Posting Virtual Space Requests on Campus Calendars

Reservation Requests submitted through Master Calendar are NOT automatically reserved! All requests must be approved before displaying on Campus calendars.

**APPROVERS NOTE:** If you have an Approver role please make sure you are not logged into Master Calendar if trying to request an event. The form will not function properly.

**Start Your Request**

- Go to [https://events.ship.edu/MasterCalendar/AddEvent.aspx](https://events.ship.edu/MasterCalendar/AddEvent.aspx)
- You will see a log in block on top right. Do not log in. The displayed role “guest” is correct for this process

  ![guest Login](image)

- Fields with (an arrow) are required fields. Others are optional

- Postdate is the earliest date you want you event to display. Leave the date as is or use the calendar in the button to select the earliest future date you want the event to display

  ![Post Date 3/28/2020](image)

**Adding Event Information**

- **Enter the Title for your event**

  ![Event Title Test](image)

  - Be specific, this title will show up on the calendar. Appropriate Examples:
    - Homecoming Step Show
    - Shippensburg Earth Day Festival
  
  - Inappropriate Examples
    - Homecoming Event
    - Meeting
• **Event URL**

  ![Event URL field](Image)

  - This field is to be used for directing viewers to where your event can be accessed
  - Note: use full URL - https://www........

• **Event Description**

  ![Event Description field](Image)

  - You should provide a detailed description for your event. The purpose of the event should be clear to anyone on/off campus that would review this information. Date, time and group don’t need to be added to description as they are in other visible fields

• **Event Contact**

  ![Event Contact fields](Image)

  - Your name and Email are required, but selecting Hide will prevent it from displaying on the public calendar. Adding phone information will make it easier for an Approver to contact you if needed

• **Event Group – Priority**

  ![Event Group fields](Image)

  - You should select Campus Events from the calendar selection for your virtual events
  - Although not required, Event type and Department provide additional information for those interested in your event
• **Location**

   Location
   Location Url

   o The Location default is Virtual. Please use the URL of the page your event links are on

• **Event Date(s)**

   ![Single Day](Image 126x622 to 464x706)  ![Recurrence](Image 138x138 to 473x460)

   Event Start Date 3/26/2020

   o Events can be Single Day or Recurring. Selecting Recurrence allows you to add this event to multiple day

   ![Single Day](Image 126x490 to 338x562)  ![Recurrence](Image 144x138 to 473x460)

   Event Start Date 3/26/2020

**Recurrence Pattern**

<table>
<thead>
<tr>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Random</th>
</tr>
</thead>
</table>

   Recur every 1 week(s) on:

   - [ ] Weekends
   - [ ] Weekdays
   - [ ] Sunday
   - [ ] Monday
   - [ ] Tuesday
   - [ ] Wednesday
   - [ ] Thursday
   - [ ] Friday

**Range of Recurrence**

   - [ ] End after: 1 occurrence(s)
   - [ ] End by: 3/26/2020
• **Event Times**

  - **Timed event**
  - **All day event**

  (If timed event is selected then a start and end time must be entered).

  **Start Time**: 9:00 AM

  **End Time**: 5:00 PM

  - If selecting a timed event, click on the clock at right of time to change times

• **Event Image**

  - **Add Image**

  - Image is optional. If you wish to add an image to your event, click on add image. This will allow you to select an image from your computer files. Suggested image type and size:
    - images can be jpg or png
    - 72dpi
    - 325px × 192px

• **Additional Event Info**

  - **Custom**
  - ** Emails**
  - **Attachments**
  - **Tags**

  - **Attach a file**

  - These additional fields are optional

**Submit Your Request**

- **Save/View** will allow you to review your request details and will highlight any unfilled required fields
- **Finished** will process your request and add it to the Approvers’ queue