



UCCOMM Tutorial

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:

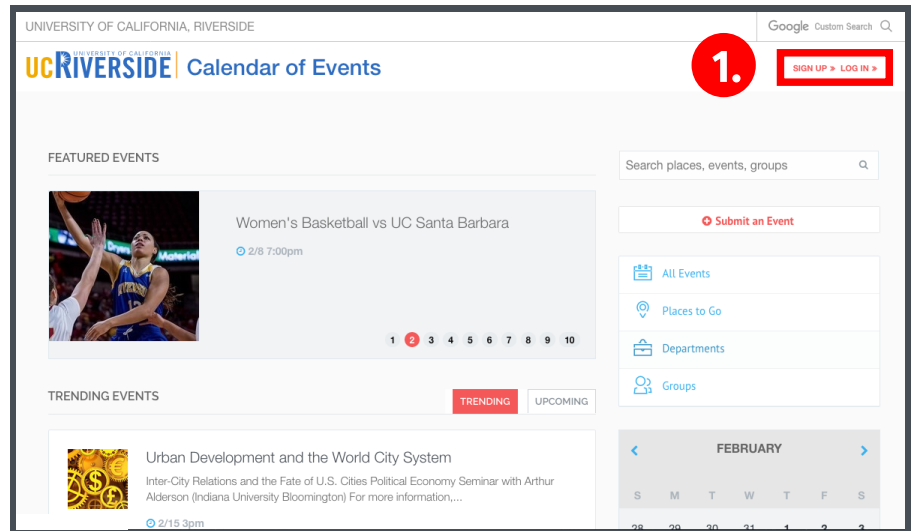
- Publish, manage, and promote your events
- Increase awareness and discoverability of your events
- Increase attendance and engagement with your audience

Login to Localist

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

URL
EVENTS.UCR.EDU

1. Select “LOG IN”



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

LOGIN TO UC RIVERSIDE EVENTS CALENDAR

UCR Users:
You may login with your UCR NetID

2. [Login with School ID](#)

All Other Users:
When creating an account, please create it with your first and last name, otherwise, it may be deleted.

[f](#) Login with Facebook

[in](#) Login with LinkedIn

[t](#) Login with Twitter

Email Address

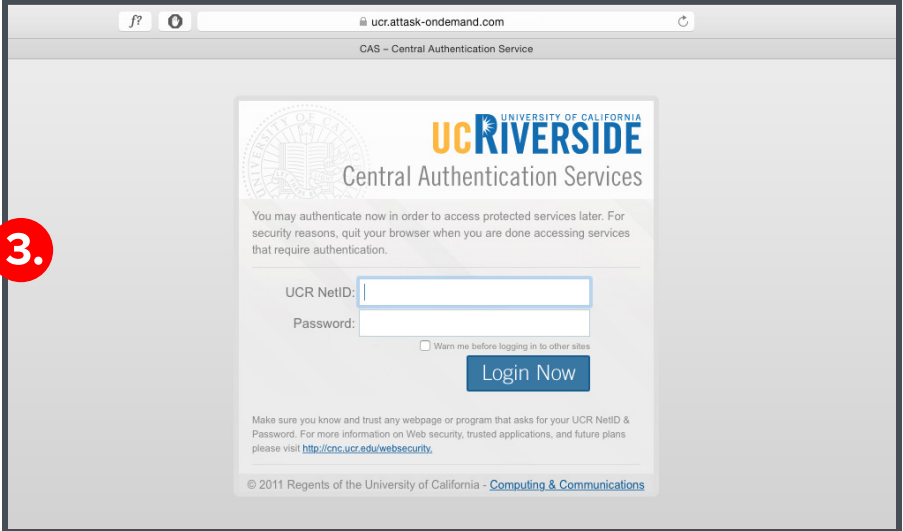
Password

[Forgot Password?](#) [Sign Up](#) [Login](#)

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.

3.



The screenshot shows a web browser window with the address bar displaying "ucr.attask-ondemand.com". The page title is "CAS - Central Authentication Service". The main content area features the University of California Riverside logo and the text "Central Authentication Services". Below this, a message states: "You may authenticate now in order to access protected services later. For security reasons, quit your browser when you are done accessing services that require authentication." The login form includes two input fields: "UCR NetID:" and "Password:". A checkbox labeled "Warn me before logging in to other sites" is located below the password field. A blue "Login Now" button is positioned to the right of the password field. At the bottom of the form, a note reads: "Make sure you know and trust any webpage or program that asks for your UCR NetID & Password. For more information on Web security, trusted applications, and future plans please visit <http://cnc.ucr.edu/websecurity>." The footer of the page contains the text "© 2011 Regents of the University of California - [Computing & Communications](#)".

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

Add Event

Upon logging in, users will see the Calendar Homepage.

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

UNIVERSITY OF CALIFORNIA, RIVERSIDE

Google Custom Search

UC RIVERSIDE | Calendar of Events

FEATURED EVENTS

Search places, events, groups

Women's Basketball vs UC Santa Barbara

2/8 7:00pm

1 2 3 4 5 6 7 8 9 10

TRENDING EVENTS

TRENDING UPCOMING

Urban Development and the World City System

Inter-City Relations and the Fate of U.S. Cities Political Economy Seminar with Arthur Alderson (Indiana University Bloomington) For more information,...

2/15 3pm

Submit an Event

All Events

Places to Go

Departments

Groups

FEBRUARY

S	M	T	W	T	F	S
28	29	30	31	1	2	3

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.

- 5.

Event Name * Open House Session

Description * **B I U** | **☰** | **🔗** | **🗣️**

SCHEDULE

Start Date * 'Tomorrow' or 'Next Friday' or '4/10'

Start Time 6pm

End Time

Repeating Never

Summary Enter a start date above

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.

Rekurs: 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.

6. LOCATION

Event Place	<input type="text" value="Type a name or address"/>
Room	<input type="text"/>
Address	<input type="text"/>

- 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.


7. ADDITIONAL DETAILS

Twitter Hashtag ?	<input type="text" value="openhouse"/>
Event Website	<input type="text" value="http://venue.com/event-info"/>
Facebook Event Page ?	<input type="text" value="http://www.facebook.com/event.php..."/>
Contact Email	<input type="text"/>

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.

8. PHOTO

Event Photo

Drop  here or [Upload](#) [Choose from 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.

9. FILTERS

Event Type

Topic

Audience

Athletic

Department / Group

TICKETING

Ticket Cost ?

Ticket Link

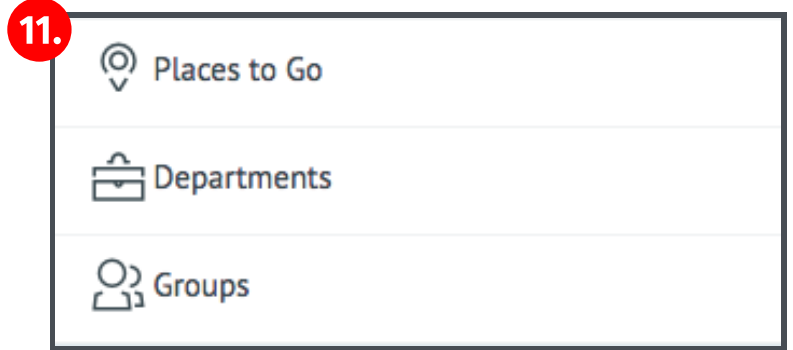
10. [Cancel](#) [Add Event](#)

10. Select “Add Event” to complete the event submission form.

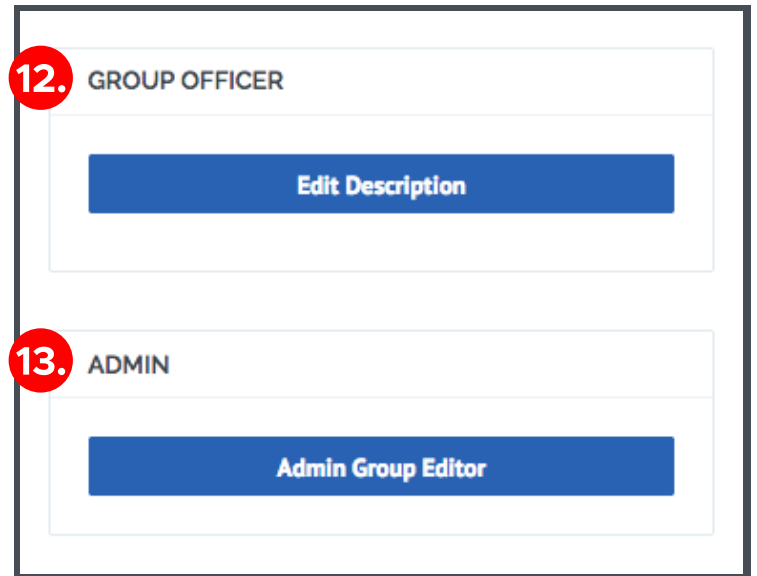
Group Admin

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.

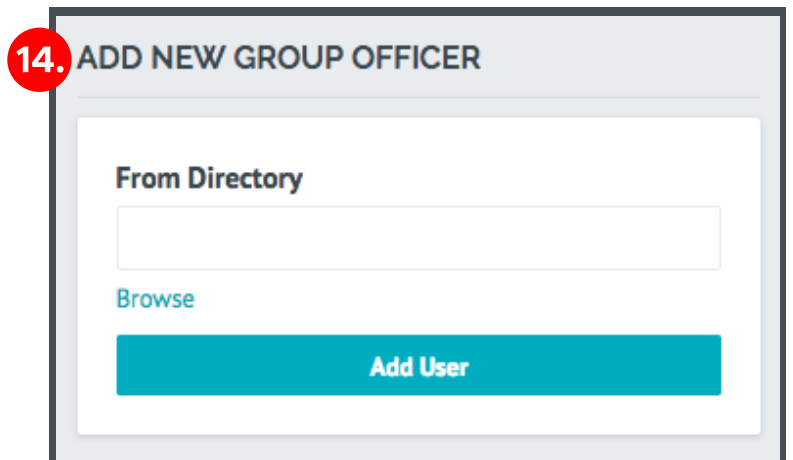


12. On your Department or Group landing page you can update your description by selecting “Edit Description.”



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-ucorevents@ucr.edu.



If you experience trouble creating or sumitting events, contact our calendar support at **support-ucorevents@ucr.edu**.