

Appropriate Events

The University of Adelaide's News & Events database (<http://www.adelaide.edu.au/news>) was designed to allow staff and students to enter Events and News items of interest to the University community. We currently have 50 staff members from academic and administrative branches who have undergone our training course for how to enter Events into database and what constitutes an 'appropriate' event.

We would like to extend this opportunity to the AUU, specifically through the Activities Coordinator. As the AUU provides many commercial services which we are not allowed to promote on our website due to SPAM compliance issues, we want to clarify our Event guidelines to insure that we do not put the University at risk.

Note that all Events in the database must be approved by Marketing & Strategic Communications' Media Liaison Office before they are published on the website.

Appropriate Events	Inappropriate Events
<p>Non-commercial events held on University grounds, relevant to University staff and students, or hosted by a University faculty, club, or society, including seminars, workshops, graduation ceremonies, information days, open days, exhibitions, and sporting events. E.g., departmental seminar; Counselling Centre Meditation Workshops; Young Labour Club hosts a politician to speak on campus; Library hosts an exhibition</p>	<p>Non-commercial events held on University grounds, but unrelated to any University faculty, club or society, E.g., An unaffiliated convention, held at the University Union.</p>
<p>Public talks given outside the University grounds by University academic staff that publicise the University. E.g., the Commerce Alumni chapter sponsors a talk at the Holiday Inn</p>	<p>Public talks that publicise organizations other than the University. E.g., SA Political Party hosts a campaign dinner</p>
<p>Public or open events organised to celebrate the contribution of a staff member to the University that can be considered significant events. These events could include prize presentations, retirement celebrations, funeral and memorial services. E.g., Public open morning tea for Dr. Citizen who has retired after 50 years with the University.</p>	<p>Announcements of births, marriages, and other personal celebrations. E.g. a staff member has a new grandson.</p>
<p>Commercial activities held on University grounds or outside the University by University faculties, clubs or associated societies which directly benefit or are an extension of the academic or community engagement role of the University: eg, Elder Hall concerts, Theatre Guild productions, Library Book sales, Astronomy club fundraiser.</p>	<p>Commercial events not related to the University's academic or community engagement roles: eg, garage sales, posters sales, UniBar specials.</p>

Introduction

The University Events calendar is a means of notifying people throughout the University, and beyond, of events that are of interest to a range of people.

Selected people throughout the Uni have access to add events to the calendar. These events then go through a review process before they appear on the Events Calendar.

In addition to the event details, images and documents can be associated with an event.

Approval Process

An event goes through an approval process before it becomes visible on the events calendar. This approval process is a means of ensuring that only approved content is published on the web site. An event must progress through the steps from set-up, pending, approved and finally published before it appears on the web site.

The stages of an events progress are:

Set-up: This is the status of a newly-created event while it is being prepared for approval. While an article is in the *Set-up* state, only the author can see it.

Once the item is ready to be published the author changes its status to *Pending*. This sends an email to the editors notifying them that there is an event to edit and gives them access to make changes to the event.

Pending: While an item has pending status, the editors may check and edit the content. An event has *Pending* status until the editors have finished editing the content, when they will change its status to *Approved*. Note: an author may also change content of an item when its status is *Pending*.

When the status is changed from *Pending* to *Approved* an email is sent to the author, notifying them that the event is ready for them to check and publish or re-edit as required.

Approved: Once an item is *Approved*, it is up to the author to check any changes made by the editors, and if satisfied they can then publish the event so that it becomes a live event by changing its status to *Published*. If the author wants to make further changes, they can change the status back to *Pending* and make changes before beginning the process again.

Published: A live article on the News/Events site. Once published the item may be viewed on the web site and can no longer be edited. If any corrections need to be made, the author can change its status to *Pending* to make changes and it can then proceed through the stages to becoming published again.

There are two other optional status operations that can be performed on events. These are:

Deleted: Once an event is no longer required, the author can change its status to *Deleted*. This means it will no longer appear in the history of events on the web site. Note that this is optional. For many events, it may be useful to leave them in their published state allowing them to still be found if a user browses through previous calendar entries.

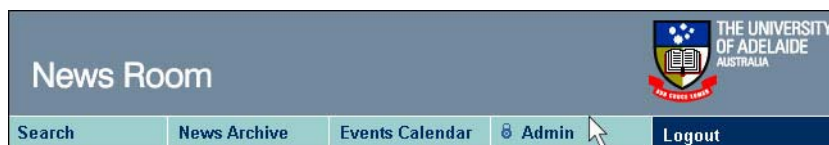
Annotate: Annotate is similar to a status change, however it is used to record information about a *Pending* entry in the events history report, without changing its status. An example of its use would be as a means of communication between the editor and author of an event.

One of the advantages of the approval process is that it is difficult to inadvertently publish content before it is ready. You can add items, change them, move them around, but until the items are marked *Published* by an authorized user, they will not appear on the main website. So, experiment! There's no risk to the site.

Adding an Event

Login

A user with admin access to Events enter the admin area by going directly to the admin site at <http://www.adelaide.edu.au/news/admin/> or they can go to the news site at <http://www.adelaide.edu.au/news/> and click the Admin button in the topbar.

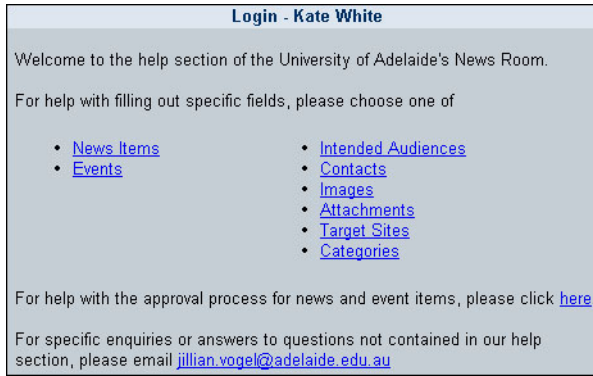


Use your University email username and password to log in to the admin site.

A screenshot of a login form. On the left, there are two input fields labeled "Username" and "Password", with a "Login" button below them. On the right, there is a message: "This page is restricted to Media Admin users only." Below this message, it says: "Please login to continue, or [click here](#) to return to the University news site. For staff and students, your username and password are the same as for your University email account."

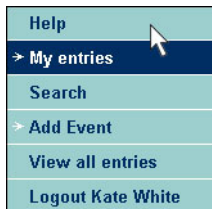
Exercise: Go to the events admin login page and log in to the events admin now, using your LDAP (email) username and password.

The first page you see will be a help screen similar to the one shown below.



Click on the links on this page to view descriptions of the various types of items and their fields.

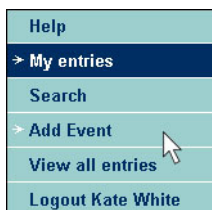
To reach this screen again, select **Help** from the navigation menu on the left of the window.



Exercise: Click on Events in the help screen to see the help text available for Events.

Add Event

To add an event, select **Add Event** from the navigation menu that appears on the left of the window.



This will allow you to enter all information for the event in a series of screens with ***Previous*** and ***Next*** buttons that allow you to move between the pages.

The first page of the new Event is shown here:

Add Event ?

Title*
10 words or less
Science seminar: Where are we now? Where are we going?

Location*
Room number, building, campus.
Bragg Lecture Theatre, North Tce Campus

First day*
DD/MM/YYYY
19/08/2004

Last day*
DD/MM/YYYY
DD/MM/YYYY

Start time
for each day
17 30

End time
for each day
21 00

All day
or fill in start/end time

* required fields

Next

The first thing to note is the question-mark icon in the upper-right corner. This will be available from most of the pages within Admin site. Click on it at any time to display a help screen specific to the current page.

A number of the fields are marked with a red '*'. This means that they are compulsory fields that must be completed before proceeding to the next screen. If one of these is not filled in, or one is filled in incorrectly (for example, with an illegal date), the site will notify you and you must complete it before continuing.

Once you have completed the information for a page, click on the **Next** button to proceed to the next page of information for the event. Note that when you click **Next** from the first event entry screen, the event will be created.

Add Event

Cost
Free

Website
http://www.sciences.adelaide.edu.au/

Content
Plain text and basic html tags permitted. 250 words or less.
Public seminar
The sciences are often regarded as functioning outside our society. This seminar aims to demonstrate how science fits into present and past society and to suggest how this might continue into the future.
All welcome
<i>There will be an open discussion following the lecture</i>

Previous Next

The fields have explanatory text under the field labels. Where this text displays “HTML tags permitted” as for the **Content** field, basic HTML tags may be embedded in the text allowing you to put some formatting into the content. This means that you

can use tags including <a>, , and <i> which will include links, bolding and italics, respectively. In addition, the fields that allow HTML also allow plain text and will add HTML tags automatically, for example, if you include a URL in the content it will automatically be displayed as a link. Note that URLs should be full URLs beginning with either http://... or www...

See the Appendix for a full list of allowed HTML tags that can be used in events.

When entering the content for an event it is important to remember that large blocks of content can be difficult to read. Therefore, for readability, keep the content as brief as possible, and if there is a large amount of text, break it up into short paragraphs.

Exercise: Click on Add Events in the navigation and add an event for the Elder lunchtime concert series. The web page for this is <http://www.adelaide.edu.au/events/concert/lunch/>

Italicise the details about tickets being available at the door.

Contacts

Once the main details of an event are added, contact information can be specified for the event. Note that at least one contact must be specified for an event.

A default contact can be defined for each event author. The initial contact screen will allow for a search to be made for a contact and the event author's default contact is displayed below and can be selected without searching if required.



If the default contact is correct for this event, select this contact by placing a tick next to the name and click the **Add Selected** button to add the contact to the event. If another contact is required, first Search the contact to see if the Contact for this event is already in the database.

Entering a name into the **Search** field will result a list of matching contacts being displayed:

The screenshot shows a window titled "Event Contacts" with a sub-header "1 to 4 of 4". It contains a list of four contacts, each with a checkbox to its left:

- Elvsia Ryan (email), Work: +61 8 8303 6056, Mobile: 0413 568 508
- Ryan Leaver (email), Marketing and Recruitment , Faculty of Sciences , Work: +61 8 8303 3619
- Mr Tony Ryan, SUV Radio Adelaide, Work: +61 8 8303 3500
- Ryan Arbon, Work: +61 8 8248 8100

Below the list are three buttons: "Add Selected", "Cancel", and "New". At the bottom, there is a search bar with the text "Search" and the input field containing "ryan".

Note that if **Search** is clicked without entering a name into the Search field, all contacts will be displayed.

If the relevant Contact appears in the search results, place a tick next to the name and click the **Add Selected** button to add the contact to the event.

If the Contact required is not already available, you can add a new contact by clicking the **New** button. This will bring up an Add Contact window, and you can enter the relevant details:

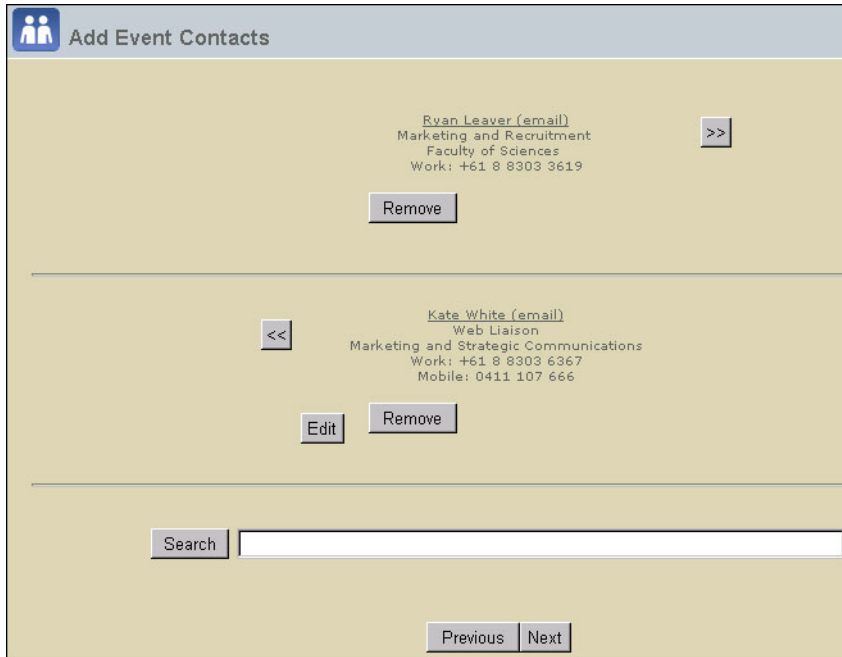
The screenshot shows a window titled "Add Contact" with a sub-header "Displayed as NULL". It contains several input fields for contact information:

- Contact Type: Other (dropdown menu)
- Name*: Kate White (20 words or less)
- Line 1: Web Liaison (20 words or less)
- Line 2: Marketing and Strategic Communications (20 words or less)
- Line 3: (20 words or less)
- Work: +61 8 8303 6367 (Full phone number)
- Mobile: 0411 107 666 (Should begin with 04)
- Fax: (phone number)
- Other: (phone number)
- Home: (Will not be shown to the public)
- Email Address: kate.white@adelaide.edu.au
- Website: (20 words or less)

At the bottom, there are two buttons: "Save" and "Cancel". A small asterisk indicates that the Name field is required.

You can use any contacts on your events, but can only edit the details of contact you have created. Note that if you change the details of an existing contact, a warning message will confirm that this will also affect the contact on existing events that link to it.

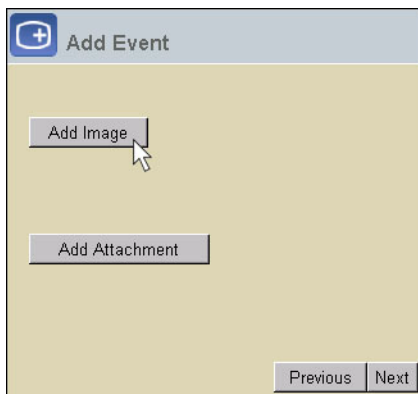
Once a new contact is added, it will be attached to the event.



Exercise: Search for a contact containing “ryan” and select one of the resulting contacts for your event. Then remove the default contact from the event.

Once contact details have been completed, the event may have images and/or other documents associated with it.

Add Images and Attachments



Click on **Add Image** to associate each image with the event. Images must be GIF, JPG, or PNG format. Selected files should be of a reasonable size (< 2Mb).

Exercise: Click on Add Image to add an image to the event and add the image specified by the trainer.

A 'thumbnail', or smaller image, is generated automatically, and is displayed once the image has been associated with the event.

Clicking on **Add Attachments** will allow you to associate other files with the event. Attachments may be any type of file, but some examples may be PDF or Word documents and should also be < 2Mb also.

Exercise: Click on Add Attachment to associate the program of the events with the event. This is a pdf file that will be specified by the trainer.

Add Attachment

Displayed as

File*
Size limit 2Mb

Name*
20 words or less


Caption
20 words or less

* required fields

As images and other attachments are associated with the event, the add attachments page will display all the attached items.



University of Adelaide scientist, Dr Sarah Robertson

[Science seminar program](#)  (37.5K)

Once all the content information for the event is added, clicking the **Next** button allows additional categorising information to be entered for the event

To specify an Intended Audience for the event, click on the Edit button. The following audience categories are currently available:

Select an Intended Audience and click **Save**.

Exercise: Set the Intended Audience to include: Public, Current Staff and Current Students.

Similarly, to set a category for the event, click on the Edit button and select from the following categories:

Edit Categories

- Public Lecture
- Open/Info Days
- Concert/Theatre
- Seminar/Workshop
- Graduation
- Exhibition
- Sport
- Other

Save Cancel

Select a Category and click **Save** to continue.

Add Event

Intended Audiences Edit Public

Categories Edit Public Lecture

Target Sites Edit News & Events

Display on homepage? Yes

Viewable by* Public

Release Date* 7/08/2004 09:01
DD/MM/YYYY HH:MM
(24 hour time)

Expire Date DD/MM/YYYY
DD/MM/YYYY HH:MM
(24 hour time)

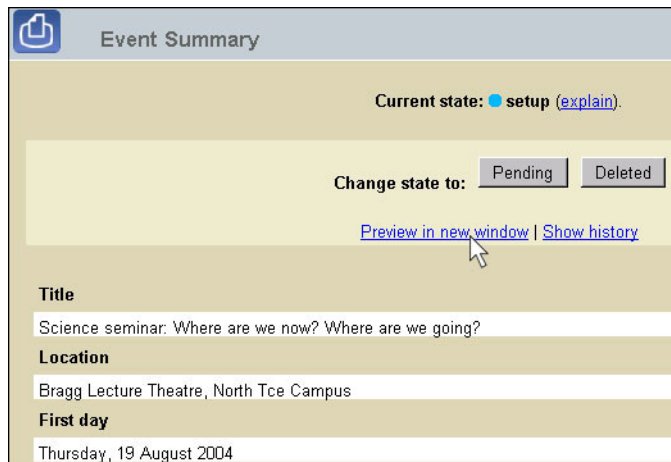
* required fields

Previous Finish

Clicking **Finish** completes the process of adding the event.

Exercise: Change the Category to be Concert/Theatre. Then click Finish to complete adding the event.

Event Summary



At the top of the page, the Event's state is given, along with buttons that can change the state. Review the approval process page, or check the help to refresh your memory about the Approval process.

Before changing the status to 'Pending', check the appearance of the event by clicking "Preview in new window". Remember to check all details of the event, including links and email addresses when previewing the event. If you are satisfied with the appearance of the event, click the button to change the event's status to **Pending**.

Exercise: Preview your event and then change its status to pending.

The next step in the process is when the editors have completed reviewing the Event, you will receive an email informing you that the article is now **Approved** for publication. Follow the link in the email to return to the Admin section of the News site, where you can review the changes. If you are satisfied with the changes, if any have been made, you can now change the status of the event to **Published** and it will appear in the events calendar. If there is a problem with the edits, you can change the events status back to **Pending**, and repeat the process, using **Annotate**, if necessary, to inform the editor of any important information.

Exercise: Review your item once the editor has approved it and then publish it.

NOTE: Remember that when you receive the email telling you the event has been approved, you must publish it before it will appear in the events calendar.

Exercise: Add a new event for a seminar in your area. Once you have entered the basic event details, create a new contact and set it as the contact for this event and remove the default contact. Attach the image and document as specified by the trainer. Set the Intended Audience to Current Staff and Students. Set the Category to Seminar. Preview the event and then publish it.

APPENDIX: Allowed HTML Tags

Definitions from W3Schools (<http://www.w3schools.com/default.asp>)

<i>Character Formats</i>		
Bold	Defines bold text.	Mark-up: Using the <code>bold</code> tag. Result: Using the bold tag.
Underline	Defines underlined text	Mark-up: <code><u>Underline</u></code> some text. Result: <u>Underline</u> some text.
Italics	Defines underlined text.	Mark-up: Use <code><i>italics</i></code> to highlight text. Result: Use <i>italics</i> to highlight text.
Emphasised Text	Defines emphasised text. In most browsers, emphasised text appears in italics.	Mark-up: This text needs to be <code>emphasised</code> . Result: This text needs to be <i>emphasised</i> .
Strong Text	Defines strong text. In most browsers, strong text appears bolded.	Mark-up: This text must be <code>strong</code> . Result: This text must be strong .
Preformatted text	Defines preformatted text. This text appears in a fixed width, serif font.	Mark-up: <code><pre>Preformatted text is used to denote computer output</pre></code> . Result: Preformatted text is used to denote computer output.
Teletype text	Defines teletype text. This text appears in a fixed width, serif font.	Mark-up: <code><tt>Teletype text looks like output from a teletype machine.</tt></code> . Result: Teletype text looks like output from a teletype machine.
<i>Formatting</i>		
Line Breaks	The <code>
</code> tag is used when you want to end a line, but don't want to start a new paragraph. The <code>
</code> tag forces a line break wherever you place it.	Mark-up: <code><p>This
 is a para
graph with line breaks</p></code> Result: This is a para graph with line breaks
Unordered List	An unordered list is a list of items. The list items are marked with bullets (typically small black circles). An unordered list starts with the <code></code> tag. Each list item starts with the <code></code> tag. Inside a list item you can put paragraphs, line breaks, images, links, other lists, etc.	Mark-up: <code>CoffeeMilk</code> Result: <ul style="list-style-type: none">• Coffee• Milk
Ordered list	An ordered list is also a list of items. The list items are marked with numbers. An ordered list starts with the <code></code> tag. Each list item starts with the <code></code> tag. Inside a list item you can put paragraphs, line breaks, images, links, other lists, etc.	Mark-up: <code>CoffeeMilk</code> Result: <ol style="list-style-type: none">1. Coffee2. Milk

<i>Formatting (cont.)</i>		
Blockquote	Defines a long quotation. Most browsers render blockquote as indented text.	<p>Mark-up: Here comes a long quotation: <code><blockquote></code>A quote with lots of text that goes on and on and all needs to be included. These quotes need to be set apart from other text.<code></blockquote></code></p> <p>Result: Here comes a long quotation:</p> <p style="padding-left: 40px;">A quote with lots of text that goes on and on and all needs to be included. These quotes need to be set apart from other text</p>
Table	Use of table tags is an advanced feature and is not recommend unless the user is already very familiar with working in HTML. Please contact the Online Media Unit for information on using tables in event content.	
<i>Links</i>		
The Anchor tag and href attribute	<p>HTML uses the <code><a></code> (anchor) tag to create a link to another document.</p> <p>An anchor can point to any resource on the Web: an HTML page, an image, a sound file, a movie, etc.</p> <p>The syntax of creating an anchor: <code></code> Text to be displayed<code></code></p> <p>The <code><a></code> tag is used to create an anchor to link from, the href attribute is used to address the document to link to, and the words between the open and close of the anchor tag will be displayed as a hyperlink.</p>	<p>Mark-up: <code></code> University of Adelaide<code></code></p> <p>Result: <u>University of Adelaide</u> And is a hyperlink to the University of Adelaide web site home page.</p>