

How to add an event to the Friedman Calendar

The screenshot shows the Friedman School of Nutrition website. At the top, there is a navigation bar with tabs for About, Admissions, Academics, Students, Alumni, Events, Publications, and Research. Below the navigation bar, there is a search bar and a menu with options: search | print | download | add event | subscribe. A green circle highlights the 'add event' link in the menu, and a green arrow points to it. Below the menu, there is a calendar for February 2008. A red arrow points to the 'add event' link in the bottom right corner of the calendar grid. The page also features a sidebar with a 'Mark your Calendar' section and a list of events. The main content area displays the Friedman School of Nutrition logo and the current date, February 2008. Below the logo, there is a section for 'Event Categories' with various options like Academic Calendar, Conferences & Symposia, Social Events, etc.

To add an event to the Friedman Calendar:

1. From the Friedman Calendar click the “add event” link in the upper right-hand corner (see figure above).
2. Complete the information about the event including title, description, location and dates. While filling out the form, if you have any questions, click on the yellow question mark next to a field to get information about that field.
3. In order to avoid spam via the form, you will be asked to re-type the code at the bottom of the screen. The event cannot be submitted unless the code is entered properly and the required fields have been filled.
4. After reviewing your information, click the Submit Event button. A pop-up window appears indicating that the event is now pending administrative approval.

Your event should be reviewed and depending on approval, should be posted within 48 hours.

The screenshot shows the 'Event information' form. The form is divided into several sections. The first section is for 'Event information' and includes fields for 'Event Title', 'Subtitle', and 'Event Description'. The second section is for 'Event Category', 'Intended Audience', and 'Location', each with a dropdown menu. The third section is for 'Event Link', 'Event Cost', and 'Event Sponsor', each with a text input field. The fourth section is for 'Contact information' and includes fields for 'Contact Name', 'Contact E-Mail', and 'Contact Phone'. The fifth section is for 'RSVP Info' and includes a text input field. The form also features several yellow question mark icons next to the dropdown menus and text input fields, indicating that users can click on them for more information.

To add an event to the Friedman Calendar and other Tufts calendars:

If you wish to submit an event that will be cross-posted to more than just the Friedman Calendar, visit: <http://events.tufts.edu/form.php> (it is the "Submit a new event" link from the main Tufts University calendar page).

1. Fill it out as noted above.
2. Make sure you select "Yes" to have this event cross-posted to additional calendar.

A new drop-down menu will appear (see figure on right) and you must select the Friedman School option to have it appear on the Friedman site along with any other site.

3. This event will need to be approved by the Tufts University calendar administrators AND the Friedman School (or whichever other calendars you post to) administrators.

Note: This form does NOT make room reservations for your event. It just submits your event information for publication on Tufts' web site.

Enter your event details below
* = required fields

* Event title

Event subtitle

* Event category

* Intended Audience

Cross-Post This Event to Additional Calendars?

Your event will be submitted to the main Tufts calendar along with any other calendars you check in this list. All submissions are subject to the approval of the receiving calendar editors.

* Tufts

- Alumni
- Athletics
- Cummings School of Veterinary Medicine
 - Veterinary - Alumni
 - Veterinary - Continuing Education
 - Veterinary - Faculty and Staff
 - Clicker Reservations
 - Veterinary MPH Events
 - Veterinary - Hospital
 - Veterinary - Library
 - Veterinary - Students
 - Friedman School of Nutrition
- HNRC
- Music Department
- Sackler School
 - Graduate Program in Genetics
 - Graduate program in Immunology
 - Integrated Studies Program

This box must be checked