



How to Add Events to the University Calendar

What is Localist?

Localist is the tool FAU uses to maintain the university calendar of events. It is a tool to market and promote events and does not serve as a replacement for calendar systems used by facilities and student affairs to reserve space or submit student events for approval.

Events on the university calendar are fed to various places on fau.edu, including the university homepage. Events that are open to all students or the community at large should be listed on the university calendar. The university calendar, powered by Localist, is meant to be an easy, streamlined tool where everyone can find FAU events. Posts on FAU's social media channels and newsletters exclusively drive readers to the university calendar for event information.

Localist Tutorial

1. Visit calendar.fau.edu
2. Create an account if you do not already have one. Click the sign-up button on the top right and sign in with your FAU ID to create your account.
3. Once your account is created, email bbixler@fau.edu to request admin access. Please provide your department in the email.
4. Once you have admin access, click on the dropdown smiley face at calendar.fau.edu and select administration.



Search places, events, groups

Submit an event →

Events Calendar

FINANCIAL AID

- Administration
- Dashboard
- Settings
- Log Out ↗

5. Once you see the dashboard, click the “future events” box

6. Click “add event” on the left-hand side

- Dashboard
- Events**
- Add Event
- Add Conference
- Bulk Add Events
- Feeds
- Pending (0)
- Live
- Classifications
- Users

NAME	DATE	PLACE
Theatre Lab Presents Refuge	4/6/2023	Theatre Lab
David Chalmers -- Book Salon on Reality+	2/22/2023	FAU Theatre
MindFest Workshop at the Gruber Sandbox - Center for the Future Mind Grand Opening	2/22/2023	S. E. Wimbi
UNO tournament	2/6/2022 - 2/3/2023	FAU Student
Theatre Lab Presents Last Night in Inwood	1/28/2023	Theatre Lab
Semester Ends for Fall 2022	12/16/2022	
Graduate College Admissions - Information Session	12/14/2022	
Intelligent Systems Speaker Series	8/31/2022 - 11/30/2022	S. E. Wimbi
Theatre Lab Presents Dorothy's Dictionary	11/19/2022	Theatre Lab
Graduate College Admissions - Information Session	11/16/2022	

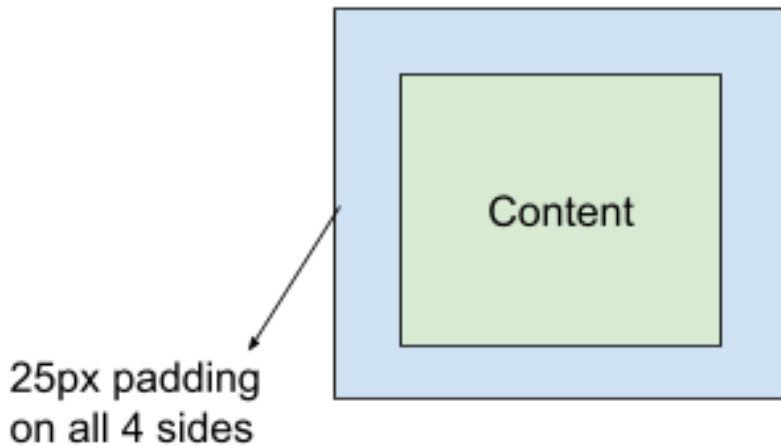
7. Add date and time and select “add to above schedule”



8. Make sure to add the specific location of your event. The location you input should populate when you start typing it in. Click on the location that pops up to ensure the address of the location populates on maps when published.

The screenshot shows a web form for creating an event. On the right side, there is a button labeled "Add Above to Schedule". Below it, a search bar for "Location" is active, showing a dropdown menu with several suggestions. The suggestions include "Davie Student Union", "Student Activities Center", "Student Housing Services", "Student Resources and Classroom Building", "Student Services Facility", "Student Services West Facility", "Student Support Services Facility", "Student Union", and "Student Wellness Center". The "Student Union" suggestion is highlighted in blue. The form also includes fields for "Experience" (set to "In-Person"), "Event Place" (set to "student"), "Room", "Photo", "Classifications" (with a dropdown arrow), and "Event Type".

9. Add a photo and any relevant details to your event.
 - a. **Avoid adding text-heavy photos** (like flyers). Instead, we recommend adding supplemental info to the event’s description so 1) users are provided with the full details, not just what could fit on a flyer, 2) the info will be accessible to those using assistive technology and 3) the content will be available for indexing by Localist and search engines.
 - b. If you do not have an image for your event, consider using an image that represents the topic. FAU stock imagery can be downloaded at <https://fau.tandemvault.com>. If you do not already have a tandemvault account, you may request one by clicking “login” in the top corner.
 - c. Images that do have content/text should include a considerable amount of whitespace around the image (around 25px). See example below.



- d. Photos should be at minimum **940px x 557px** to accommodate being included in the Featured Carousel. However, it's not always about size when it comes to the effectiveness of photos. You'll want to consider the proportions of a photo—a **rectangular** image will translate better than a square in Localist. Read more about image sizing [here](#).

10. Once you upload your image and save you can click on the pencil icon next to the photo and then click on view all photo sizes to see how your image looks on the Localist calendar in all the spots it may appear. Make sure your photo does not display blurry or cut off in any of the sizes.



Summary

Start Time: Tomorrow or Next Friday of 4/10
6pm

End Time: [Empty]

Repeating: Never

Location: Enter a start date above [Add Above to Schedule]

Experience: In-Person

Event Place: Type a name or address

Room: [Empty]


Photo:  Edit Photo

Photo Description: [Empty]

Classifications [Dropdown]

[Contact Support](#) / [Submit Product Suggestion](#) / [Recent Updates](#) / [Powered by Localist](#)

[Adjust Cropping](#) [View All Photo Sizes](#)


[Empty text input]

[Empty text input]

[Empty text input]

Delete Photo Save Changes

PHOTO CROP AND SCALE





11. Add the event type, group, and department.
12. Add tags and keywords. The tag will be the department hosting the event. **Make sure you add the correct department you were given admin access to so your event doesn't get stuck in the queue for approval.** Keywords are relevant words that pertain to your event for search purposes.
13. Click save changes and your event will post.
14. You can go back to make edits to your event if needed by visiting the dashboard and searching for your event in the search bar on the top.

More help and information here: <https://support.localist.com/>



How to Bulk Upload Events

1. Add all your events to a .csv document
2. You can find a template for creating the document [here](#).
3. Once you add all your events to the .csv document, please send it to me at bbixler@fau.edu so I can upload it to Localist.

More information and guidelines [here](#).