Introducing the AHC Events Calendar

• **Why:** Provide a go-to place for AHC events
• **What:** Any event that people can attend
• **Enter once, appear twice:** University-wide Events Calendar and AHC Events Calendar
• **Future plan:** enter once, appear three places—feed on specific website
Mini U Events Calendar
https://events.umn.edu/health-sciences/online/

health.umn.edu
How to enter events

• Add your events to both the U Events Calendar and AHC Events Calendar at one time:
• Go to events.umn.edu
• Select "MyAccount" and login
• Select "Create an event"
• **Fill in the form.** Don't forget to complete event category and subcategory, presentation type, campus, and college/school.
Event Category below / Subcategory on right

- Academics and Research
- Arts, Culture, and Design
- Athletics, Sports, and Recreation
- Commencement
- Community and Outreach
- Diversity and Multicultural
- Environment and Sustainability
- Health, Wellness, and Personal Development
- Professional Development
- Science and Technology
- Student Life

Campus

- Crookston
- Duluth
- Morris
- Rochester
- Twin Cities

Presentation Types

- Athletic Event
- Concert or Performance
- Conference or Workshop
- Discussion
- Exhibit
- Film or Movie
- Forum or Symposium
- Fundraiser
- Information Session
- Lecture or Program
- Outdoor Recreation
- Reading
- Seminar or Webinar
- Tour

College or School

Add the College or School for your event.
7th Annual Masonic Cancer Center Research Symposium

- Wednesday, November 02, 2016 12:30 PM
- TCF Bank Stadium, Minneapolis
- November 2, 2016: 12:30-8 p.m.

American Cancer Society Minnesota Research and Innovation Breakfast

- Thursday, November 10, 2016 07:00 AM
- Campus Club, Coffman Memorial Union, University of Minnesota, Minneapolis
- The Masonic Cancer Center is hosting the Minnesota Research and Innovation Breakfast for the American Cancer ...
The most important step: Add "ahc-events" to section 5, Keywords and Filters. It needs to appear **exactly** as it appears below—lower case, separated by a hyphen (-) and "events" needs to be plural. By adding this tag to your event it will also show up on the AHC calendar.

ahc-events
Keywords and Filters

Keywords

ahc-events
Questions?

• U-wide tool, not directly supported by AHC web team

• **Schedule training:**
  [events-calendar@umn.edu](mailto:events-calendar@umn.edu)

• **Contact** the [U of M Tickets & Events Support Team](https://www.umn.edu/tickets) with questions or issues
• Events calendar features
• Self-help guide
• FAQs
• Events Calendar Users Group

• Promote an event:
  http://hub.ahc.umn.edu/communications/internal-communications/promote-event
Enter early, enter often!

• **Call to action:** Get entering!

• We will promote more widely across AHC but it requires individual action… a calendar is only as good as the events entered in it

• Sparked from leadership and faculty interest in seeing a solution for an AHC events calendar