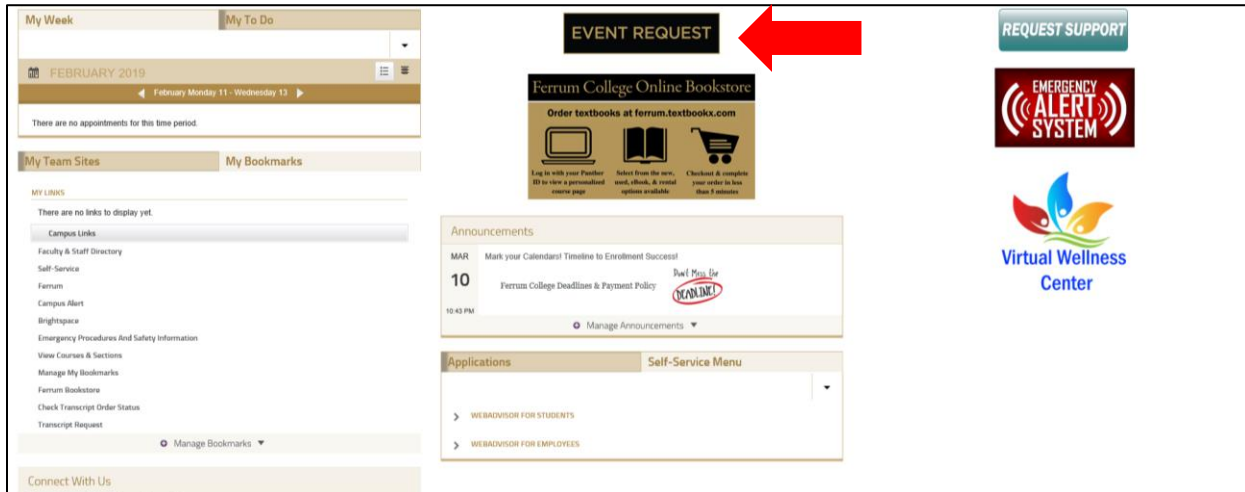


# FERRUM COLLEGE CONFERENCES & EVENTS

## How to Request an Event

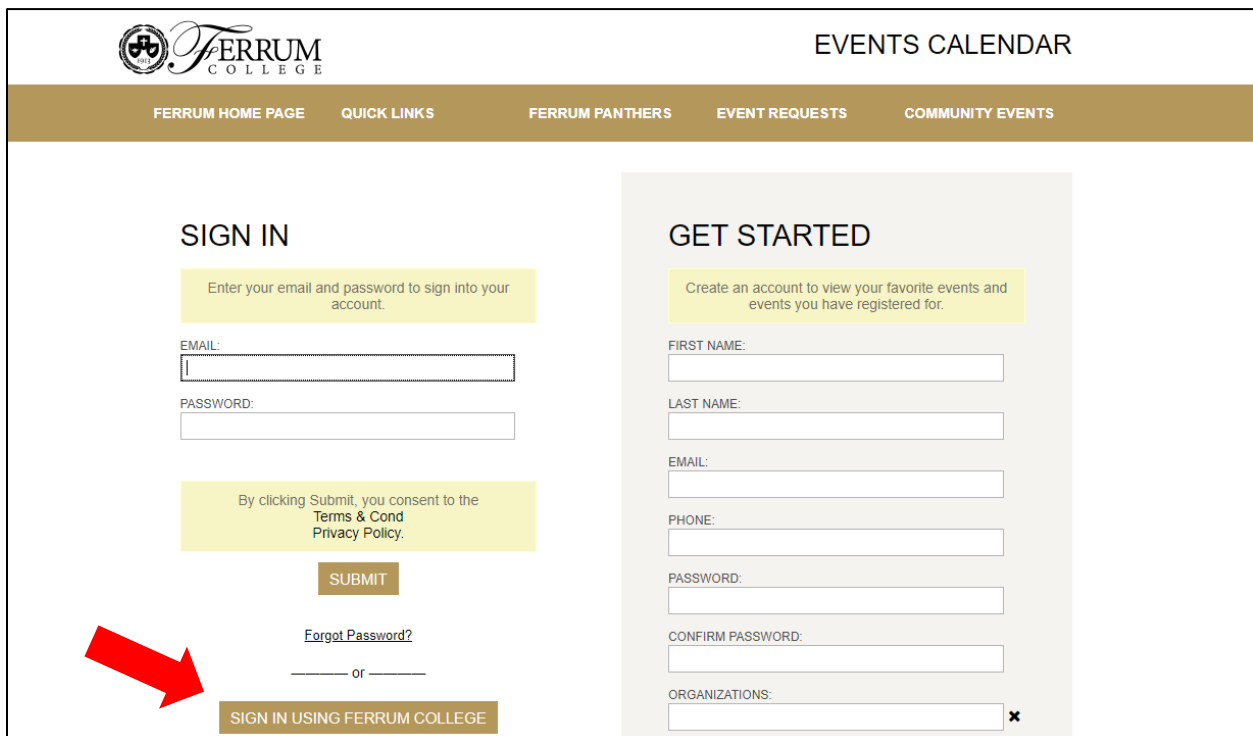
### STEP 1: Navigate to Panther Portal

- Navigate to Panther Portal ([portal.ferrum.edu](http://portal.ferrum.edu)). Sign in and click on the *Event Request* button in the middle of the page.

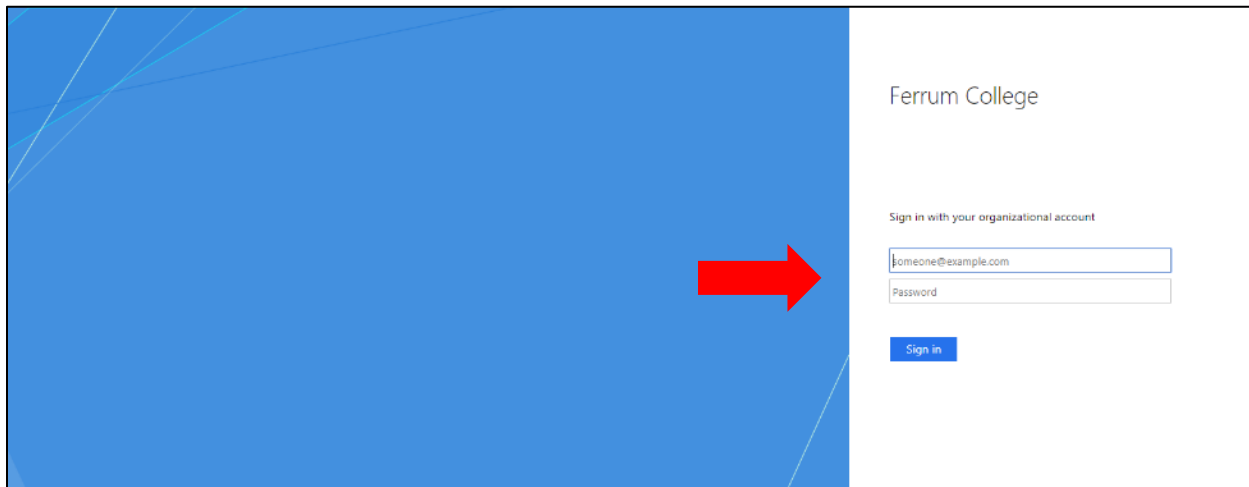


### STEP 2: Sign In

- You will be taken to the new Ferrum College Events Calendar website where you will click the *Sign in Using Ferrum College* button in the lower left side of the page.

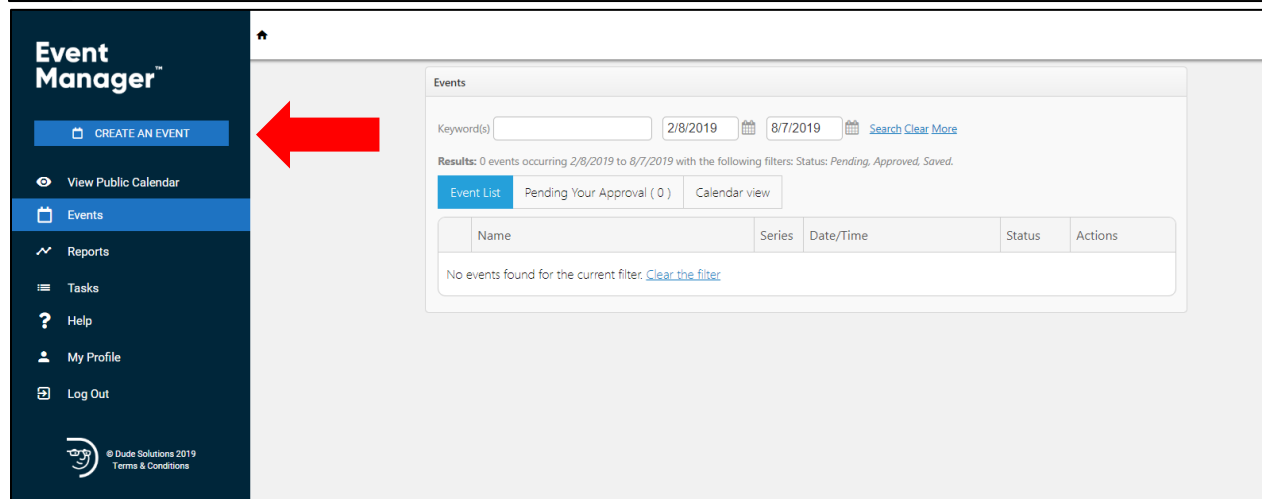
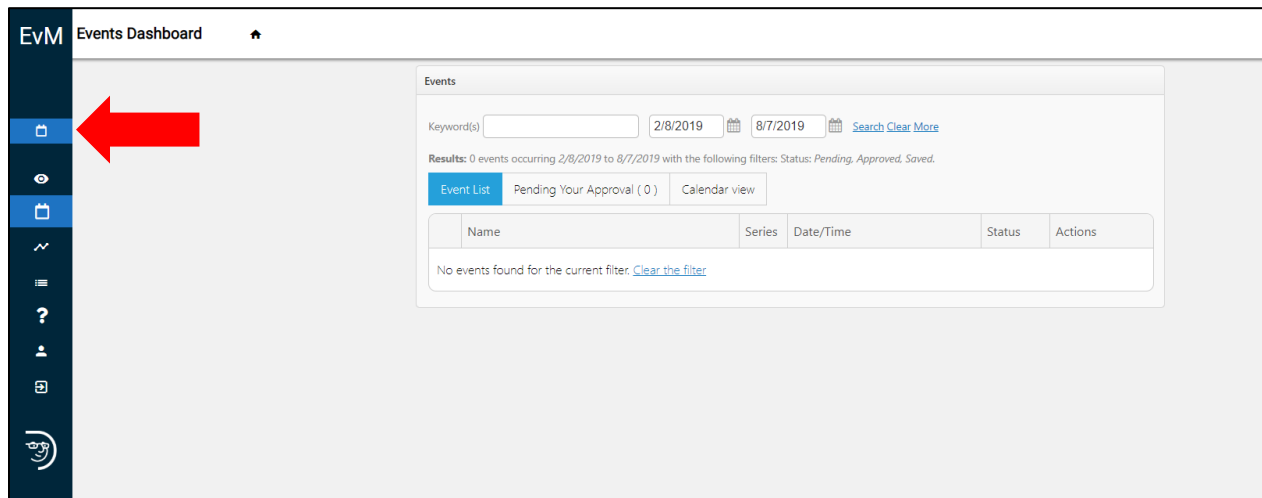


- Sign in – Students:
  - username – your ID number followed by *@ferrum.edu*
  - password – *Panther Portal* password
- Sign in – Faculty/Staff:
  - username – your NFS number followed by *@ferrum.edu*
  - password – *Panther Portal* password



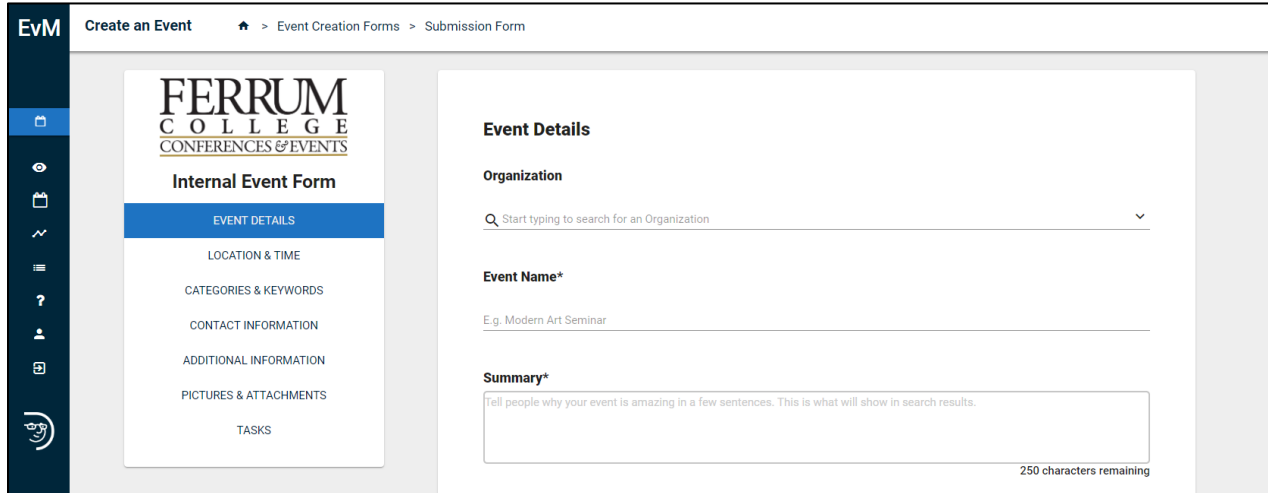
### **STEP 3: Create an Event**

- Click on the *Calendar/Create an Event* button at the top left of the screen.



## STEP 4: Fill Out the Internal Event Form

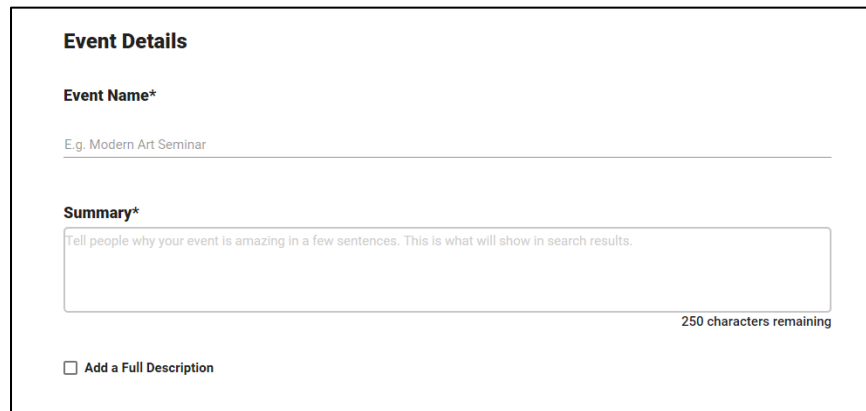
- Fill out the Internal Event Form and complete all required fills.



The screenshot shows the 'Internal Event Form' submission page for Ferrum College. The page has a dark blue sidebar with navigation icons and a main content area. The main content area is divided into two columns. The left column contains a navigation menu with the following items: 'EVENT DETAILS' (highlighted in blue), 'LOCATION & TIME', 'CATEGORIES & KEYWORDS', 'CONTACT INFORMATION', 'ADDITIONAL INFORMATION', 'PICTURES & ATTACHMENTS', and 'TASKS'. The right column is titled 'Event Details' and contains the following fields: 'Organization' (a dropdown menu with a search icon and the text 'Start typing to search for an Organization'), 'Event Name\*' (a text input field with the example text 'E.g. Modern Art Seminar'), and 'Summary\*' (a large text area with the placeholder text 'Tell people why your event is amazing in a few sentences. This is what will show in search results.' and a '250 characters remaining' indicator at the bottom right).

### EVENT DETAILS:

- Enter the name for the event in the *Event Name* field. This will appear by default on all calendar views when visitors are looking for events on the site (unless you specify the event is private or unlisted).
- Enter a short description of the event in the *Summary* field. This appears on select calendar views and is used to grab the attention of people viewing the site.
- Put a check mark in the *Add a Full Description* box to enter a complete description of the event using up to 10,000 characters. The system will copy the current text of the *Summary* field into the description area and then you can add any additional details you would like viewers to see on the *Event Details* page. Note: The full description supports special formatting, such as bullet points, numbered lists, hyperlinks, and HTML formatting.



This is a close-up screenshot of the 'Event Details' form. It shows the 'Event Name\*' field with the example text 'E.g. Modern Art Seminar'. Below it is the 'Summary\*' field with the placeholder text 'Tell people why your event is amazing in a few sentences. This is what will show in search results.' and a '250 characters remaining' indicator at the bottom right. At the bottom of the form, there is a checkbox labeled 'Add a Full Description'.

### LOCATION & TIME:

- In the *Location & Time* section, enter the location you would like by searching for it or selecting it from the location list. If you would like to book more than one location, please click on the plus sign that says *Add Another Location*.
- Choose the date of your event under *Check Availability*. Select the date on the calendar, then you are able to select the times of your event.
  - *All Day* - Select this option if the event lasts all 24 hours in the date range specified. You can also use this option if the event does not have a set start and end time.
  - *Repeat Weekly* - Select this option if this is a recurring event (daily, weekly, monthly, etc.) and choose the desired recurrence schedule from the drop down that appears.
  - *Do not publish the end date/time* - Select this option to display the start date and time of the event, but not the end date and time. An end date and time are still required to publish the event, but this setting ensures the event will properly download and display on personal calendars and in Event Sharing.

- *This is a Featured Event* - Choosing this option will prominently feature the event at the top of the calendar. Featured events must occur within the next 30 calendar days to be displayed and must have an event image. By default, the next four featured events will be displayed on the calendar page.
- *Specify Publish Date/Times* - to control when your event is visible to visitors on the calendar. You can enter only a Publish Date/Time, only an Unpublish Date/Time, or both a Publish and Unpublish Date/Time.
- The *Timezone* will default to the value set by your Site Administrator. Please do not change this.
- The event form is defaulted to the *public event* view option.
  - A *Public Event* will show on the public facing calendar to anyone, even if they are not logged in. To make the event Private or Unlisted click on the drop-down box and select the desired view.
  - A *Private Event* will be hidden from the general public. The event will only be visible to users with appropriate rights and privileges when they are logged into the site.
  - An *Unlisted Event* will not show on the calendar. The time will still be booked, but only users who have access to the event URL will be able to view the details of the event.

### Location & Time

Choose  by

**Location \***

+ [Add Another Location](#) + [Add a Custom Location](#)

**Check Availability**

Choose Dates  Repeat Weekly

**Choose an Available Date**

2019 > January < >

S	M	T	W	T	F	S
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02

All Day

Do not publish the end date/time ?

This is a Featured Event ?

Specify Publish Date/Times

(UTC-05:00) Eastern Time (US & Canada) ▾

Public Event ▾ ?

Setup:  ?

Breakdown:  ?

### CATEGORIES & KEYWORDS:

- Categories and keywords allow you to classify your event to make them easier to find when visitors search your site.
  - Choose *Categories* that apply to this event. Visitors will be able to search and filter events based on categories.
  - Enter any *Keywords* or tags that visitors may use to search for your event. Note: If entering multiple keywords or tags, separate them with a comma.

### Categories & Keywords

**Category \***

**Keywords**

**CONTACT INFORMATION:**

- Enter the *Contact Information* of the person whom visitors can contact with questions about the event. Note: This information is publicly displayed on the calendar for each event.

<b>Contact Information</b>	
<b>Full Name*</b>	
John Doe	
<b>Phone*</b>	<b>Extension</b>
(555) 555-5555	817
<b>Email*</b>	
email@address.com	

**ADDITIONAL INFORMATION:**

- Under the *Additional Information* section please provide the number of people attending the event as well as the sponsor of the event. Also, check yes or no if tickets will be sold.

<b>Additional Information</b>
<b>Number of people expected:*</b>
Type your answer here
<b>Will tickets be sold?*</b>
<input type="radio"/> Yes
<input type="radio"/> No
<b>Sponsor of event:*</b>
Type your answer here
<b>Request catering services:*</b>
<input type="radio"/> Yes (charges will apply)
<input type="radio"/> No
<b>15 digit club or department billing code (required if requesting catering services):</b>
Type your answer here

- Please select if you need *Catering Services*, *Technology Services* and/or *Special Set Up Services*. You may also request *Registration Services* under this section.

**Catering services needed (select all that apply):**

- Buffet Meal
- Plated Meal
- Continental Breakfast
- Simple Refreshments
- Other (please forward information to our office)

**Request A/V or technology services:\***

- Yes
- No

**A/V or technology services needed (select all that apply):**

- Laptop
- Pointer
- Projector
- Screen
- Wired Microphone
- Wireless Microphone
- Technician for Event (charges may apply)

**Please specify the number of A/V or technology items needed (ie: 1 laptop, 2 wired mics, etc.):**

**Request special setup services needed (including additional chairs, tables, etc.):\***

- Yes
- No

**Special setup services needed (select all that apply):**

- Chairs
- 8ft Tables
- 6ft Tables
- Round Tables
- Vertical Stanchion Holder
- Horizontal Stanchion Holder
- Black Tablecloths for Tables
- White Tablecloths for Tables
- Black Skirts for Tables
- Other (please send requested items to our office)

- Select the *Audience* of your event (Alumni, Community, Faculty, Staff, Students). You may select more than one option.

Please specify the number of special setup items needed (ie: 5 round tables, 40 chairs etc.):

Would you like to add registration features to this event?\*

Yes

No

Special Requests and Additional Information:

Audience:\*

Alumni

Community

Faculty

Staff

Students

#### PICTURES & ATTACHMENTS:

- You may add *Pictures* or *Attachments* to the event, such as a marketing image or a program flyer. You can add multiple images and then click on the star icon to select the primary image that will show in the default listing of events. Click on the T icon to change the text that will appear when the mouse hovers over the image. This also provides descriptions for those using visually impaired assistance programs. You must attach a picture if this is a featured eve

**Pictures & Attachments** ⓘ

or

#### **STEP 4: Submit Your Event**

- Click the *Submit* button to submit your event form.

#### **STEP 5: Approval Process**

- You will receive an email letting you know that we have received your request. Once your event is approved you will receive a follow up email.

If you have any questions or issues, please contact the Conferences & Events Department by email at [events@ferrum.edu](mailto:events@ferrum.edu), by phone at (540) 365-4474, or our web page [www.ferrum.edu/events](http://www.ferrum.edu/events).