Localist Tutorial

Localist is an interactive calendar that supports events from all university online calendars in one convenient place. Users can create calendars for their events, which they can sync with popular social media sites such as Facebook, Twitter and Foursquare.

To access Localist go to www.clemson.edu/calendar

To log in with your Clemson University userid and password, click the LOGIN link at the top of the page and then choose the purple Login with Clemson ID button. You will be taken to the traditional Clemson University login page.

You can also choose to log in with your Facebook account by choosing the blue Login with Facebook button.

If you do not have a Clemson University userid and password and prefer not to use your Facebook account, choose the purple Create an Account button and create a Localist account using your preferred valid email address.

Once your account has been created you will be able to take full advantage of the calendar's features such as entering events, choosing the I'm Going button for events you are going to attend, and sharing event information via social media.

Add an event:

1. Choose the Submit an Event link from the main events home page.

2. Enter the Event Name (required).

3. Enter a detailed description of the event (required).

4. Enter the Start Date of the event (required) – you can enter the date in a variety of ways including:

Today
Tomorrow
Next Friday
03/23/15

5. Enter the Start Time for the event if there is one. If your event occurs all day, such as a web registration event, leave the start and end times blank.

6. Enter the End Time for the event.

7. Choose the Repeating dropdown menu if your event repeats at the same time on a regular schedule. Click the Add Above to Schedule button. Localist will display all dates that your event will take place.

Same Day Instances

It is possible to have an event occur at multiple times on the same day or across all days in a schedule. Follow these steps:

8. Add the day/schedule with the first time-frame.
9. Select the **Add Above to Schedule** button.

10. Navigate back to the start time and end time fields and enter the second time frame.

11. Select the **Include Above in Schedule** button.

12. Repeat.

13. Enter the Event Place such as SCBG or Barre Hall. When you enter the name of the Event Place, the physical address will usually fill in automatically. Most of the locations on campus have been entered into the calendar so as you start to type your event location, Localist will offer suggestions for the location. Most locations also have images associated with them. The image will be displayed unless you choose to upload a different image. When the calendar event is viewed live, a Google map will be displayed showing where the event is located.

14. Enter the room number where the event will be held, if there is one. If there is no room number, enter any information you have such as lawn, front porch, etc.

15. Enter the physical address of the location if it does not pop up automatically.

LOCATION

Event Place	Type a name or address
Room	
Address	

Additional Details

16. Add the event's Twitter Hashtag if there is one.

17. Add the event's website address if there is one.

18. Add the event's Facebook Event Page link if there is one.

19. Enter a Contact Name, Phone and Email address where questions about the event can be directed. This information is required.

20. Enter any notes that you want displayed with your event.

21. Upload a photo if you have one. You can upload a photo you currently have on your computer, or you can upload a photo from the Clemson downloads page at: http://www.clemson.edu/administration/public-affairs/toolbox/downloads/photos/calendar/index.html

ADDITIONAL DETAILS

Twitter Hashtag ?	openhouse
Event Website	http://venue.com/event-info
Facebook Event Page ?	http://www.facebook.com/event.php...
Contact Name: *	
Contact Phone: *	
Contact Email: *	
Notes:	

PHOTO

Event Photo

CLEMSON
U N I V E R S I T Y

Upload

Filters

Filters are used to feed specific events to web pages that have an events calendar on them. The main university web page as well as many college and department home pages use filters to help display calendar events that are of interest to audiences who are viewing the web pages.

22. Choose the Event Type from the drop-down menu. You can choose more than one event type by returning to the drop-down menu and selecting each of the event types you want. You will see the event types appear as orange boxes with white text as you add them. To delete an event type from your event, just click the red x on the right side of the event type box.

23. Choose the Department from the drop-down menu. The Department is the college, department or unit that the event is associated with. You can choose more than one department by returning to the drop-down menu and selecting each of the departments you want. To delete a department from your event, just

click the red x on the right side of the department type box. If your department automatically pulls events from the departments onto a web page, it is important to choose the correct department so the events feed will work properly.

24.   Choose the Target Audience from the drop-down menu. The Target audience is the audience or audiences for whom your event is of interest. You can choose more than one Target Audience by returning to the drop-down menu and selecting each of the audiences you want. To delete an audience from your event, just click the red x on the right side of the audience box.

25.   Enter the ticket cost. If there is no fee for the event, leave the box blank. Enter the link where tickets can be purchased (if applicable).

26.   Once all the event information has been submitted, choose the Add Event button. Your event will be sent to a calendar administrator for approval. If you have any questions about your event, email cucal@clemson.edu.

FILTERS
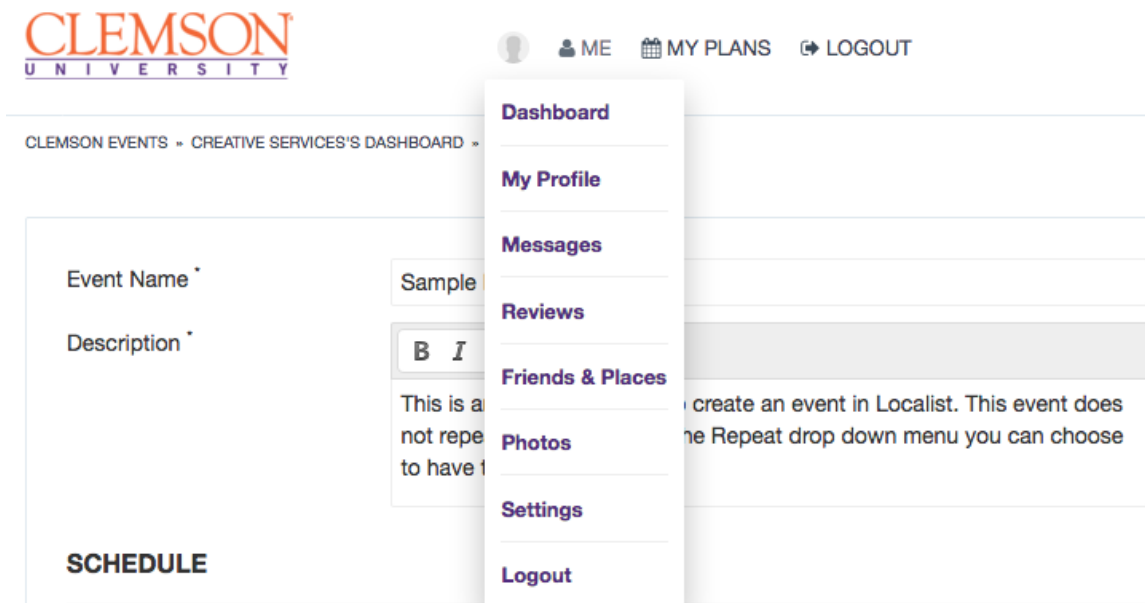
Event Type

Department

Target Audience

TICKETING

Ticket Cost ?

Ticket Link

Cancel   **Add Event**

Additional features of Localist:

Under the Me menu you can choose to customize your instance of Localist. You can:

- Create a profile

- Send a message (Messages) to another Localist user you have designated as a friend (Friends & Places).

- Review events you have attended (Reviews).

- Upload photos (Photos). Your photo's display = the size image a user sees when a photo displays upon the event's page. The photo's size = the actual size of the image as dictated by the template applied to the calendar.
  Example: The size can be 300×300, but the display is set to 250×250 so the user will see the photo as 250x250.

- Customize your settings (Settings) so you can sync your plans on Twitter and share your plans on Facebook.

- Log out of Localist (Logout).

If you have any questions about the calendar or would like to have additional Departments, Places, Event Types or Target Audiences added, please email cucal@clemson.edu and a calendar administrator will help you.