

Drupal - Basic: Events in Drupal

Last Modified on 11/13/2023 3:05 pm EST

If you are confused or need help with submitting your event, please reach out to Communications.

"Events in Drupal" are advertisements of your event on the college website and also in the Daily Digest.

Please note you will still need to [book your room through the Conferences and Events](#) department. This step should be done first to ensure you have your space reserved.

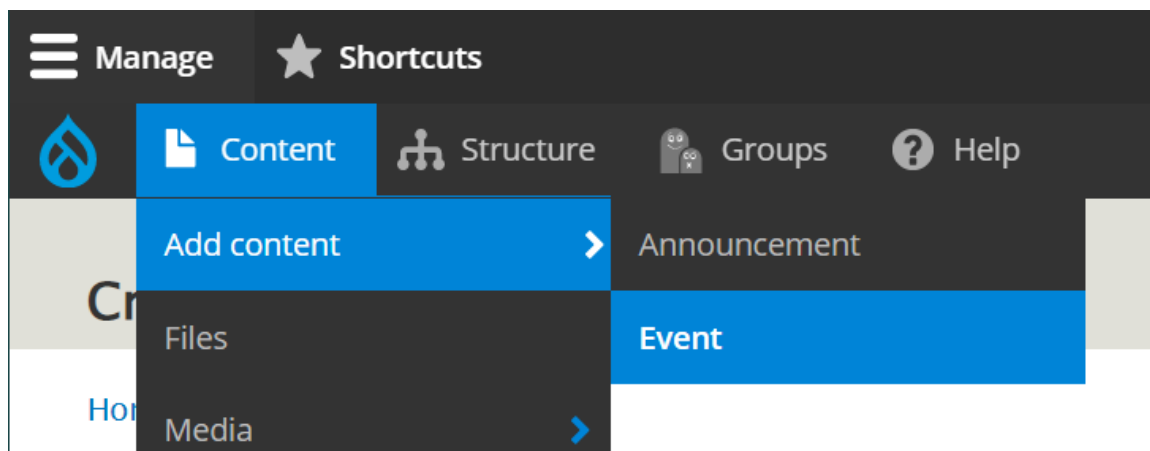
To ensure successful promotion of your event on the website and in the daily digest, **we recommend securing your event space and completing the Drupal event submission form at least two weeks in advance of your event.**

If you need help creating a communication plan for your event, please contact communications@brynmawr.edu.

Submitting an Event:

Drupal Users:

Content->Add Content->Event and fill out the form.



OR

On your Group Page, find the Submit Content area on the right and click on the Event link and then fill out the form.

Submit content

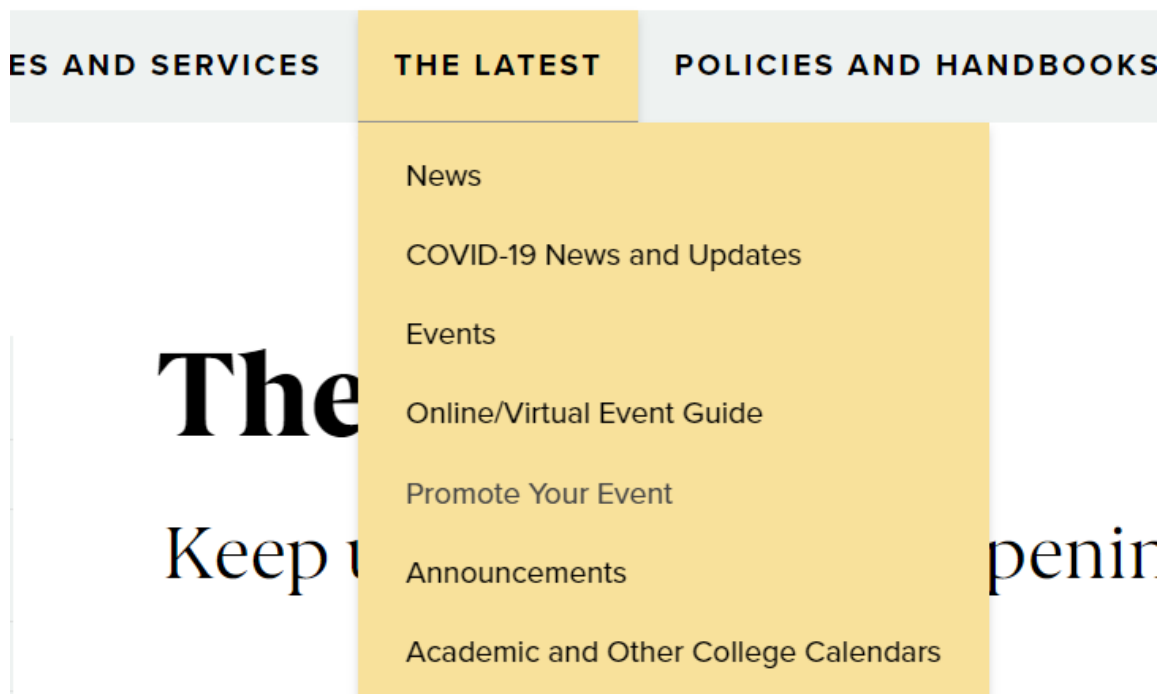
[Announcement](#)

[Event](#)

Non-Drupal Users – Try either of these ways to get to the form

Navigate to <https://brynmawr.edu/inside/events/submit> and fill out the form.

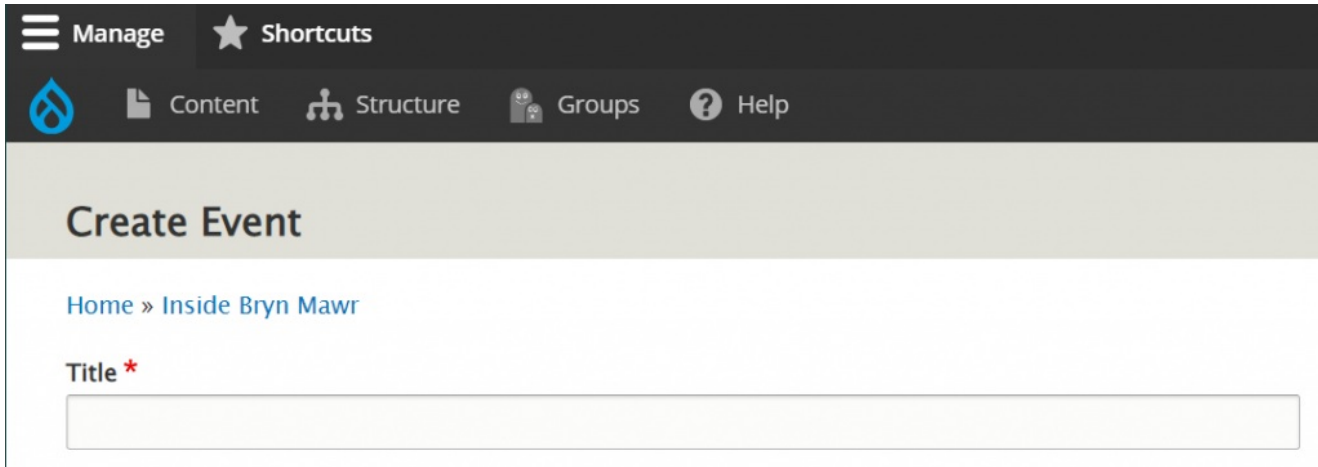
Navigate to Inside Bryn Mawr, then hover over The Latest and select Promote Your Event from the dropdown. Fill out the form.



Filling in the form for Drupal Users (logged in):

Event Title

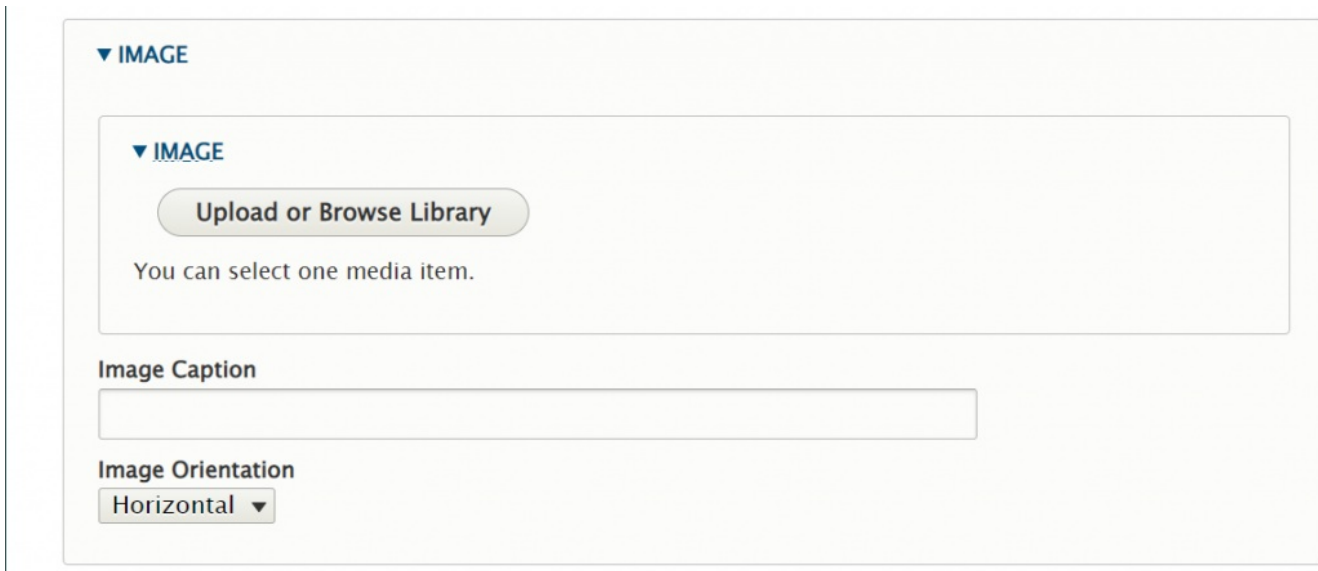
Use an effective title, since this will display both on the website and in the Daily Digest. It is better to be concise whenever possible. If the actual name of the event is more than a handful of words, consider using a shortened title in this field and the expanded version in the body of the page.



The screenshot shows a web application interface for creating an event. At the top, there is a dark navigation bar with a hamburger menu icon, the text 'Manage', a star icon, and the text 'Shortcuts'. Below this is a secondary navigation bar with icons and labels for 'Content', 'Structure', 'Groups', and 'Help'. The main content area has a light gray header with the text 'Create Event'. Below the header, there is a breadcrumb trail: 'Home » Inside Bryn Mawr'. The main form field is labeled 'Title *' and is currently empty.

Image

The Image field is collapsed by default since it is optional. If you wish to add an image, please make sure you expand both Image fields as the outer field is for caption and orientation and the inner Image field is for actually uploading or embedding an image



The screenshot shows the expanded 'Image' field in a web application. The field is titled 'IMAGE' with a downward arrow. Inside the field, there is a sub-section also titled 'IMAGE' with a downward arrow. This sub-section contains a button labeled 'Upload or Browse Library' and the text 'You can select one media item.' Below the sub-section, there is a text input field labeled 'Image Caption'. At the bottom of the field, there is a dropdown menu labeled 'Image Orientation' with the value 'Horizontal' selected.

Date/Time

This is defaulted to no date/time. Please use the date picker to choose the correct date for your event. Please be sure to enter an end date/time for your event.

Duration

Duration field is defaulted to 1 hour, so if your event is less or more time, please select the most appropriate choice.



DATE *

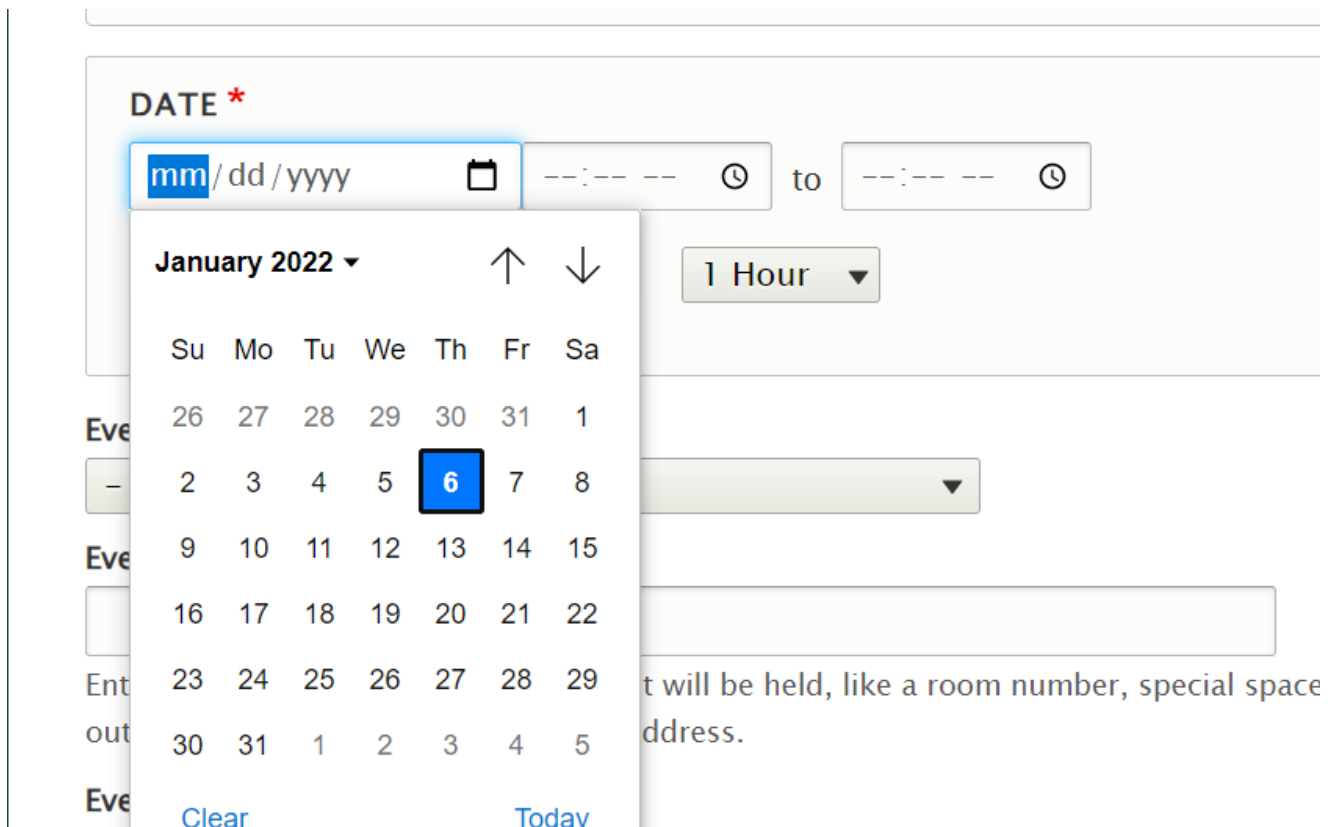
mm/dd/yyyy  --:-- --  to --:-- -- 

All day Duration 1 Hour ▼




Both the time and date fields are set to be manually filled in as:

- mm/dd/yyyy – for the Date
- hh:mm AM – for a morning time
- hh:mm PM – for an afternoon/evening time.

In some browsers you may encounter a calendar and clock icon that will allow you to use the picker if you click on the icons in the appropriate field. If you don't see the icon, just put your cursor in the field and start typing the Date and Time manually.



DATE *

mm/dd/yyyy  --:-- --  to --:-- -- 

January 2022 ▼ ↑ ↓

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Clear Today

1 Hour ▼

...t will be held, like a room number, special space address.

The image shows a portion of a web form for event registration. The 'DATE *' section has two date input fields with a 'to' label between them. A dropdown menu is open over the first date field, showing a grid of time slots from 01:52 PM to 07:58 AM. The '01' slot is highlighted with a blue border. Below the date section, there is an 'Event Location *' dropdown menu currently set to '- Select a value -'. Underneath is an 'Event Location Details' text input field. A note below the input field reads: 'Enter the location detail where (inside or outside a building) or full off-campus location (e.g., room number, special space)'. The 'Event Type *' section is partially visible at the bottom.

Event Location Information

Where is the event? (Location Choice)

This is a new way of entering your event. Pick your location choice by clicking the radio button. Once you make a selection, more fields will appear for you to fill in for that type of location choice. This will enable you to enter physical and remote location information for hybrid events.

Choose from the available options of

- On Campus
- Hybrid On Campus
- Off Campus
- Hybrid Off Campus
- 100%Virtual

▼ EVENT LOCATION INFORMATION *

Where is the event? *

- On Campus
- Hybrid (On Campus)
- Off Campus
- Hybrid (Off Campus)
- 100% Virtual

Off Campus

For Off Campus, the screen will look like this:

▼ EVENT LOCATION INFORMATION *

Where is the event? *

- On Campus
- Hybrid (On Campus)
- Off Campus
- Hybrid (Off Campus)
- 100% Virtual

Event Location Details *

Enter the location detail where the event will be held, like a room number, special space (such as a foyer or walkway outside a building) or full off-campus address.

Hybrid Off Campus

For Hybrid Off Campus, the screen will look like this:

▼ **EVENT LOCATION INFORMATION ***

Where is the event? *

On Campus

Hybrid (On Campus)

Off Campus

Hybrid (Off Campus)

100% Virtual

▼ **HYBRID OFF CAMPUS OR VIRTUAL EVENT**

Virtual Event Access Link *

- Enter the event's Access Link as an external URL such as *https://example.com*.
- This must be an external URL such as *http://example.com*.

Event Location Details *

Enter the location detail where the event will be held, like a room number, special space (such as a foyer or walkway outside a building) or full off-campus address.

100% Virtual

For 100% Virtual, the screen will look like this:

▼ **EVENT LOCATION INFORMATION ***

Where is the event? *

On Campus

Hybrid (On Campus)

Off Campus

Hybrid (Off Campus)

100% Virtual

▼ **HYBRID OFF CAMPUS OR VIRTUAL EVENT**

Virtual Event Access Link *

- Enter the event's Access Link as an external URL such as *https://example.com*.
- This must be an external URL such as *http://example.com*.

On Campus

For On Campus, the screen will look like this:

▼ EVENT LOCATION INFORMATION *

Where is the event? *

- On Campus
- Hybrid (On Campus)
- Off Campus
- Hybrid (Off Campus)
- 100% Virtual

▼ CAMPUS OR HYBRID ON CAMPUS EVENT

Reservation Number *

Provide EMS reservation r:

PLEASE NOTE: If you do not have an *EMS Room Reservation Number*, please [reserve your event space through Conferences and Events](#) before completing this submission.

Event Campus Location *

- None -

▼ FOOD AT EVENT?

Please affirm if food will be provided, and if so, if it will be catered.

PLEASE NOTE: *All events held in public spaces on campus must consult Dining Services regarding food service.*

If you have not completed this step, please contact [Dining Services](#) before completing this submission.

Will there be food at this event? *

- No
- Yes, by selecting this I certify that a catering contract or waiver has been completed for this event.

Event Location Details *

Enter the location detail where the event will be held, like a room number, special space (such as a foyer or walkway outside a building) or full off-campus address.

Hybrid On Campus

For Hybrid On Campus, the screen will look like this:

▼ EVENT LOCATION INFORMATION *

Where is the event? *

On Campus
 Hybrid (On Campus)
 Off Campus
 Hybrid (Off Campus)
 100% Virtual

▼ CAMPUS OR HYBRID ON CAMPUS EVENT

Reservation Number *

PLEASE NOTE: If you do not have an *EMS Room Reservation Number*, please [reserve your event space through Conferences and Events](#) before completing this submission.

Event Campus Location *

▼ FOOD AT EVENT?

Please affirm if food will be provided, and if so, if it will be catered.

PLEASE NOTE: All events held in public spaces on campus must consult [Dining Services](#) regarding food service.

If you have not completed this step, please contact [Dining Services](#) before completing this submission.

Will there be food at this event? *

No
 Yes, by selecting this I certify that a catering contract or waiver has been completed for this event.

▼ HYBRID OFF CAMPUS OR VIRTUAL EVENT

Virtual Event Access Link *

- Enter the event's Access Link as an external URL such as <https://example.com>.
- This must be an external URL such as <http://example.com>.

Event Location Details *

Enter the location detail where the event will be held, like a room number, special space (such as a foyer or walkway outside a building) or full off-campus address.

NOTE: If you select either of these on campus choices (**Hybrid On Campus** or **On Campus**) you will have to fill in the following fields:

Reservation Number

This is the EMS Room Reservation Number you receive after you have reserved your On Campus space through EMS. This field is required.

All on campus event submissions will require an EMS reservation number.

Most of us are already doing this, but please reserve your space in EMS before submitting your event in Drupal. If you don't have the EMS number for your on campus event, you won't be able to submit the event to the website calendar or the daily digest.

If you do NOT have a reservation number you MUST reserve your space before submitting an event on the website.

▼ CAMPUS OR HYBRID ON CAMPUS EVENT

Reservation Number *

Provide EMS reservation

PLEASE NOTE: If you do not have an *EMS Room Reservation Number*, please [reserve your event space through Conferences and Events](#) before completing this submission.

Event Location

Choose from the dropdown menu.

This field is required for all On Campus and Hybrid On Campus events.

Event Campus Location *

- None -

- None -

Registration Required

Arnecliffe

Batten House

Bettws-Y-Coed

Brecon

Cambrian Row

Campus Center

Campus Safety

Canada Library

Canwyll House

Carpenter Library

Cartref

Child Study Institute

Collier Library

Dalton

Denbigh

Food at Event

For On Campus and Hybrid On Campus:

You are required to have a waiver for no food or catering contract . Please answer accordingly.

If you do NOT have either, you are required to complete this step with Dining Services prior to submitting this event on the website.

Please complete your catering contract or food waiver ahead of event submission.

▼ FOOD AT EVENT?

Please affirm if food will be provided, and if so, if it will be catered.

PLEASE NOTE: *All events held in public spaces on campus must consult Dining Services regarding food service.*

If you have not completed this step, please contact [Dining Services](#) before completing this submission.

Will there be food at this event? *

No

Yes, by selecting this I certify that a catering contract or waiver has been completed for this event.

Virtual Access Link

This required field will only appear if it is a Hybrid On Campus, Hybrid Off Campus or 100% Virtual event. This is the field to put a Zoom link in, for example.

It is a required field for any hybrid virtual event (*Hybrid On Campus, Hybrid Off Campus or 100% Virtual*).

Zoom Links

If you add a Zoom URL link in this field, please be aware that it must be either a registration link or a recording link.

Non-registration or non-recording Zoom links will throw an error on the screen and not allow you to save the event.

▼ HYBRID OFF CAMPUS OR VIRTUAL EVENT

Virtual Event Access Link *

- Enter the event's Access Link as an external URL such as *https://example.com*.
- This must be an external URL such as *http://example.com*.

Location Detail

This field is required on all On Campus, Hybrid On Campus, Off Campus and Hybrid Off Campus events. Enter

additional details about the Event Location, like a room number or street address.

Zoom URLs are not allowed in this field.

Event Location Details *

Enter the location detail where the event will be held, like a room number, special space (such as a foyer or walkway outside a building) or full off-campus address.

Event Type

This is a required field for all types of events.

Choose from the checkbox list. This allows multiple choice.

Event Type *

- Athletics Contest
- Conference/Symposium
- Dining Event
- Discussion
- Exhibition
- Film
- Informal Get-Together
- Informational Event/Presentation
- Lecture
- Performance
- Reception
- Seminar/Colloquium
- Special or Campuswide Event
- Student Activity/Club Event
- Teach-in
- Workshop

Event Audience

This is a required field for all types of events.

Choose from the radio button list. This allows only one choice.

Event Audience *

- Public
- BMC Community
- For Students
- For Faculty and Staff
- For Prospective Students and Families
- For Alumnae/i
- Graduate School of Arts and Sciences Community
- Graduate School of Social Work and Social Research Community

Email of person submitting this form

This is a required field so that Communications can follow up with publishing all the information needed for your event.

You, the person filling in the form, should put your email address.

Email of person submitting this form *

Event Contact Name

The person running the event, which could be different from the person filling in the form.

Event Contact Name *

Event Contact Email

The person running the event, which could be different from the person filling in the form.

Event Contact Email *

Blurb

This is a required field. A short summary of the event.

This text will appear in the Daily Digest and the Events listing page.

This field is limited to 200 characters.

Zoom URLs are not allowed in this field.

Blurb *

This text will appear in the Daily Digest and Event list view. Character limit is 200. (Add Character counter)

Used: 0

Remaining: 200

Body

The next field is an Advanced WYSIWYG where you can put images, videos, blockquotes, links, as well as bulleted and numbered lists.

Information in this field will only display on the Event Detail Page.

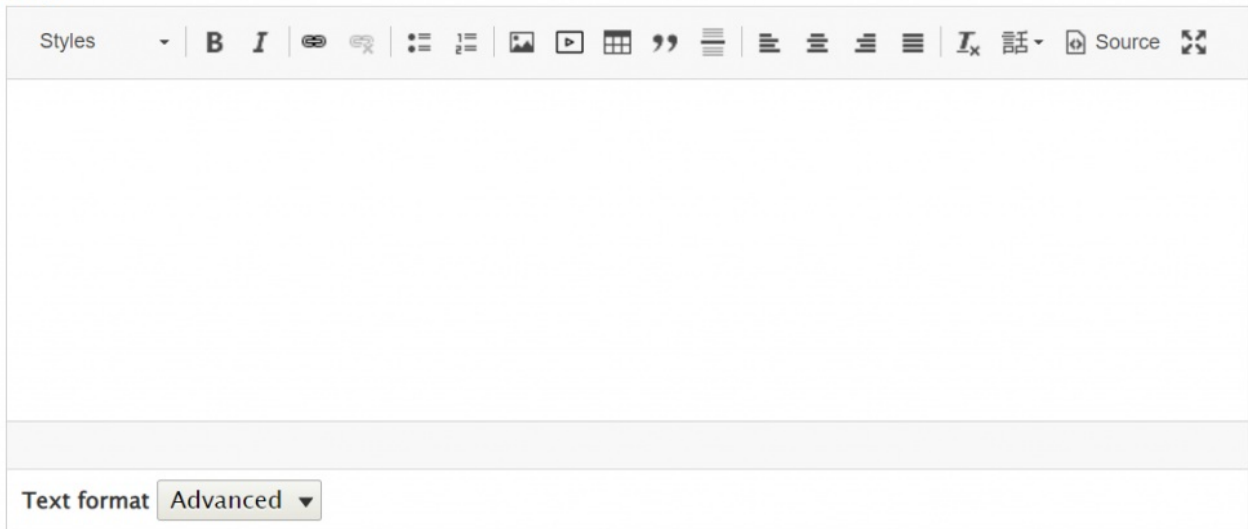
Use this to add more information for the event. Do not repeat the blurb information as it will then appear twice on the Event Detail Page.

Zoom Links

If you add a Zoom URL link in the Body field, please be aware that it must be either a registration link or a recording link.

Non-registration or non-recording Zoom links will throw an error on the screen and not allow you to save the event.

Body



This text will appear on the Event detail page.

Flexible Content

This is to display Flexible Content Items on your event.

FLEXIBLE CONTENT

Add WYSIWYG to Flexible Content

Since Events are reviewed and approved by the Communications Team, you may want to check with them about any Flexible Content Items you want to add.

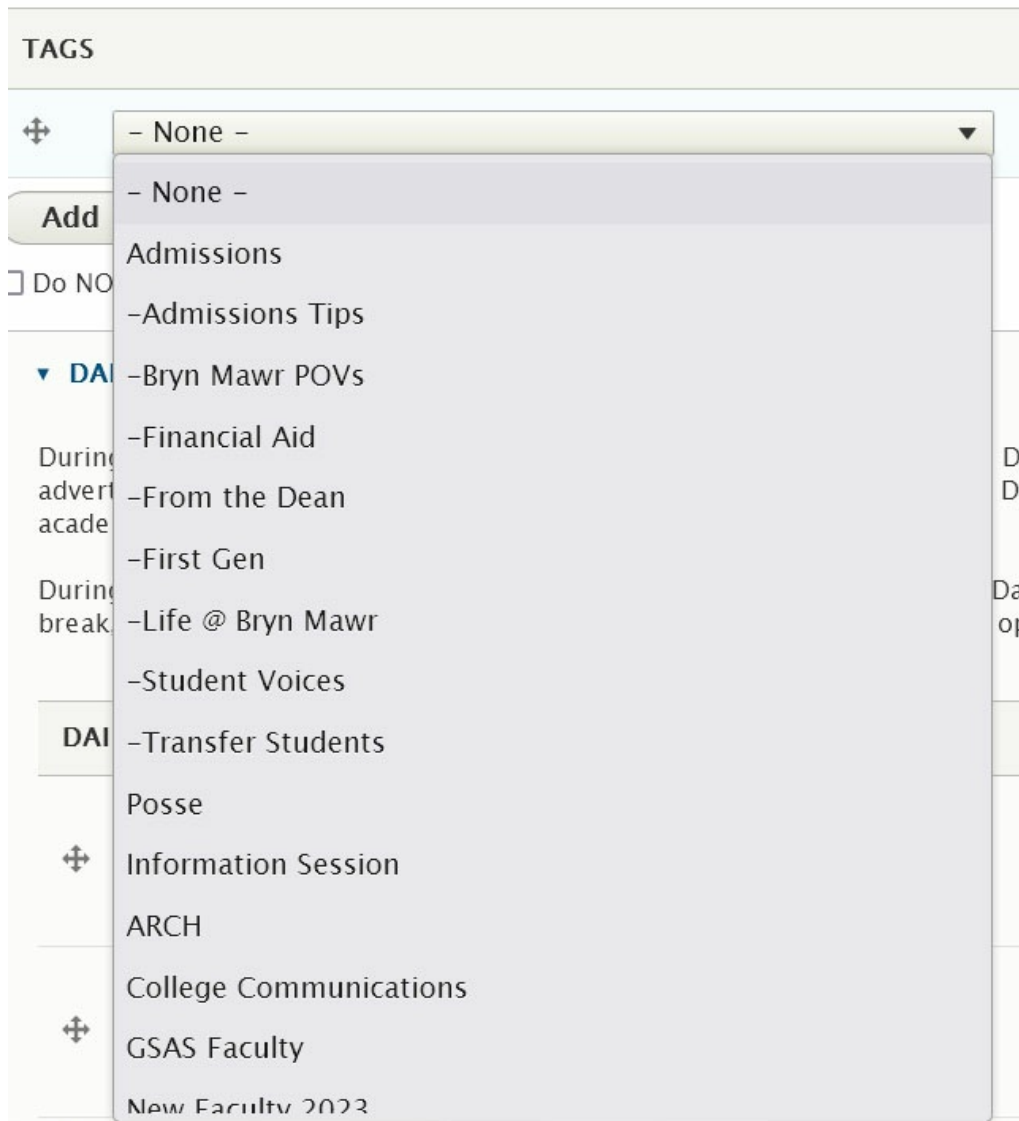
More about Flexible Content Items on an Event

Tags (syndication)

This next field is how you can syndicate your event across our website. By selecting tags that are relevant for your event it can be pulled into other pages by referencing that specific tag through an Event 3-Up Flexible Content Item on that page.

This Tag field is dropdown field, so you can scroll through the list to see some tags from which to choose.

If Tags confuse you, but you think you may need one, please consult with Communications about their help with tags for your particular event submission.



You can add another tag by clicking the Add another item button.



The Tags field is a setting for Announcements, Events, News and Story that helps the website categorize the content for display.

The **Display Theme(s)** (see below) and Tags work together to pull the desired content into a display on a page.

Daily Digest Opt In/ Opt out

Default is for it to appear in the Daily Digest (opt in)

Do NOT publish in the Daily Digest

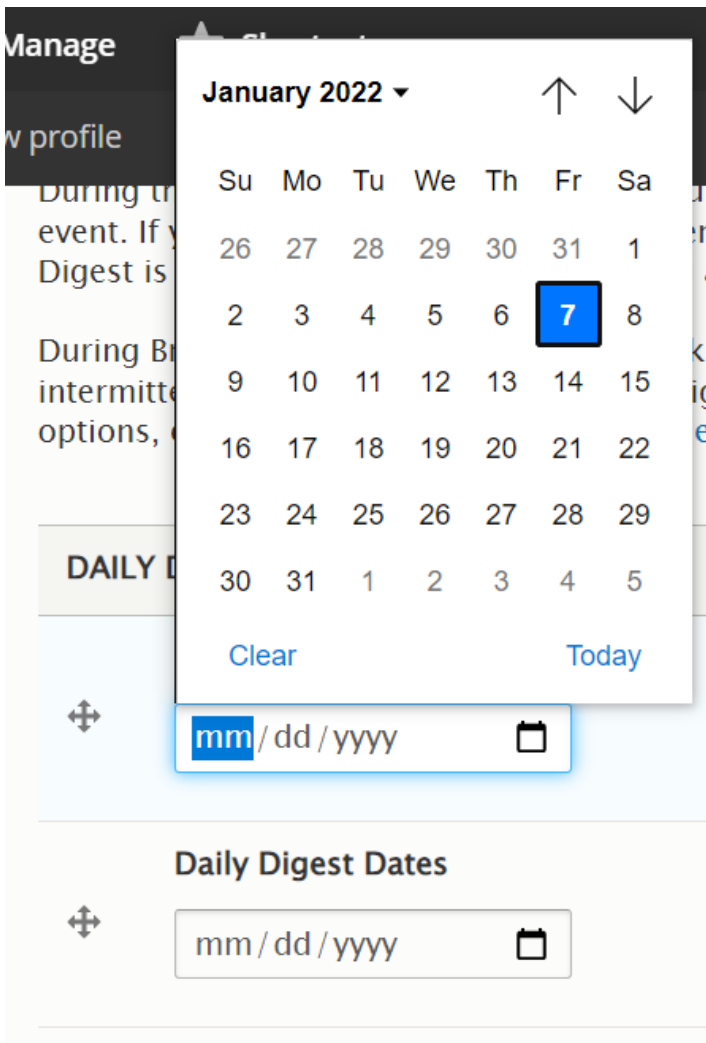
To Opt Out of Daily Digest Publication

You can also choose **not** to publish your event in the Daily Digest by checking the box next to that selection. If you check the box, the only thing left to do is press Save.

Do NOT publish in the Daily Digest

Daily Digest Dates

This will promote your event to the Daily Digest e-newsletter on two specific dates you pick with the date picker as well as on the day of the event.



Display Themes

If you are filling out an Event Submission form as a logged in Drupal user, you will see a “Theme(s) & Options” link on the right-side of the screen. If you expand it, you will see there are several choices you can make for where this event can display.

▼ THEME(S)

Display Theme(s)

- Marketing
- Inside Bryn Mawr
- Graduate School of Arts and Sciences
- Graduate School of Social Work and Social Research
- Postbaccalaureate Premedical Program

These are themes where content can be set to additionally appear, in feeds/displays set up for this purpose.

The Display theme is a setting that is set for Announcements, Events, News and Story. This ***tells the website that this piece of content is allowed to be displayed in all the themes that are selected in this field***, whether as a direct piece of content (like a Basic Page or News) or via a Flexible Content Item that has one of these Display themes set.

Display Theme for Events is default set to Inside Bryn Mawr as that is the Theme where the Event Listing Page hub lives <https://www.brynmawr.edu/inside/latest/events> □

Display Theme(s) dictate what other themes your Event can be displayed in – this includes being displayed in Event 3-Up Flexible Content Item that may exist on Basic Pages, etc.

So, if you want your Event to appear in GSAS themed pages that pull in an Event 3-up with the Tag STEM this event would have to have “STEM” in the Tag field and also have the Display Theme additionally set to Graduate School of Arts and Science (GSAS).

Submitting the Event

You will notice that there are two disabled checkboxes that appear immediately before the Save button. These boxes are for Administrative Use Only as your Event gets checked and approved for accuracy and then published.

Conference & Events Approved

Publish

You can not change the Publish status.

Save

Press Save

What to Expect Upon Pressing the “Save” Button:

- You will receive a message stating your event has been submitted for review.
- The event will remain unpublished until Communications can review it.
- If any additional information is necessary, you will be contacted by a member of the Communications Team.
- When your event is approved and published, you will be contacted by Communications.
- Your event will appear on the Events Landing Page on the date of your event.
- If you did not opt out of advertising in the Daily Digest, your event will be advertised on the day of the event and on the dates you selected in the Daily Digest.
- If you choose to add an Event 3-up Flexible Content Item to a page in your section, your event will appear there only if you have chosen the tag you added to your Event upon its creation.

Confirmation Message

Once you press **SAVE**, you will be taken back to the Main Events Listing Page (/inside/latest/events). There will be a confirmation success message appearing at the top of the page that looks something like this:

✓ An email notification has been sent to akaldrovic@brynmawr.edu

Event [AK Test Event - WS hybrid off](#) has been created.

Thank you for completing the Event/Daily Digest submission form!

You should receive a confirmation email with the details of your submission for reference. Before publication, all submissions undergo a review and approval process by Conferences and Events and College Communications. You may be contacted by email as part of that process.

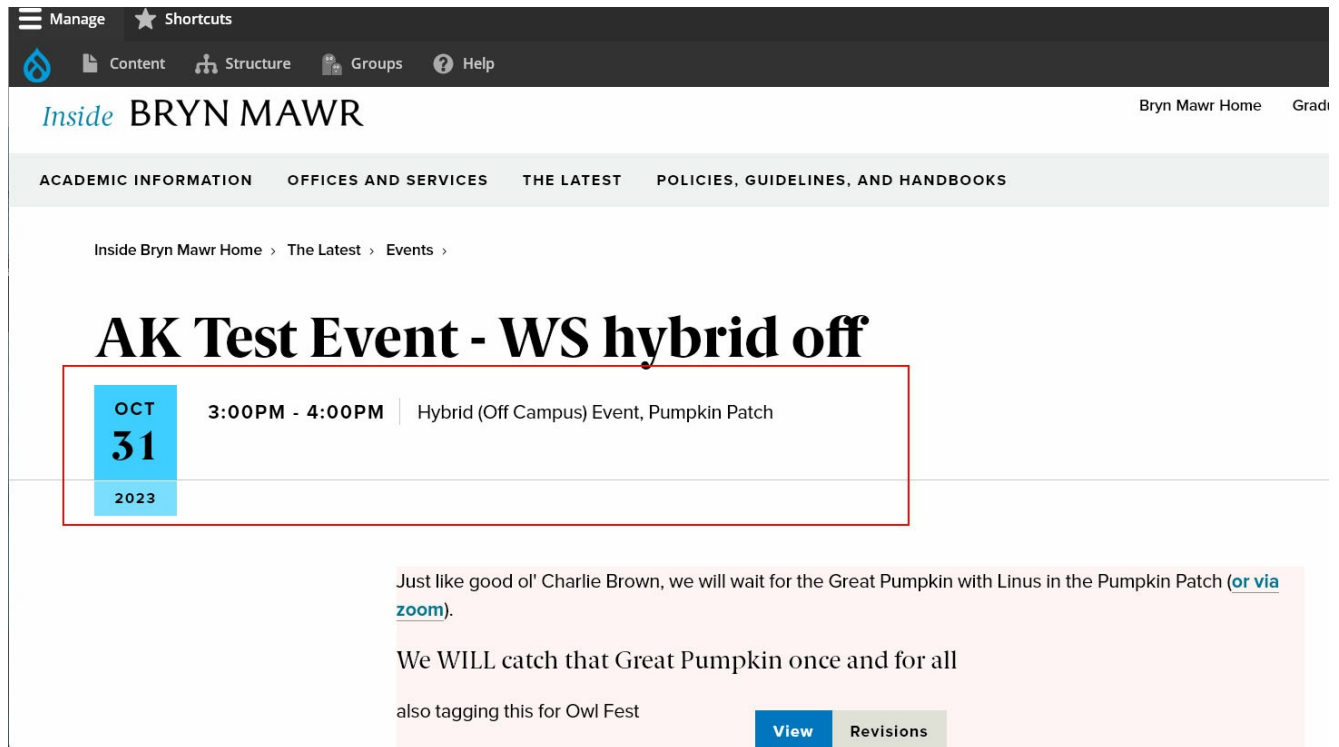
Once submitted, event details cannot be changed using the form. If you need to alter any details of your submission, please contact communications@brynmawr.edu.

Please note that you can NOT edit your Event after you submit it. You can check it to see that your Event information is correct in multiple ways. If you do notice that you made a typo or put in wrong information, you can reach out to Communications via email.

Checking your Event for Accuracy

METHOD ONE - Checking the Unpublished Event page

If you click on the title of your Event in that green confirmation message that you see after you submit the event, you can view the unpublished event and check it for errors. You will know it is unpublished because the background will be pink, as seen in the screenshot. You should double check the date, time and location.



The screenshot shows the Bryn Mawr website interface. At the top, there is a navigation bar with 'Manage' and 'Shortcuts' options. Below this is a secondary navigation bar with 'Content', 'Structure', 'Groups', and 'Help' icons. The main header features the 'Inside BRYN MAWR' logo and links to 'Bryn Mawr Home' and 'Grad'. A horizontal menu contains 'ACADEMIC INFORMATION', 'OFFICES AND SERVICES', 'THE LATEST', and 'POLICIES, GUIDELINES, AND HANDBOOKS'. The breadcrumb trail reads 'Inside Bryn Mawr Home > The Latest > Events >'. The event title 'AK Test Event - WS hybrid off' is prominently displayed. Below the title, a date and time box is highlighted with a red border, showing 'OCT 31 2023' and '3:00PM - 4:00PM | Hybrid (Off Campus) Event, Pumpkin Patch'. The event description, which is on a pink background, reads: 'Just like good ol' Charlie Brown, we will wait for the Great Pumpkin with Linus in the Pumpkin Patch (or via zoom). We WILL catch that Great Pumpkin once and for all also tagging this for Owl Fest'. At the bottom right of the pink area are 'View' and 'Revisions' buttons.

You can scroll to the bottom of the unpublished event to check any other information for typos.

Just like good ol' Charlie Brown, we will wait for the Great Pumpkin with Linus in the Pumpkin Patch ([or via zoom](#)).

We WILL catch that Great Pumpkin once and for all

also tagging this for Owl Fest

Virtual Access Link: https://brynmawr-edu.zoom.us/meeting/register/TEST2wNhhcc_w3AvN-_TqcjYq2oBP-r8O...

Audience: BMC Community

Type(s): Informal Get-Together

Contact: AK Test
akaldrovic@brynmawr.edu

TAGGED AS

 **OWLS FEST**

[View](#)

[Revisions](#)

METHOD TWO - Checking the Email

Await email confirmation that your Event has been published.

Once you receive your email confirmation, you should check all the information for typos or inaccuracies. If you do notice that you made a typo or put in wrong information, you can reach out to Communications via email.

Thank you for completing the Event/Daily Digest submission form!

Before publication, all submissions undergo a review and approval process by Conferences and Events and College Communications. You may be contacted by email as part of that process.

Once submitted, event details cannot be changed using the form. If you need to alter any details of your submission, please contact communications@brynmawr.edu.

Event Title: "AK Test Event - WS hybrid off"

Event Types: Informal Get-Together

Event Audience: BMC Community

Where is the Event: Hybrid (Off Campus)

Event Location Details: Pumpkin Patch

Virtual Event Access Link: https://brynmawr-edu.zoom.us/meeting/register/TFST2wNhhcc_w3AvN-TqcYg2oBP-r8Osk0Zm2izZwdvFAtulchHngTakMNRQV6liA.sTonC87BPvLYQnsq?startTime=1618862813000

Event Start Date: 31 Oct, 2023

Event End Date: 31 Oct, 2023

Event Start Time: 3:00pm

Event End Time: 4:00pm

Event Submitter: akaldrovic@brynmawr.edu

Event Contact: AK Test

Event Contact Email: akaldrovic@brynmawr.edu

Event Blurb: Let's gather to watch for the Great Pumpkin! Zoom or in person.

Event Description:

Just like good ol' Charlie Brown, we will wait for the Great Pumpkin with Linus in the Pumpkin Patch ([or via zoom](#)).

We WILL catch that Great Pumpkin once and for all

also tagging this for Owl Fest

Daily Digest Date(s): Oct 30, 2023

If Daily Digest dates were selected, this event will appear on those dates, unless the submission does not meet the [Events and Announcements Submission and Management Policy](#).

Anonymous Event Submission

If you are a Non-Drupal User (not logged in)

Title

Use an effective title, since this will display both on the website and in the Daily Digest. It is better to be concise whenever possible. If the actual name of the event is more than a handful of words, consider using a shortened title in this field and the expanded version in the body of the page.

Submit Event

TITLE *

DATE/TIME

This is defaulted to no date/time. Please use the date picker to choose the correct date for your event. Please be sure to enter an end date/time for your event.

Both the time and date fields are set to be manually filled in as:

- mm/dd/yyyy – for the Date
- hh:mm AM – for a morning time
- hh:mm PM – for an afternoon/evening time.

In some browsers you may encounter a calendar and clock icon that will allow you to use the picker if you click on the icons in the appropriate field. If you don't see the icon, just put your cursor in the field and start typing the Date and Time manually.

DATE *


<input type="text" value="mm / dd / yyyy"/>	<input type="text" value="--:-- --"/>	to	<input type="text" value="--:-- --"/>
---------------------------------------------	---------------------------------------	----	---------------------------------------

Duration

This is especially helpful to set the event to All day. Default is set to one hour.

DURATION

All day

1 Hour 

Event Location Information

Where is the event? (Location Choice)

This is a new way of entering your event. Pick your location choice by clicking the radio button. Once you make a selection, more fields will appear for you to fill in for that type of location choice. This will enable you to enter physical and remote location information for hybrid events.

Choose from the available options of

- On Campus
- Hybrid On Campus
- Off Campus
- Hybrid Off Campus
- 100%Virtual

▼ EVENT LOCATION INFORMATION *

WHERE IS THE EVENT? *

- On Campus
- Hybrid (On Campus)
- Off Campus
- Hybrid (Off Campus)
- 100% Virtual

Off Campus

For Off Campus, the screen will look like this:

▼ **EVENT LOCATION INFORMATION ***

WHERE IS THE EVENT? *

On Campus

Hybrid (On Campus)

Off Campus

Hybrid (Off Campus)

100% Virtual

EVENT LOCATION DETAILS *

Enter the location detail where the event will be held, like a room number, special space (such as a foyer or walkway outside a building) or full off-campus address.

Hybrid Off Campus

For Hybrid Off Campus, the screen will look like this:

▼ **EVENT LOCATION INFORMATION ***

WHERE IS THE EVENT? *

- On Campus
- Hybrid (On Campus)
- Off Campus
- Hybrid (Off Campus)
- 100% Virtual

▼ **HYBRID OFF CAMPUS OR VIRTUAL EVENT**

VIRTUAL EVENT ACCESS LINK *

- Enter the event's Access Link as an external URL such as *https://example.com*.
- This must be an external URL such as *http://example.com*.

EVENT LOCATION DETAILS *

Enter the location detail where the event will be held, like a room number, special space (such as a foyer or walkway outside a building) or full off-campus address.

100% Virtual

For 100% Virtual, the screen will look like this:

▼ **EVENT LOCATION INFORMATION ***

WHERE IS THE EVENT? *

- On Campus
- Hybrid (On Campus)
- Off Campus
- Hybrid (Off Campus)
- 100% Virtual

▼ **HYBRID OFF CAMPUS OR VIRTUAL EVENT**

VIRTUAL EVENT ACCESS LINK *

- Enter the event's Access Link as an external URL such as *https://example.com*.
- This must be an external URL such as *http://example.com*.

On Campus

For On Campus, the screen will look like this:

▼ **EVENT LOCATION INFORMATION ***

WHERE IS THE EVENT? *

On Campus

Hybrid (On Campus)

Off Campus

Hybrid (Off Campus)

100% Virtual

▼ **CAMPUS OR HYBRID ON CAMPUS EVENT**

RESERVATION NUMBER *

PLEASE NOTE: If you do not have an *EMS Room Reservation Number*, please [reserve your event space through Conferences and Events](#) before completing this submission.

EVENT CAMPUS LOCATION *

▼ **FOOD AT EVENT?**

Please affirm if food will be provided, and if so, if it will be catered.

PLEASE NOTE: *All events held in public spaces on campus must consult Dining Services regarding food service.*

If you have not completed this step, please contact [Dining Services](#) before completing this submission.

WILL THERE BE FOOD AT THIS EVENT? *

No

Yes, by selecting this I certify that a catering contract or waiver has been completed for this event.

EVENT LOCATION DETAILS *

Enter the location detail where the event will be held, like a room number, special space (such as a foyer or walkway outside a building) or full off-campus address.

Hybrid On Campus

For Hybrid On Campus, the screen will look like this:

EVENT LOCATION INFORMATION *

WHERE IS THE EVENT? *

On Campus
 Hybrid (On Campus)
 Off Campus
 Hybrid (Off Campus)
 100% Virtual

CAMPUS OR HYBRID ON CAMPUS EVENT

RESERVATION NUMBER *

PLEASE NOTE: If you do not have an **EMS Room Reservation Number**, please [reserve your event space through Conferences and Events](#) before completing this submission.

EVENT CAMPUS LOCATION *

FOOD AT EVENT?

Please affirm if food will be provided, and if so, if it will be catered.

PLEASE NOTE: All events held in public spaces on campus must consult Dining Services regarding food service.

If you have not completed this step, please contact [Dining Services](#) before completing this submission.

WILL THERE BE FOOD AT THIS EVENT? *

No
 Yes, by selecting this I certify that a catering contract or waiver has been completed for this event.

HYBRID OFF CAMPUS OR VIRTUAL EVENT

VIRTUAL EVENT ACCESS LINK *

- Enter the event's Access Link as an external URL such as <https://example.com>.
- This must be an external URL such as <http://example.com>.

EVENT LOCATION DETAILS *

Enter the location detail where the event will be held, like a room number, special space (such as a foyer or walkway outside a building) or full off-campus address.

NOTE: If you select either of these on campus choices (**Hybrid On Campus** or **On Campus**) you will have to fill in the following fields:

Reservation Number

This is the EMS Room Reservation Number you receive after you have reserved your On Campus space through EMS.

This field is required.

If you do NOT have a reservation number you MUST reserve your space before submitting an event on the website.

▼ **CAMPUS OR HYBRID ON CAMPUS EVENT**

RESERVATION NUMBER *

Provide EMS reservation numt

PLEASE NOTE: If you do not have an *EMS Room Reservation Number*, please [reserve your event space through Conferences and Events](#) before completing this submission.

Event Location

Choose from the dropdown menu. This field is required for all On Campus and Hybrid On Campus events.

EVENT CAMPUS LOCATION *

- None -

- None -

Registration Required

Arnecliffe

Batten House

Bettws-Y-Coed

Brecon

Cambrian Row

Campus Center

Campus Safety

Canaday Library

Canwyll House

Carpenter Library

Cartref

Child Study Institute

Collier Library

Dalton

Denbigh

English House

Food at Event

For On Campus and Hybrid On Campus: You are required to have a waiver for no food or catering contract. Please answer accordingly.

If you do NOT have either, you are required to complete this step with Dining Services prior to submitting this event on the website.

Please complete your catering contract or food waiver ahead of event submission.

▼ **FOOD AT EVENT?**

Please affirm if food will be provided, and if so, if it will be catered.

PLEASE NOTE: *All events held in public spaces on campus must consult Dining Services regarding food service.*

If you have not completed this step, please contact [Dining Services](#) before completing this submission.

WILL THERE BE FOOD AT THIS EVENT? *

- No
- Yes, by selecting this I certify that a catering contract or waiver has been completed for this event.

Virtual Access Link

This required field will only appear if it is a Hybrid On Campus, Hybrid Off Campus or 100% Virtual event.

This is the field to put a Zoom link in, for example. **It is a required field for any hybrid virtual event.**

Zoom Links

If you add a Zoom URL link in this field, please be aware that it must be either a registration link or a recording link.

Non-registration or non-recording Zoom links will throw an error on the screen and not allow you to save the event.

▼ **HYBRID OFF CAMPUS OR VIRTUAL EVENT**

VIRTUAL EVENT ACCESS LINK *

- Enter the event's Access Link as an external URL such as *https://example.com*.
- This must be an external URL such as *http://example.com*.

Event Location Details

This field is required on all On Campus, Hybrid On Campus, Off Campus and Hybrid Off Campus events. Enter additional details about the Event Location, like a room number or street address.

Zoom URLs are not allowed in this field.

EVENT LOCATION DETAILS *

Enter the location detail where the event will be held, like a room number, special space (such as a foyer or walkway outside a building) or full off-campus address.

Event Type

This is a required field for all types of events.

Choose from the checkbox list. This allows multiple choice.

EVENT TYPE *

- Athletics Contest
- Conference/Symposium
- Dining Event
- Discussion
- Exhibition
- Film
- Informal Get-Together
- Informational Event/Presentation
- Lecture
- Performance
- Reception
- Seminar/Colloquium
- Special or Campuswide Event
- Student Activity/Club Event
- Teach-in
- Workshop

Event Audience

This is a required field for all types of events.

Choose from the radio button list. This allows only one choice.

EVENT AUDIENCE *

- Public
- BMC Community
- For Students
- For Faculty and Staff
- For Prospective Students and Families
- For Alumnae/i
- Graduate School of Arts and Sciences Community
- Graduate School of Social Work and Social Research Community

Email of person submitting this form

This is a required field so that Communications can follow up with publishing all the information needed for your event.

You, the person filling in the form, should put your email address.

EMAIL OF PERSON SUBMITTING THIS FORM *

Event Contact Name

This is a required field. Fill in with the name of the person running the event, which could be different from the person filling in the form.

EVENT CONTACT NAME *

Event Contact Email

This is a required field. Fill in with the name of the person running the event, which could be different from the person filling in the form.

EVENT CONTACT EMAIL *

Blurb

This is a required field. A short summary of the event.

This text will appear in the Daily Digest and the Events listing page.

This field is limited to 200 characters.

Zoom URLs are not allowed in this field.

BLURB *

This text will appear in the Daily Digest and Event list view. Character limit is 200. (Add Character counter)

Used: 0

Remaining: 200

Body

The next field is also a text field.

Information in this field will only display on the Event Detail Page.

Use this to add more information for the event. Do not repeat the blurb information as it will then appear

twice on the Event Detail Page.

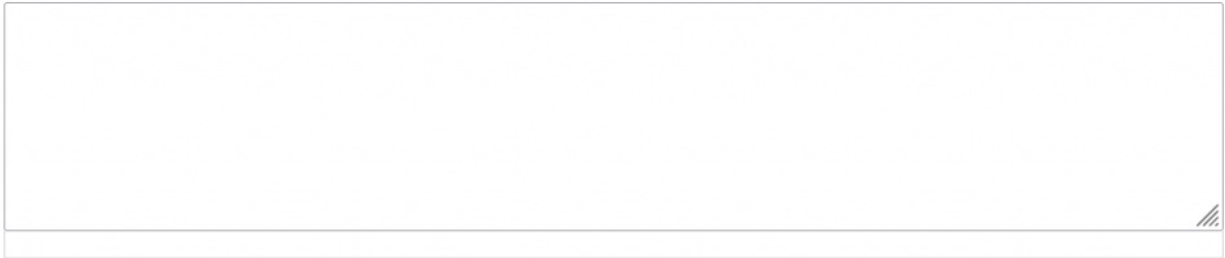
Do not repeat the blurb information as it will then appear twice on the Event Detail Page.

Zoom Links

If you add a Zoom URL link in the Body field, please be aware that it must be either a registration link or a recording link.

Non-registration or non-recording Zoom links will throw an error on the screen and not allow you to save the event.

BODY



This text will appear on the Event detail page.

Daily Digest Opt In/ Opt out

Default is for it to appear in the Daily Digest (opt in)

Do NOT publish in the Daily Digest

To Opt Out of Daily Digest Publication

You can also choose **not** to publish your event in the Daily Digest by checking the box next to that selection.

Do NOT publish in the Daily Digest

Daily Digest Dates

This will promote your event to the Daily Digest e-newsletter on two specific dates you pick with the date picker as well as on the day of the event.

DAILY DIGEST INFO

During the academic year, your event will automatically be advertised in the Daily Digest on the day of the event. If you would like to advertise this event on two additional dates, please select those below. The Daily Digest is published on weekdays during the academic year.

During Breaks: While the College is on break, the Daily Digest is published intermittently. During summer break and options, email [communications](#)

the Daily Digest is published every week. (For more information)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

DAILY DIGEST DATES

mm / dd / yyyy

DAILY DIGEST DATES

mm / dd / yyyy

Finally, you will encounter a **CAPTCHA** to ensure you are not a robot.

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

MATH QUESTION * 1 + 9 =

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

SUBMIT

Submitting the Event

You will notice that there is a disabled checkbox that appears immediately before the Save button. This box is for Administrative Use Only as your Event gets checked and approved for accuracy and then published.

Publish

You can not change the Publish status.

SUBMIT

Once you've completed that **CAPTCHA** you can press Submit

Await confirmation.

What to Expect Upon Pressing the "Save" Button:

- You will receive a message stating your event has been submitted for review.
- The event will remain unpublished until Communications can review it.
- If any additional information is necessary, you will be contacted by Communications.
- When your event is approved and published, you will be contacted by Communications.
- Your event will appear on the Events Landing Page on the date of your event.
- If you did not opt out of advertising in the Daily Digest, your event will be advertised on the day of the event and on the dates you selected in the Daily Digest.

Confirmation Message

Once you press SAVE, you will be taken back to the Main Events Listing Page (/inside/latest/events). There will be a confirmation success message appearing at the top of the page that looks something like this:

✓ An email notification has been sent to akaldrovic@brynmawr.edu

Event [AK Test Event - WS hybrid off](#) has been created.

Thank you for completing the Event/Daily Digest submission form!

You should receive a confirmation email with the details of your submission for reference. Before publication, all submissions undergo a review and approval process by Conferences and Events and College Communications. You may be contacted by email as part of that process.

Once submitted, event details cannot be changed using the form. If you need to alter any details of your submission, please contact communications@brynmawr.edu.

Please note that you can NOT edit your Event after you submit it.

As an anonymous Event Submitter, you will also not be able to view anything that is unpublished.

You can check it to see that your Event information is correct by reviewing the confirmation email that you receive. If you do notice that you made a typo or put in wrong information, you can reach out to Communications via email.

Check your Event for Accuracy

Await email confirmation that your Event has been published.

Once you receive your email confirmation, you should check all the information for typos or inaccuracies. If you do notice that you made a typo or put in wrong information, you can reach out to Communications via email.

Event Submission Confirmation: AK Anon test2 [b](#) [d](#)

 Bryn Mawr College <communications@brynmawr.edu>
To: Andrea Kaldrovics

Thank you for completing the Event/Daily Digest submission form!

Before publication, all submissions undergo a review and approval process by Conferences and Events and College Communications. You may be contacted by email as part of that process.

Once submitted, event details cannot be changed using the form. If you need to alter any details of your submission, please contact communications@brynmawr.edu.

Event Title: "AK Anon test2"
Event Types: Informal Get-Together
Event Audience: For Students
Where is the Event: Off Campus
Event Location Details: test locale
Event Start Date: 31 Oct, 2023
Event End Date: 31 Oct, 2023
Event Start Time: 10:00pm
Event End Time: 11:00pm
Event Submitter: akaldrovic@brynmawr.edu
Event Contact: AK Test
Event Contact Email: akaldrovic@brynmawr.edu
Event Blurb: testing the anon form submission this is the blurb
Event Description: testing the anon form submission this is the body
Daily Digest Date(s): Oct 30, 2023

If Daily Digest dates were selected, this event will appear on those dates, unless the submission does not meet the [Events and Announcements Submission and Management Policy](#).

Displaying Events on Other Pages

Lists of events may be displayed on any page that has the Flexible Content Item Event 3-up available to add. [You can read more about this here.](#)