

HOWARD UNIVERSITY EVENTS CALENDAR

The Howard University Calendar (<https://calendar.howard.edu>) promotes university events. The main site lets the Office of University Communications (OUC):

- create events;
- accept event submissions through a form;
- tag each event with custom categories.

Publish Once. Display It Everywhere.

It's possible to create custom calendars across Howard University's web presence. Categories drive each calendar.

Featured Events

Up to three featured events appear in the slideshow at the top of the page.

Search and Filter Options

Search: Enter a name or keyword to find an event.

Filter: Use the filters in the right column to narrow down the list of visible events.


- Click an underlined date to view events occurring on that day.
- Use *Date* to limit results by day, week or month.
Or define a custom date range.
- Use *School / College* to select view events associated with *Business School, College of Arts & Sciences, etc.*
- Use *Audience* to select groups such as *Alumni and Friends, Faculty, or Graduate Students.*
- Use *Category* to select themes such as *Arts & Culture, Education, or Employment.*

The count above the first event updates based on the Filter. E.g., *Showing 8 of 31 events.*

The screenshot shows the top navigation bar with the Howard University logo and 'Events' text. Below is a featured event carousel with a slide for 'May 7 2016 Commencement Convocation' featuring a photo of graduates. To the right is a 'SUBMIT EVENT' button with a plus icon and links for 'Submission Policy and Disclaimer' and 'Technical Assistance'. Below the carousel is a search bar with the text 'Search events' and a magnifying glass icon. Underneath the search bar, it says 'Showing 10 of 22 events' and a 'Reset filters' link. At the bottom, there is a date filter for 'APR 1' and a featured event card for 'Accepted Student Day' at 'Howard University | 10:00 AM'. On the right side, there is a calendar for 'March 2016' with a grid of dates. Below the calendar, there is a note: 'Use the filters below to narrow down events you see on the calendar. To remove filters you applied, press the "x" next to the filter below the search field.'

The filter options menu is a vertical list of dropdown menus. The first dropdown is labeled 'DATE' and has a downward arrow. Below it are radio button options: 'All' (selected), 'Today', 'Tomorrow', 'This week', 'This month', and 'Custom range'. The second dropdown is labeled 'AUDIENCE' and has a downward arrow. The third dropdown is labeled 'CATEGORY' and has a downward arrow. The fourth dropdown is labeled 'SCHOOL / COLLEGE' and has a downward arrow.

Remove Filter(s)

- Click the  next to the filter label to remove it.
- Click *Remove All Filters* to reset the calendar.

Anonymous Event Submission

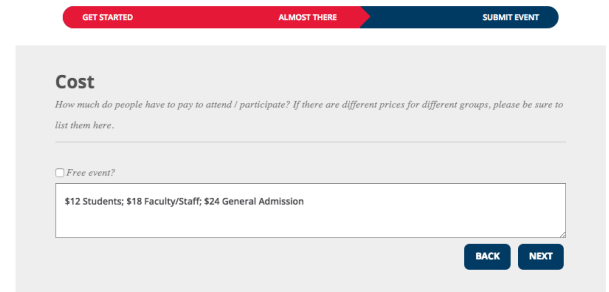
Anyone can submit an event at: <https://calendar.howard.edu/#/submit-event>

Enter the following **required** fields:

- *Event Title and Details;*
- *Start Date and Time;*
- *End Date and Time;*
- *Venue Name;*
- *Organizer Name, Phone Number and Email Address;*
- *Category, tags that determine how events are organized; and*
- *Your Name, Email Address and Phone Number.*

Optional form elements also include:

- the ability to upload an image (up to 500kb);
- an indication that this event occurs multiple times (i.e., a recurring event);
- venue information, including an address for Google Maps;
- organizer social media links;
- event-specific websites and social media links;
- cost, including a field to add a description or pricing (e.g., “\$12 Students; \$16 Faculty; \$20 G/A”)
- RSVP information; and
- additional categories.



The screenshot shows a progress bar at the top with three stages: 'GET STARTED' (red), 'ALMOST THERE' (dark blue), and 'SUBMIT EVENT' (light blue). Below the progress bar is the 'Cost' section. It includes a heading 'Cost', a sub-heading 'How much do people have to pay to attend / participate? If there are different prices for different groups, please be sure to list them here.', a checkbox for 'Free event?', and a text input field containing '\$12 Students; \$18 Faculty/Staff; \$24 General Admission'. At the bottom right of the form are 'BACK' and 'NEXT' buttons.

OUC maintains a set of Event Submission Policies and Best Practices here:

<https://calendar.howard.edu/content/calendar-guidelines>