

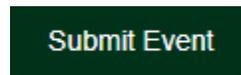
# HOW TO USE THE BRISTOL EVENT CALENDAR

Bristol's event calendar is a wonderful way to easily submit and share events. This 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 on the college's website homepage or at [BristolCC.edu/Events](http://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. Click on the "Submit Event" at the top of the calendar.



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.

- Enter your name and contact email
- Event Title --> This title will be displayed in the Event Calendar.

## Registration Form or Website Link

Do you have an event that requires registration? Do you want to link off to a web page or MS Form? 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 web pages. A "click here for details" label is recommended in this case.

A screenshot of a web form section. At the top, there is a checked checkbox labeled "Add a button linking to the event website". Below this, there are two input fields. The first is labeled "A link to your event website" and contains the placeholder text "website". The second is labeled "Text shown on the button linking to your website (keep it short)" and contains the placeholder text "button label".

**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 duplicate and 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.

## Event Images and Image Alt Text

Click “Add Event Image” to add an image to your event that will display in the event calendar. If you choose to add an image, add alt text in the available box, which will show up on screen readers.

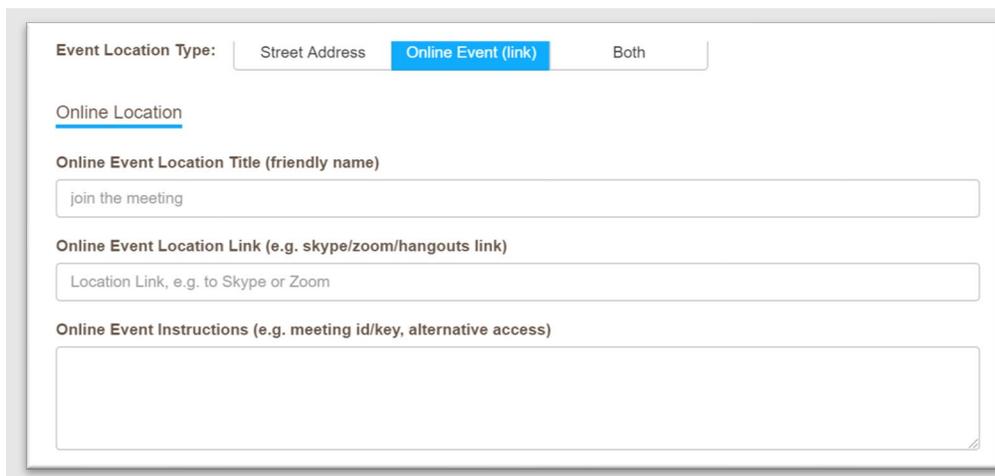
## Keywords & Tags

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 (for *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. Events with the “Bristol-Weekly” tag will show up in our Bristol Weekly Calendar and will be hyperlinked under “Upcoming Events” in the weekly newsletter.

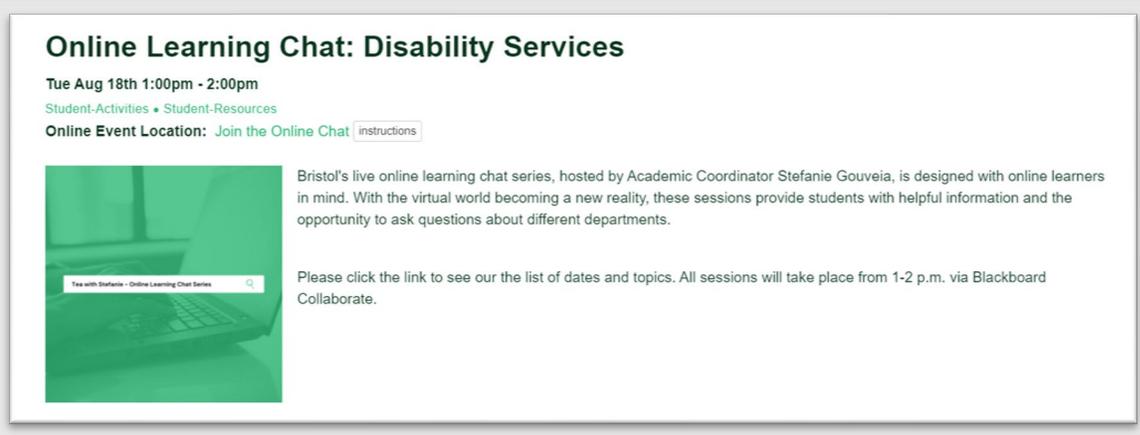
## Event Location

Under Event Location, you can either select Street Address, Online Event or Both. When selecting Online Event, you can add a call to action, a link to the virtual meeting and online event instructions.



The screenshot shows a web form for setting an event location. At the top, there is a section titled "Event Location Type:" with three radio button options: "Street Address", "Online Event (link)" (which is selected and highlighted in blue), and "Both". Below this, there is a sub-section titled "Online Location" with a blue underline. Under "Online Location", there are three input fields: 1. "Online Event Location Title (friendly name)" with the text "join the meeting" entered. 2. "Online Event Location Link (e.g. skype/zoom/hangouts link)" with the text "Location Link, e.g. to Skype or Zoom" entered. 3. "Online Event Instructions (e.g. meeting id/key, alternative access)" which is an empty text area.

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



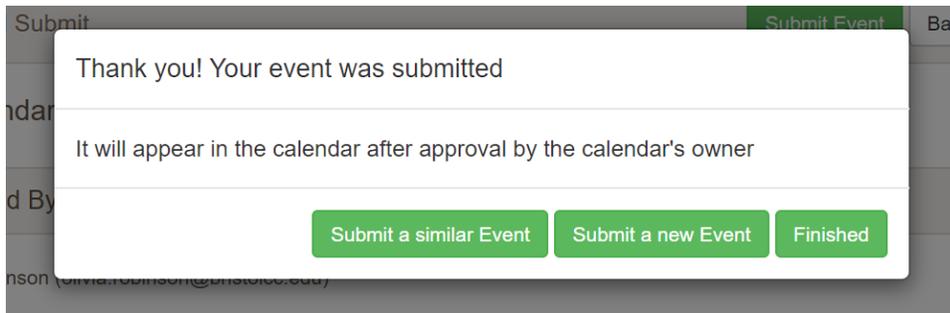
**Online Learning Chat: Disability Services**  
Tue Aug 18th 1:00pm - 2:00pm  
[Student-Activities](#) • [Student-Resources](#)  
**Online Event Location:** [Join the Online Chat](#) [instructions](#)

 Bristol's live online learning chat series, hosted by Academic Coordinator Stefanie Gouveia, is designed with online learners in mind. With the virtual world becoming a new reality, these sessions provide students with helpful information and the opportunity to ask questions about different departments.

Please click the link to see our the list of dates and topics. All sessions will take place from 1-2 p.m. via Blackboard Collaborate.

## 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.” This will fill in the event details exactly like the previous event you submitted, so be sure to change out dates, titles or descriptions as needed.



Submit Submit Event Back

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](#)

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nson (anna.couson@bristolcc.edu)

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

## Event Approval

Once you have submitted your event, Marketing & Communications will review and approve it. Once approved, it will appear on the event calendar. If you need to cancel or modify the event, please email Marketing & Communications.

## Questions?

Contact Marketing & Communications at [communications@bristolcc.edu](mailto:communications@bristolcc.edu).