

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 you the flexibility of adding tags and images. Events are easy to share with a variety of quick-link options.

View the Bristol Event Calendar on the college's website homepage or at 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.

Submit Event

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 for submitting an event. At the top, there is a checkbox labeled "Add a button linking to the event website" which is checked. Below this, there is a section titled "A link to your event website" containing a text input field with the placeholder text "website". Underneath that is another section titled "Text shown on the button linking to your website (keep it short)" with a text input field containing the placeholder text "button label". The form is presented in a clean, modern style with light gray borders and a white background.

Microsoft Forms. If you don't already have a registration form, we recommend using [Microsoft Forms](#) to capture and manage registrations.

We created [an MS forms template](#) to help get you started. Once you click on the link, sign in with your myBristol 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.

Keywords and Tags

When submitting an event, you can select a tag from the Keywords/Tags drop-down list to make it easier for people to search for your event. For example, if submitting an event on behalf of the Multicultural Student Center, select “MSC” from the Keywords/Tags drop down box.

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 Images and Image Alt Text

Click “Add Event Image” to add an image to your event that will be displayed in the event calendar. If you choose to add an image, add alt text in the "Image Alt Text" box, which will be read by screen readers and help meet accessibility requirements. Please **avoid** using flyers in place of an image. Text-heavy flyers are not accessible and are hard to read when used in the event calendar. Instead, add the event information from the flyer to the "Event Description" box.

Date and Time

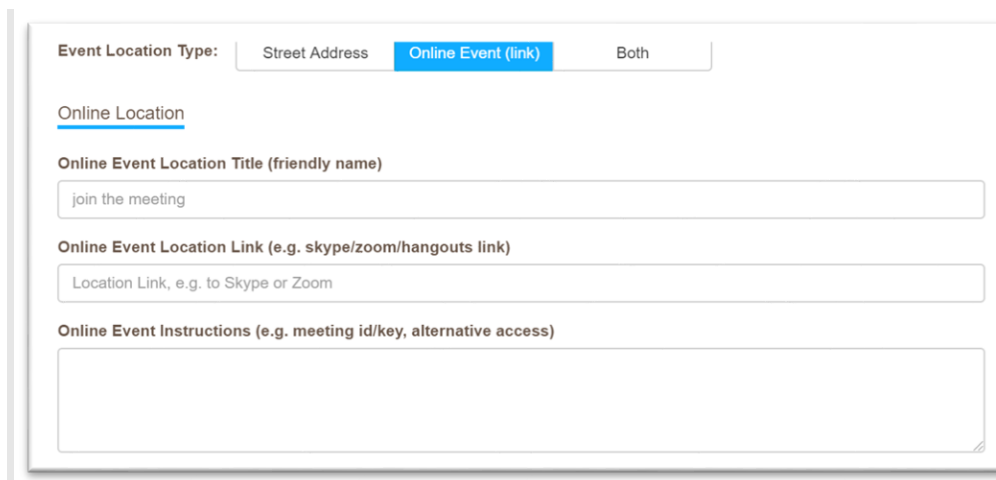
Enter the **start and end date and time** for your event. Be sure the date and time are accurate and reflect when the event begins and ends. For **recurring events**, be sure to include all applicable dates and confirm that the time is the same for each occurrence.

Event Description

Provide a **clear, concise description** of your event, including any important details attendees should know. You can use **bold text, bullet points, and hyperlinks** to organize information and highlight key details. Use hyperlinks for registration pages, additional information, or other relevant resources.

Event Location

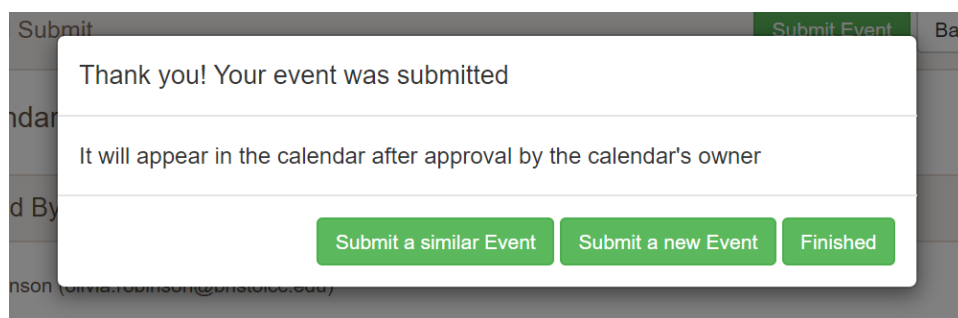
Under Event Location, you can either select Street Address, Online Event, or Both. When selecting Online Event, you can add a call to action, a link to the virtual meeting, and online event instructions.



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

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 dates, titles, or descriptions as needed.



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.