# HOW TO USE THE NEW EVENT CALENDAR

Bristol's new event calendar is a wonderful way to easily submit and share events. This new event calendar provides a clean user interface, allows you to include a link to register, and even gives the flexibility of adding tags and images. Events are easy to share with a variety of sharing quick-link options.

View the Bristol Event Calendar at Bristolcc.edu/events.

## Creating Events

Submitting events is easier than ever through an easy-to-find button that is accessible to faculty, staff and students.
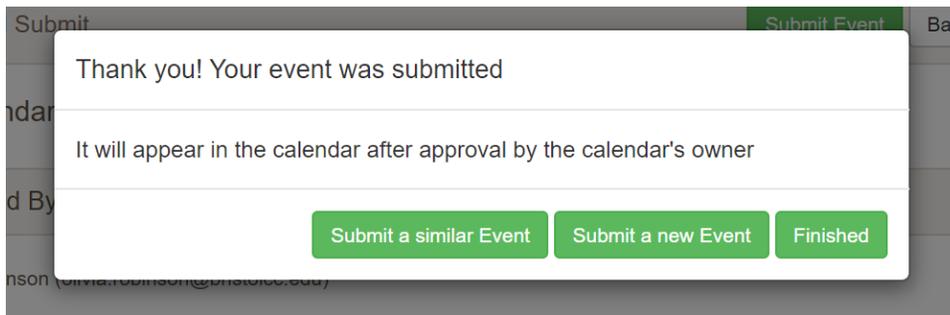
Submit Event
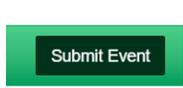
When filling out the submission form, be sure to include a detailed event description and contact information for those who might have questions about your event.

*Please note:* Testing Center and Emerging Scholars Program will continue to use the current event calendar for Testing and Academic Appeals until further notice.

## Recurring Events

Once you submit your first event, you will have the option to copy the event to additional date(s), by clicking "Submit a similar Event" (see screenshot below). This will fill in the event details exactly like the last event, so be sure to change out dates, titles or descriptions as needed.

Thank you! Your event was submitted

It will appear in the calendar after approval by the calendar's owner

Submit a similar Event | Submit a new Event | Finished

If you have a significant number of recurring events, please contact Marketing & Communications.

## Registration Forms

Do you have an event that requires registration? You will be able to add a registration link to an external site when you are submitting the event information.

When submitting an event, select the box that says, "Add a button linking to the event website" (see below). Here you can add a link to your registration form and customize the button label. For example, the button label could be, "Register here!" This button can also be used to link out to supporting webpages. A "click here for details" label is recommended in this case.



**Microsoft Forms.** If you don't already have a registration form, we recommend using Microsoft Forms to capture and manage registrations.

We created a template to help get you started. Once you click on the link, sign in with your accessBCC credentials to access this Office 365 tool. From there, you can customize the form with the fields you need to capture for your registration. Be sure to look at the settings as well as there are some nice features that can assist you.

To download a list of registrants, click on the "responses" tab (which will appear once you have responses) and download a report to Excel.

**Zoom.** If you are setting up a Zoom webinar (not Zoom meeting) then you can manage registrations seamlessly through that platform. (this functionality is still being developed further with IT)

## Keywords & Tags
When submitting an event, you can select a tag from the Keyword/Tag drop-down list to make it easier for people to search for your event.

**Submitting an Event to Bristol Weekly (f*or Bristol employees only*).** If you are looking to submit an event to the Bristol Weekly faculty and staff publication, please select the "Bristol-Weekly" tag while submitting your event. Marketing & Communications will include it in the weekly newsletter.

## Event Location

Under Event Location, you can either select street address, Online Event or Both. When selecting Online Event, you can add a call to action and a link to the virtual meeting (see below).

Here is an example of a calendar listing that uses the "Online Event" as the location type.



# Event Approval

Once you have submitted your event, Marketing & Communications will review and approve it. Once approved, it will appear on the event calendar.

# Questions?

Contact Marketing & Communications at communications@bristolcc.edu.