SIMPSON COLLEGE

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
2. Click the Log In link located in the top right-hand corner of the page

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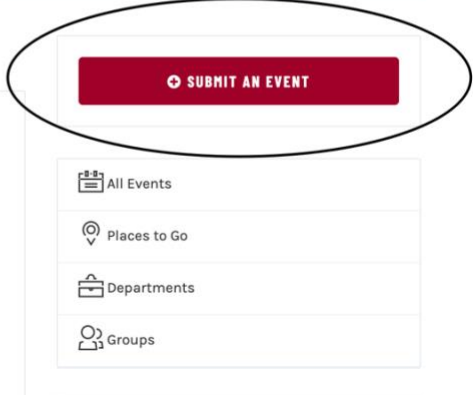
2. When submitting an event, make sure to correctly fill out all required fields in order for your event to be submitted properly.

3. 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.

4. 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.