



Detailed Instructions



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



Logging in

NAVIGATING TO CALENDAR ADMIN

- Visit [Calendar.MissouriState.edu/Admin](https://calendar.missouristate.edu/admin)
- Log in using your BearPass login

Editing events

UPDATING PUBLISHED CALENDAR EVENTS

- Navigate to **All Events**
- Locate and select an event
- Change the event details
- **SAVE**
- **PUBLISH**

The screenshot displays the Modern Campus Omni CMS interface. The top navigation bar includes 'modern campus omni cms', 'Dashboard', 'Content', 'Reports', 'Add-Ons', and 'Setup'. A search bar and a 'Calendar' dropdown menu are visible. The left sidebar shows the 'EVENT CALENDAR' section with options for 'Overview', 'All Events' (highlighted), 'Pending Approval', and 'Attributes'. The main content area shows a list of events with columns for 'Filter By', 'Title', 'Calendar', 'Featured', 'Approval', 'Day', 'Organizer', and 'Tag'. An 'Edit Event' modal is open, showing the following details:

- Event Details:** The event was published on 1/17/24 at 1:57 PM.
- Calendar:** Missouri State Calendar
- Event Name:** Test Lorem Ipsum Event
- From:** 01/29/2024 4:00 PM
- To:** 01/29/2024 4:30 PM
- Time Zone:** US/Central

At the bottom of the modal, there are three buttons: 'CANCEL', 'SAVE', and 'PUBLISH'.

Creating events

ADDING A NEW EVENT

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

The screenshot displays the Modern Campus Omni CMS interface. The top navigation bar includes 'modern campus omni cms', 'Dashboard', 'Content', 'Reports', 'Add-Ons', and 'Setup'. The 'Add-Ons' menu is highlighted. On the right, there are search, location, calendar, user profile, and help icons. The main content area shows a filter section with 'Filter By' options: 'Featured', 'Publicly Submitted', 'Organizer', 'Tag', and 'Status'. The current month is 'January 2024'. A blue button labeled '+ NEW EVENT' is circled in red. Below the filter section is a table with columns: Title, Calendar, Featured, Approval, Day, Organizer, and Tag. The table contains two rows of event data.

<input type="checkbox"/>	Title	Calendar	Featured	Approval	Day	Organizer	Tag
<input type="checkbox"/>	test event	Missouri State Cal...	☆	👍	01/25/2024 (All Day)	Web Strategy and ...	Web Strategy and ...
<input type="checkbox"/>	Test Lorem Ipsum Event	Missouri State Cal...	☆	👍	01/29/2024 4:00 PM	Strategic Commun...	Social Media

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

Dashboard ▾ Content ▾ Reports ▾ Add-Ons ▾ Setup ▾ 🔍 📍 Calendar

New Event

Event Details

Calendar Select calendar... ▾

Event Name 0/255

From 01/23/2024 📅 12:00 PM 🕒 All Day
Enter a start date and time for the event.

To 01/23/2024 📅 12:30 PM 🕒
Enter an end date and time for the event.

Time Zone US/Central

Event Repeats Never ▾

Additional Details

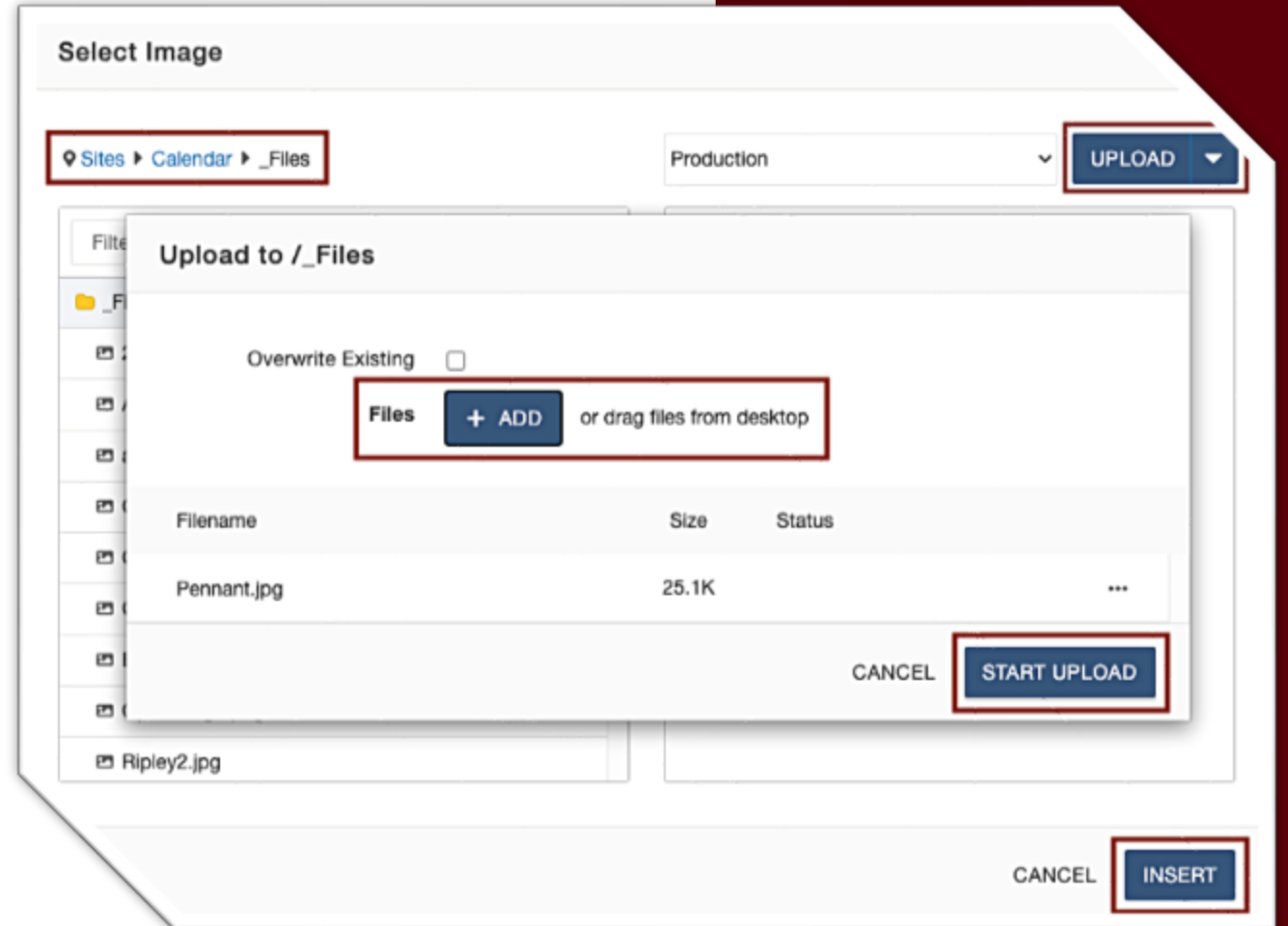
About The Event

B *I* U ~~S~~

Creating events


UPLOADING AN IMAGE OR ICON

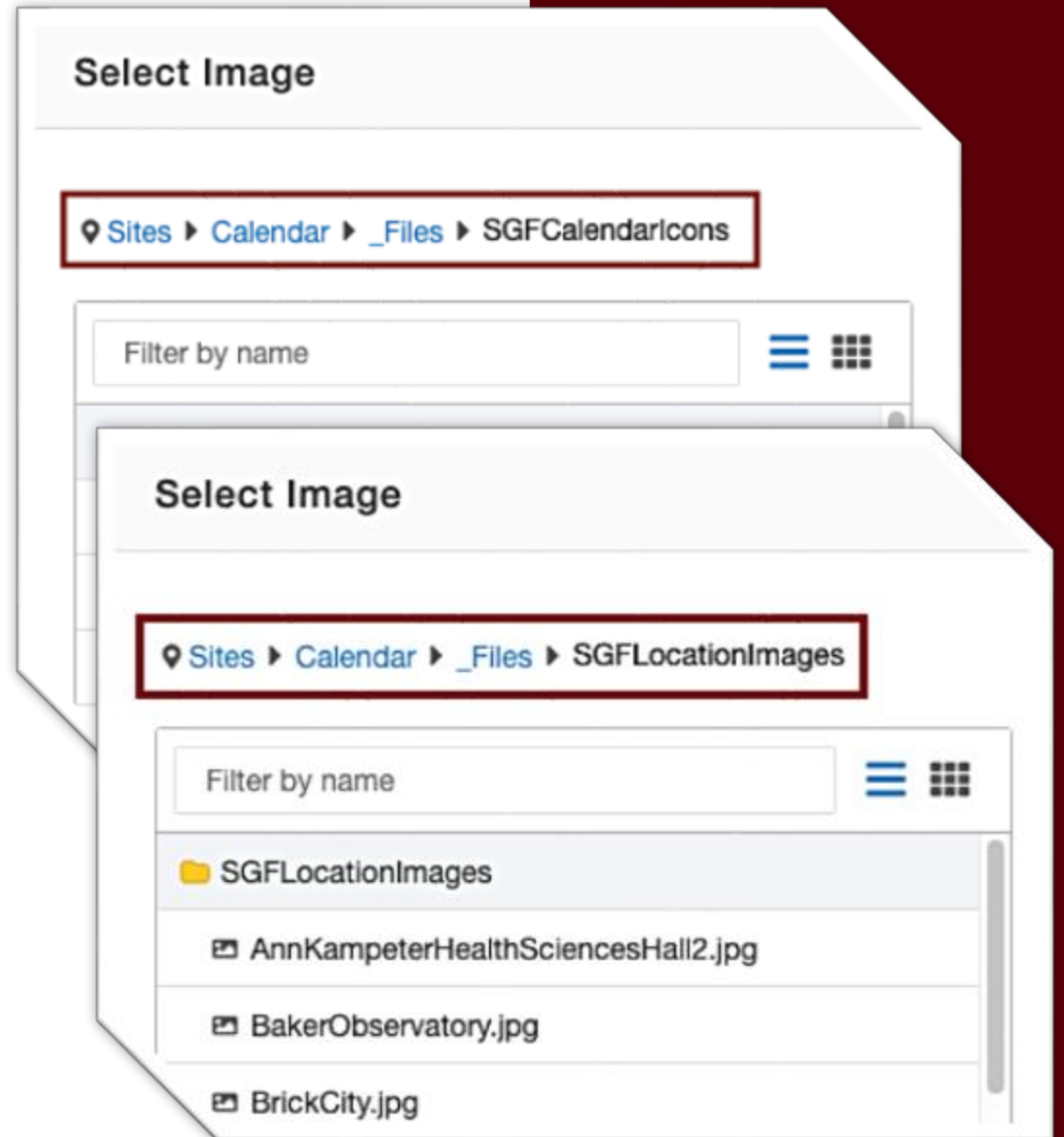
- Select your image. It should be:
 - Square and no less than 500 x 500px
 - Saved as a .jpg (preferred)
 - Prepare so the most critical feature of the image is in the center. If chosen as a feature image, the edges may be cropped.
- Click on the picture icon
- Go to **Sites > Calendar > _ImageUploads**
 - **+ 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



Creating events

ADDING ORGANIZERS AND CATEGORIES

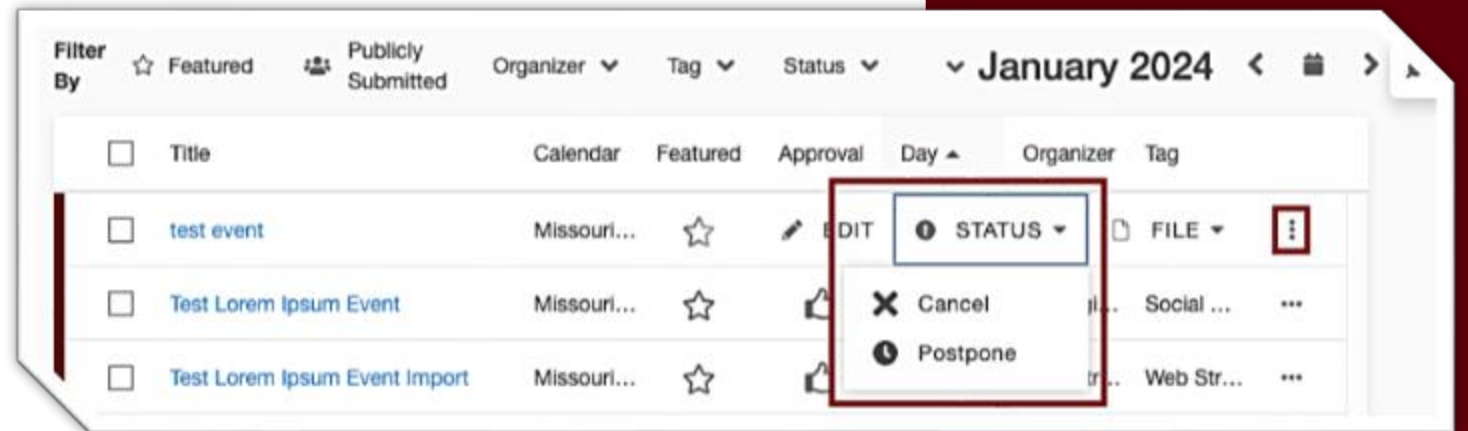
- Select the organizer from the drop-down menu
- Add a category(s)
 - **You must add a category that matches the organizer you selected**
 - You may add a maximum of 2 additional categories that describe your event
 - Reference the **[Category Guidelines for additional details](#)**
- Select the location
- Indicate cost & add a link to purchase tickets, if applicable
- **CREATE**
- **PUBLISH**

Organizer	Darr College of Agriculture, William H.
Categories	<input type="text" value="× William H. Darr College of Agriculture"/>

Postponing or cancelling events

EDITING PUBLISHED CALENDAR EVENTS

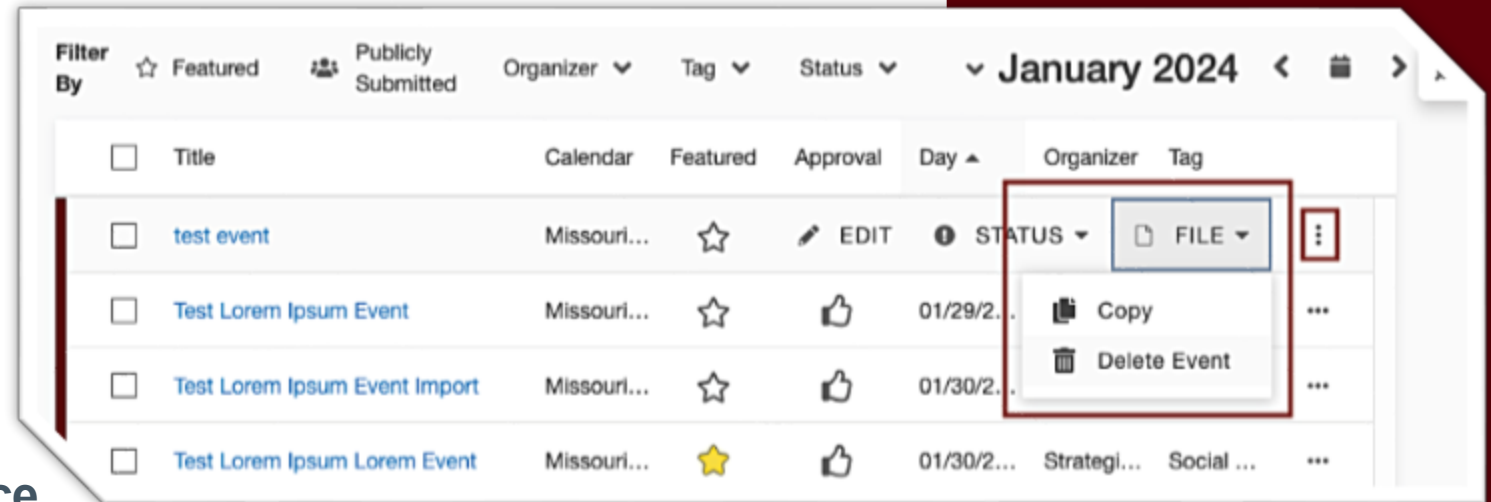
- Navigate to **All Events**
- Click the **More Actions (⋮)** menu for the event
- Click **Status**
- Click **Postpone** or **Cancel**



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**





Thank you

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