

Creating an event in Localist:

Go to <http://events.depaul.edu/> and log in with your Campus Connect username and password by clicking on **Login** and selecting **Login with Campus Connect**.

Click on **Submit an Event** on the right side of the page above the calendar.

Give the event a name and a short description. Enter the date and start and end times and the location with room and/or address. If the event has a website or Facebook page you can add that in as well or skip it if it does not. You may also add an image if you would like.

Choose an event type and be sure to select the correct department or school/college (Localist uses the word department for the category whether it is a department or college or office, etc) – for college-wide events select the first item that is the school/college/department name heading, otherwise choose the specific department or sub-department from the list.

Click **Add Event**.

You'll see the event information listed now. Go to **Edit Event** in the bottom right corner and feel free to add any keywords. Uncheck allow reviews and make sure the visibility is set to visible.

Adding the Localist events listing to a page:

Prepare the page you want the listings to be on by editing the page and clicking in the area and then the ribbon will appear. Go to the **Insert** tab and click on **Web Part** and select the **Localist Web Part** and click **Add**.

In another window or tab, go to <http://depaul.localist.com/help/widget>.

The Widget Type will default to List and Community to All. You may leave these as-is, however, if you would like a mini calendar to display, you can change it in the dropdown for Widget Type.

Enter the Number of Results you would like displayed at a time (usually 3-5 for sidebars, 4-8 for the main content area) and the number of Days Ahead it should display (300 is good, to ensure there will always be events listed).

Type in any keywords you regularly use for the events. You may check Include All Matching Instances if you would like. Make sure you include any Department/School/College list items that you create events for, for example if you want Psychology events, but also all CSH college-wide events you would select both College of Science and Health and Psychology. If you want to exclude any content feel free to do so, but it is not necessary. Feel free to check Hide Events Images if you

do not usually add images to your events. You can also check Open Links In New Window.

Click **Preview Widget**.

Copy the URL of the preview and go back to the page where you put the Localist Web Part. Paste the URL into the space where it says **Enter URL** and click **Save**.

Save & Close and **Check In** the page in the ribbon.