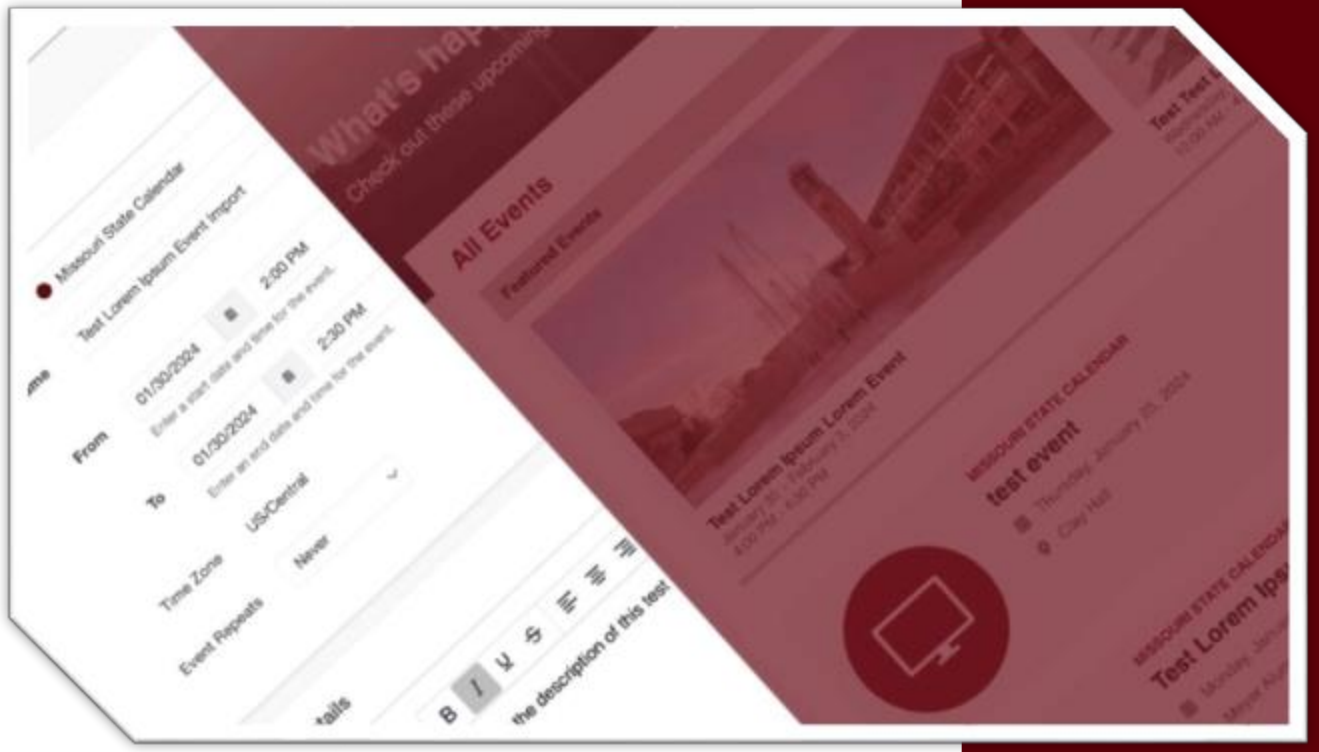
Modern Campus Calender Editor Overview

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

Missouri State University

Agenda

- Why
- What to expect
- What's next
- Instructions overview
- Live preview



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Why the change

- Outdated system (14+ years old)
- Maintenance issues
- Performance issues
- No integration with the university's content management system (Omni CMS)

What's new

- Better user experience for the user and admins
- Modern calendar layout
- Streamlined filters
- Events created by Omni editors directly in Omni CMS
- No waiting on events to be approved and created

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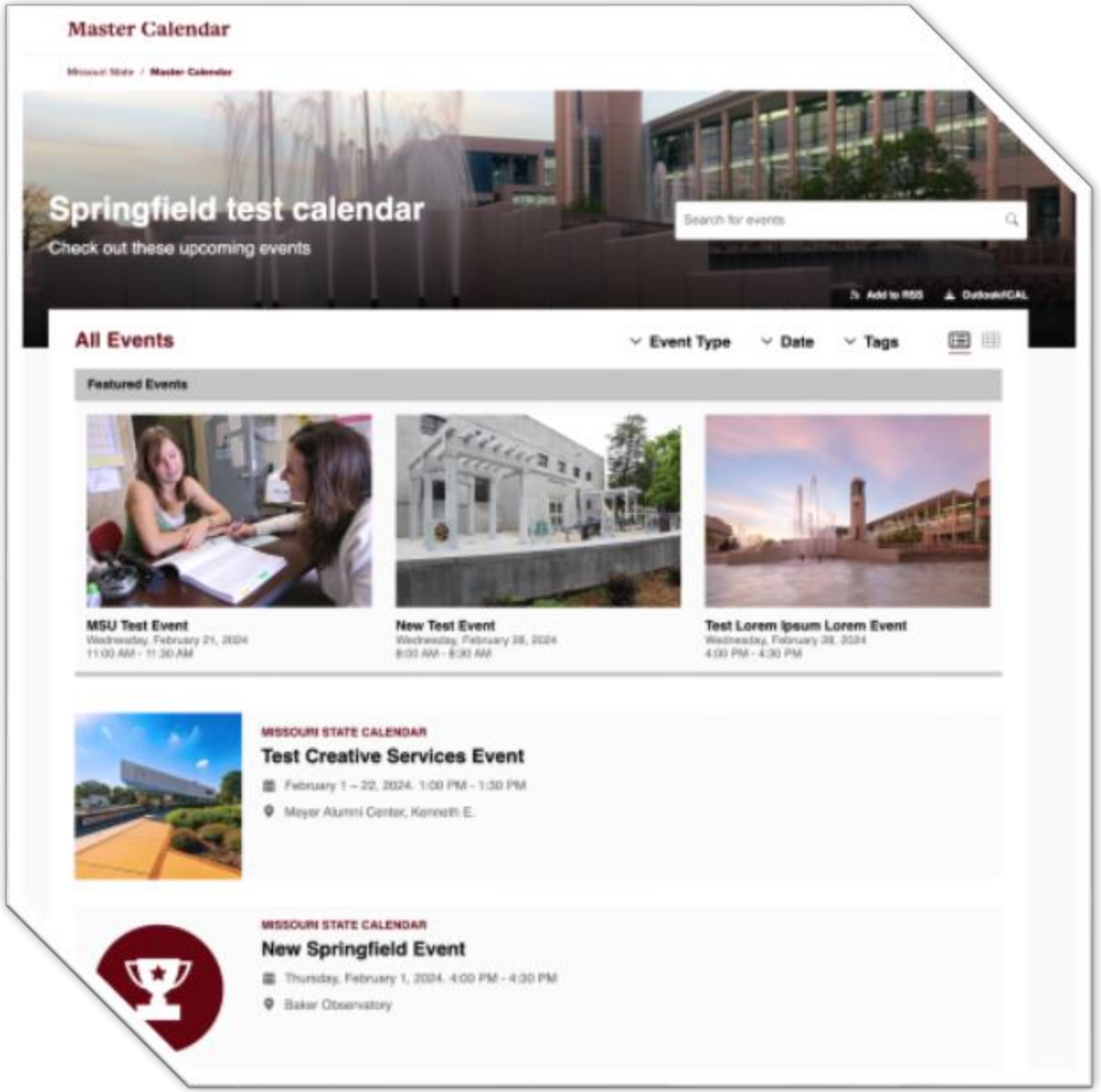
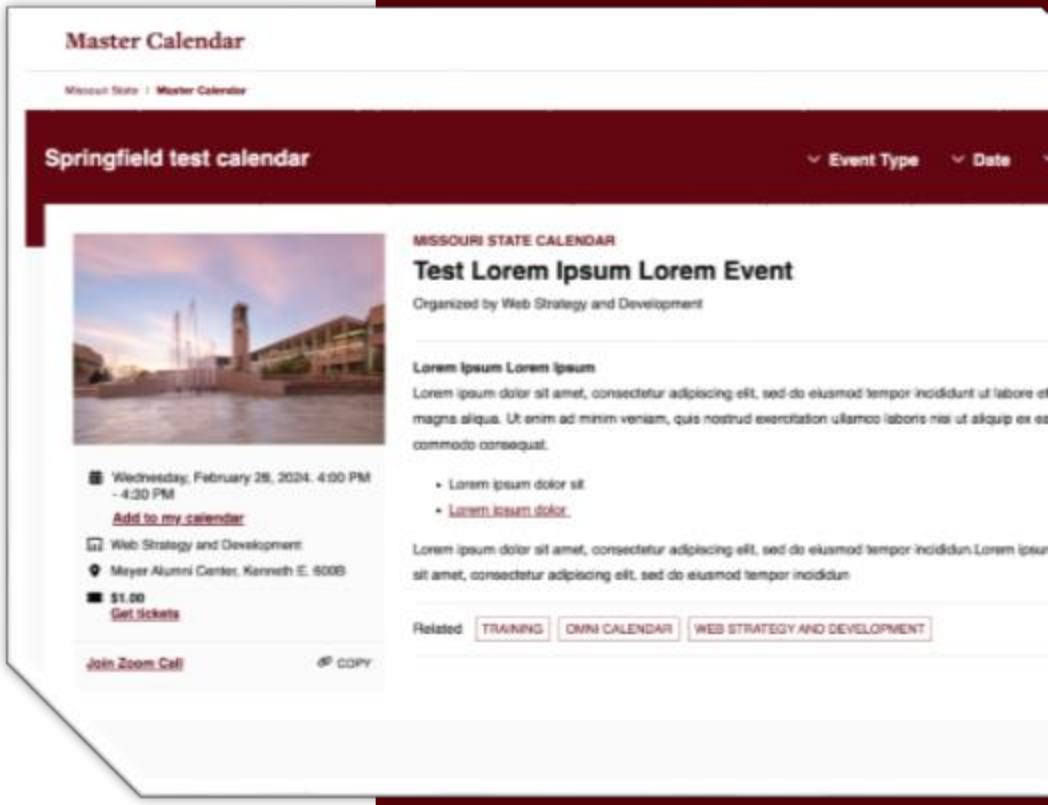

Master Calendar
Springfield test calendar
Check out these upcoming events
Search for events
Add to RSS
Outlook/ICAL
All Events
Event Type
Date
Tags
Featured Events
MSU Test Event
New Test Event
Test Lorem Ipsum Lorem Event
MISSOURI STATE CALENDAR
Test Creative Services Event
Mayor Alumni Center, Kenneth E.
MISSOURI STATE CALENDAR
New Springfield Event
Thursday, February 1, 2024, 4:00 PM - 4:30 PM
Baker Observatory


Master Calendar
Springfield test calendar
Event Type
Date
MISSOURI STATE CALENDAR
Test Lorem Ipsum Lorem Event
Organized by Web Strategy and Development
Lorem ipsum dolor sit
Lorem ipsum dolor
Add to my calendar
Web Strategy and Development
Meyer Alumni Center, Kenneth E. 6008
$1.00
Get tickets
Join Zoom Call
COPY
Related
TRAINING
OMNI CALENDAR
WEB STRATEGY AND DEVELOPMENT

What to expect

- Existing events
  - Imported into the new calendar system prior to launch
    - Content and images
- Event creation
  - No unit-specific approval process
  - Units should assign an Omni calendar editor responsible for managing, creating events
  - Event requests should be sent to unit's Omni calendar editor
  - The unit's Omni calendar editor creates & publishes event

What to expect

- Event Organizers
  - Formerly known as "Sponsors"
  - Event organizers mirror Missouri State departments & units
  - Additions or updates to organizers must go through WSD
- Featured Events
  - Do not feature events; MarCom manages featured events

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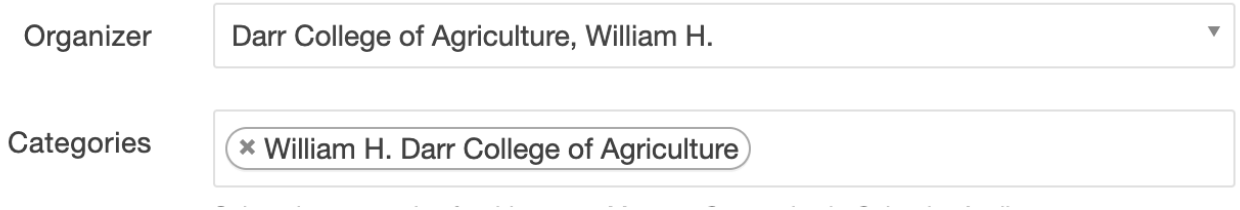
What to expect

- Categories
  - Formerly known as "Categories and "Keywords"
  - All events **must** have a Category that matches the Organizer



  - **Reference the Category Guidelines for additional details**
  - Additional tags may be used sparingly and best practices for event tagging will be provided to minimize tag bloat

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Training

- Trainings involve a video or article and a short quiz
- Access will be granted with score of 100%
- Instructions are posted at missouristate.edu/websupport

Editor Type	Web Accessibility Training	Blog Training	Calendar Training	CMS Training
Blog	✓	✓		
Calendar	✓		✓	
Website	✓			✓
Calendar + Website	✓		✓	✓

Thank you

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