Creating an Event in Cascade

Select _events_ from the top-left menu to open the MAE calendar system.

The _events_ folder is organized by site, then date. An event should live in the event owner's folder. For example, a Chaplaincy event in October 2015 will live in _events/chaplaincy/2015/october_.

To create a new event, select the site/year/month folder, then select **New >> MAE >> Create Event Page**.

After you select “Create Event Page,” you’ll get the following form with most of the regions collapsed. Click on any section to expand it and enter information.
System Information

**System Name:** This is the file name that will appear in Cascade. Events should follow the convention MM-DD-YYYY-event-name. Standard naming conventions call for lower-case letters and no spaces between words. You cannot change this after an event has been published.

**Parent Folder:** This is where the event will be saved in Cascade.

**Page Status:** An active event will appear on any assigned sites. An inactive event will not. To take an event down from your site, simply mark it as “Inactive” and then re-publish the inactive event. **DO NOT delete the event in Cascade.**

**Event Main Information (Required)**

**Event name:** This is the title of the event in the public calendar. Keep in mind that your event becomes part of the general University calendar, so please specify office/school/department if the title is generic. (i.e. “Lecture Series” could become “Department of English Lecture Series”)

**Category:** Select the appropriate sites where the event should appear using the drop-down menu. Click “+” for additional site assignments. You may begin typing the name of the site to narrow the list options. You can add as many sites as are applicable, but please coordinate with organizers outside your department if your event crosses into other areas. You can also remove the site assignment manually by clicking the “-” when you want to take the event down from a particular site.
**Event Description:** The body copy or summary description of the event. If you are creating calendar events to supplement a page on your website (such as a lecture series or events that are part of a larger program), please include a link back to the page on your department site.

**Event Lead Media (optional)**

If you have images (16:9 promo and 1:1 thumb), a video (on YouTube or Vimeo), or a slideshow (in Flickr), that you would like to appear at the top of the event, enter them within the “Lead Media” section. *If you do not have KP4 image permissions, please work with University Communications to add imagery to your event.*

**Video**
To add a video, select the type and paste in the full URL for YouTube or Vimeo videos.

**Slideshows**
To add a slideshow, select Flickr and then enter a title and the ID number. If you don't enter a title, it will pull in the album title from Flickr. Enter the ID in this form: `set=72157648989119769` (this number can be found in the URL string for a Flickr album).

**File Attachments (optional)**
Add a link to a PDF if needed.

**Images KP3 (ignore)**
This is a legacy content option. Do not use.

**Schedule (required)**

**Start Date:** Select the date of the event.

If it's a recurring event, select Yes, select the days the event will recur and the end date. If you have an event that will occur on more than one day at different times, you will need to create a new event for each separate event time.

*For example, if you have an event that occurs Mondays and Wednesdays at noon, but Tuesdays and Thursdays at 1 p.m., you will need two separate entries for the M/W and T/Th occurrences.*

**All-Day Event:** If yes, you don't need to add start and end times.
Locations

Keep in mind this system will not reserve your space; you must reserve space before promoting an event.

Registration/Purchase URL and date: If you have a link to register for your event or to purchase tickets, please enter the URL here. This is also where you can assign a registration/purchase deadline.

Location GPS: If your event is on campus, you can select your location from the drop-down list of GPS coordinates (by location name) to activate the map feature. If your event is off campus, you can manually enter the location's GPS coordinates.

More Information

Enter event contact information if applicable.