

How to upload events to the *What's On* events system

Set up your account

- Go to: <http://www.admin.cam.ac.uk/whatson/>
- Click on the 'Submit events' link positioned at the top right of the green banner.
- Log into the events system by entering your Raven username (CRSID) and password or, if you don't have one, by setting up your own username and password. Please contact us when you have added yourself to the system because you will need to be confirmed as an event editor before you can start adding events.
- Once you have been confirmed as an event editor, log-in through the process above.
- **Important note to avoid duplications:** before you add an event, click on the 'Calendar' link on the left, which previews the events and check that your event has not already been submitted.

Creating a draft event

- Click on 'Create a draft event.'
- Fill in the required information in the 'Description', 'Time and Date', 'Venue' and 'Enquiries and Booking' tabs.

Please read – important things to note:

- Write the key event information in **both** the short description and main description boxes. Information inputted into these boxes appears in different places (the short one appears on the listings page, whereas the long one appears once you have clicked on the event) so there must be something in both places.
- **Event exposure:** please highlight your top events by selecting 'Highlighted'. This helps us to determine which events we should prioritise for the email newsletter and the poster (if it continues). If you are not selecting the event as a highlight, please keep the option on 'Web only'; we do not use the 'Print publicity' option.
- When entering the venue details, please click on the box which says '**Use an existing venue**' to import your venue details. All entries in the database have a map link and contact information which should be displayed on the website. Please contact us if your venue isn't listed.
- Please add times and dates for your events carefully, making sure that the options you have selected reflect the true opening times of your venue. We don't have time to check the accuracy of all the information entered; if you have any questions, please contact us.
- Please add **high resolution photos** – this will save us asking you for better quality images later.

House-style

If the *What's On* poster continues, it will be very important that as many people as possible adhere to the style guidelines laid out here because text for the poster will be exported directly from the events system.

- Please avoid duplicating information (e.g. writing the time and date in the event description).
- Use **lowercase** lettering except at the beginning of sentences and for names.
- Please write the cost in the format: **£5-10, concs £3, students £2**
If there is no cost, please write 'free'
- Please avoid using '&', instead write 'and.'

Time and date

- Enter times in 24-hour clock format. If you don't know the end time, just leave this blank.
- Click add to save the time and date for your event.
- NB: you can add multiple times and dates for the same event – just fill in more times and dates and click 'Add' each time.

Event times

Please provide one or more times for this event. Be sure to click 'Add' after each time, or choose 'More options'.
Note: times use 24-hour clock. If no end time is to be specified, choose 'More options' and check the box 'End time not known'.

Add times: Start time: 09:00 End time: 10:00 Date: [dropdown] Add More options

Takes place: [dropdown]

Confirm Cancel

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Click 'Add' to save the time and date

- To add additional times or dates, click on 'More options'. You can add events so that they occur daily, weekly, monthly, yearly or on bank holidays. Click 'Store this rule' to save your options.
- NB: to enter an end time of midnight, select 'More options', enter midnight as '00:00' and select 'End time is 1 days later' – see below:

Edit occurrences

Time

Start time: 10:00 End time: 00:00

End time not known, or indefinite

End time is 1 days later

Venue details

- Click on the 'Venue' tab to enter the venue details.
- Click on 'Use an existing venue' to see if your venue has already been added to the system.
- Then click on 'Update using these details'.
- Check the venue details are correct for your event. You can add a room name or number in the box labelled '(Optional) Room/building details'.
- You can change the venue details once you have uploaded details from our existing directory, but they will not be saved in the directory. If you would like your venue details to be changed permanently, please email events@admin.cam.ac.uk or call 01223 339397.
- To change an existing venue entry, or to add a new venue to the list, please email events@admin.cam.ac.uk or call 01223 339397
- If you fill in the venue details yourself please make sure you add all the information, including a map URL from the University's official map: <http://www.cam.ac.uk/map> or from Google maps (for non-University venues): <http://maps.google.co.uk/maps>

- You can select a default venue by going to: My account > preferences:

Select 'My account'

Then select 'Preferences'

Select your usual venue and click 'Submit'

- You will then be able to select your default venue by selecting the 'Use my usual venue' link in the venue tab:

Use an existing venue

Use my usual venue

Enquiries and Booking

Please provide contact information allowing visitors to enquire about or book for your event. If booking is not appropriate, select 'Booking: Unavailable', otherwise choose 'Possible', 'Recommended' or 'Required' according to the event arrangements.

Please use capital letters for names, such as Cambridge Corn Exchange Box Office

This is the website address for **booking**. Your **venue** web address is entered on the venue details page

Other details
Ignore this tab!

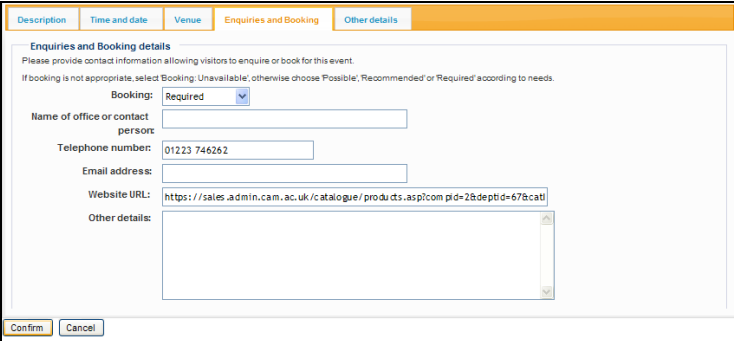
Adding an image to your event

- The system only allows you to upload **jpgs** to the system.
- Please add high resolution photos – there is a high file size limit (approximately 16MB).
- To add an image to your event, click on 'Manage images', whilst in the event editor.
- Then click on 'Add a new image.'
- NB: please make sure photos are copyright cleared – there is a space to add photo credits in this section.

Finally: confirm your event

- Once you have entered all the details for your event, click on the 'Confirm' button:

Click 'Confirm' to save your event

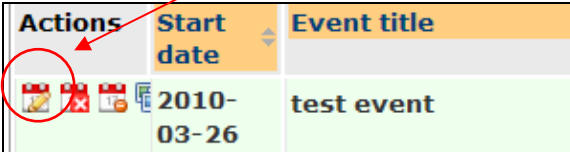


The screenshot shows a web form titled "Enquiries and Booking details". It has tabs for "Description", "Time and date", "Venue", "Enquiries and Booking", and "Other details". The "Enquiries and Booking" tab is active. The form contains the following fields: "Booking:" with a dropdown menu set to "Required"; "Name of office or contact person:" with a text input field; "Telephone number:" with a text input field containing "01223 746262"; "Email address:" with a text input field; "Website URL:" with a text input field containing "https://sales.admin.cam.ac.uk/catalogue/products.asp?com pid=2&deptid=67&cat"; and "Other details:" with a large text area. At the bottom of the form are "Confirm" and "Cancel" buttons. A red box on the left contains the text "Click 'Confirm' to save your event" with an arrow pointing to the "Confirm" button.


- NB: as an event editor, you create draft events. Your events will not appear on the *What's On* website until they have been reviewed and published by the *What's On* editor.

Editing your events

- If you realise you need to change the details of your event before the deadline click on the 'edit' symbol to the left of your event



The screenshot shows a table with three columns: "Actions", "Start date", and "Event title". The "Actions" column contains several icons, including a calendar, a document, and a trash can. A red circle highlights the "Actions" column, and a red arrow points from the text "Click 'Confirm' to save your event" to the "Confirm" button in the previous screenshot.

Actions	Start date	Event title
	2010-03-26	test event

Copying events

- You may find this useful if you have a lot of events with similar details.
- To copy an event, click the 'Copy event' icon to the left of the event listing:



The screenshot shows a table with columns: "Actions", "Starts", "Ends", "Event title", "Has images", "Approval status", "Owner", and "Publication status". The "Actions" column contains several icons, including a calendar, a document, and a trash can. A red circle highlights the "Actions" column, and a red arrow points from the text "Click 'Confirm' to save your event" to the "Confirm" button in the previous screenshot.

Actions	Starts	Ends	Event title	Has images	Approval status	Owner	Publication status
	12/06/2010	26/06/2010	John Devlin	No	Approved	 mariellesmith	Published
	11/06/2010	11/06/2010	Women's Varsity Twenty20 cricket match	No	Approved	 mariellesmith	Published
	02/06/2010	02/06/2011	Inuit art exhibition	No	Approved	 mariellesmith	Published
	02/06/2010	02/06/2011	The Polar Museum reopens	No	Approved	 mariellesmith	Published

Deleting or changing your events

- You will be unable to delete your events, or change them once they have been published. If you need to do this, please contact the *What's On* administrator.