Introduction to Localist

Localist, a robust new online calendar platform, will replace the existing campus events calendar as of February 1, 2018. Localist integrates easily with your existing site and or Drupal, and is optimized for sharing content across social media channels. It’s easy to use and will allow you to:

• Publish, manage, and promote your events
• Increase awareness and discoverability of your events
• Increase attendance and engagement with your audience
Login to Localist

Login in using your UCR NetID and password or sign up with a department email.

1. Select “LOG IN”

2. Select “Login with School ID.” You will be redirected to the Central Authentication System (CAS) login page.

Note on Event Submission:
In order to submit events, users must have a UCR email address (@ucr.edu). All events submitted by non-UCR users WILL be deleted.
3. Enter your UCR NetID and password.

If you experience trouble logging in or would like to request a new account, contact our calendar support at support-ucrevents@ucr.edu.
Add Event

Upon logging in, users will see the Calendar Homepage.

4. Select “+ Add Event” from the drop-down menu.

5. Fill out all fields of the form. See instruction below.

Name (Required):
This will be displayed as the event’s name in the main listing and on corresponding details pages.
Description (Required): No character limit.

Start Date (Required): There are several ways you can enter a date: Oct 3, October 3, 10/3, “Next Friday,” “Tomorrow,” 10/3/14, etc. As you type the date below the field will update accordingly.

Start / End Time: Use “6pm,” etc. Events do not require these times, but if there is an end time then there should be a start time.

Recurs: By default events are set to never recur, but you have the option of daily, weekly or monthly.

6. Event Place: You can either select to manually enter a place name + address (use:option) or you can select a place landing page, which will automatically pull in the saved address.

Room: This can be words or numbers.

7. Twitter Hashtag: Only one hashtag can be entered.

Event Website: Any website can be entered.

Facebook Event Page: This is not displayed publicly and is only used for attendee consolidation.

Contact Email: Include an email for more information on the event.
8. Photo: Hover over the gray square and an Edit Photo button will appear. Upload Photo will pull from your computer and Browse Library will open a small window to browse previously uploaded photos.

9. Filters: Select all that apply.

Ticket Cost: Enter any number with accompanying text, such as $50 door. If the event is free then leave this field blank or enter “free.”

Ticket URL: This can be any URL. If a price is entered for ticket cost then this button will display Buy Tickets, but if there is not cost or the event is free then this button will display Register.

10. Select “Add Event” to complete the event submission form.
If you are a Group Admin for a Department or Group, you can edit your Group details and add group officers.

11. On the Calendar Homepage navigate to your Department or Group by selecting “Departments” or “Groups” from the side bar.

12. On your Department or Group landing page you can update your description by selecting “Edit Description.”

13. You can update or edit all other details and add other group officers by selecting “Admin Group Editor.” You will be taken to a new page in the Calendar Admin.

14. You can add new group officers by selecting a name from the Directory list and click “Add User.” That person must have an account, you can request new accounts at support-ucrevents@ucr.edu.

If you experience trouble creating or submitting events, contact our calendar support at support-ucrevents@ucr.edu.