

# Drupal - Special Role: EMS

Last Modified on 01/18/2024 4:43 pm EST

## Creating/Submitting Event

For creating/submitting an Event, please follow the askAthena article on Events at <https://askathena.brynmawr.edu/help/drupal-events-in-drupal>. Your EMS Role will not change that process at all.

## EMS Role

In order to have the Conferences and Events Office approve Events for posting on the website, there is a special permission level on the website specifically for approving and modifying Events. This is a specifically granted supplemental role.

This documentation is meant to assist the Conferences and Events Office with approving and modifying Events as directed by Communications.

## Daily Workflow

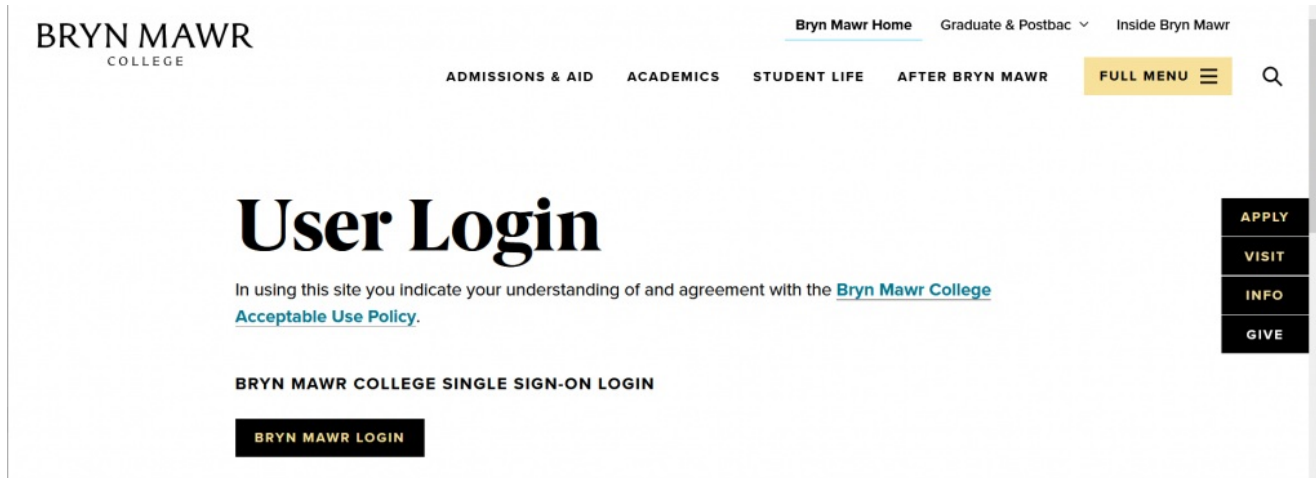
The Conferences and Events Office EMS user will receive a daily email from Communications (business days only) with a Link to the Drupal Events and Announcements Report. This report will be filtered to display a list of unpublished Events that need to be reviewed against the EMS reservation system.

1. Visit the Drupal Events Report by clicking on the URL in the email from Communications.
2. Work through the Report list to edit/approve as needed.
3. **All events approved before 12:00pm (noon) will be included in subsequent Daily Digest, as indicated by the submitter.**
4. Events may be approved at any time, but those approved after 12:00pm, may not make it into the next day's Daily Digest.

- Once an event is approved by an EMS user, per the instructions below, the event is placed into a queue for the Communications team to review, edit for grammar and web standards, and publish to the website. This action will also trigger inclusion in the Daily Digest, as needed.

## Log in:

Log in from <https://www.brynmawr.edu/user>



Click the "Bryn Mawr Login" button

Enter your college credentials and expect dual authentication.

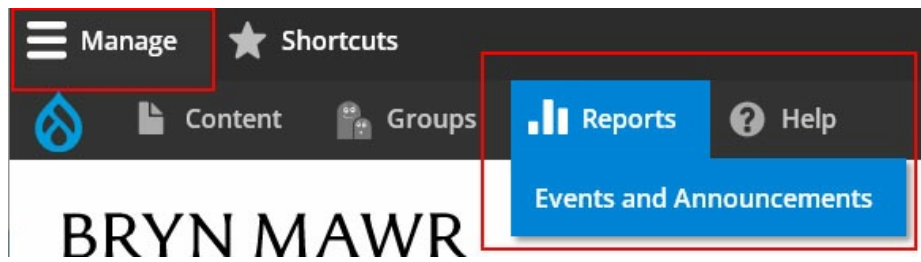
## Getting to the report

Click on the Events link in the email from Communications for the Events and Announcement Report of Unpublished Events.

You can also manually get to the report and set filters with these instructions:

To see the Events and Announcement report, you can use the top menu. Press "Manage" to reveal the admin toolbar.

Hover over reports and select "Events and Announcements"



Once at the report, you will see the event in its default state.

Home » Administration » Reports

Published status:  Content type:  Event Start Date:  Event End Date:   
For single day result: If Start date is 02/12/2022, End date should be 02/13/2022. Please fill in both.

DAILY DIGEST DATE RANGE: Min:  Max:   
Both min and max fields must be filled in for filter to work.

EMS Approved:  Items per page:

TITLE	CONTENT TYPE	EVENT DATE	DAILY DIGEST DATE(S)	DATE CREATED	SUBMITTER'S EMAIL	EMS APPROVED	PUBLISHED STATUS
<a href="#">Archaeology Lecture Series: "Building Society at Ancient Eleon"</a>	Event	Apr 15 2024   11:30am - 1:30pm	• Oct 16, 2023 • Apr 11, 2024	Tue, 08/01/2023 - 11:34	<a href="mailto:adooley@brynmawr.edu">adooley@brynmawr.edu</a>	✓	No <a href="#">edit</a>
<a href="#">Basketball vs. Gettysburg College</a>	Event	Feb 17 2024   1 - 3pm		Thu, 09/28/2023 - 15:17	<a href="mailto:ialtschule@brynmawr.edu">ialtschule@brynmawr.edu</a>		No <a href="#">edit</a>
<a href="#">Basketball vs. Washington College</a>	Event	Feb 8 2024   7:30 - 9:30pm		Thu, 09/28/2023 - 15:15	<a href="mailto:ialtschule@brynmawr.edu">ialtschule@brynmawr.edu</a>		No <a href="#">edit</a>
<a href="#">Basketball vs. Dickinson College</a>	Event	Feb 3 2024   1 - 3pm		Thu, 09/28/2023 - 15:14	<a href="mailto:ialtschule@brynmawr.edu">ialtschule@brynmawr.edu</a>		No <a href="#">edit</a>
<a href="#">Swim vs. Washington College</a>	Event	Feb 3 2024   1 - 3pm		Thu, 09/28/2023 - 14:56	<a href="mailto:ialtschule@brynmawr.edu">ialtschule@brynmawr.edu</a>		No <a href="#">edit</a>
<a href="#">Basketball vs. Franklin and Marshall</a>	Event	Jan 25 2024   7 - 9pm		Thu, 09/28/2023 - 15:12	<a href="mailto:ialtschule@brynmawr.edu">ialtschule@brynmawr.edu</a>		No <a href="#">edit</a>
<a href="#">CD Test - Site Editor - Hybrid On Campus - Valid Zoom webinar/register</a>	Event	Jan 22 2024   10 - 11am	• Jan 28, 2024 • Jan 29, 2024	Thu, 10/05/2023 - 16:51	<a href="mailto:cdcarlo@brynmawr.edu">cdcarlo@brynmawr.edu</a>	✗	No <a href="#">edit</a>

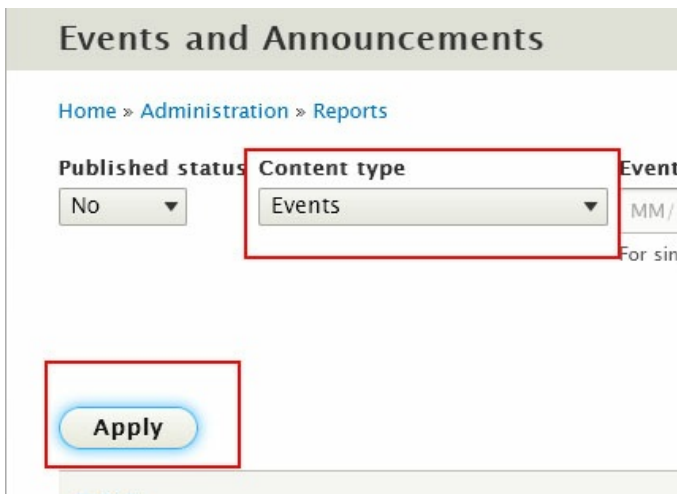
The red boxes in the screenshot show that the filters are set as follows:

- Published = No
- Content Type = Events and Announcements
- EMS Approved = Any

You can see that with these settings you get more things than you need.

You can apply filters like so:

1. Set the filters so that Content Type = Events
2. Then press "Apply"



This will give you only Events that are Unpublished.

You may see check marks (approved), x's (not approved) and blank spaces (older events that are not approved) in the EMS Approved column.

To filter for just the x's (events not approved), set the EMS Approved filter to NO and press "Apply"

TITLE	CONTENT TYPE	EVENT DATE	DAILY DIGEST DATE(S)	DATE CREATED	SUBMITTER'S EMAIL	EMS APPROVED	PUBLISHED STATUS
<a href="#">Archaeology Lecture Series: "Building Society at Ancient Eleon"</a>	Event	Apr 15 2024   11:30am - 1:30pm	<ul style="list-style-type: none"> <li>Oct 16, 2023</li> <li>Apr 11, 2024</li> </ul>	Tue, 08/01/2023 - 11:34	<a href="mailto:adooley@brynmawr.edu">adooley@brynmawr.edu</a>	✓	No <a href="#">edit</a>
<a href="#">Basketball vs. Gettysburg College</a>	Event	Feb 17 2024   1 - 3pm		Thu, 09/28/2023 - 15:17	<a href="mailto:laltschule@brynmawr.edu">laltschule@brynmawr.edu</a>		No <a href="#">edit</a>
<a href="#">Basketball vs. Washington College</a>	Event	Feb 8 2024   7:30 - 9:30pm		Thu, 09/28/2023 - 15:15	<a href="mailto:laltschule@brynmawr.edu">laltschule@brynmawr.edu</a>		No <a href="#">edit</a>
<a href="#">Basketball vs. Dickinson College</a>	Event	Feb 3 2024   1 - 3pm		Thu, 09/28/2023 - 15:14	<a href="mailto:laltschule@brynmawr.edu">laltschule@brynmawr.edu</a>		No <a href="#">edit</a>
<a href="#">Swim vs. Washington College</a>	Event	Feb 3 2024   1 - 3pm		Thu, 09/28/2023 - 14:56	<a href="mailto:laltschule@brynmawr.edu">laltschule@brynmawr.edu</a>		No <a href="#">edit</a>
<a href="#">Basketball vs. Franklin and Marshall</a>	Event	Jan 25 2024   7 - 9pm		Thu, 09/28/2023 - 15:12	<a href="mailto:laltschule@brynmawr.edu">laltschule@brynmawr.edu</a>		No <a href="#">edit</a>
<a href="#">CD Test - Site Editor - Hybrid On Campus - Valid Zoom webinar/register</a>	Event	Jan 22 2024   10 - 11am	<ul style="list-style-type: none"> <li>Jan 28, 2024</li> <li>Jan 29, 2024</li> </ul>	Thu, 10/05/2023 - 16:51	<a href="mailto:cdcarlo@brynmawr.edu">cdcarlo@brynmawr.edu</a>	✗	No <a href="#">edit</a>

This should give you a shorter list

Events and Announcements

Home » Administration » Reports

Published status: No | Content type: Events | Event Start Date: MM/DD/YYYY | Event End Date: MM/DD/YYYY

DAILY DIGEST DATE RANGE: Min: MM/DD/YYYY | Max: MM/DD/YYYY

EMS Approved: No | Items per page: 50

Apply | Reset

TITLE	CONTENT TYPE	EVENT DATE	DAILY DIGEST DATE(S)	DATE CREATED	SUBMITTER'S EMAIL	EMS APPROVED	PUBLISHED STATUS
CD Test - Site Editor - Hybrid On Campus - Valid Zoom webinar/register	Event	Jan 22 2024   10 - 11am	<ul style="list-style-type: none"> <li>Jan 28, 2024</li> <li>Jan 29, 2024</li> </ul>	Thu, 10/05/2023 - 16:51	cdcario@brynmawr.edu	X	No <a href="#">edit</a>
CD Test - Site Editor - Hybrid On Campus - Valid Zoom rec /share	Event	Jan 20 2024   12 - 1pm	<ul style="list-style-type: none"> <li>Jan 25, 2024</li> <li>Jan 26, 2024</li> </ul>	Thu, 10/05/2023 - 16:46	cdcario@brynmawr.edu	X	No <a href="#">edit</a>
CD Test - Site Editor - Hybrid On Campus - Valid Zoom meeting/register	Event	Jan 20 2024   12 - 1pm	<ul style="list-style-type: none"> <li>Jan 25, 2024</li> <li>Jan 26, 2024</li> </ul>	Thu, 10/05/2023 - 16:49	cdcario@brynmawr.edu	X	No <a href="#">edit</a>
CD Test - Site Editor - 100% Virtual - Webinar/Register	Event	Jan 6 2024   12 - 1pm	<ul style="list-style-type: none"> <li>Jan 8, 2024</li> <li>Jan 9, 2024</li> </ul>	Thu, 10/05/2023 - 15:19	cdcario@brynmawr.edu	X	No <a href="#">edit</a>
CD Test - Site Editor - 100% Virtual - Meeting/Register	Event	Jan 5 2024   12 - 1pm	<ul style="list-style-type: none"> <li>Jan 6, 2024</li> <li>Jan 7, 2024</li> </ul>	Thu, 10/05/2023 - 15:13	cdcario@brynmawr.edu	X	No <a href="#">edit</a>

You can further filter by Event Date to narrow the list even more

Events and Announcements

Home » Administration » Reports

Published status: No | Content type: Events | Event Start Date: 10/27/2023 | Event End Date: 10/30/2023

DAILY DIGEST DATE RANGE: Min: MM/DD/YYYY | Max: MM/DD/YYYY

EMS Approved: No | Items per page: 50

Apply | Reset

TITLE	CONTENT TYPE	EVENT DATE	DAILY DIGEST DATE(S)	DATE CREATED	SUBMITTER'S EMAIL	EMS APPROVED	PUBLISHED STATUS
DL Test Event QA Replicate	Event	Oct 27 2023   6 - 7pm	<ul style="list-style-type: none"> <li>Oct 20, 2023</li> <li>Oct 23, 2023</li> </ul>	Wed, 10/18/2023 - 15:09	dlobdell@brynmawr.edu	X	No <a href="#">edit</a>

## Reviewing Events

Once you have the list you wish to work with, you can click the "Edit" button in the right side of the row for any Event you would like to edit.

<a href="#">Content</a> <a href="#">Groups</a> <a href="#">Reports</a> <a href="#">Help</a>								
ldskjf ahdf	Event	Oct 31 2023   10:10 - 11:10pm	• Oct 26, 2023	Mon, 10/16/2023 - 14:51	acoltri1@brynmawr.edu	×	No	<a href="#">edit</a>
ldskjf ahdf	Event	Oct 31 2023   10:10 - 11:10pm	• Oct 26, 2023	Mon, 10/16/2023 - 14:46	acoltri1@brynmawr.edu	×	No	<a href="#">edit</a>
ldskjf ahdf	Event	Oct 31 2023   10:10 - 11:10pm	• Oct 26, 2023	Mon, 10/16/2023 - 14:47	acoltri1@brynmawr.edu	×	No	<a href="#">edit</a>
ldskjf ahdf	Event	Oct 31 2023   10:10 - 11:10pm	• Oct 26, 2023	Mon, 10/16/2023 - 14:52	acoltri1@brynmawr.edu	×	No	<a href="#">edit</a>
ldskjf ahdf	Event	Oct 31 2023   10:10 - 11:10pm	• Oct 26, 2023	Mon, 10/16/2023 - 14:46	acoltri1@brynmawr.edu	×	No	<a href="#">edit</a>
ldskjf ahdf	Event	Oct 31 2023   10:10 - 11:10pm	• Oct 26, 2023	Mon, 10/16/2023 - 14:48	acoltri1@brynmawr.edu	×	No	<a href="#">edit</a>
AK Test - EMS - on campus	Event	Oct 31 2023   10 - 11pm	• Oct 30, 2023	Wed, 10/25/2023 - 11:09	akaldrovic@brynmawr.edu	×	No	<a href="#">edit</a>
AK Test Event - WS hybrid off	Event	Oct 31 2023   3 - 4pm	• Oct 30, 2023	Wed, 10/25/2023 - 10:52	akaldrovic@brynmawr.edu	×	No	<a href="#">edit</a>

This will open up the edit screen for that particular event.

You will want to **review all fields**, specifically checking against the EMS Reservation number in the EMS system to cross-reference **the following**:

- Date/Time
- Where is the Event?
- Reservation Number
- Event Campus Location
- Will there be food at this event?
- Event Location Details
- Event Contact Name

Here is a screenshot of some of the new fields to check.

**Where is the event? \***

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

▼ **CAMPUS OR HYBRID ON CAMPUS EVENT**

**Reservation Number \***

111111

**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 \***

Outdoor Space

▼ **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? \***

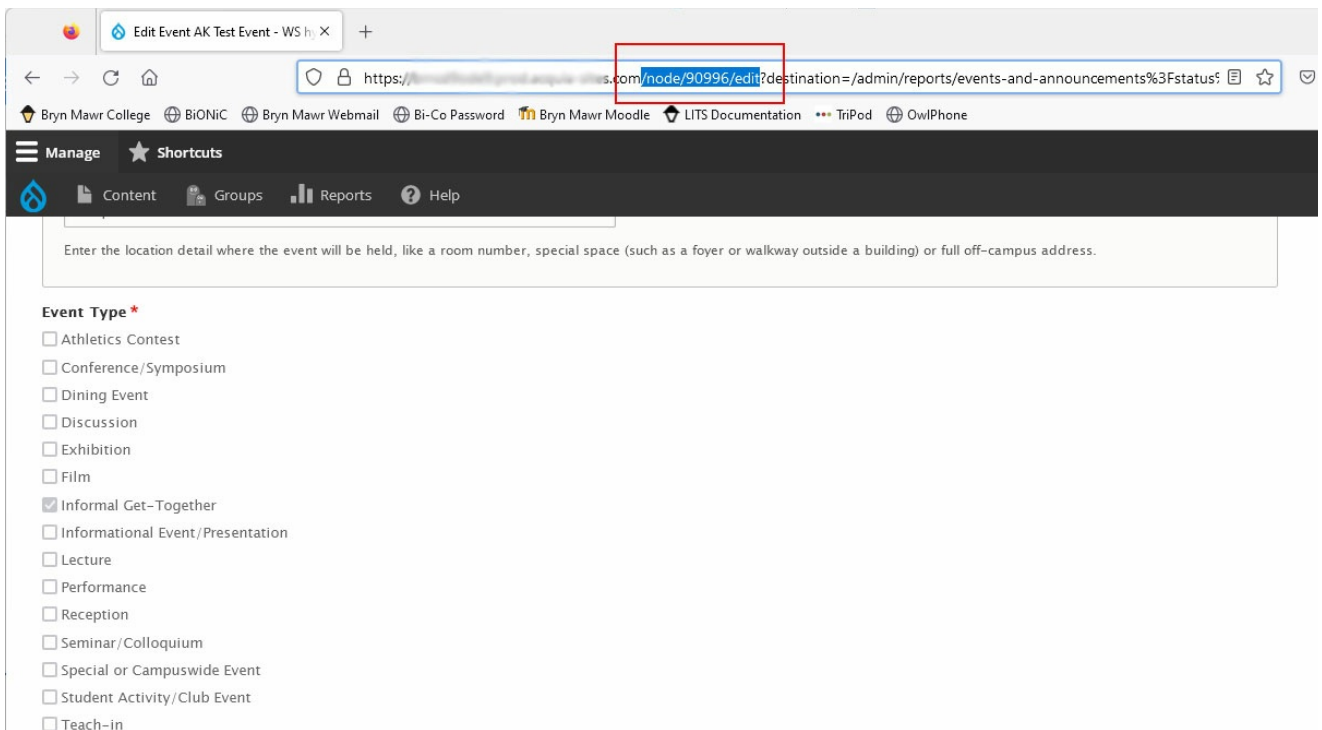
- No
- Yes, by selecting this I certify that a catering contract or waiver has been completed for this event.

## Editing Events

Verify and/or correct the information in any of the fields you are able to edit. Email [Communications@brynmawr.edu](mailto:Communications@brynmawr.edu) if there is any part of the form that needs editing that you are unable to edit.

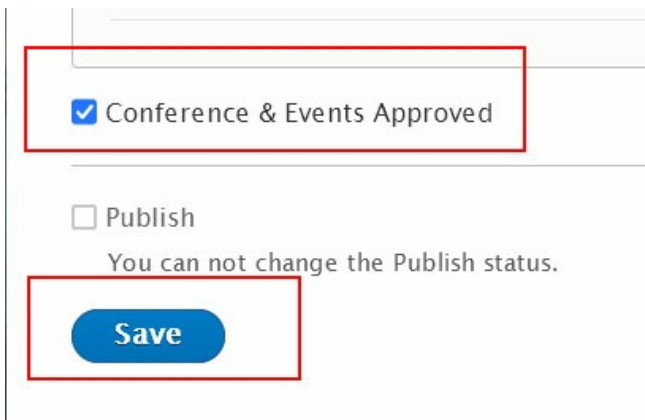
Upon reviewing the event:

- if you see a field with inaccurate information AND you can edit the field, please fix the information.
- If you see a field with inaccurate information AND you can't edit the field, please let Communications know by emailing [communications@brynmawr.edu](mailto:communications@brynmawr.edu). This email should include the event's EMS reservation number and a description of the change needed.
  - You can send these edits individually, or in one email as a list at the end of your review of all the unpublished events.



## Approving Events

Once you have reviewed the Event and made any edits or notated edits for Communications to make, you can scroll to the bottom of the form, select the “Conference & Events Approved” box, and click the Save button



This should take you back to the *Events and Announcement report* page that you were on.



Keep working through the report list until there are none left that you are able to edit/approve.

**NOTE:** It is possible that some events may remain in the Report each day if submitters have not yet completed EMS reservation or dining waiver requirements.

## Editing Approved Events

### What if you need to edit an event you've already approved?

There are two ways to find an Event that is already approved.

### Use the Event and Announcement Report

To see the Events and Announcement report, you can use the top menu. Press "Manage" to reveal the admin toolbar.

Hover over reports and select "Events and Announcements"



Find it in the report by **setting the filters** to:

1. **Published Status:** *-Any-*
2. **EMS Approve:** *Yes*
3. **Content Type:** *Events*
4. **Event Date** - *OPTIONAL Filter setting*

**and press Apply**

Look for the Event in the results.

### Use the Content Screen

Find the Event in the Content Screen:

## The Content Screen:

If you are having trouble finding an Event that has been approved when looking in the Events and Announcements Report, you may wish to search all Drupal content. You can do this by clicking “Content.” in the Admin Toolbar.

The screenshot shows the Drupal Content administration interface. At the top, there is a navigation bar with 'Back to site', 'Manage', and 'Shortcuts'. Below this, the 'Content' section is active, with tabs for 'Content', 'Files', and 'Media'. The breadcrumb trail is 'Home » Administration'. A '+ Add content' button is visible. The search filters include 'Title' (text input), 'Content type' (dropdown menu set to '- Any -'), 'Published status' (dropdown menu set to '- Any -'), and 'Main Theme' (dropdown menu set to '- Any -'). There is also an 'Authored by' text input field. Below the filters, there is a 'Filter' button and an 'Action' dropdown menu set to 'Delete content'. An 'Apply to selected items' button is also present. The main content area displays a table of content items with the following columns: TITLE, CONTENT TYPE, AUTHOR, STATUS, UPDATED, OPERATIONS, MAIN THEME, and D7 SECTION. The table contains three rows of data:

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS	MAIN THEME	D7 SECTION
<input type="checkbox"/>	Annual Security Report and Annual Fire Safety Report (Clery Act)	Basic page	czavisca	Published	01/21/2022 - 09:45		Inside Bryn Mawr	Campus Safety
<input type="checkbox"/>	Student-Staffed Emergency Medical Service	Basic page	czavisca	Published	01/21/2022 - 09:27		Inside Bryn Mawr	Campus Safety
<input type="checkbox"/>	Faculty and Staff Parking	Basic page	czavisca	Published	01/21/2022 -		Inside Bryn Mawr	Campus Safety

You can use the filters at the top of this screen to be able to find something by title (The title of the Event you need to edit), content type (Event) and if it is published or unpublished. **Once you set the filters you will need to press the Filter button**

[+ Add content](#)

Displaying 1 – 50 of 14233

Title  Content type  Published status  Authored by  Group Name   
filter by partial group name

Main Theme  Legacy D7 Section  Items per page

Action

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	CREATED	STATUS	UPDATED	GROUP	D7 SECTION	MAIN THEME	OPERATIONS
<input type="checkbox"/>	Administration	Basic page	czavisca	12/02/2015 – 13:06	Published	01/18/2024 – 16:01	Graduate School of Social Work and Social Research	Graduate School of Social Work and Social Research	Graduate School of Social Work and Social Research	<input type="button" value="Edit"/>
<input type="checkbox"/>	Marcy Nyachogo	Directory	suser	01/09/2024 – 04:00	Published	01/18/2024 – 15:59			Inside Bryn Mawr	<input type="button" value="Edit"/>
<input type="checkbox"/>	Career Fair	Basic page	czavisca	07/26/2019 – 12:47	Published	01/18/2024 – 15:58	Career and Civic Engagement Center	Career and Civic Engagement Center	Inside Bryn Mawr	<input type="button" value="Edit"/>

[www.brynmawr.edu](http://www.brynmawr.edu)

This will help to narrow the results to just Events. But if you look at how many you need to look through, you can see there are still a lot of them.

You can type the Event Title, or a partial title, into the Title field and press the Filter button in order to narrow the results down even further.

[+ Add content](#)

Displaying 1 – 50 of 2736

Title  Content type  Published status  Authored by  Group Name   
filter by partial group name

Main Theme  Legacy D7 Section  Items per page

Action

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	CREATED	STATUS	UPDATED	GROUP	D7 SECTION	MAIN THEME	OPERATIONS
<input type="checkbox"/>	Douglass Day Celebration	Event	jhopkins1	01/17/2024 – 11:16	Unpublished	01/18/2024 – 15:20			Inside Bryn Mawr	<input type="button" value="Edit"/>
<input type="checkbox"/>	Exploring Vision with Andrew Leland and Rodney Evans: Book Reading	Event	acoltri1	01/17/2024 – 12:36	Published	01/18/2024 – 15:17			Inside Bryn Mawr	<input type="button" value="Edit"/>
<input type="checkbox"/>	Exploring Vision with Andrew Leland and Rodney Evans: Film Screening	Event	acoltri1	01/17/2024 – 12:46	Published	01/18/2024 – 15:16			Inside Bryn Mawr	<input type="button" value="Edit"/>

Here we can see that there are a much smaller subset. From here, you can look at the Created date and the full Title to see which is the one you are looking for.

Displaying 1 – 44 of 44

Title: Tri-co  
 Content type: Event  
 Published status: - Any -  
 Authored by:   
 Group Name:  (i.e. gender, flexner, or enviro filter by partial group name)

Main Theme: - Any -  
 Legacy D7 Section: - Any -  
 Items per page: 50

Filter Reset

Action: Delete content  
 Apply to selected items

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	CREATED	STATUS	UPDATED	GROUP	D7 SECTION	MAIN THEME	OPERATIONS
<input type="checkbox"/>	Tri-Co Panel: Gap-Year Legal Positions	Event	Anonymous (not verified)	01/17/2024 - 14:28	Published	01/18/2024 - 12:03			Inside Bryn Mawr	Edit
<input type="checkbox"/>	Tri-Co Career Fair AMA Prep Session with Pizza!	Event	Anonymous (not verified)	01/17/2024 - 12:42	Published	01/18/2024 - 11:49			Inside Bryn Mawr	Edit
<input type="checkbox"/>	Career + Civic: Prepare for the Tri-College Career Fair Workshop	Event	Anonymous (not verified)	01/17/2024 - 16:02	Published	01/18/2024 - 11:33			Inside Bryn Mawr	Edit
<input type="checkbox"/>	Tri-College Career Fair	Event	Anonymous (not verified)	01/17/2024 - 12:19	Published	01/18/2024 - 10:44			Inside Bryn Mawr	Edit

Once you find the Event you need to edit, click the Edit button and make the changes.

## Still need Drupal help? Have more Drupal questions?

If after reading this article or watching the training videos you still have questions, we can help!

Sign-up for any of our [Drupal Drop-ins](#) throughout the year.

[Schedule a Drupal training session](#) for you or your whole department with our Drupal Trainer.

## Questions?

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

**Phone:** 610-526-7440 | [Library and Help Desk hours](#)

**Email:** [help@brynmawr.edu](mailto:help@brynmawr.edu) | [Service catalog](#)

**Location:** Canaday Library 1st floor