

User Guide / FAQ's

<http://calendar.seattleu.edu/>

Landing Page

ANNOUNCEMENTS: Requesting User Access to the Master Calendar: If you are a Seattle... [VIEW \(2\)](#)

Featured Events

Tools For Transition: Alumni Career Workshop

Tools for Transition:

Wednesday, October 14, 2015
6:30 PM - 8:30 PM (PT)

[more](#)

Calendar: October 2015

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Search for Events

Notifications/Cal Feeds

Calendars

- Academic Calendar and Programs
- Academic Calendar
- Global Engagement Events and Programs
- Campus-Wide Events and Programs
- Campus-Wide Events and Traditions
- Fine and Performing Arts
- Intercollegiate Sports
- Public Events
- Faculty and Staff Programs and Information

Events ◀ October, 2015 ▶

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
11:00 AM - 12:00 PM (PT) Sunday Mass	12:30 PM - 1:15 PM (PT) Daily Mass	12:30 PM - 1:15 PM (PT) Daily Mass	12:30 PM - 1:15 PM (PT) Daily Mass	12:30 PM - 1:15 PM (PT) Daily Mass	12:30 PM - 1:15 PM (PT) Daily Mass	1:00 PM - 3:00 PM (PT) Volleyball vs. CSU Bakersfield

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.

The screenshot shows a login form pop-up with the following elements:

- Input field for "User Id" with a clear button (X).
- Input field for "Password" with a clear button (X).
- "Cancel" button with an X icon.
- "Login" button with a key icon.

The background interface includes a user profile section with "guest" and a "Login" button.

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:

The screenshot shows a user profile dropdown menu with the following elements:

- User name: "Sample User" with a small arrow icon.
- "Log Out" button.
- Dropdown menu items: "Calendar", "My Options", "Change Password", "View My Requests", "My Notifications", "Submit Event", "Help", "Contents", "Knowledge Base".

ANNOUNCEMENTS: Requesting User Access to the Master Calendar: If you are a Seattle... [VIEW \(2\)](#)

guest [Login](#)

Featured Events



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Search for Events [GO](#)

[Notifications/iCal Feeds](#)

- Calendars
- Academic Calendar and Programs
 - Academic Calendar
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Tools For Transition: Alumni Career Workshop | Doctorate and Master's in Nursing Information Session | Global Engagement Information Sessions | Tools For Transition: Alumni Career Workshop

Events ◀ October, 2015 ▶ [Day](#) [Week](#) [Month](#)

[List](#) [Calendar](#) [Add Event](#)

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

My Options

Change Password

Change Password


Email: [REDACTED]

Old Password

New Password

Confirm Password

My Requests



>>> CALENDAR OF EVENTS <<<

Reeve, Laura

Current
Historical Show Cancelled

Actions	Title	First Event	Last Event	Status	Calendar
	Mini Dribblers Basketball Camp	7/6/2016	7/8/2016	Approved	On Multiple Calendars

[Calendar Managers](#) | [RSS Feeds](#)

Powered by 

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.

Events ◀ October, 2015 ▶ Day Week Month

List Calendar Add Event

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3

Featured Event

Set as **Featured Event**

Event Info

Event Title

Event Url

Event Description

Design HTML Preview

Event Contact

Contact Name Hide

Contact Email Hide

Contact Phone Hide

Event Group - Priority

Calendar

Event Type

Department

Location

Location

Event Date(s)

Event Start Date

Event Time(s)

Timed event All day event

(If timed event is selected then a start and end time must be entered).

Start Time

No end time

End time goes into the next day

End Time

Event Image

Additional Event Info

Type

Field name 1

Description 1

Type

Field name 2

Description 2

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"

ems MASTER CALENDAR Admin Panel

Admin | Calendar | Submit Event | My Account | Help | Welcome: Sample Manager

Filters

Start Date: 10/16/2015 Fri | End Date: | Keyword: | Calendars: Global Engagement Events and Pro | Event Types: (all) | Locations: (all) | SubLocations: (All) | Departments: (all) | Pending Approved Rejected | Search

Actions: Delete | Approve | Reject | Print

Pending Events			
<input type="checkbox"/> Title	First Event	Last Event	Calendar
<input type="checkbox"/> 50th Reunion of the Class of 1966	4/30/2016 Sat	4/30/2016 Sat	Global Engagement Events and Programs

Calendar Managers | RSS Feeds | Powered by ems

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.

Pending Events				
<input type="checkbox"/>	Title	First Event	Last Event	Calendar ^
<input checked="" type="checkbox"/>	Summer in Seattle Orientation	7/6/2015 Mon	7/25/2015 Sat	Academic Calendar
<input checked="" type="checkbox"/>	An Evening with the Dean of the School of Theology and Ministry	4/23/2015	4/23/2015	Academic Calendar

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?

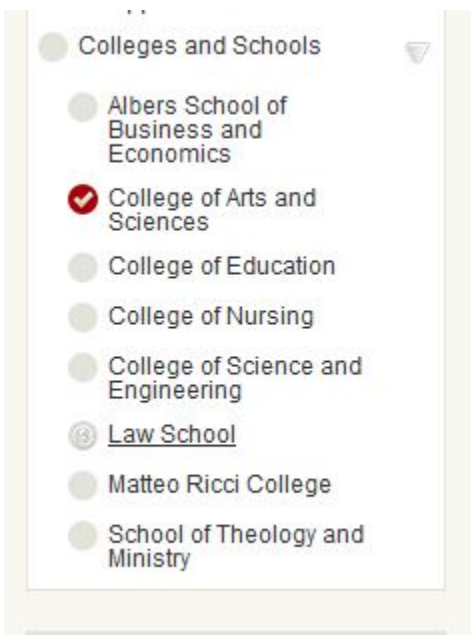
Your event can be submitted to multiple calendars; however, in order for it to appear, it will have to be approved by any relevant calendar managers.

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@seattleu.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:

