"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.

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.

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.

**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.
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.

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.
Event Location

Choose from the dropdown menu, which includes “Off-Campus Event” “Online/Virtual Event” or “Other.”
Location Detail

Optional field. Enter additional details about the Event Location, like a room number or street address, and more information if selecting Other as the location.

Event Type

Choose from the checkbox list. This allows multiple choice.
Event Type *

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

Event Audience

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 Social Work and Social Research Community

Email of person submitting this form

This field will be blank but 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
A short summary of the event. This text will appear in the Daily Digest and the Events listing page and is limited to 200 characters.

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
Optional field. 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.

Flexible Content

This is to display Flexible Content Items on your event.

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 an Autocomplete field, so you will need to start typing to see some tags from which to choose.

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.
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).

Press Save

Await confirmation that your Event has been published.

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.

Filling in the form for Non-Drupal Users (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

**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 *

[ ] mm / dd / yyyy

[ ] --:-- -- to [ ] --:-- --

**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

Choose from the dropdown menu, which includes "Off-Campus Event" or "Other."

**EVENT LOCATION** *

- Select a value -

Ka拿了
Rhoads
Rockefeller Hall
Russian Center
Schwartz Gym
Taylor Hall
Ward
West House
Wyndham
Off-Campus Event
Online/Virtual Event
Other

- Select a value -

Event Location Details

*Optional field.* Enter additional details about the Event Location, like a room number or street address, and more information if selecting Other as the location.

**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
Choose from the checkbox list.

EVENT TYPE *

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

Event Audience
Choose from the radio button list.
EVENT AUDIENCE *

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

Email of person submitting this form

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

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**

A short summary of the event. This will appear in the Daily Digest as well as on the Events listing page.

**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**

*Optional field. 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.

**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.

Finally, you will encounter a CAPTCHA to ensure you are not a robot.
Once you complete that CAPTCHA you can press Submit

Await confirmation that it has been published.

**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.

**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.

**Questions?**

If you have any additional questions or problems, don't hesitate to reach out to the Help Desk!

Phone: 610-526-7440
Email: help@brynmawr.edu
Location: Canaday Library 1st Floor