

## An Overview of Localist

### Tips and Guidelines

- Events entered into Localist will be included on the Simpson College calendar and possibly other website pages.
- Be sure the title of events is clear. For example, “Closed” could be confusing. “Kent Campus Center is Closed” is a more precise title.
- Don’t recreate campus events or national holidays. Campus events should be created by their owner (CAB, Registrar’s Office, Culver Center, etc.).
- If you are co-sponsoring an event, communicate with the other sponsor about who will add the event to the calendar.
- Don’t duplicate time, date or location information in the title or description fields.

### Logging in with Localist

1. Go to [events.simpson.edu](https://events.simpson.edu)
2. Click the Log In link located in the top right-hand corner of the page

The screenshot shows the top portion of the Simpson College Events Calendar website. At the top, a dark blue banner contains the text "Events Calendar" in large white font, with the subtitle "See what's happening on campus and join us at upcoming events." below it. Below the banner is a search bar with the placeholder text "Search places, events, groups" and a magnifying glass icon. To the right of the search bar is a circular "Log In" button with a red arrow icon. Below the search bar is a featured event section with a blue background. On the left of this section is a small image of a campus building with the text "Explore Simpson Academic Series" overlaid. To the right of the image, the text reads "FEATURED EVENT" in white, followed by "Computer Science - Explore Simpson Academic Series" in a smaller white font. Below this, a short paragraph describes the event: "The world of technology is fast-paced and ever-changing. Join our experienced team of Computer Science faculty for a closer look at how our collaborative...". At the bottom of the featured event section, there is a date and time: "9/22 7:00pm". At the very bottom of the featured event section, there is a row of ten small circular icons, with the second icon (numbered '2') highlighted in red, indicating the current page in a sequence.

3. Login using your Simpson username and password in `firstname.lastname` format. Your password will be the same password you use to login to your e-mail account.

## Submitting an Event

1. To submit an event to the calendar, click on the red “submit an event” button.



**FEATURED EVENT**

**September Virtual Visit Day**

Join us for the September Virtual Visit! You'll have the opportunity to meet faculty, administrators and current Simpson students while you learn more about...

🕒 9/16 7:00pm

1 2 3 4 5 6 7 8 9 10

### TRENDING

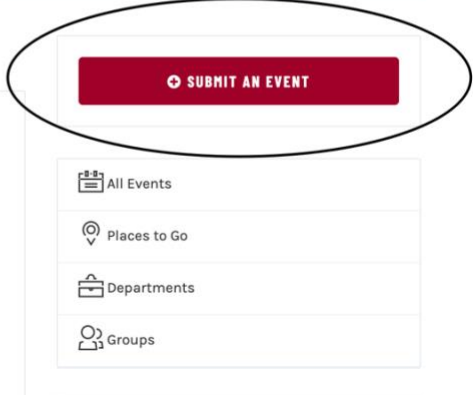


**Technology Tip - Microsoft OneDrive**

Have you ever wondered what exactly Microsoft OneDrive is? Are you using OneDrive but want to get some tips and tricks to help make it more efficient in your...

🕒 9/16 3:20pm

**I'M INTERESTED**



**➕ SUBMIT AN EVENT**

- All Events
- Places to Go
- Departments
- Groups

- When submitting an event, make sure to correctly fill out all required fields in order for your event to be submitted properly.

Search places, events, groups


SIMPSON COLLEGE EVENTS > DEVIN PERRY'S DASHBOARD > ADD A PUBLIC EVENT

Event Name <b>REQUIRED</b>	Open House Session
Description <b>REQUIRED</b>	<b>B I U</b> <b>:</b> <b>☰</b> <b>🔗</b> <b>🔗</b>
Status	Live <input type="button" value="v"/>
<b>SCHEDULE</b>	
Start Date <b>REQUIRED</b>	'Tomorrow' or 'Next Friday' or '4/10'
Start Time	6pm
End Time	
Repeating	Never <input type="button" value="v"/>
Summary	Enter a start date above

- When filling out the “location” section, be sure to select the correct option for how the event will be held. When filling out the “additional details” section, be sure to upload an appropriate image for the event. There is also a library of photos to choose from in Localist.

**NOTE: not all of the boxes apply to every event submission. Make sure to fill out as much information that applies to your specific event being submitted as possible.**

The screenshot shows the Localist event submission form with several sections and annotations:

- LOCATION**
  - Experience:** A dropdown menu is open, showing three options: "Hybrid", "In-Person" (selected with a checkmark), and "Virtual". This menu is circled in black.
  - Place:** A text input field with the placeholder "Type a name or address".
  - Room:** An empty text input field.
  - Address:** An empty text input field.
- ADDITIONAL DETAILS**
  - Hashtag:** A text input field containing "openhouse".
  - Event Website:** A text input field containing "http://venue.com/event-info".
- PHOTO**
  - Event Photo:** A dashed box containing the text "Drop  here or" followed by two red buttons: "UPLOAD" and "CHOOSE FROM PHOTO LIBRARY". This area is circled in black.
- FILTERS**
  - Event Type:** A dropdown menu.
  - Department:** A dropdown menu.

- Make sure to click the Add Event button at the bottom of the page. The event will be moved to the “Pending” inbox for a Localist Admin to review and approve for the calendar.

The screenshot shows the footer of the event submission form:

- TICKET LINK:** A text input field containing "http://ticketmaster.com/openhouse".
- Buttons:** A "Cancel" button and a red "ADD EVENT" button.