

Mount Sinai Health System Sinai Central - EDIR

Reference Guide for Posting
and Editing Events



**Mount
Sinai**

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The Basics

Events Calendar url - <http://events.mountsinaihealth.org/>


To log in, click LOGIN (located at top of the page) and then enter the USERNAME (work email address) and PASSWORD assigned to you by the Digital and Social Media Team.

The screenshot shows the top navigation bar with the Mount Sinai logo, the word "Events", and a search bar containing "SIGN UP" and "LOGIN" (the latter is highlighted with a red box). Below the navigation bar, there are tabs for "UPCOMING EVENTS", "UPCOMING", and "TRENDING". The main content area features a card for a cancelled event: "CANCELLED (Cell, Developmental And Regenerative...)" by Ayan Ray, scheduled for 3/9 at 12pm in the Annenberg 25-51 Conference Room. A blue "I'm Interested" button is visible. To the right, there are three filter buttons: "All Events", "Places to Go", and "Groups". Below these is a calendar for the month of MARCH, with the 9th of March highlighted.

Mount Sinai Events

SIGN UP LOGIN Search places, events, groups

UPCOMING EVENTS UPCOMING TRENDING

 **CANCELLED** (Cell, Developmental And Regenerative...)
ACADEMIC / CELL, DEVELOPMENTAL AND REGENERATIVE BIOLOGY
Ayan Ray (Philippe Soriano Lab) Title of Talk: "FGF receptor signaling during craniofacial development: cell-matrix and cell-cell interactions" Jiajing...
🕒 3/9 12pm
📍 Icahn School of Medicine at Mount Sinai, Annenberg 25-51 Conference Room [I'm Interested](#)

All Events Places to Go Groups

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14

Navigating the Platform

- By default, the Events Calendar landing page lists upcoming events in chronological order.
- To learn more about an event, simply click on the event's title.
- A clickable Calendar Module is located in the upper right corner of this page.
 - Use this feature to view past, present, and future events, by day, week, or month. You may also sort events by date, name, or popularity.

UPCOMING EVENTS

UPCOMING TRENDING



CANCELLED (Cell, Developmental And Regenerative...

ACADEMIC / CELL, DEVELOPMENTAL AND REGENERATIVE BIOLOGY

Ayan Ray (Philippe Soriano Lab) Title of Talk: "FGF receptor signaling during craniofacial development: cell-matrix and cell-cell interactions" Jiajing...

🕒 3/9 12pm

📍 Icahn School of Medicine at Mount Sinai, Annenberg 25-51 Conference Room

I'm Interested



STAT-CHAT: FREE WALK-IN CONSULTATION SERVICE

ACADEMIC / POPULATION HEALTH SCIENCE AND POLICY

Please come to our STAT-CHAT: WALK-IN CONSULTATION SERVICE, a free, walk-in, consultation service meant to resolve easy problems and answer quick questions...

Navigation icons for event filtering:

- All Events
- Places to Go
- Groups

Calendar view for MARCH:

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Filters

- Filters enable you to divide and assign events to various categories. They are listed within the right rail of the Events Calendar landing page.
- There are currently eight (8) filters: Event Types, Departments, Audience, Campus, Centers, Education, Institutes, and Groups.
 - The Groups filter is only one not listed within the right rail of the landing page and is currently only applicable to events associated the nine PhD training areas or multidisciplinary training areas (MTAs).
- When creating your event(s), you may use as many filters as applicable. For example, one event may require several Event Types, such as Academic, Lecture/Seminar, and CME.

EVENT TYPES

Health & Wellness (57)
Academic (48)
Lecture/Seminar (46)
Info Session (18)
CME (17)
Conference/Meeting (13)
Show More

AUDIENCE

Patients (64)
Faculty (53)

- › Prospective Faculty (12)

Students (48)

- › Prospective Students (6)

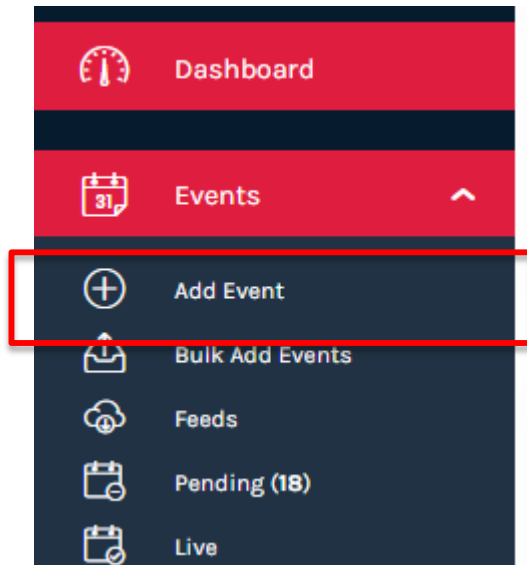
Postdocs (41)
Community (40)

- › Caregivers (18)
- › Parents (15)
- › Seniors (15)

Staff (36)
Show More

Adding an Event

- An event is anything that is associated with a date, therefore, a Name and Date are the minimum requirements when posting to the calendar.
- To create an event, within the Admin dashboard, navigate via Events > +Add Event
- Fill in all applicable Event Form Fields and when you're done, click Save Changes.



Event Form Fields

Name: (required) Displayed as the name of the event in the main listing and on corresponding details pages.

Description: No character limit.

Start Date: (required) There are several ways you can enter a date: Oct 3, October 3, 10/3, 10/3/14, etc.

Start / End Time: Use “6pm” etc.

Repeating: By default events are set to never repeat, but you have the option of daily, weekly or monthly.

Event Place: You can either select to manually enter a place name + address or select a saved address.

Room: This can be words or numbers.

Photo: The calendar icon is your default photo image. You may upload a photo or browse previously uploaded photos (this pool is not searchable).

Classifications: Select all filters that apply.

Keywords: (not displayed) Used for SEO purposes or for hidden tagging.

Tags: Groups like events that do not warrant a designated filter, such as “Homecoming”.

Event Website: Can be any website.

Vanity URL: This will give your event a custom URL.

Exclude from Trending: Checking this flag will prevent an event from appearing in the trending list.

Visibility: Events can be visible to everyone, visible only to logged in users or 100% hidden from the calendar.

Sponsored: Posts the event at the top of the trending list.

Editing Events

- Once an event has been created, you can edit the event details via Admin > Events > Live. Search for the event by scrolling through the event list or using the Search Events field.

Live Events

Events that are live on the calendar.

1 to 50 of 5,868 events

NAME	DATE	PLACE	EVENTREACH	OWNER
Diabetes & Endocrinology Grand Rounds	3/29/2918	Atran Building, 4th Floor	55%	clerisaferreira_404
Nephrology Journal Club	5/21/2109	Icahn School of Medicine at Mount Sinai	55%	erikamera_167
Tetra-Institutional Alzheimer's Seminar Series - Dr Yong Kim, speaker	9/15/2015 - 9/15/2105	Rockefeller University - Carson Family Auditorium	55%	michaelreid_143
Tetra-Institutional Alzheimer's Seminar Series - Dr Yong Kim, speaker	9/15/2015 - 9/15/2105	Rockefeller University - Carson Family Auditorium	55%	michaelreid_143

REFINE RESULTS

SEARCH EVENTS

SHOW ONLY

Approved

SORT BY

Date (descending)

COMMUNITIES

- Click on the event title to access the Editing Event screen to update date, description, filters etc.

Edit an Event

This non-recurring event is live (#1650863)

Event Details

Published

Name REQUIRED Nephrology Journal Club

36 past

Description

Styles **B I U** [Link] [Image] [Source]

Niralee Patel, MD Nephrology Fellow

Schedule

Start Date REQUIRED 'Tomorrow' or 'Next Friday' or '4/10'

Start Time 6pm

End Time

Copying Events

- The Editing Event screen can also be used to copy an event.

Edit an Event Metrics ▾ **Copy Event** View Confirmed Tickets View Event

This non-recurring event is live (#1650863)

Event Details Event Details Tickets & Registration

Published

Name REQUIRED

36 past

Description

Schedule

Start Date REQUIRED

Start Time

End Time

EVENTREACH ⓘ

55% Reach

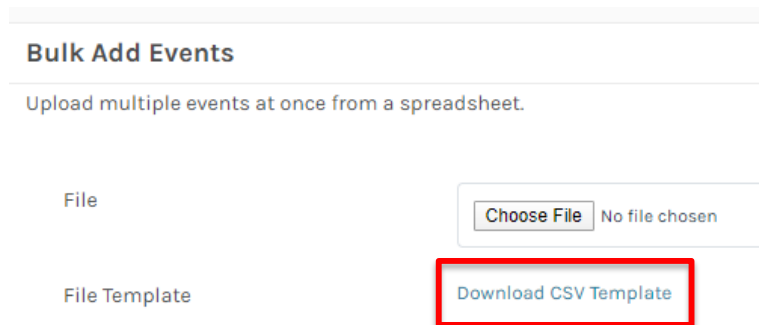
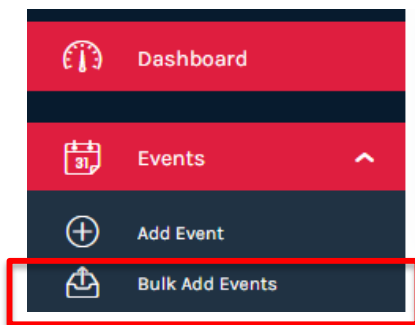
SOURCE

The current owner is erika.mera@mssm.edu.

Submitted by Erika Mera on 4/30/2019 3:42pm

Bulk Event Uploads

- Use the Bulk Event Upload feature to upload multiple events at once.
- In the Admin dashboard, select Events > +Bulk Add Events, then select **Download CSV Template**. This template is pre-populated with headers that match the filters used in the Add an Event page.



- Please note that you will need to select at least one Event Type, Audience, and Campus and the naming conventions/spellings must be identical to what is listed within the platform.
- Most common bulk event uploading errors include:
 - The headers and/or data is not formatted properly
 - Past events are included, but Import Past Events is not checked
 - An event name and/or start date is not provided
- Please contact the Digital Marketing team at WebFeedBack@mountsinai.org if you need help with this feature.

Creating a Fixed Repeating Event

The platform defines a Repeating Event as an event series in which all elements remain constant on a daily, weekly, or monthly basis.

If your event is consistent with this definition, then select the event's frequency from the **Repeating** drop-down menu.

Schedule

Start Date **REQUIRED**

'Tomorrow' or 'Next Friday' or '4/10'

Start Time

6pm

End Time

Repeating

Every Tue, Thu

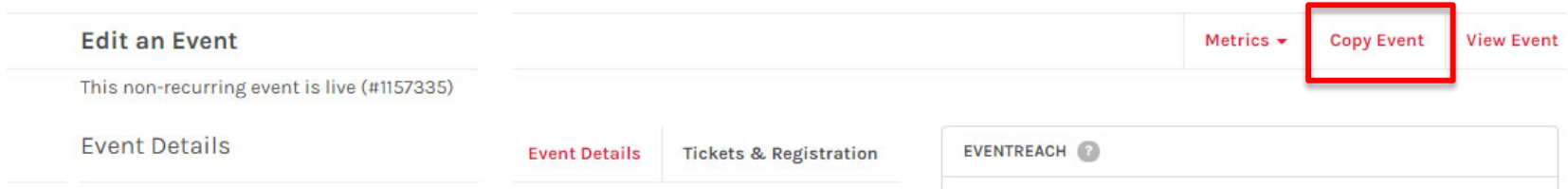
Repeating until

A specific date has passed

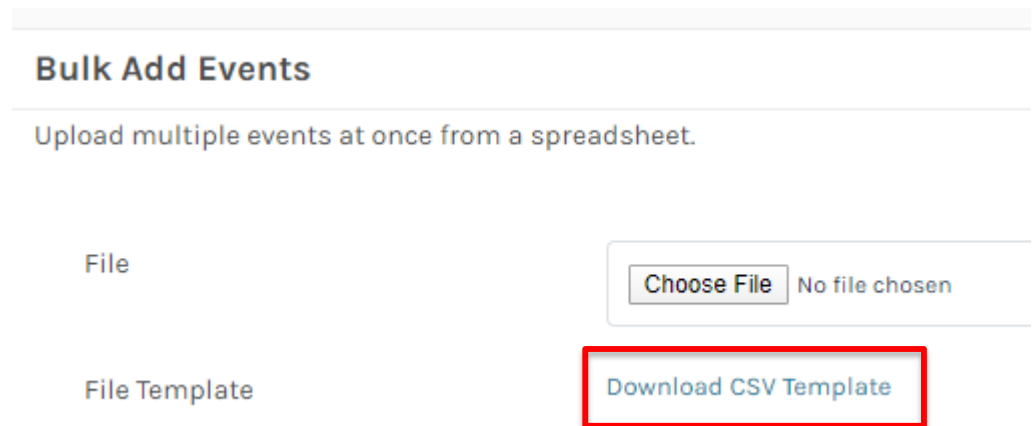
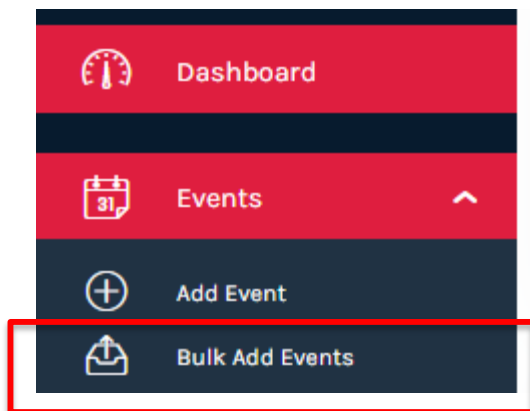
tomorrow

Creating Variable Repeating Events

- For those repeating event details that are subject to change, there are currently two options for posting:
 - Create the first event and save, then go back in to the event and use the **Copy Event** function to save the original event as a template, change event details etc. Repeat these steps until all of your events are posted in the calendar.

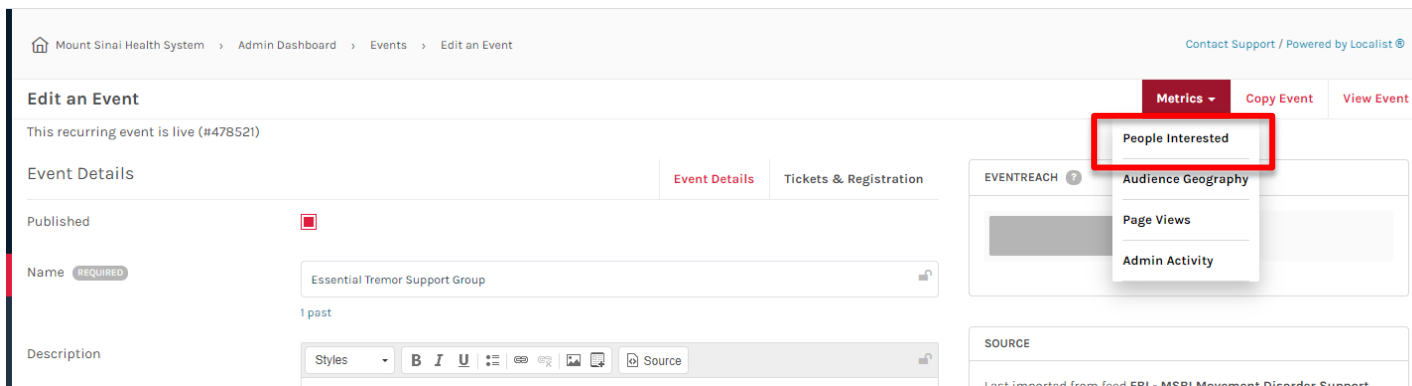


- Use the **Bulk Event Upload** feature to upload multiple events at once.



RSVP Report

- RSVP reports are automatically created for all events.
- This report includes all users who have RSVP'd by selecting **I'm Interested**.
- Within the Editing Event screen, click the Metrics button located in the upper right corner.
- To access the RSVP Report, select “People Interested” from the drop-down menu.



- The RSVP Report lists user names, email addresses and dates attending.