it is possible that your event may not have been approved by one or more of the relevant calendar managers. Feel free to contact that person directly to request information. A list of the Calendar Managers can be found at the bottom of the webpage:

Please contact us at Conference and Event Services at rooms@seattleu.edu or (206) 296-5620 if you have any questions!