Modern Campus Calender Detailed Instructions

For questions and support contact us at
MissouriState.edu/WebSupport

Logging in

- Visit Calendar.MissouriState.edu/Admin
  or MissouriState.edu/CalendarAdmin

- Log in using your BearPass login

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Editing events

UPDATING PUBLISHED CALENDAR EVENTS

- Navigate to **All Events**

- Locate and select an event

- Change the event details

- **SAVE**

- **PUBLISH**

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Creating events

ADDING A NEW EVENT

- Navigate to **All Events**
- Click on **+ NEW EVENT**

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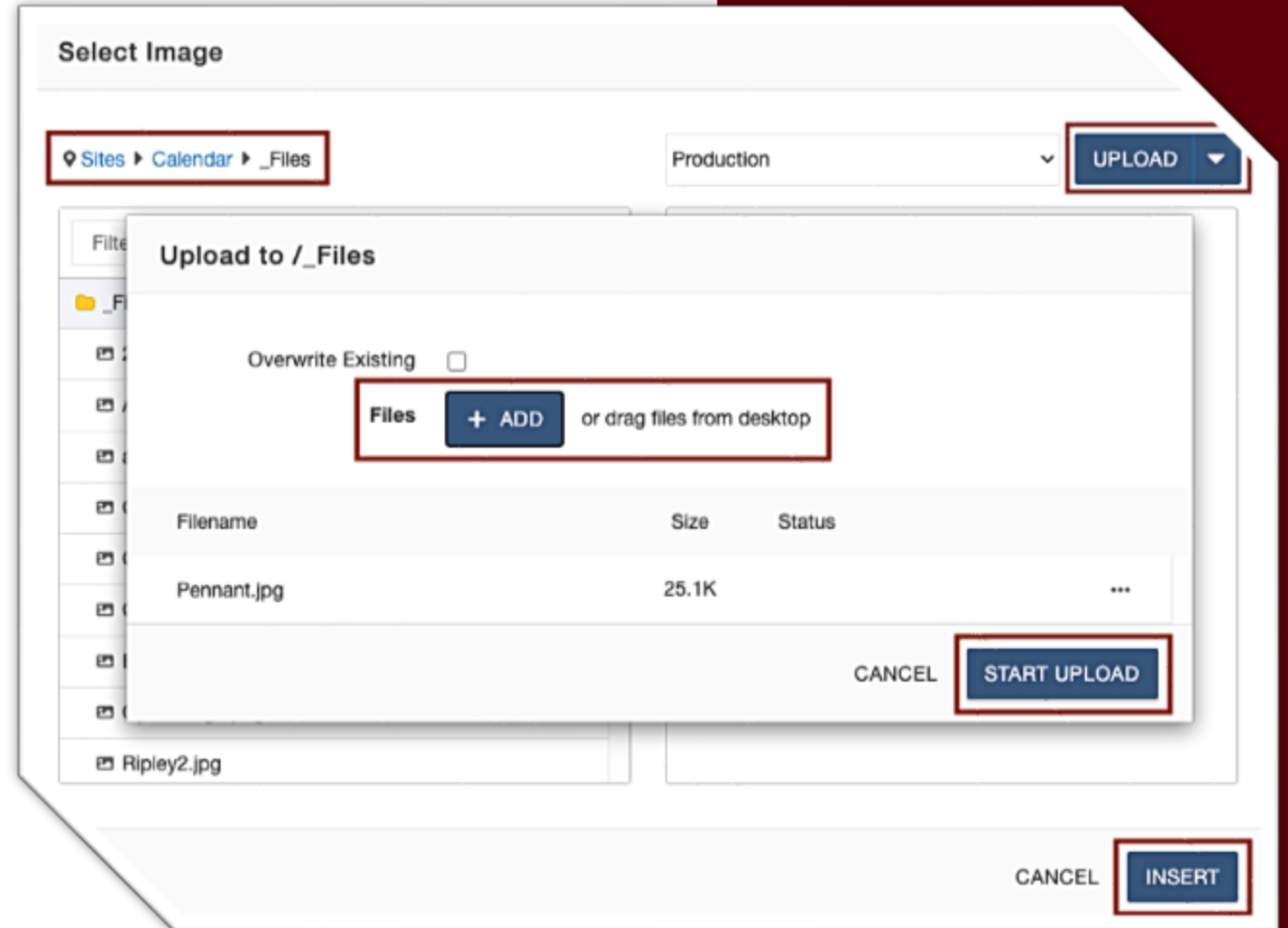
Creating events

ADDING WHO, WHAT, WHEN & WHERE

- Select your calendar from drop-down menu:
  - Name your event
  - Set:
    - Dates (start and end)
    - Time
  - Add additional details

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Creating events

UPLOADING AN IMAGE OR ICON

- Select your image. It should be:
  - Square and no less than 500 x 500px
  - Saved as a .jpg (preferred)
  - Prepare so the most critical feature of the image is in the center. If chosen as a feature image, the edges may be cropped.
- Click on the picture icon
- Go to **Sites > Calendar > _ImageUploads**
  - **+ ADD** or drag file from desktop
  - Select image > click **OPEN**
  - **START UPLOAD**
  - **INSERT**
- Provide alternative text

Creating events

SELECTING AN EXISTING IMAGE OR ICON

- Click on the picture icon 🖼
- For available event icons:
    - Go to **Sites > Calendar > _EventIcons**
- For available location photos:
    - Go to **Sites > Calendar > _LocationPhotos**
- Select your icon and **INSERT**
- Provide alternative text

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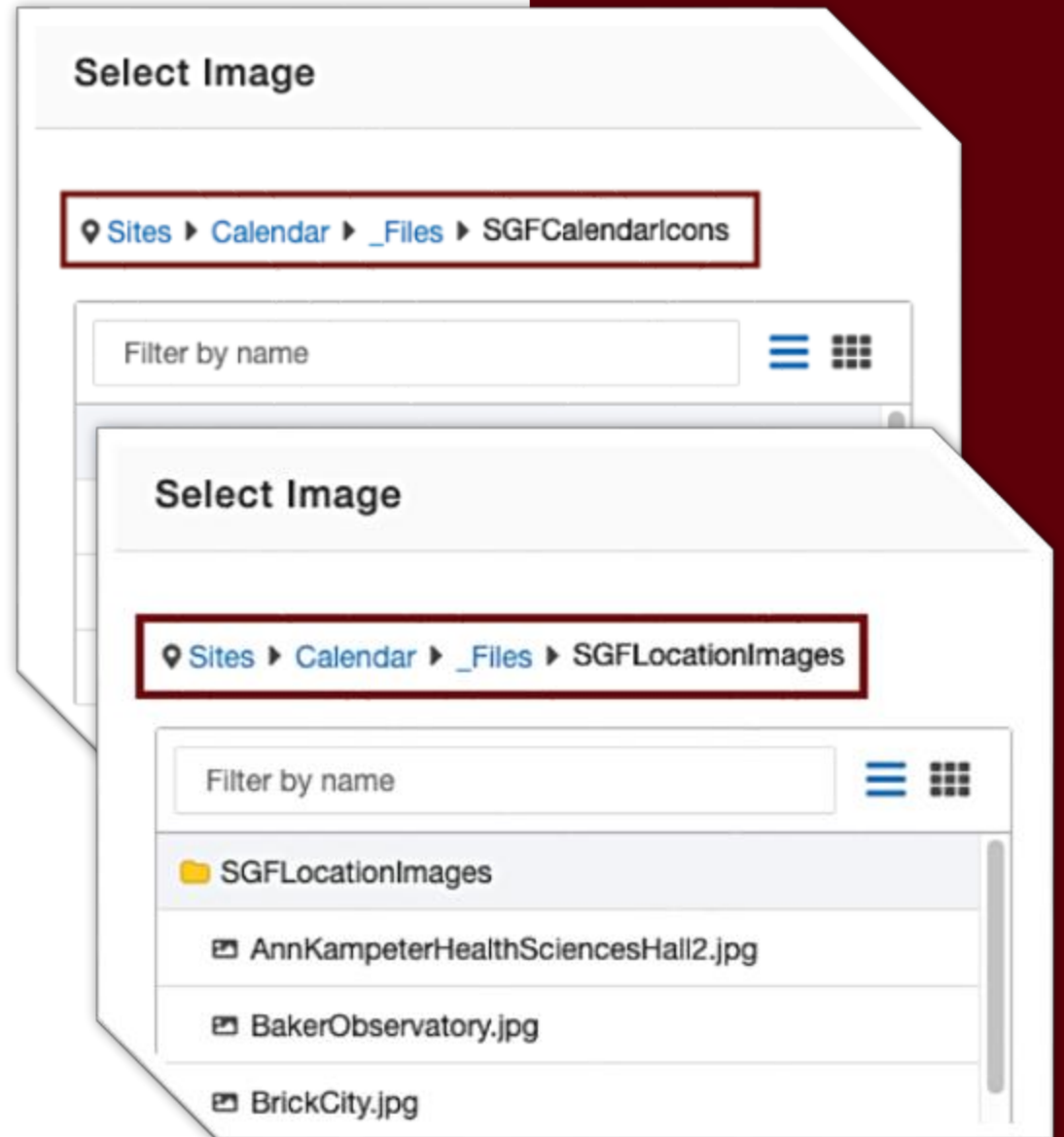
Creating events

ADDING ORGANIZERS AND CATEGORIES

- Select the organizer from the drop-down menu

- Add a category(s)

    o **You must add a category that matches the organizer you selected**

    o You may add a maximum of 2 additional categories that describe your event

    o Reference the **Category Guidelines for additional details**

- Select the location

- Indicate cost & add a link to purchase tickets, if applicable

- Indicate if an RSVP is required

- **CREATE**

- **PUBLISH**

Organizer	Darr College of Agriculture, William H.
Categories	✖ William H. Darr College of Agriculture

Postponing or cancelling events

EDITING PUBLISHED CALENDAR EVENTS

- Navigate to **All Events**
- Click the **More Actions** (•••) menu for the event
- Click **Status**
- Click **Postpone** or **Cancel**

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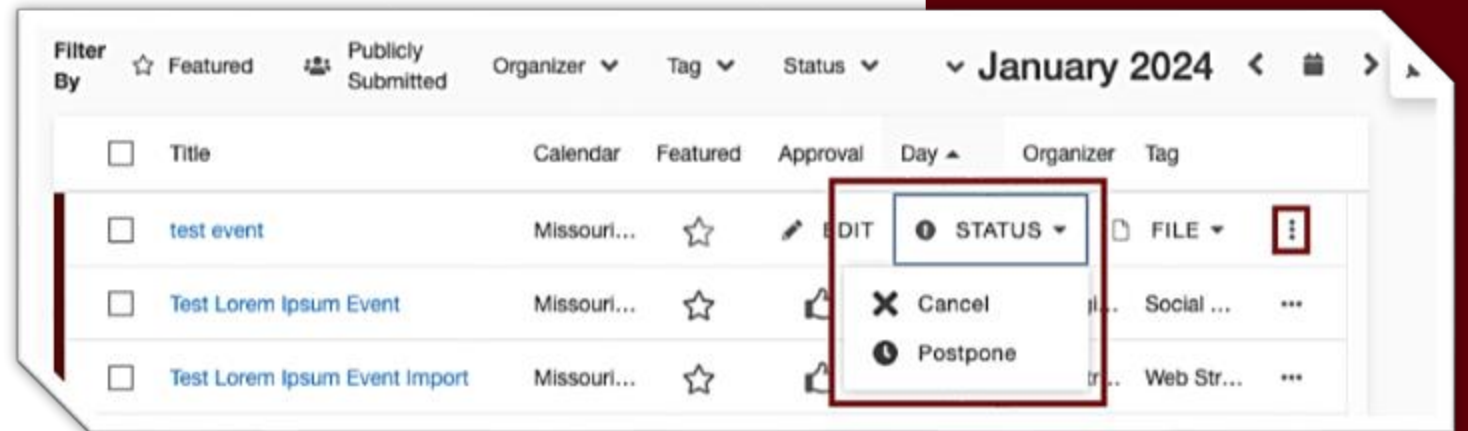
Deleting events

REMOVING PUBLISHED CALENDAR EVENTS

- Navigate to **All Events**
- Click the **More Actions** (•••) menu for the event
- Click **File > Delete Event**
- If your event is part of a series, you'll have the option to **Delete Series** or **Delete Occurrence**

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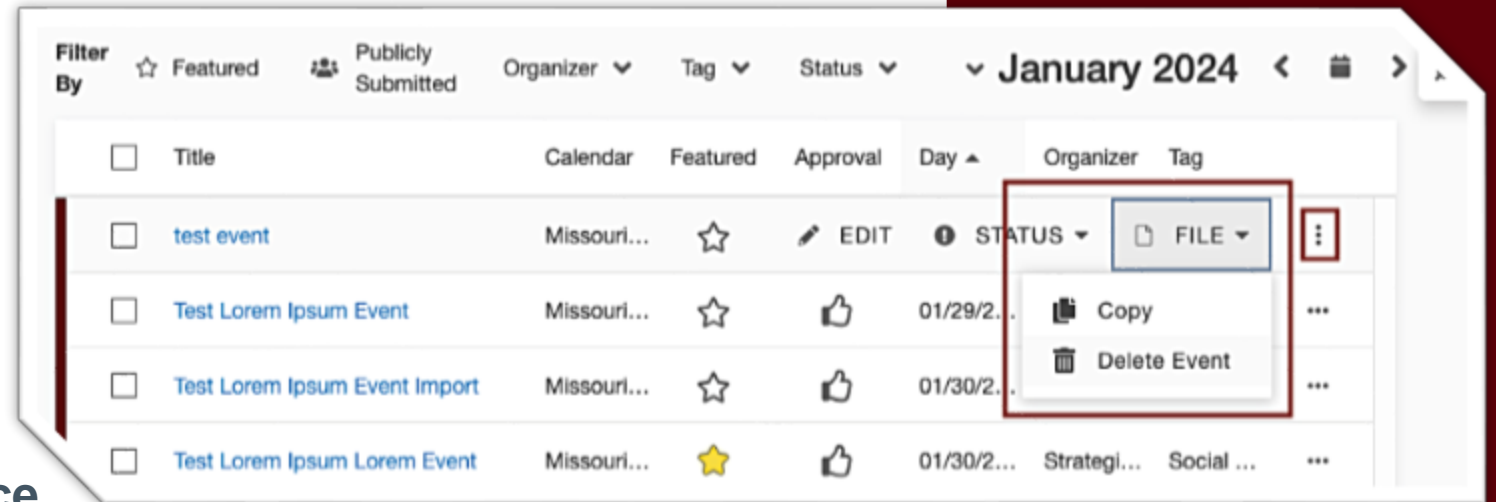
Thank you

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