

Localist Tutorial

Localist is an interactive calendar that supports events from all university online calendars into one convenient place. Users can create calendars for their events, which they can sync with popular social media sites such as Facebook, Twitter and Foursquare.

To access Localist go to www.clemson.edu/calendar

Log in with your Clemson University userid and password by choosing the orange Login with Clemson ID button. You will be taken to the Clemson University login window.

You can also choose to log in with your Facebook account by choosing the orange Login with Facebook button.

If you do not have a Clemson University userid and password and prefer not to use your Facebook account, choose the Sign Up button and create a Localist account using whatever valid email address you prefer.

Once your account has been created you will be able to take full advantage of the calendar's features such as entering events, choosing the I'm Going button for events you are going to attend, and sharing event information via social media.

Add an event:

1. Choose the Submit an Event link from the main events home page.

The screenshot displays the Localist website interface. At the top, there is a purple header with the text "Featured Events". Below this, a featured event is listed: "Kevin Hart at Littlejohn Coliseum" on 3/28. The event description states: "Comedian Kevin Hart will perform at Littlejohn Coliseum Saturday, March 28, 2015, TigerPaw Productions announced. Clemson University was selected as a part of Hart's 'WHAT NOW' national tour. Tickets will be available to the public at 10 a.m. Dec. 5 at the Hendrix Student Center Box Office, Littlejohn Coliseum Box Office and online at ticketmaster.com. Hart will be seen next in the Chris Rock-directed film 'Top Five' alongside Adam Sandler,..." To the right of the event listing is a "Submit an Event" button, which is highlighted with a blue arrow. Below the featured event, there is a "Trending Events" section with a filter for "Academic" and "All Events by Date". At the bottom right, there is a "CALENDAR" section for the month of MARCH, showing a grid of dates from 1 to 31. The date 2 is highlighted in orange.

2. Enter the Event Name (required).
3. Enter a detailed description of the event (required).

4. Enter the Start Date of the event (required) – you can enter the date a variety of ways including:

Today
Tomorrow
Next Friday
03/23/15

5. Enter the Start Time for the event (not required but preferred so it will appear correctly on the mobile calendar). If your event occurs all day, such as a web registration event, leave the start and end times blank.
6. Enter the End Time for the event (not required but preferred so it will appear correctly on the mobile calendar)
7. Choose the Recurs dropdown menu if your event recurs at the same time on a regular schedule. Click the Confirm Schedule button. Localist will display all of the dates that your event will take place. If you have additional events

Event Name *	<input type="text" value="Sample Event"/>
Description *	<input type="text" value="This is an example of how to create an event in Localist."/>
Start Date *	<input type="text" value="Wednesday"/> Wednesday, August 06, 2014
Start Time	<input type="text" value="3 pm"/> 3:00 PM
End Time	<input type="text" value="7 pm"/> 7:00 PM
Recurs	<input type="text" value="Daily until"/>
End Date	<input type="text" value="December 5"/> Friday, December 05, 2014
	SUN MON TUE WED THU FRI SAT <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<input type="button" value="Confirm Schedule"/>

8. Enter the Event Place such as SCBG or Barre Hall. When you enter the name of the Event Place, the physical address will usually fill in automatically. Most of the locations on campus have been entered into the calendar so as you start to type your event location, Localist will offer suggestions for the location. Most locations also have images associated with them. The image will be displayed unless you choose to upload a different image. When the calendar event is viewed live, a Google map will be displayed showing where the event is located.
9. Enter the room number where the event will be held, if there is one. If there is no room number, enter any information you have such as lawn, front porch, etc.
10. Enter the physical address of the location if it does not pop up automatically.
11. Add the event's website address if there is one.
12. Add the event's Facebook Event Page link if there is one.
13. Upload a photo if you have one. You can upload a photo you currently have on your computer, or you can upload a photo from the Clemson downloads page at:
<http://www.clemson.edu/administration/public-affairs/toolbox/downloads/photos/calendar/index.html>

These images have been sized appropriately for the calendar. Download the image to your desktop and then upload it to the calendar.

If you choose to upload an image you already have on your desktop, please make sure you size your image to 200x150 at 72 dpi before uploading to avoid auto-cropping.

Event Place	Cooper Library x
Room	<input type="text" value="Brown Room"/>
Address	<input type="text" value="116 Sigma Dr., Clemson, SC 29634, USA"/>
Event Website	<input type="text" value="http://www.clemson.edu/calendar"/>
Facebook Event Page ?	<input type="text" value="http://www.facebook.com/event.php..."/>
Event Photo	



14. Choose the Event Type from the drop-down menu. You can choose more than one event type by returning to the drop-down menu and selecting each of the event types you want. You will see the event types appear as orange boxes with white text as you add them. To delete an event type from your event, just click the red x on the right side of the orange box.
15. Choose the Department from the drop-down menu. The Department is the college, department or other unit that the event is associated with. You can choose more than one department by returning to the drop-down menu and selecting each of the departments you want. You will see the departments appear as orange boxes with white text as you add them. To delete a department from your event, just click the red x on the right side of the orange box. If your department automatically pulls events from the departments onto a web page, it is important to choose the correct department so the events feed will work properly.
16. Choose the Target Audience from the drop-down menu. The Target audience is the audience or audiences for whom your event is most applicable. You can choose more than one Target Audience by returning to the drop-down menu and selecting each of the audiences you want. You will see the audiences appear as orange boxes with white text as you add them. To delete an audience from your event, just click the red x on the right side of the orange box.

17. Enter the ticket cost. If there is no fee for the event, leave the box blank. Enter the link where tickets can be purchased (if applicable).
18. Enter a Contact Name, Phone and Email address where questions about the event can be directed. This information is required.
19. Once all of the event information has been submitted, choose the Add Event button. Your event will be sent to the calendar administrator for approval. You can edit your event until it has been approved. Once it is approved, please email cucal@clermson.edu to make changes. Do not submit a new event, we will make the changes for you.

Event Type

Exhibits x

Academic x

Department

Libraries x

Target Audience

Students x

Staff x

General Public x

Faculty x

Alumni x

Ticket Cost ?

Ticket Link

Contact Name: *

CU Calendar

Contact Phone: *

864-656-2061

Contact Email: *

cucal@clermson.edu

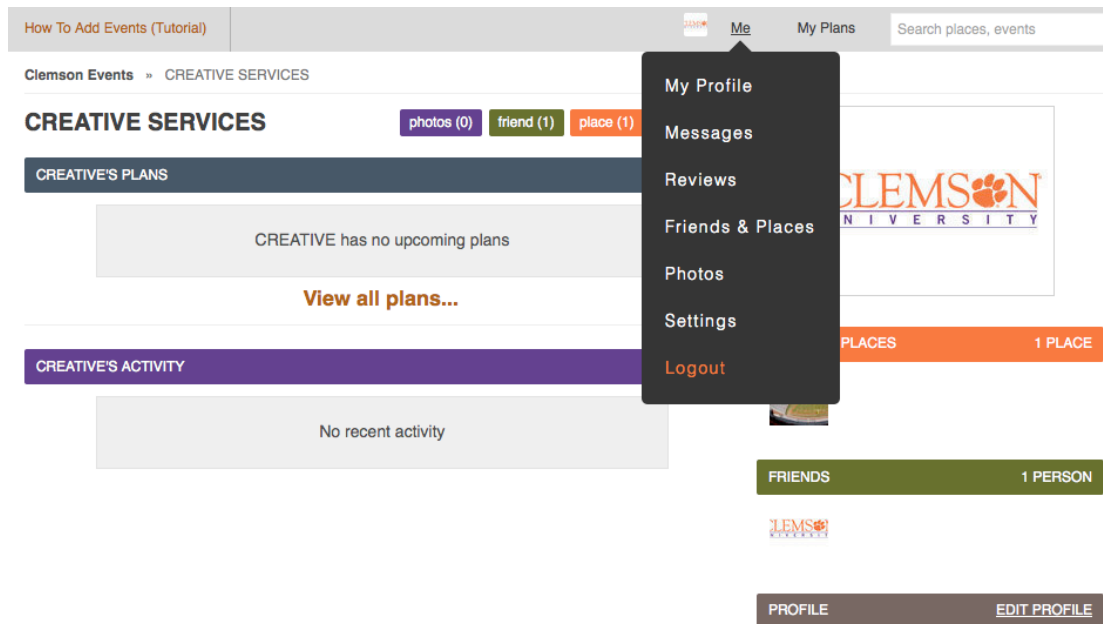
Cancel

Add Event

Additional features of Localist:

Under the Me menu you can choose to customize your instance of Localist. You can:

- Create a profile
- Send a message (Messages) to another Localist user you have designated as a friend (Friends & Places).
- Review events you have attended (Reviews).
- Upload photos (Photos). Size your photos to 200x150 at 72 dpi before uploading to avoid auto-cropping.
- Customize your settings (Settings) so you can sync your plans on Twitter and share your plans on Facebook.
- Log out of Localist (Logout).



If you have any questions about the calendar or would like to have additional Departments, Places, Event Types or Target Audiences added, please email cucal@clemsun.edu and a calendar administrator will help you.