

UNM-TAOS ONLINE EVENT CALENDAR

Instructions to Submit an Event

STEP 1. Go to <http://ucam.unm.edu/events/submit-an-event.html>

STEP 2: Click on the Taos option

Submit An Event

Various groups on campus have their own calendars. If you wish to submit an event you will need to **select the appropriate calendar below.**

The following Calendar currently allow event submissions



STEP 3: Click the red button that says “Sign in using @unm.edu email address

UNM Main campus users or anyone with an @unm.edu email account can sign in by clicking the red button below.

SIGN IN USING @UNM.EDU
EMAIL ADDRESS

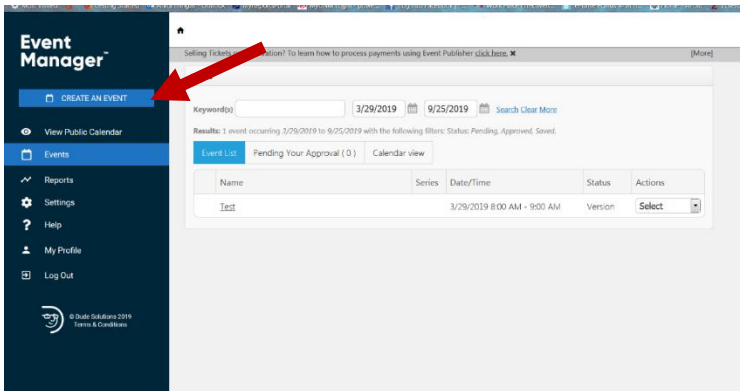
STEP 4: Login using your @unm.edu email and password



Sign-in below using either your UNM NetID or your full @unm.edu email address.

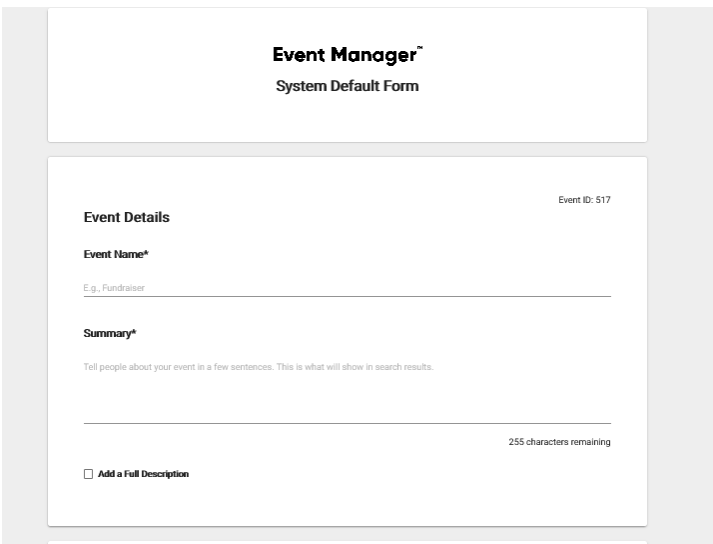
Sign in

STEP 5: The submission page will open. Hover your mouse over the left sidebar, and you'll see an option for "Create an Event"



STEP 6: Fill out the fields with your event information.

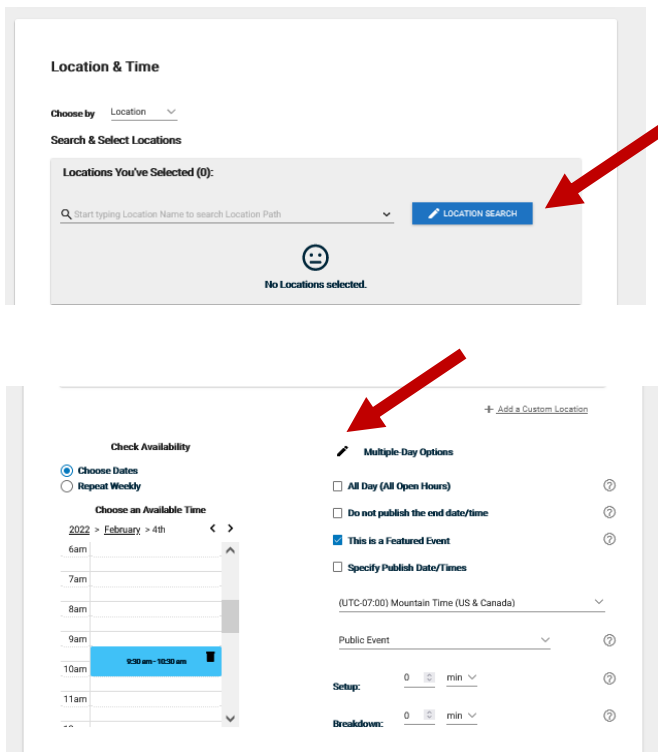
6a: event details



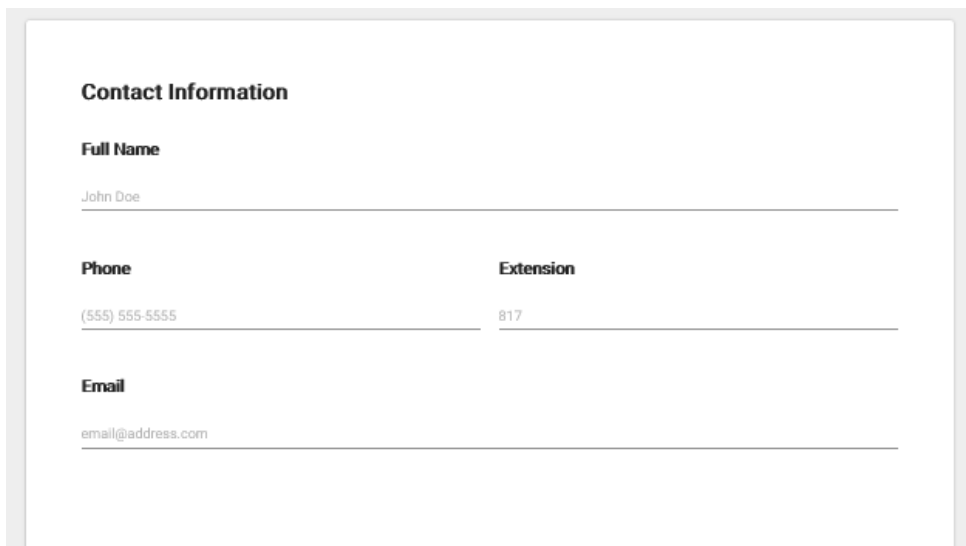
The screenshot shows the 'Event Manager System Default Form' for 'Event Details'. The form is titled 'Event Manager System Default Form' and 'Event ID: 517'. The 'Event Name*' field contains 'E.g., Fundraiser'. The 'Summary*' field contains the text 'Tell people about your event in a few sentences. This is what will show in search results.' and has a character count of '255 characters remaining'. There is a checkbox labeled 'Add a Full Description'.

6b: Enter location and time

- Under “Location Search” select “Taos Campus”.
- Scroll to bottom and go to page two to find the option for Taos Campus
- For repeating weekly/monthly/yearly events - once you enter in the date of the 1st occurrence, an option will appear for “Multiple Day Options” click on the pencil to edit.

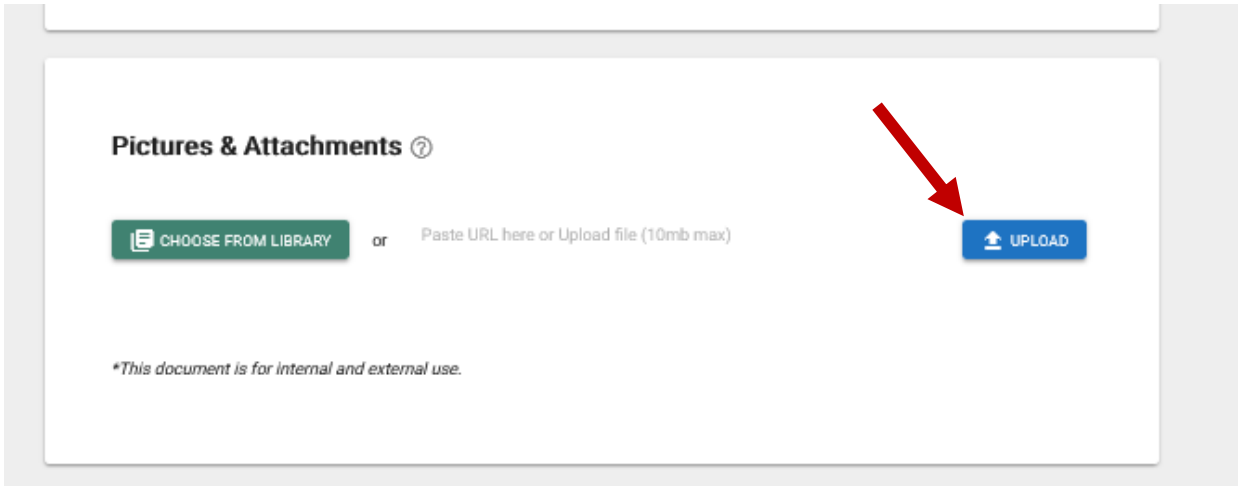


6c. Enter Contact Information for the event

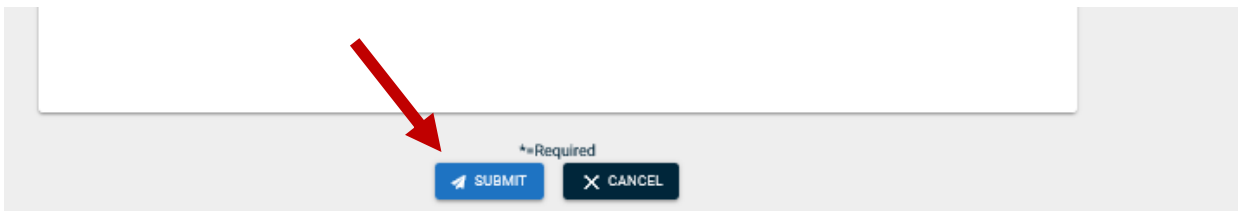


STEP 7.

Upload photo, logo, or flyer



STEP 8: At the bottom of the page, click the blue “Submit” button



STEP 10: Review and Approval

- Once you click “Publish” you will receive an email confirmation, and BCAM will receive a notification that a new event has been submitted.
- BCAM will review the event submission
- Upon approval of the event, you will receive an email notification that your event has been approved.

STEP 11: Verify your event appeared on the calendar

- When you receive this email confirmation, visit the Event Calendar page at <https://unmevents.unm.edu/site/taos/> to ensure it is visible.

Questions? Contact Theresa Mondragon at tmondra@unm.edu or Scott Gerdes at sgerdes@unm.edu

Calendar Event Guidelines

- Events must be sponsored by a UNM-Taos group, organization or department
- Individual classes, class schedules, personal events or solicitations aren't posted on the online events calendar
- Images associated with an event should be no more than 300px wide.
- Events are typically posted to the calendar within 48 hours of submission, excluding weekends.
- Please submit an event as early as possible to get the most exposure, but not less than two weeks before the event occurs.
- Events are reviewed, edited and added to the calendar at the discretion of the calendar editor and administrators.
- Please review your submission carefully to ensure the information is complete and correct.
- Submissions that are incomplete or contain excessive spelling and grammatical errors will not be approved.
- Requests including inappropriate or offensive content or references to illegal activities will not be approved.