Calendar Manual

FIU

Events Calendar

🔍 Search places, events, groups   FIU ⌄   **Submit an event →**

FIU Calendar › **Wednesday, October 16** › ScotiaBank Morning Chat/Lunch & Learn

ScotiaBank Morning Chat/Lunch & Learn

📅 Wednesday, October 16, 2024 10am to 1:30pm

☺ **I'm Interested**

ABOUT THIS EVENT

CBC - College of Business Complex, 121   **View map** 📍   Free Event   **Add to calendar** 📅

11200 SW 8th ST, College of Business Complex, Miami, Florida 33199

🔗 **https://fiu.joinhandshake.com/login**   **#fiubusiness**

ScotiaBank

Morning Chat 10AM-11AM

Lunch & Learn 12:00PM-1:30PM

RSVP in Handshake.

Adding events to Localist

Navigate to https://calendar.fiu.edu and log in using your FIU credentials.
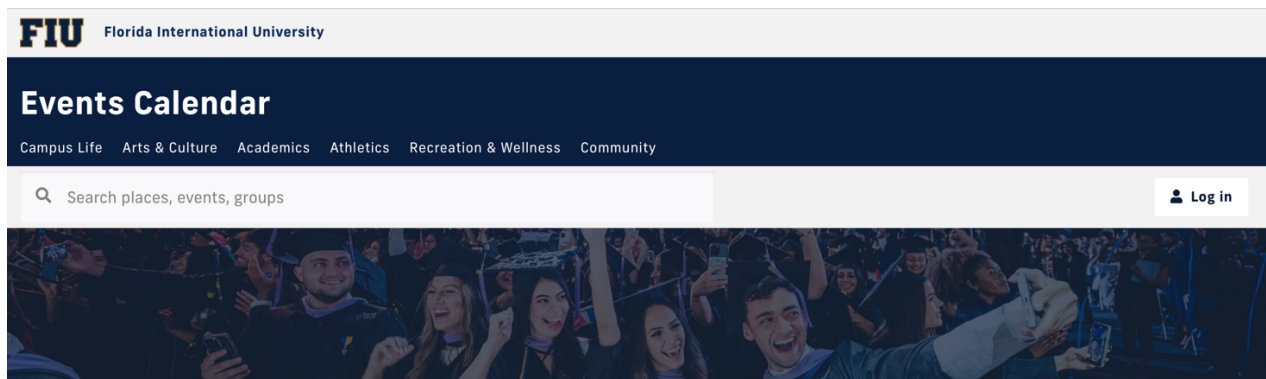
Once you log in, select **Submit an event** on the upper right.
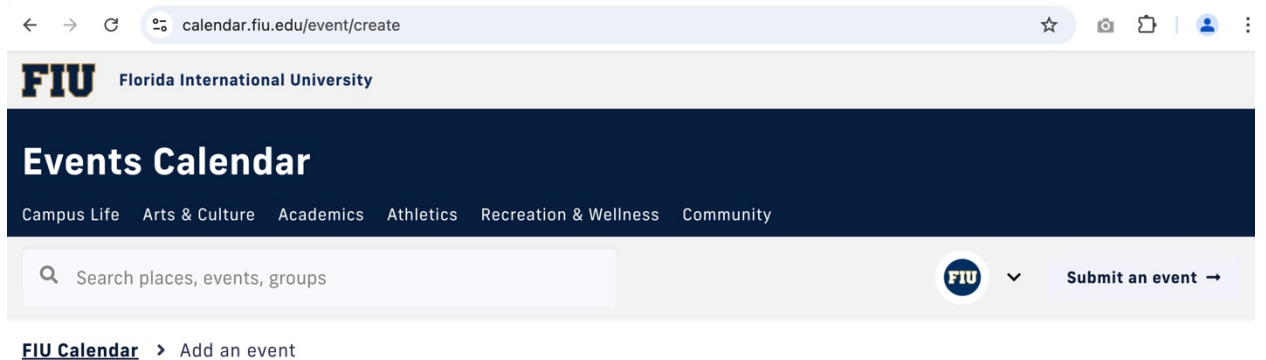
Adding an event

Event Name: This will be displayed as the event's name in the main listing and on corresponding details pages. The most successful events have short, catchy titles that describe the events and why they're unique. You don't need to explain everything in the title, just enough to grab someone's attention so they'll come to your event page to learn more.

Description: We recommend 160 characters to no more than 850 characters. Be sure to answer: Who is the event for? What exactly is happening? Why is it important? Convey the essential and interesting information quickly. Use paragraph breaks to make your event look less text heavy. The event description needs to engage people, or they will turn off within seconds. If you add a link as part of the description, please be sure to make it an activate link by selecting the text and clicking the link icon above the description. If you have a flyer that you would like to include within the description, please send it to the calendar admins after submitting your event.

Schedule

Start Date REQUIRED	Start Time

End Time	Repeating Never ▼

Summary

Enter a start date above

[Add Above to Schedule]

Start Date: There are several ways you can enter a date: Oct 3, October 3, 10/3, 'Next Friday,' 'Tomorrow,' 10/3/18, etc. As you type the date below the field will update accordingly.

Start / End Time: Use '6pm,' etc. Events do not require these times, in case it is an all-day event, but if there is an end time then there must be a start time.

Repeating: Choose the Repeating dropdown menu if your event repeats at the same time on a regular schedule. Click the Add Above to Schedule button. Localist will display all dates that your event will take place.

Most of the locations on campus have been entered into the calendar so as you start to type your event location, the calendar will offer suggestions for the location. If you select a pre-existing location, your event will show where on a map the event is being held.

Location: Select Hybrid, In-Person or Virtual

Place: Manually enter a place name, e.g. CBC, FIU Downtown on Brickell, FIU at I-75, etc.

Room: This is free text, so it can be words and/or numbers, eg. North Tower, 19th floor.

Address: Enter the physical address of the location if it does not pop up automatically.

For virtual and hybrid events, please enter the instructions and stream URL, if available. Alternatively, you can enter a registration link at the bottom of the form under 'Ticket Link'.

Additional Details

Hashtag	
fiubusiness	ℹ

Event Website

Photo

Drop 🖻 here or **Upload** **Choose from Photo Library**

Hashtag: When entered, Localist will monitor mentions of the hashtag on Twitter and take mentions into consideration in the trending algorithm. Do not include the hashtag symbol (#), as it will automatically be added. Only one hashtag can be used. If your event is not using a hashtag on Twitter, please enter the hashtag fiubusiness.

Event Website: Enter the event website, if there is one, or if you are only using the RSVP link, be sure to enter it here and also at the bottom of the form under 'Ticket Link'.

Photo: All events should have a photo. We recommend using a 1880x1114 sized image. We suggest an image that's unique and captivating. Also remember that it should be one that works well in a thumbnail size. If you do not have a unique photo, a default image will be assigned to your event.

Filters

| Event Type ▼ | Audience ▼ |

| Department ▼ | Group ▼ |

College of Business ✕

Ticketing

| Ticket Cost ❶ | Ticket Link |

Select all that apply from each filter f+amily. You can choose more than one by returning to the drop-down menu and selecting each of the selections you want.

Event Type: Choose from a populated list. You can select more than one option.

Audience: Choose an audience (Alumni, Faculty & Staff, General Public, Parents and Family, Private, Prospective Students). You can select more than one audience.

Department: Choose 'College of Business'.

Group: Ignore this field.

Ticket Cost: Enter any number with accompanying text, such as '$50 at the door'. If the event is free, then leave this field blank or enter 'free'.

Ticket Link: This can be any URL. If a price is entered for ticket cost, then this button will display 'Buy Tickets', but if there is not cost or the event is free then this button will display 'Register'.

To submit the event for approval, please select 'Submit Event'

Event Approval

Events are reviewed and approved by The Office of Marketing and Communications. Event approvals will take place weekly on Wednesdays. Because approval will be weekly, remember to plan ahead. We recommend no less than three weeks prior. However, events may need more time to market and promote. Discuss with your event manager/coordinator for recommendations on this matter.

All events will be approved by the FIU College of Business Marketing & Communications event administrators. The FIU College of Business reserves the right to approve, reject or make special considerations for any event submitted to the calendar.

If you have any questions, please contact Luisa Perez, Director, Office of Marketing & Communications at perezlui@fiu.edu, 305.348.6165.

You can also reach out to:

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