



Modern Campus Calendar 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.missouri-state.edu/admin)
or [MissouriState.edu/CalendarAdmin](https://missouri-state.edu/calendar-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 links for Dashboard, Content, Reports, Add-Ons, and Setup. A search bar and a 'Calendar' dropdown are also present. 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 Title, Calendar, Featured, Approval, Day, Organizer, and Tag. An 'Edit Event' modal is open, showing the event details for 'Test Lorem Ipsum Event'. The modal includes fields for Calendar (Missouri State Calendar), Event Name, From (01/29/2024 4:00 PM), To (01/29/2024 4:30 PM), and Time Zone (US/Central). The event was published on 1/17/24 at 1:57 PM. At the bottom of the modal are buttons for CANCEL, SAVE, and PUBLISH.

modern campus omni cms

Dashboard Content Reports Add-Ons Setup

Calendar

Filter By Featured Publicly Submitted Organizer Tag Status January 2024

EVENT CALENDAR

Overview

All Events

Pending Approval

Attributes

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 All Day

To 01/29/2024 4:30 PM

Time Zone US/Central

CANCEL SAVE 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 'Dashboard', 'Content', 'Reports', 'Add-Ons', and 'Setup'. The left sidebar shows the 'EVENT CALENDAR' section with 'Overview' and 'All Events' (highlighted with a red box). The main content area features a filter bar with options like 'Featured', 'Publicly Submitted', 'Organizer', 'Tag', and 'Status'. A calendar view for 'January 2024' is shown, with a '+ NEW EVENT' button (highlighted with a red box) in the top right corner. Below the filter bar, a table lists events with columns for Title, Calendar, Featured, Approval, Day, Organizer, and Tag.

<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

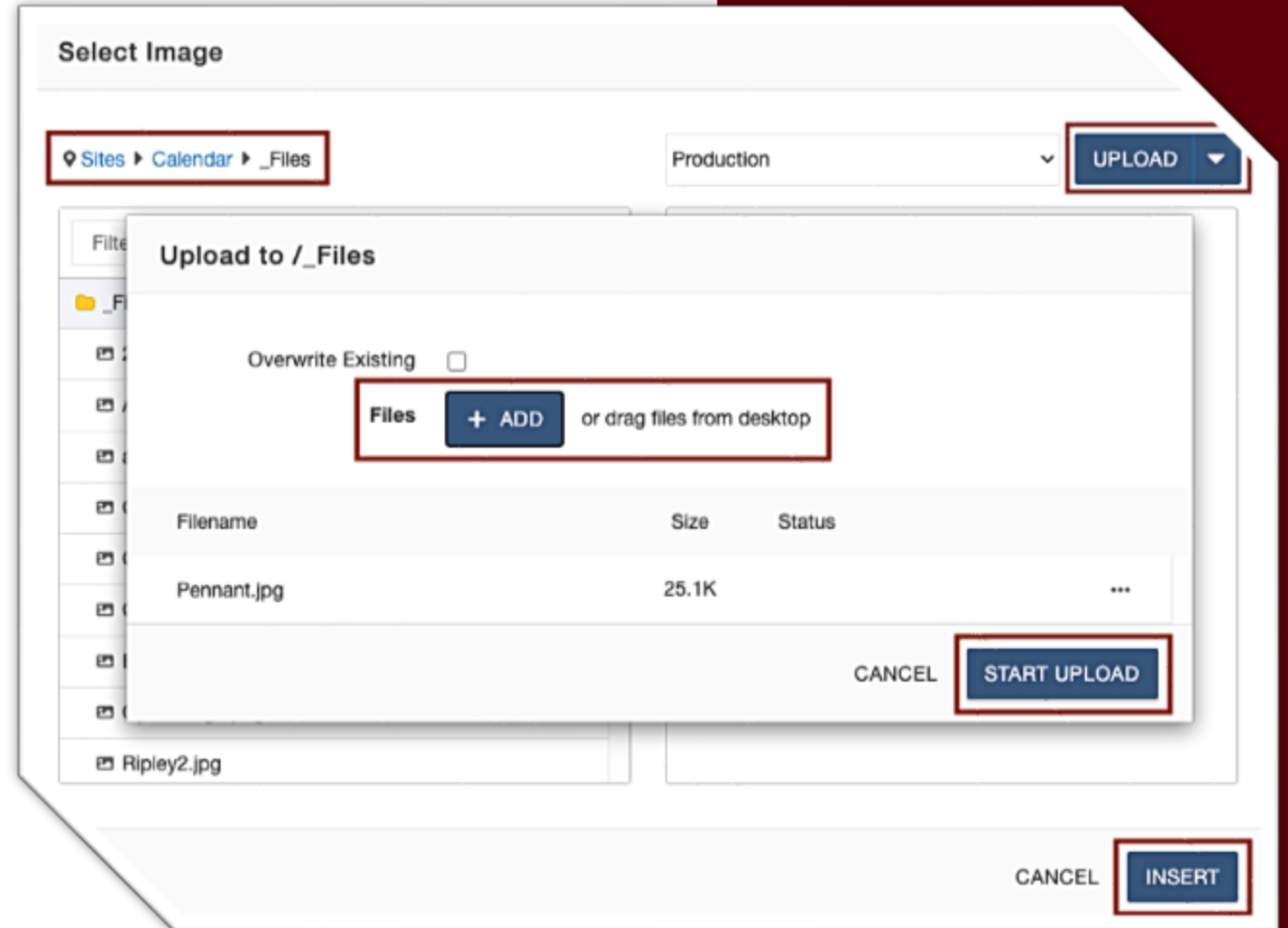
- Select your calendar from drop-down menu:
 - Name your event
 - Set:
 - Dates (start and end)
 - Time
 - Add additional details

The screenshot shows a web application interface for creating a new event. The top navigation bar includes links for Dashboard, Content, Reports, Add-Ons (highlighted), Setup, and a search icon. The main heading is 'New Event'. Below it, the 'Event Details' section contains several form fields: a 'Calendar' dropdown menu with 'Select calendar...' as the placeholder; an 'Event Name' text input field; a 'From' date and time selector set to '01/23/2024' at '12:00 PM' with an 'All Day' checkbox; a 'To' date and time selector set to '01/23/2024' at '12:30 PM'; a 'Time Zone' dropdown set to 'US/Central'; and an 'Event Repeats' dropdown set to 'Never'. Below the 'Event Details' section is the 'Additional Details' section, which includes a text area for 'About The Event' and a rich text editor toolbar with icons for bold, italic, underline, link, bulleted list, numbered list, and other formatting options.

Creating events


UPLOADING AN IMAGE OR ICON

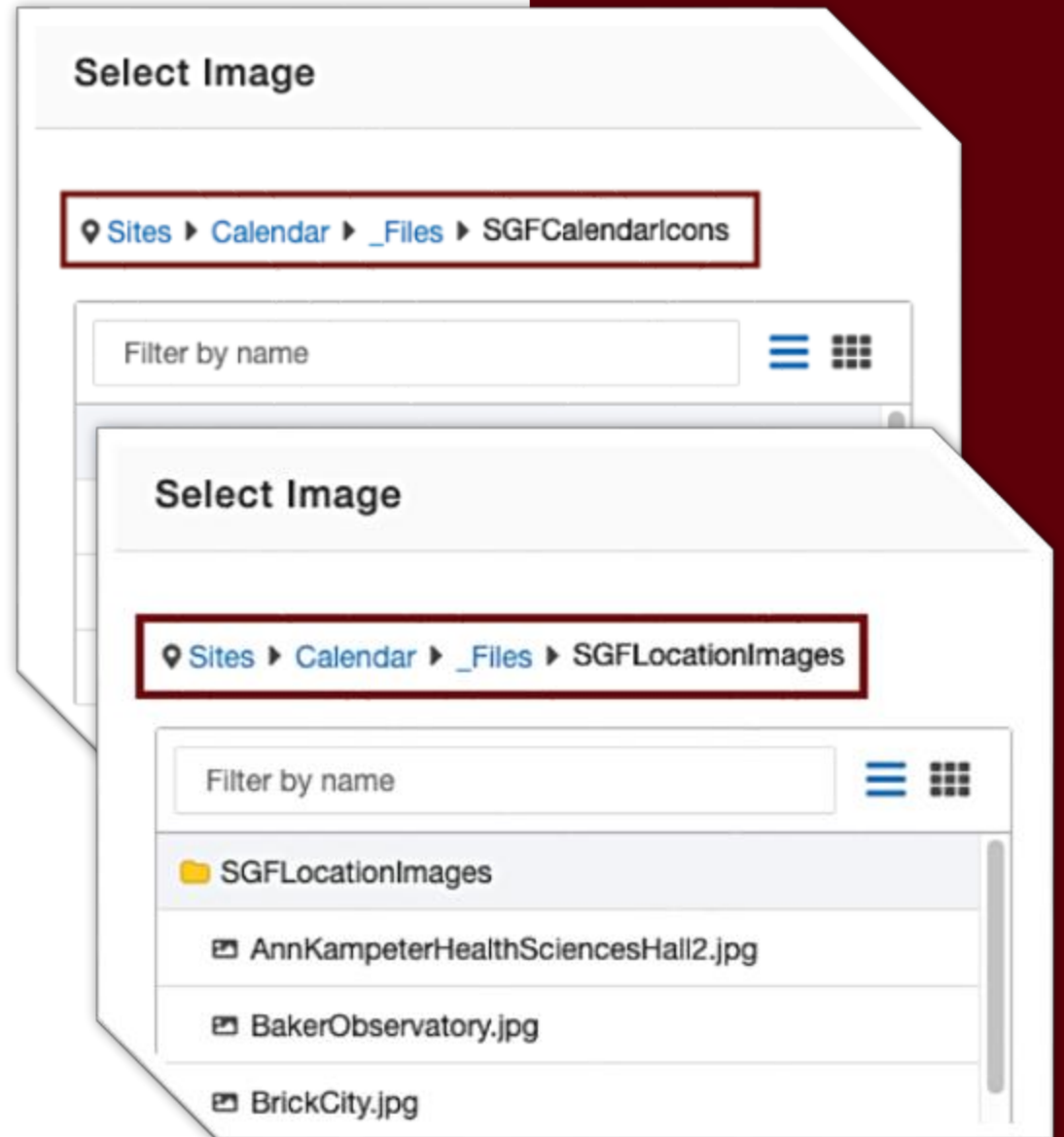
- Select your image. It should be:
 - Square and no less than 500 x 500px
 - Saved as a .jpg (preferred)
 - Prepare so the most critical feature of the image is in the center. If chosen as a feature image, the edges may be cropped.
- Click on the picture icon
- Go to **Sites > Calendar > _ImageUploads**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

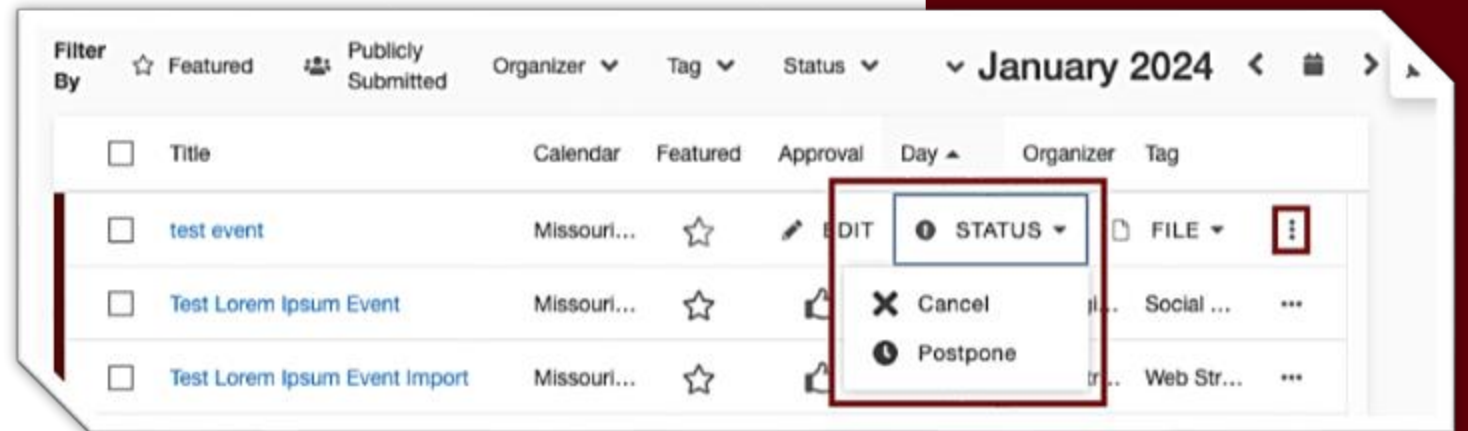
- Select the organizer from the drop-down menu
- Add a category(s)
 - You must add a category that matches the organizer you selected
 - You may add a maximum of 2 additional categories that describe your event
 - Reference the [Category Guidelines for additional details](#)
- Select the location
- Indicate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

Organizer	Darr College of Agriculture, William H.
Categories	<div>× William H. Darr College of Agriculture</div>

Postponing or cancelling events

EDITING PUBLISHED CALENDAR EVENTS

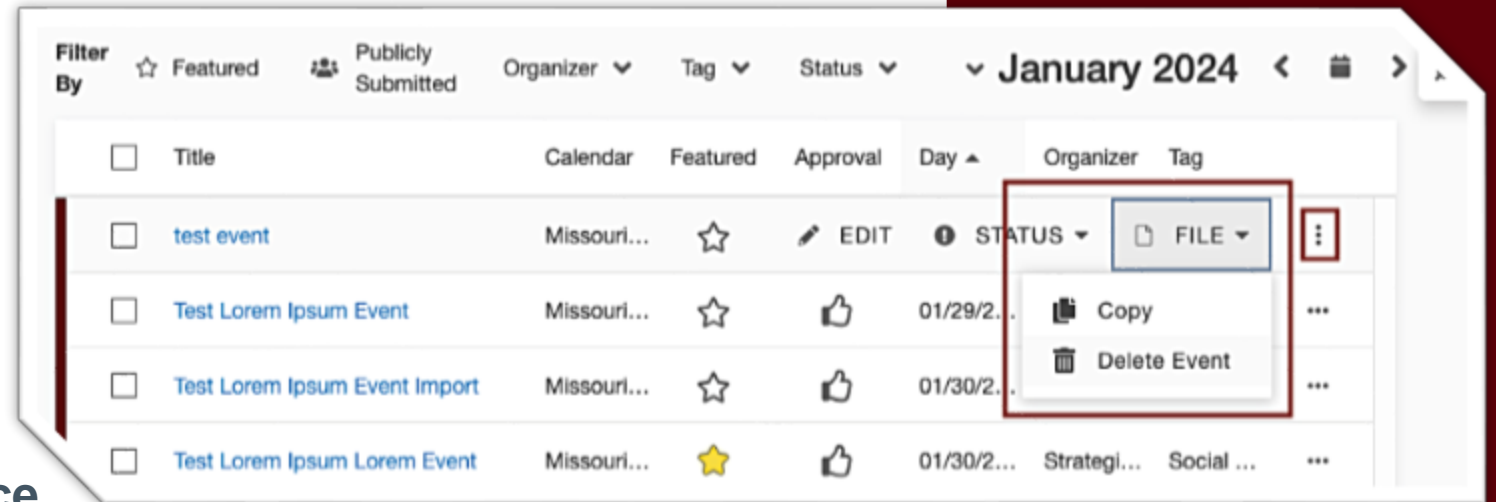
- Navigate to **All Events**
- Click the **More Actions (⋮)** menu for the event
- Click **Status**
- Click **Postpone** or **Cancel**



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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