Community Calendar FAQs

Can I add an event that will only be seen within the ExeterConnect Portal?

- Yes. When you add your event, choose ‘Private’ as the type of Event rather than ‘Public’. They choose the Category for your department.

Do I still need to schedule the room?

- Yes. See http://www.exeter.edu/planningevents or contact the Support Desk at x3693 or itservices@exeter.edu.

How do I decide which events go on the public facing Community Calendar and which go on the internal private Calendar?

- If you event is open to the public it should be placed on the public Community Calendar by choosing the ‘Public’ calendar option. If it is an on-campus event which is for a particular group of people and is displayed on ExeterConnect, you would choose ‘Private’ calendar.

Do I have to add a description?

- A description is required and it allows a person viewing the event to understand the details of what is occurring. You should add hyperlinks to associated websites, if they are available in order to provide as much information as possible to the viewer.

What if I have a standard event that happens several times of the year and I want to save time in re-entering?

- Go to the Event and choose Modify Event, click Submit. The next screen is General Details and your can choose the Copy button on that page. Notice that a message appears at the top of your screen in green print: You have successfully copied the event information.

What if I want to delete an event?

- Go to the Event and choose Submit. You can now either Cancel the event or Delete the event.

Why does my picture not appear?

- Check the image size and width. It needs to be less than 350 pixels wide and 80kb in size.

How do I get my event on the Exeter website?

- Events that will be fed into www.exeter.edu will be driven their by the Category choice(s) associated with the event. For example if you want your event to appear on a gateway page, you would use the relevant category:
  - Alumni/ae = category ‘Alumni’
  - Current Students = category ‘Students’
  - Faculty & Staff = category ‘Staff/Faculty’
  - Parents = category ‘Parents’

A full listing of Public Community Calendar categories and codes is available under Web Writer’s Organization > Documentation > Community Calendar.