MIT Events Calendar Landing Page

MIT Events Calendar Landing Page

On this page:

Access the Events Calendar
Overview
How to Use
  Using the Events Calendar
  Managing Events & Group Pages
  For Administrators
FAQs
Have Questions or Still Need Help?

Access the Events Calendar

• http://calendar.mit.edu/

Overview

MIT has partnered with Localist, a leader in interactive calendar software to create an upgraded events calendar. The calendar has many great features for both an event creator and those looking to attend events.

• An enhanced and mobile-responsive user interface.
• MIT community members can create a profile page, which allows you to set notifications and email reminders.
• Search for events with filters by interest, audience or school.
• Event creators will be able to include a photo and/or video for their events to attract attendees.
• The ability to see who is interested in your event or your group.
• Share events directly from the calendar through social media.
• Fully responsive design functions on a wide range of platforms including mobile devices.

For an overview of the new MIT Events Calendar, see our video:

Who can Login to the MIT Events Calendar?
Faculty, staff, students, affiliates and non-MIT users can access the Events Calendar. MIT users can login through Touchstone Authentication, using their social media accounts such as Facebook and Twitter (once connected in their profile). Non-MIT users can also access the calendar through their social media accounts.

How to Use
Using the Events Calendar

Events

- Find an Event
- I'm Interested, Ordering Tickets and Inviting Friends
- Localist's Social Sharing and AddThis

Your User Profile

- Profile Settings Overview
- Connect to Social Media
- Notification & Privacy Settings

Group and DLC Pages

- Finding and Following

Managing Events & Group Pages

Authorized officers from a group or department can post events. Contact the MIT Events Calendar team at calendar@mit.edu to request access.

Event Management

- Add an event
- Add a recurring event
- Edit, Copy or Delete an event
- Share an event
- Event Keywords and Tags
- Event Visibility (viewing permissions)

Event Promotion

- Featured Events
- Localist's EventScore (Trending)
- Sponsored Events

Event Interest, Ticketing and Metrics

- Eventbrite Integration
- EventReach Metrics
- Platform and Per-Event Metrics

Managing Groups and DLCs (Departments, Labs and Centers)

- Register a Student Group, Organization or DLC
- Group & Department Officer Role
- Editing Group or DLC Information

For Administrators

- Calendar Feeds and Embedding
- Importing Events
- How to export events from the legacy calendar and import them into the new calendar
- Accessing the old (legacy) events calendar on events.mit.edu

FAQs

- What does "I'm interested" mean? Is it an RSVP? Am I guaranteed admission?
- Who can create and post an event?
- What to do if my group or DLC is inactive or disbands?
- Is there a cost to posting an event in the MIT Events Calendar?
- Do events in the MIT Events Calendar appear in The Tech?
- Can I post an event that will not take place on campus?
- What type of events are advertised in the MIT Events Calendar?
- How can I submit suggestions for additions and changes to the MIT Events Calendar?
- How can I delete my profile picture from the MIT Events calendar?
Have Questions or Still Need Help?

- Contact the MIT Events Calendar Team at calendar@mit.edu
- Localist's Frequently Asked Questions and Support Documentation

Additional escalation information for Help Staff can be found here:[hd:MIT Events Calendar Recon Page]