

Using Localist to add your Robinson Research Workshop to the GSU calendar

Where to log in: calendar.gsu.edu. Click on “login” or click the red “submit an event” button.

ID/Password: Use your campus ID and password. Everyone with GSU credentials (faculty, staff, and students) has access to this system.

Become an admin: As a member of the Robinson Research Workshops team you will be submitting events often, and you will be using the admin dashboard to add events. Becoming a calendar admin is necessary in order to add events to your calendar feed in real time and enable the option to use tags and keywords to add your event properly.

To become an admin you must a) log into the system a first time (steps above) and then b) email Leah Seupersad (lvh@gsu.edu), PR Coordinator, University PR/MarComm to request access for admin rights. Below is the quick text to send Leah:

Subject: Admin rights request

Body: Hello, Leah. I am a contributing member of Robinson Research Workshop series. As such, I am requesting admin rights. My campus ID is <insert campus ID>

Adding Events as an Admin (minimum steps)

- Note this is a quick two-step process. 1st add the event to the calendar. 2nd, after the event is created, click into the “Admin” edit screen to assign the correct tags and keywords to get your event displayed properly.

STEP 1

- After having admin access, log in to the calendar (steps above)
- Click the red “Submit an Event” button. Fill in the following fields relating to your event:

Basic Information

- **Event Name**
 - Best practice is to remain agnostic with respect to the department hosting (this gets added later) and list the event type with either the name of the person presenting or the title of the event.
 - Examples: “Seminar: John Doe”, “TITLE OF PAPER: Author Name”, or “Really Neat Workshop/Conference/Event Title.”
- **Description**
 - Provide pertinent information about your event. The form allows for simple HTML and hyperlinking if needed.
 - Example: “Rich Phillips, of Georgia State University’s Robinson College of Business, is presenting: TITLE OF PAPER. Further information can be found - <https://robinson.gsu.edu/profile/richard-d-phillips/>”

Schedule

- **Start Date / Start Time / End Time**
 - Add the information and then hit the button “Include Above in Schedule”. This can be done multiple times for multiday events.
 - The calendar can handle advanced functionality if needed. See additional resources below.

Location

- **Event Place**
 - Make sure you have a confirmed room booking first before posting anything to the calendar! This can be done through your business manager or through <https://robinson.gsu.edu/faculty/reserve-a-room/>.
 - If your event is on campus, start typing a building name and a dropdown menu should appear. Select your building from the list and all the location and mapping information will be added automatically. If you don't see the building name then please type in the address. Commonly used for RCB events are
 - J. Mack Robinson College, links to 35 Broad Street
 - 55 Park Place Building
 - Buckhead Center, links to 3348 Peachtree Rd. (Tower 200)
- **Room**
 - Enter the room name and/or number to specify where you will be located in the “Event Place” above so attendees can find their way.

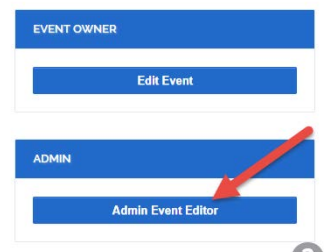
Filters

- **Event Type**
 - It looks like some very specific units are listed here, but this is NOT where you list your department or unit. Instead, pick something general like “lecture”, “conference”, or “workshop.”
- **Colleges and Schools**
 - Select “J. Mack Robinson College of Business” from the drop down menu.

Add Event – by clicking the button at the bottom of the page. Congrats, your event is now posted.

STEP 2

- At this point your event is created and you should be taken to the landing page for it immediately after you clicked “Add Event”. On your event's page you will see an “Admin Event Editor” on the right towards the bottom of the page. Click it. If you don't see it listed, you either are not logged on or don't have admin rights. See yellow box above to get admin rights.



- Towards the bottom of the event page you will now see “Additional Details” fields listed. We need to add information to the “Tags” field to make sure the event lands on your feed as well as Robinson Research Workshop.

Additional Details

Keywords ?

Tags ?

- Below are the tags that will enable the calendar to show up on your local feed and the Robinson Research Workshops. Please CUT AND PASTE to ensure accuracy. Also, if you are co-hosting seminars or workshops with another RCB department you can simply copy their tag information as well and it should display in all locations.
 - cear, Robinson Research Workshops
 - ciber, Robinson Research Workshops
 - department of computer information systems, Robinson Research Workshops
 - department of finance, Robinson Research Workshops
 - department of managerial sciences, Robinson Research Workshops
 - department of marketing, Robinson Research Workshops
 - department of real estate, Robinson Research Workshops
 - department of risk management and insurance, Robinson Research Workshops
 - entrepreneurship and innovation institute, Robinson Research Workshops
 - finance department brown bag seminar, Robinson Research Workshops
 - first friday SoTL, Robinson Research Workshops
 - institute for insight, Robinson Research Workshops
 - institute of health administration, Robinson Research Workshops
 - institute of international business, Robinson Research Workshops
 - international business, Robinson Research Workshops
 - people at work, Robinson Research Workshops
 - school of accountancy, Robinson Research Workshops

*If your unit is not listed above or have general questions about the calendar, please send an email to rcbwebmaster@gsu.edu to inquire and reference “Robinson Research Workshops tag/help needed.”

If everything is done correctly, your event should show on your unit’s page, and the Robinson Research Workshops page - robinson.gsu.edu/faculty/robinson-research-workshops/.

Additional Resources

Documentation and FAQ: support.localist.com

Contacts:

- Leah Seupersad (lvh@gsu.edu), PR Coordinator, University PR/MarComm
 - Request access for admin rights. Request new categories be added to the system.
 - Ask for new default images to be added to the system.

Other functions:

- Repeating. This box is for events that happen again and again. It's pretty straightforward to use, but if your event is only occurring once, make sure this box reads "Never." <http://support.localist.com/article/recurring-events/>
- Event photo. Localist will display an image for each event. If you don't enter an image, the system will by default display an image of the building that the event is in.
 - Don't worry about the size of the image – Localist will resize appropriately.
 - Once you upload the image, you'll be given the option to choose how the image crops – basically by dragging a box over the portion of the image you want to show on your page.
 - Localist does not accept pdfs as photos, but you can link to this information.
- Offices and Resources: this box is for *university* offices and resources, and does not apply to college or department events. Leave this box blank.

EVENT COSTS, TICKETS, AND REGISTRATION

Free events: If you'd like to indicate that an event is free, you can write "free" in the ticket cost field, but don't put anything in the ticket URL field.

Ticketed events: Enter the ticket cost and the ticket URL. This will trigger a "Buy Tickets" link to appear.

Free ticketed events: Enter "Free" in the cost field, indicate in the text that tickets are required, and add a URL for ticket information. This will trigger a "Register" button to appear.

Events (free or not) that require registration: Enter the registration URL in the "Ticket Link" field. This will trigger the "Register" button to appear.

Keywords and Tags

<http://support.localist.com/article/keywords-tags/>

Keywords and tags are great for grouping events. If you're specific and consistent, then clicking on the tag will bring up the full list of events in that category.