

From the LaunchPad home page click "Events Calendar"

To add/post a new event or meeting click



In the "Add title" field put the name of your event
Best practice: include in the title the name of your unit

Examples:

Scholarship and endowment dinner - College of Education

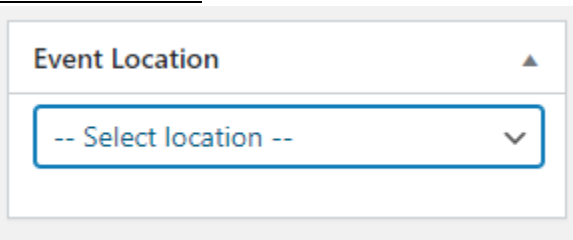
or

College of Education - Scholarship and endowment dinner

*NOTE: if the activity you are posting is going to be presented VIRTUALLY, please add **VIRTUAL** to the posting*

Scholarship and endowment Dinner - College of Education

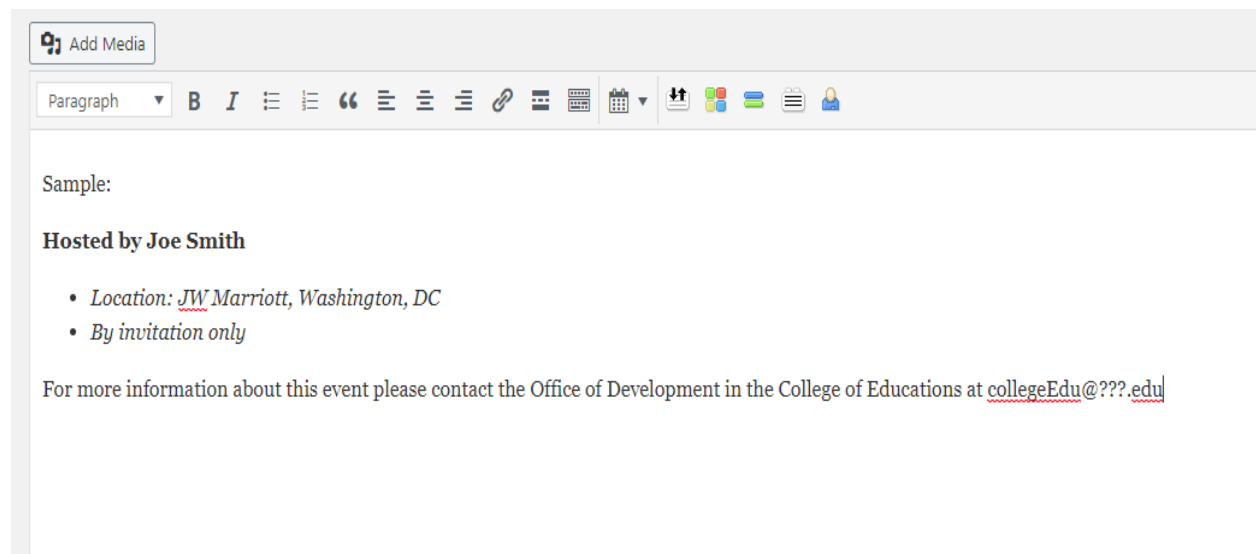
Event Location

A screenshot of a web form. At the top, it says "Event Location" with a small upward-pointing triangle. Below it is a dropdown menu with the text "-- Select location --" and a downward-pointing triangle.

The drop down offers some location options on the university park campus. If your event location is not listed you should enter the location in one of the following places

Option One:

Large open text box

A screenshot of a rich text editor. At the top left is a button labeled "Add Media". Below it is a toolbar with various icons for text formatting (bold, italic, list, link, etc.) and media insertion. The main text area contains the following content:

Sample:

Hosted by Joe Smith

- *Location: JW Marriott, Washington, DC*
- *By invitation only*

For more information about this event please contact the Office of Development in the College of Educations at collegeEdu@???.edu

Option Two:
Excerpt box

Excerpt

Location: JW Marriott, Washington, DC

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

Event Categories

Select a category for your meeting or event.

Event Categories ▲

All Event Categories Most Used

- Alumni Association Events
- Alumni Association Meetings
- Development Events
- Development Meetings
- General Events

Event Details

Select from the drop-down menu:

Event Details

Regular event ▼

- Regular event
- Recurring event
- Multi-day event

Enter the date of your event by clicking on the options below:

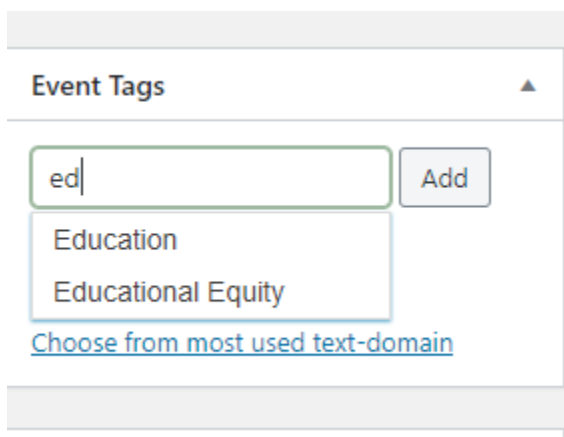
 **Date** | [Remove date](#)

Date

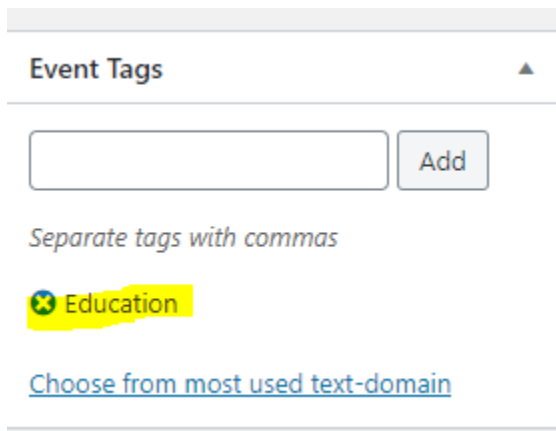
Starts at : to :

Event Tags

In the box type in your unit, select your unit and click the Add button



The screenshot shows a text input field with the text "ed" and an "Add" button. A dropdown menu is open below the input field, showing two options: "Education" and "Educational Equity". Below the dropdown menu is a link that says "Choose from most used text-domain".



The screenshot shows the same text input field, but now it is empty. The "Add" button is still present. Below the input field, the text "Separate tags with commas" is displayed. A tag "Education" is shown with a small 'x' icon to its left. Below the tag is a link that says "Choose from most used text-domain".

Excerpt

This section you may add, as in the large text box above, whatever information you wish. You could add a description of the event, or key information about the event that you may wish to share with the viewers. When someone clicks on your event from the events calendar the information that will appear will be event details plus the information you included in the excerpt text box.

In this example, we added the event location and contact information.

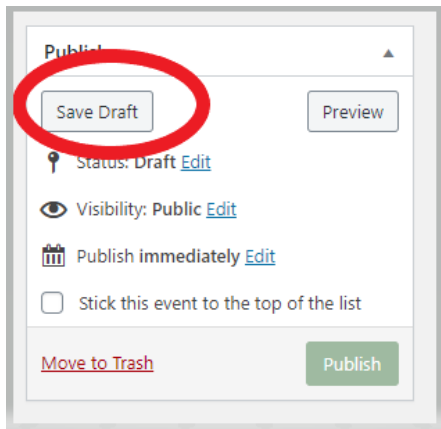
Excerpt

Location: [JW Marriott, Washington, DC](#)
For more information about this event please contact the Office of Development in the College of Educations at collegeEdu@???.edu.

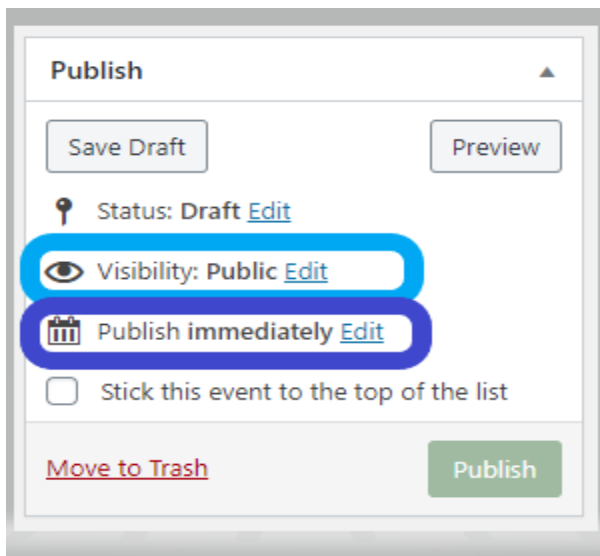
Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

Publish

You have the option to save a draft of your event posting and come back, at a later time, to edit the information before posting to the calendar.



You'll want to keep the "Visibility" as "Public".
You can publish/post the event immediately or you have the option to select the date and time that you want your event to post on the calendar.



If you are ready to publish/post your event you can click the green "Publish" button.

At any time, you can go back into your posting and make changes and updates. When doing so, remember to click the green “Publish/Update” button so that the updated information is published/posted.

To view your post

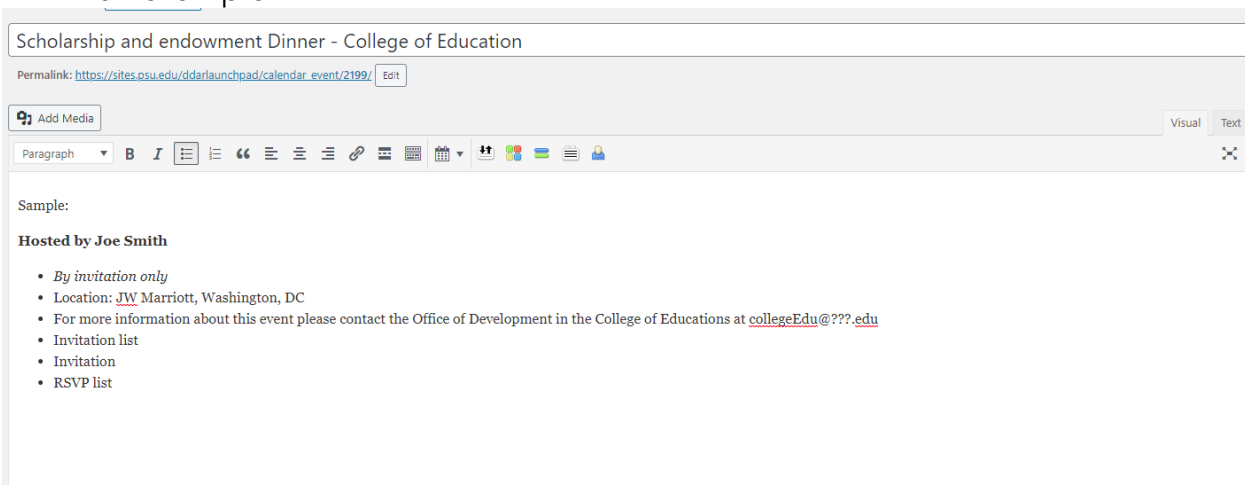
The screenshot shows a web page for a post titled "SCHOLARSHIP AND ENDOWMENT DINNER – COLLEGE OF EDUCATION". The post includes the date "December 22, 2020", the time "6:00 pm - 8:00 pm", and links to "Google Calendar", "Outlook", and "iCal File". The content of the post is a sample invitation: "Sample: Hosted by Joe Smith" followed by a bulleted list: "By invitation only", "Location: JW Marriott, Washington, DC", and "For more information about this event please contact the Office of Development in the College of Educations at collegeEdu@???.edu". There is an "Edit" link at the bottom left of the post content. The page header includes "Penn State in the News", "Launchpad", and navigation links for "RESOURCES", "BRANDED SUPPLIES", "EVENTS CALENDAR", and "COMMUNITY". A "THIS WEEK'S EVENTS" sidebar on the right lists "Test Development Events for A&A".

If upon viewing your post, you determine you need to make a change click on “Edit” which will take you back to the original screen.

The screenshot shows the "Edit Event" interface. The event title is "Scholarship and endowment Dinner - College of Education". The permalink is "https://sites.psu.edu/oddr/launchpad/calendar_event/2199/". The content area contains the same sample invitation text as the previous screenshot. The "Event Details" section shows "Regular event" selected, with rules for "On December 22, 2020 at 6:00 pm". There are checkboxes for "Edit rules (if you have set custom dates in Calendar Page these will be deleted)", "All day event", and "Date". The right sidebar contains "Event Location" (set to "-- Select location --"), "Publish" options (Status: Published, Visibility: Public, Published on: Jun 10, 2020 at 12:51), "Event Categories" (Alumni Association Events, Alumni Association Meetings, Development Events, Development Meetings, General Events), and "Event Tags". A "Preview Changes" button is visible above the publish options.

Best Practices:

- By sharing/posting your upcoming events and meetings on the LaunchPad calendar this allows your colleagues in Development and Alumni Relations to view upcoming events, meetings, seminars, engagement and stewardship activities
- Posting events and meetings helps to minimize scheduling conflicts, overlapping activities, etc. and provides contact information for questions regarding your meeting or event
- Update and review your postings on a monthly basis. Be sure your event and meeting information is accurate and current
- If the activity you are posting is going to be presented VIRTUALLY, please add VIRTUAL to the posting, preferably in the "title"
- Share your invitation list, copy of the invitation and the RSVP list; instructions on how to upload/link this information to your event can be found on the events calendar home page, under the heading "How to Post an Event". See below for an example.



Screenshot of a LaunchPad calendar event page. The title is "Scholarship and endowment Dinner - College of Education". The permalink is https://sites.psu.edu/ddarilaunchpad/calendar_event/2199/. The page shows a rich text editor with a toolbar and a sample event description.

Sample:

Hosted by Joe Smith

- *By invitation only*
- Location: JW Marriott, Washington, DC
- For more information about this event please contact the Office of Development in the College of Educations at collegeEdu@???.edu
- Invitation list
- Invitation
- RSVP list