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1. Introduction

- Web-based Event Calendar Admin Module allows authorised staff and student club officials to publish their official events on the NTU Event Calendar and/or Campus Buzz. This documentation provides instructions on how to use the Event Calendar Admin Module.

- School, offices and student organisations are strongly encouraged to make use of Campus Buzz (a weekly email newsletter published by the Student Affairs office for students on the latest happenings) to promote their events or activities to all NTU and NIE students.

- Authorised users may access the Event Calendar Admin Module at http://pluto:8086/admin/publish/newspublishing.aspx?SiteID=26 using a Windows browser*. When prompted for logon, remember to prefix student\ or staff\ to the authorised NTU network account username.

* The program requires Active X controls which the Mac OS does not support. Authorised users who do not own Windows PC may use the free-access PCs at the Libraries or the Learning Pod @ South Spine or virtual PC.

- You may use the Event Registration System (ERS) to set up online registration for your event.

Important Notes:

- Student Clubs must first apply for role-based account from iNTU>StudentLink to access the Event Calendar Admin Module. Existing role-based account can be granted access to use the Event Calendar Admin Module. Staff may apply via iNTU>StaffLink with approval from the supervisor. Please contact Service Desk (servicedesk@ntu.edu.sg) if you require assistance on account application or access right matters.

- The weekly e-newsletter Campus Buzz is mass mailed by the Student Affairs office (SAO) to all students on every Thursday. In order not to miss the deadline, all events promotion for the following week have to be posted to the Event Calendar latest by Wednesday of the current week.

- Campus Buzz seeks to inform students about the latest happenings, so please do not publish your events/activities for longer than 2 weeks.

- Student Clubs should only post events/activities of their own clubs. Advertisement for sponsors or publicity for any third party is NOT allowed.

- The Student Affairs office (SAO) (email: servicedesk@ntu.edu.sg) may help other organisations to post to NTU Event Calendar if the event is deemed appropriate and beneficial to NTU students.

- SAO reserves the right to edit or remove any postings that are deemed inappropriate.
2. Creating an Event or a Campus Buzz Article

- To create a new posting, log on Windows using the **authorised username and password**, then access the **Event Calendar Admin Module** (http://pluto:8086/admin/publish/newspublishing.aspx?SiteID=26) and click the ‘Create’ button (refer Figure 1).

![Figure 1](image1.png)

- Next you will see the window below (refer Figure 2). Fill in the following fields:

![Figure 2](image2.png)
**Important Note:** Do not use special characters e.g. % # “ or double hyphens for Page Title and URL, otherwise your event may not be published properly in NTU Event Calendar

- **(2.A) ‘Title’ (Mandatory):** File name of the event page that you will create in the system.
- **(2.B) ‘Description’ (Optional):** Description of the event page that you are creating.
- **(2.C) ‘URL Name’ (Mandatory):** System will default to same value as ‘Title’ (field 2.A).
- **(2.D) ‘Template Name’ (Mandatory):** Only one available value which is defaulted to ‘(NTU News Article Detail) NTU NewsHub/NewsArticleDetail.aspx’.

- Click ‘Create’ button
- Next, you will see the Event creation page with the following fields (refer Figure 3):
- (3.A) ‘Article Title’ (Mandatory): Title of the event to be displayed in summary listing and article details page. Note: Do not use special characters e.g. % # “ or double hyphens.

- (3.B) ‘News Category’ (Mandatory): Tick where you want your event to be published: “Event Calendar” and/or “Campus Buzz”.

- (3.C) ‘Hide’ (Do not change): Leave the default value as ‘No’.

- (3.D) ‘Publish Date/Time’ (Mandatory): If event’s News Category (field 3.B) is ‘Campus Buzz’ and its Publish Date and Event End Date (field 5.C) period falls within the publishing date range of the Campus Buzz current issue, this event will be included into the eNewsletter. In the following example, Event A will be published in Campus Buzz eNewsletter published for the period 1 Jan 2011 to 7 Jan 2011. Event B will also be included as “Upcoming Events” since its Published Date (31 Jan 2011) falls within the one-month period from 1 Jan 2011.

<table>
<thead>
<tr>
<th>Event A</th>
</tr>
</thead>
<tbody>
<tr>
<td>--------------------------</td>
</tr>
<tr>
<td>Event B</td>
</tr>
<tr>
<td>--------------------------</td>
</tr>
</tbody>
</table>

Campus Buzz Enewsletter start date: 1 Jan 2011
Campus Buzz Enewsletter end date: 7 Jan 2011

Campus Buzz Event A Publish Date/Time: 31 Dec 2010
Campus Buzz Event A Event End Date/Time: 5 Jan 2011

Campus Buzz Event B Publish Date/Time: 31 Jan 2011
Campus Buzz Event B Event End Date/Time: 2 Feb 2011

<table>
<thead>
<tr>
<th>Event A</th>
</tr>
</thead>
<tbody>
<tr>
<td>--------------------------</td>
</tr>
<tr>
<td>Event B</td>
</tr>
<tr>
<td>--------------------------</td>
</tr>
</tbody>
</table>

Campus Buzz Enewsletter publishing date range

1 Jan 2011          7 Jan 2011

- (3.E) ‘Expiry Date/Time’ (Mandatory): the event will be automatically archived after the Expiry Date/Time.

- (3.F) ‘Thumbnail’: Insert Image that will be displayed as thumbnail in event listing. Click on ‘Click here to add new content’ (refer to section 6.4 for details on how to insert image). Note: maximum width = 82 Pixels for Event Calendar, maximum width = 230 Pixels for Campus Buzz. If publishing in both Event Calendar and Campus Buzz, only 1 thumbnail image with max width = 230 Pixels needs to be uploaded. Image bigger than this limit will appear distorted.

Refer Figure 4 for other Event Article properties fields:
- **(4.A) ‘Summary’ (Optional):** Text summary of the event to be displayed in NTU Event Calendar.

- **(4.B) ‘Description’ (Optional):** Details of the event that you are creating. You may click on ‘Click here to add new content’ and the Edit Menu Bar will appear as below:

You may click on the ‘INSERT’ tab (as shown below) to insert table, hyperlink, picture or document. See section 6.4 for details on how to upload image. See section 6.5 for details on how to upload document.

- **(4.C) ‘Attachment’ (Optional):** You may create groups of hyperlinks (see section 6.6 for details).

Refer Figure 5 for remaining Event Article properties fields:
- (5.A) ‘Event Category’ (Mandatory): Select from the drop down list the category you would like your event to be classified under.
- (5.B) ‘Event Start Date/Time’ (Mandatory): Start date/time of the event.
- (5.C) ‘Event End Date/Time’ (Mandatory): End date/time of the event.
- (5.E) ‘Event Contact Information’ (Mandatory): Contact information for the event (e.g. contact person, email address, website URL).
- (5.F) ‘Meta-Keywords’ (Optional): Words matching when users search for articles in the Internet.
- (5.G) ‘Meta-Description’ (Optional): Description matching when users search for articles in the Internet.
- (5.I) ‘On Campus Icon’ (Optional): If your event is held ‘on campus’, click this to highlight it in the Campus Buzz. See section 5 for details.

The following check boxes may be ticked as your target audience:

a. Public
b. Staff
c. Student
d. Alumni
3. Publishing an Event or a Campus Buzz Article

- After all the necessary values have been entered, click on ‘SAVE’ icon at the top-right corner (alternatively if the Edit Menu Bar is displayed, click on the ‘PAGE’ tab and then click on ‘Save’ to save your event information.

- You will see the following displayed on top of the page:

  ![Checked out to you](image)

  Checked out to you Only you can see your recent changes. Check it in.

- Click on the ‘PUBLISH’ Tab, and then click on ‘Publish’ option.

  ![Publish](image)

  A pop-up window will be displayed. Click on the ‘Continue’ button to publish your event.

- If you have chosen to publish your event in NTU Event Calendar, please refer to section 6.2 to check that your event appears correctly under the correct date(s) and category.

  If you need to modify or update any details of the posted event, or delete the event, please refer to section 6.1.
4. Allowing User Registration for an Event (Optional)

If your event does not require registration, skip this entire section.

- You may use the Event Registration System (ERS) to set up online registration for your event.

  - Proceed to complete and confirm the creation of registration form in Event Registration System. Upon completion, the window is refreshed with the URL for event registration as shown below.

  - Copy the URL for your event registration and paste into the Description placeholder of your event.
When users click on the ‘Register Here’ link, they will be directed to the Events Registration System to register for the event using the form created in previous steps, as shown below:
5. Display “On Campus” Icon for an Event (Optional)

- In page edit mode (Figure 5), the default value for ‘On Campus Icon’ is ‘Unchecked.’

This option is applicable only to event published in Campus Buzz. If the ‘On Campus Icon’ is checked, the “On Campus” Icon will be displayed beside your event title in Campus Buzz eNewsletter as shown below. This will draw attention to your event that is held within NTU campus.
6. Quick Tips

6.1 Search for a Created Event to Modify Details or Delete the Event

- To edit or delete your posted event, log on Windows using the **authorised username and password**, then access the Event Calendar Admin Module (http://pluto:8086/admin/publish/newspublishing.aspx?SiteID=26)

- Select the correct category and click the ‘Search’ button as shown below:

![Search button](image)

- A list of events will be displayed as shown below:
From the list, look for your event and click on it.

Your event page will be displayed. Click on the ⚙ icon at the top right corner and select ‘Edit page’.

If you are updating or modifying details of your event, remember to ‘Publish’ your event when done, as mentioned in section 3.

If you are deleting your event, click on the Page tab and click on ‘Delete Page’ as shown below, then click ‘OK’ to confirm the deletion. Note: Deleted event cannot be recovered.
6.2 View a Published Event in NTU Event Calendar

- Go to the NTU Event Calendar public site http://www.ntu.edu.sg/events/Pages/default.aspx
- Select a date from the calendar on the left menu, the published events for that day will be displayed.
- Click on the right arrow at the bottom-right to view more events (if any).
6.3 Search for a Published Event in NTU Event Calendar

- There are 2 types of searches available from the NTU Event Calendar:
  a. Basic Search – Key in any words that you may want to search for in the text box and then click ‘Search’. List of relevant events and campus buzz articles will be listed.

![Search Events Form]

b. Advanced Search – Click on Advanced and you will be prompted to enter the search criteria as follow:
   - ‘Keywords’: Phrase that you are searching for
   - ‘Source’: Source sites from which the event/article is published as shown below:
   - ‘Category’: Category in which the event/article is published in Event Calendar as shown below:
   - ‘From’ and ‘To’: Event active date period. You may select the day, month and year in the ‘From’ and ‘To’ drop-down lists.

![Advanced Search Form]
6.4 Upload and Insert Images

- You may insert images in fields like ‘Thumbnail’ or ‘Description’. Click on ‘Click here to add new content’.

  Thumbnail (80x80 pixels)(max width=82 pixels for event calendar)

  OR

  Description

  Click here to add new content

Note: Thumbnail image: maximum width = 82 Pixels for posting in Event Calendar, maximum width = 230 Pixels for posting in Campus Buzz. If publishing in both Event Calendar and Campus Buzz, only 1 thumbnail image with max width = 230 Pixels needs to be uploaded. Image bigger than this limit will appear distorted.

- The Edit Menu Bar will appear. Click on the ‘INSERT’ Tab. Click on ‘Picture’ option dropdown and select ‘From Computer’.

  A pop-up window will appear at the top of the page. Click on ‘Browse’ to look for the image you want to upload. Click ‘Open’, then click ‘OK’.

  The pop-up window below will appear. Select the Content Type ‘Image’. Optionally you may change the Name and enter a Title for your image. Click on ‘Save’
You will return to the Edit page of your event. The image will be inserted in the placeholder.
6.5 Upload and Attach Documents

- In the ‘Description’ field, click on ‘Click here to add new content’.

- The Edit Menu Bar will appear as below. Click on the ‘INSERT’ tab. Click on ‘Upload File’ option.

- A pop-up window will appear. Click on ‘Browse’ to look for the file you want to upload. Click ‘Open’, then click ‘OK’.

- The selected file will be uploaded and inserted in the placeholder.
6.6 Grouping of Links

If you have many links, you may create groups to organise the links under logical groupings by clicking on ‘New Group’. New links created can thereafter be organised under the different grouping headers created.

- In the ‘Attachment’ field, click ‘New Group’ and key in the ‘Group Header Name’, e.g. ‘Test Group’

- Click ‘OK’ and page refreshes as displayed below.

- To create the links under this Group, click ‘New Link’.

- In the dialog window below, select ‘Create a link to an item’ or ‘Create a link to a person’ from NTU directory. Enter a link Title and link URL. Select ‘Test Group’ from the ‘Group’ drop-down list and click ‘Ok’.
Page refreshes with the link created under the group ‘Test Group’. Repeat the above steps for all the links to be created under the same Group.