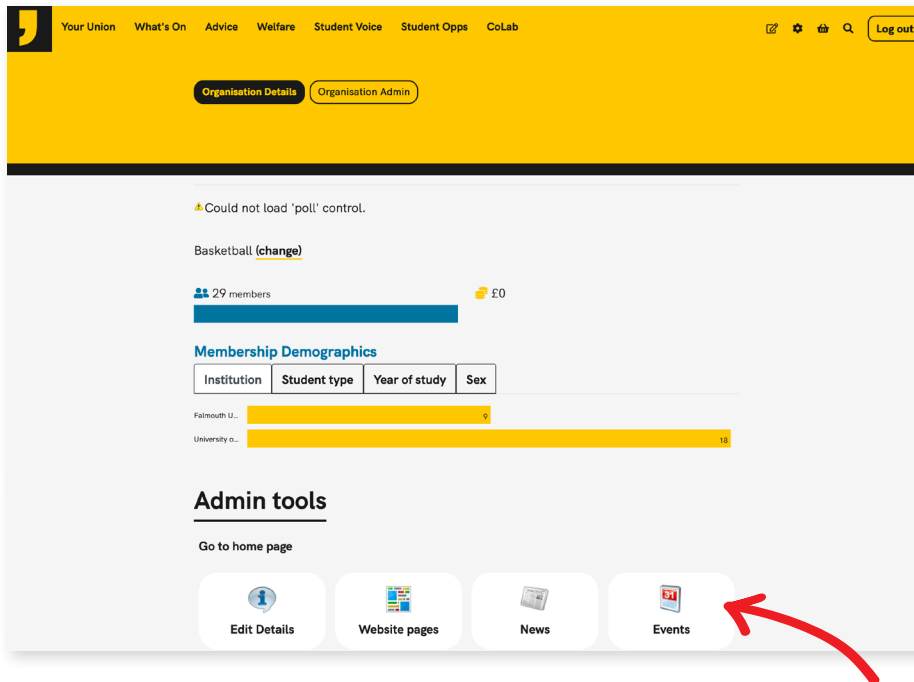# 'How To' Guides: Adding a new event to the Student Union calendar
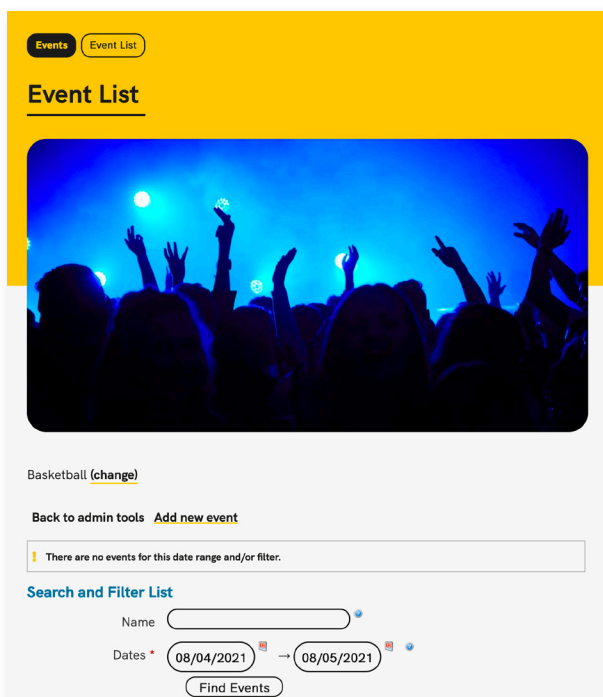
A step-by-step guide for adding new events to the Falmouth and Exeter Students' Union 'What's On' calendar.

THE FALMOUTH & EXETER
STUDENTS' UNION

Step 1:

Go to your organisation admin page from the SU website (www.thesu.org.uk)
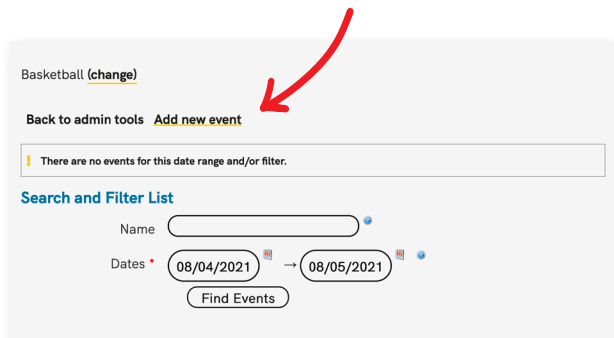

1) Under 'Admin tools' select the 'Events' icon - this will bring you to the current list of published events under your organisation.
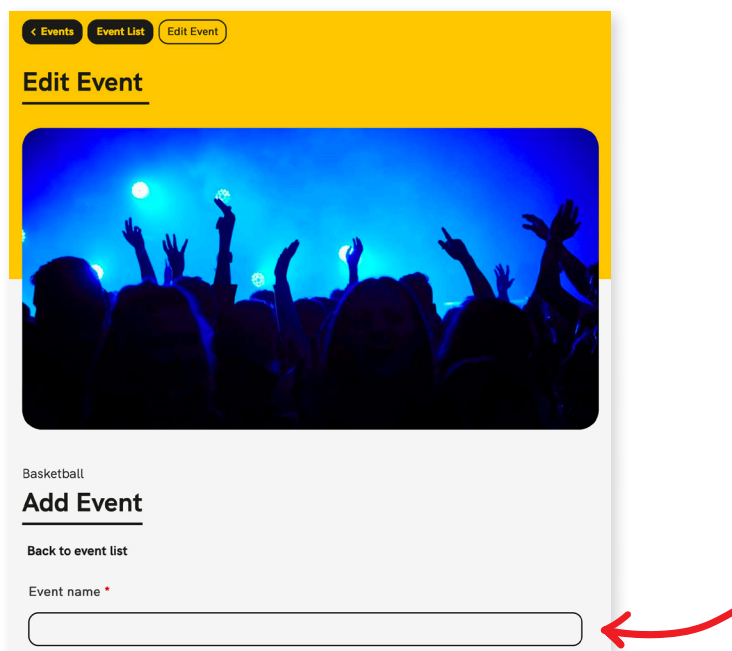
Step 2:

Adding a new event

2) Click the "Add new event" button above at the top of your events list.

Step 3:

Event details

3) Type an appropriate and informative event name in the textbox provided.

4) Add the date and time. Click on the calendar icon for a month view to select your start and end dates, use a 24 hour clock format e.g. Start date 16/04/2021 19:00 --> 16/04/2021 21:00 (**you must inlcude an end date and time**).

Event name *

Online Pub Quiz!

Date and time *

16/04/: | 19 | → | 16/04/: | 21 |

21:00

Show on all days

☐ If checked, the event will be included on lists and calendars for each day it's running.

Applies to multi-day events only. By default the event will only be included once, on the first

5) If organising a multi-day event, tick the 'Show on all days' check box and the event will be shown on all days rather than just the first day of the event.

6) If your event is repeated (e.g. every week) you can tick the checkbox under 'Repeat Event'. You can choose how many days, weeks or months you wish to repeat your event for.

Repeat Event

☑ Repeat for   2   **Weeks**

7) Add a tagline/short description in the text box provided (max 250 characters).

Tagline / short description

Online virtual pub quiz, testing your basketball trivia and general knowledge! Join us on Microsoft teams, bring a beverage and your best game face!

148/250

8) Add a location for your event.

Location

Microsoft Teams Online

9) If you would like to add an external URL for your event you can add one here (e.g. to a Facebook event). Bear in mind that if you do choose to use this feature, when someone clicks on the event from the 'What's On' calendar they will be taken **straight to the URL** rather than seeing a full event description. **You can add a URL in the full event description later.**

External URL

If specified, event list entries will link to this URL.

Step 4:

Event types

10) Tick the relevant "Event Type" (e.g. Exeter Students, Falmouth Students, Online). These 'Event Types' will act as filters when searching for an event, so keep this in mind.

Event types

☐ Black History Month   ☐ LGBTQ+   ☐ Referendum

☐ CoLab   ☐ Liberation   ☑ Sport

☐ Employability   ☐ Native   ☐ Sustainability

☑ Exeter students   ☑ Online   ☐ SustainabilityWeek

☐ Falmouth Campus   ☐ Penryn Campus   ☐ Together, Wherever

☑ Falmouth students   ☐ PGR   ☐ Truro Campus

☐ Hwetha   ☐ Postgraduates   ☐ Virtual Welcome Fayre

☐ International   ☐ President Elections 2021 Events ☐ Wellbeing

☐ International Women's Day ☐ Presidents

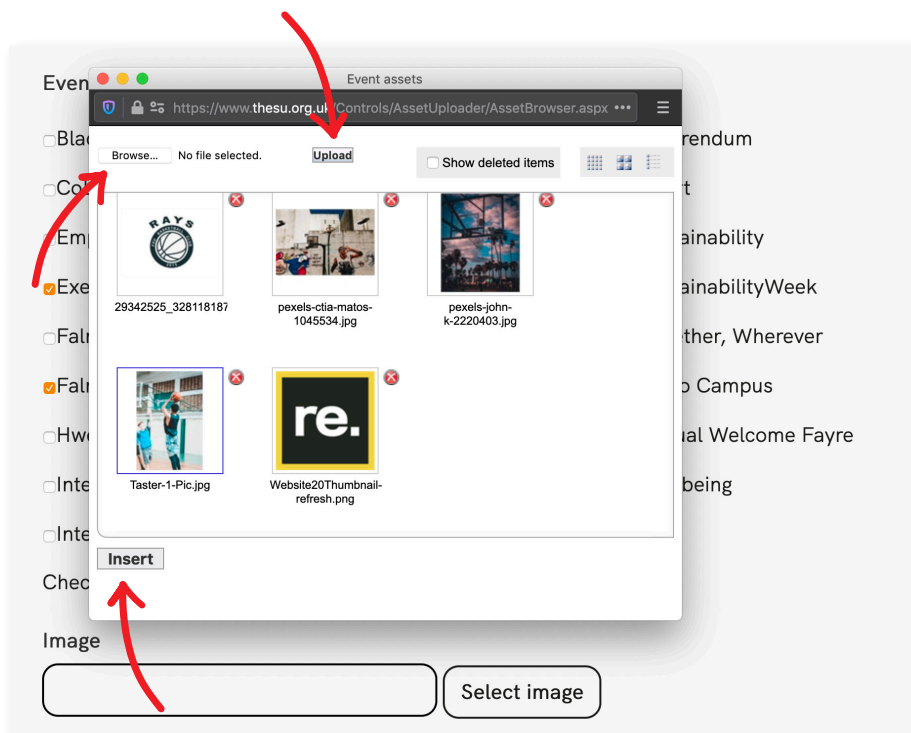Check the event types that correspond to this event.

Step 5:

Image

11) Click the 'Select image' button.
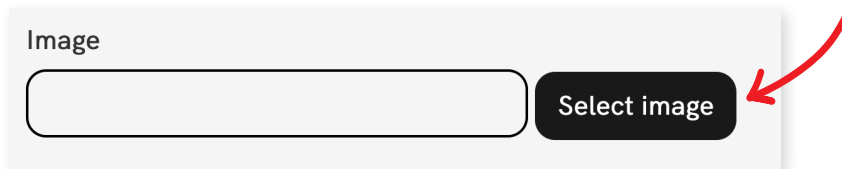
12) Browse your current images or upload a new image by clicking 'Choose File" and then "Upload" to add to your current SU image library.
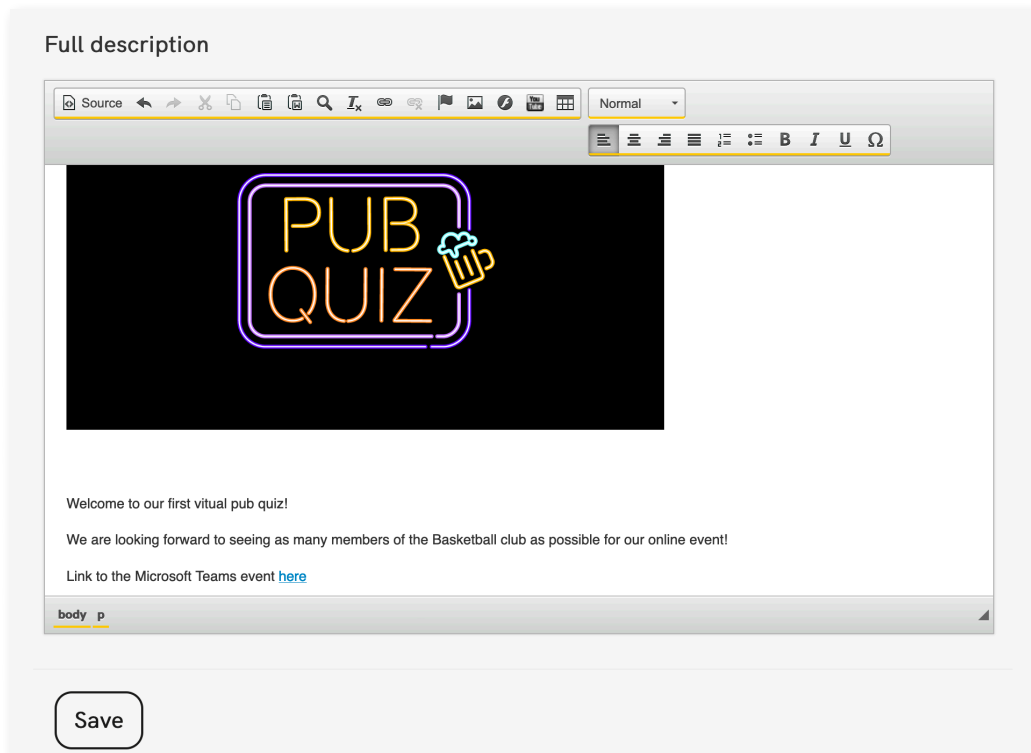

13) Select your uploaded image (selected images will have a fine blue outline) then press 'Insert'. Your image will then appear as a thumbnail and will be displayed as the main image for your published event (keep this in mind when uploading new images/designs as they will be cropped as an apostrophe shape).

14) **You don't have to add an event image** here, you can always add an uncropped image to the full event description below.

Step 6:

Full Description

15) Here you can add a more detailed description of your event. You can add images, hyperlinks and change your body text (we recommend sticking with the 'Normal' paragraph style and using 'Bold' when you need to highlight something in the text.


16) To add an image, click on the 'Image' icon in the toolbar at the top of the text box.
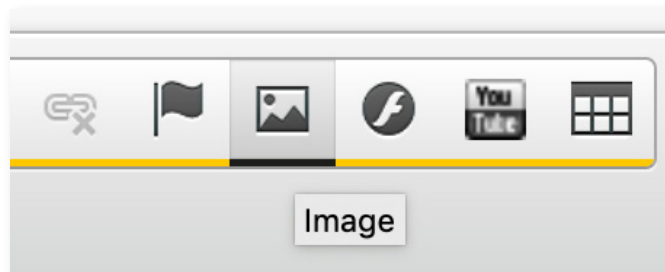
17) An 'Image Properties' window will appear. Click 'Browse Server' to browse your image library or to upload from your device. You will also be able to edit the image size by changing the width and height in the 'Image Properties' window.
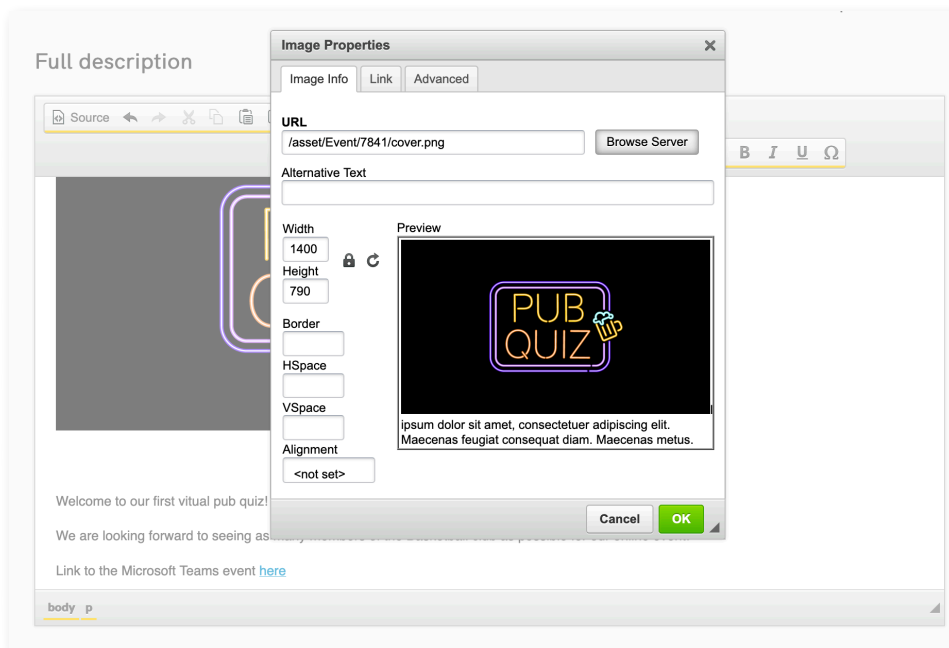
18) You can also add hyperlinks by clicking on the 'chain link' icon, this will open a window for you to add your URL details.
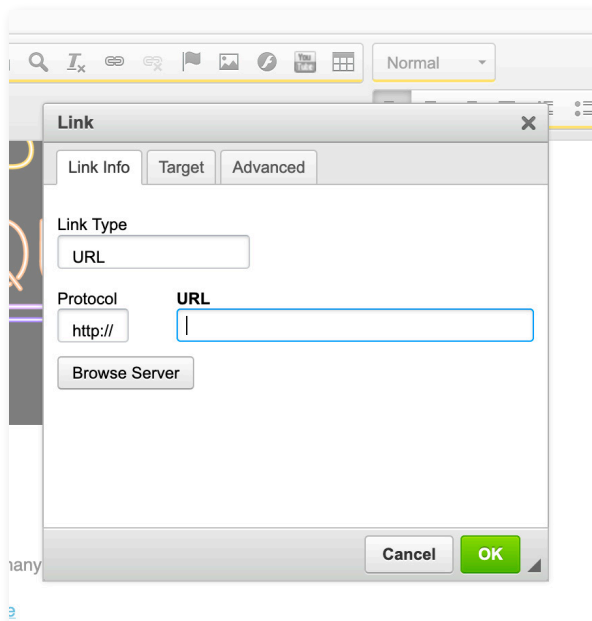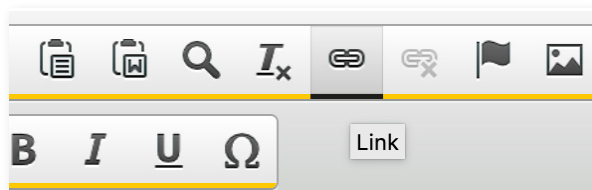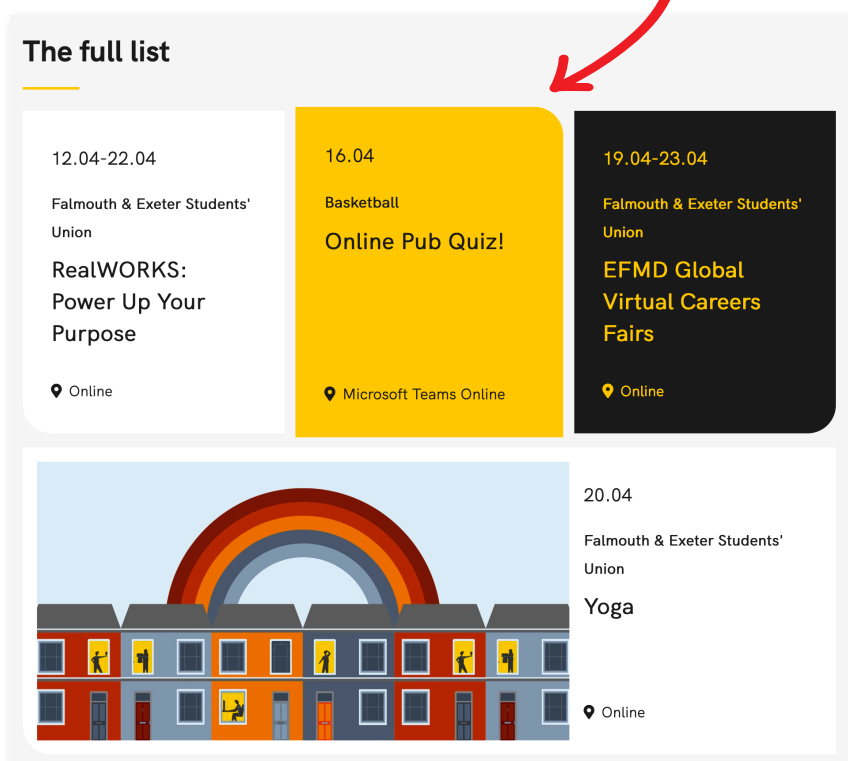

19) Check through your event to make sure all details are correct and then click 'Save'

.

Step 7:

Check out your event on the 'What's On' calendar!

Hooray! Your event will now be part of the Falmouth and Exeter Students' Union 'What's On' calendar of events!

You'll also be able to see the event in your Organisation Admin area for your student group/society. Here you can edit or delete the event if you need to.

If you need any more advice or guidance on creating a new event, drop an email over to **info@thesu.org.uk** and we'll be more than happy to help out.