Campus Calendar Cheat Sheet

The College of Charleston Campus Calendar is an outward-facing calendar of events for the CofC community and the public at large. The calendar can be viewed here https://go.activecalendar.com/cofc.

Please note that College Calendar entries must be submitted at least five (non-holiday) business days in advance of the event.

To submit an event, you must first create an account.

TO CREATE AN ACCOUNT
1. Visit https://go.activecalendar.com/cofc/
2. Click on “Sign In” in the upper righthand corner of the page.
3. Complete the fields under “Get Started.”
4. You will receive an email from the calendar system. Follow the link to verify your account.

TO SUBMIT AN EVENT
2. Move your cursor over the dark blue panel on the left of the screen and click “Create an Event.”
3. Complete the form as specified below (and be sure to click “Save” often):

   **Name of Event**
   Name of Event, including host if necessary (e.g., Poetry Club Kickoff Meeting)

   **Event Details**
   
   Summary *
   Briefly summarize your event in under 250 characters. Date, time, place and details should NOT be entered here.

   Description
   This is where you enter details about your event, including any relevant URLs or registration information. Use the above toolbar to insert hyperlinks and format your entry as needed. Please note that date, time, place and contact info should NOT be entered here.

   **Name of Event Section (required):** This is the title of the event, describing what it is. It is visible on the calendar listing and on the event details page. Use event titles that clearly explain event topics to both the campus community and the general public. For example, use “Spanish Club Tertulia” vs. “Tertulia” or “Arts Management Monthly Breakfast” rather than “Monthly Breakfast.”

   **Event Details Section:**
   
   **Summary (required):** This is a brief summary of the event that appears on the main calendar page. The character count for the summary field is limited to 250 characters. Please note that the date, time and place should not be entered in this field. Additional event information may be included on the details page (required), by clicking the “Add a full description” box underneath the Summary field.
**Event Description (required):** This information is visible on the details page of your event and provides further information about the event. Here, you may copy/paste the information from your Summary and add further relevant information, including the appropriate audience (e.g., open to general public, for graduate students); the cost/fee of attendance; any background information about the event or speaker; relevant URLs, including RSVP and registration; sponsors/hosts of the events. Please note that the date, time, place and contact info should not be entered in this field.

Please follow the guidelines of the CofC Style Guide, especially when describing CofC departments and offices: [https://university-marketing.cofc.edu/brandmanual/bychapter/styleguide/index.php](https://university-marketing.cofc.edu/brandmanual/bychapter/styleguide/index.php)

**When is the Event (required):** Under this heading, you will enter the start/end date and start/end time for your event. Please note the following options:

- **Timezone:** Ensure the correct time zone is listed.
- **Event URL:** Leave this blank. This will auto-populate with the calendar detail page.
- **Make this event private:** Leave blank.
- **Make this event unlisted:** Leave blank.
- **Specify Publish/Unpublish Times:** Leave blank.
- **Highlight this event:** Leave blank.

**Categories and Keywords Section (optional):** Select one or more categories to help users find your events. In the Categories listing, you may click on the black triangles to choose more specific categories for your event. Keywords and tags may be entered in the Keywords field.
**Locations Section (required):** Choose a location from the drop-down Location List. Do not choose “Main Campus” or other entries with a black triangle next to them. Instead, click the triangle and choose a more specific location. If you do not see the location of your event, type it into the search field and click “Search.” If it is not listed, click “Add.”

**Contact Section (required):** A name (First and Last – no titles), phone number and (CofC) email address are required.

**Images Section (advised):** The image you choose will appear on the calendar listing page and the event details page. Images should be sized to 450 x 300 pixels. Choose your image and click “Upload.” If you upload multiple images, click the star on your primary image.

**The following sections should be left blank/ignored:**
- Attachments
- Registration and Products
- Additional Event Information
- Attach a Survey

4. Save and click “Submit.” You will receive an email when your event is approved or denied. If the reviewer has questions, they will contact you directly.