

Creating events in



Students, Staff, Faculty, and Community

Logging in to Localist

1) From the main SOU webpage click on the “Events” button

OR

2) Go to events.sou.edu

3) Click on “Login”

LOGIN TO SOUTHERN OREGON UNIVERSITY

Login to interact with events, personalize your calendar, and get recommendations.

[Forgot Password?](#)[Sign Up](#)[Login](#)[Login with School ID](#)[Login with Facebook](#)

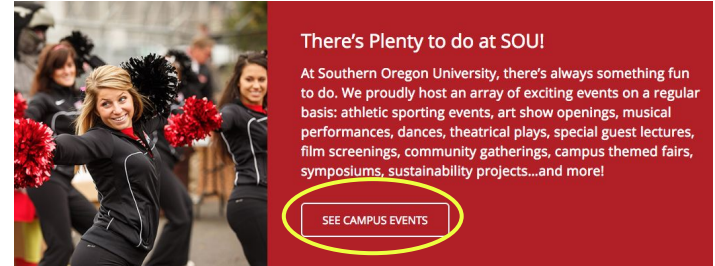
SOU Login Services

To protect your personal information be sure to logout and close your browser when you're finished.

Username

Password

[Forgot your password?](#)

[Login](#)[SIGN UP](#)[LOG IN](#)

EVENTS



SOU Preview Weekend

Preview Weekend will introduce you to the many reasons Southern Oregon University is such a special place. Tour campus and the residence halls, meet with...

0 3/8

1 2 3

Login Methods

- Login with School ID: When you login, a user account will be created in Localist.
- Email: You can use a personal email to register as a user.
- Facebook: You can link your Facebook account to automatically create your profile.

Permissions

You will need to have an account established before you can be given advanced permissions to create or edit events without pending approval.

SOU Marketing will determine which permission level you should have.

Platform Admin: Overall administrator of the platform.

- Calendar settings
- Appearance and branding
- User accounts
- Newsletters
- Homepage tabs
- Filters
- Custom fields

Event Admin: General content moderator on Localist.

- Edit and approve events
- Featured sections
- Tags, keywords, and visibility
- Place landing pages

Group Admin: Overall administrator of groups on the platform.

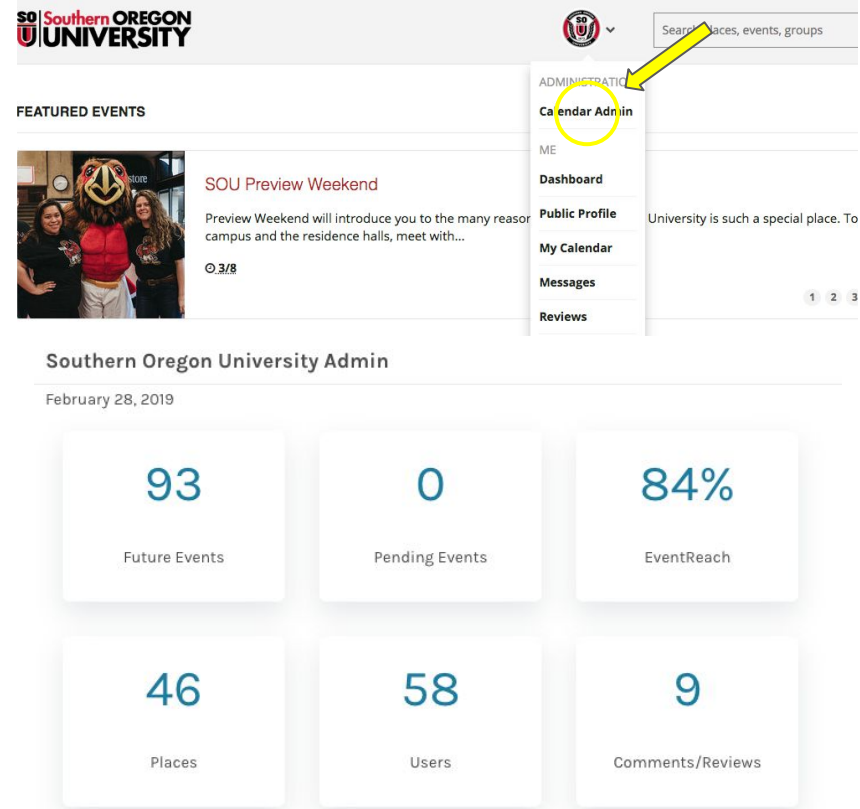
- Can create, modify, and approve groups

The backend of Localist

Once an account has been created and you are logged in with your SOU ID, you access the backend of Localist via the “Admin” dropdown menu. If you don’t see this tab, you aren’t logged in.

Your “dashboard” may include the following:

- a. Settings
- b. Events
- c. Places
- d. Users
- e. Groups
- f. Content
- g. Metrics
- h. Future events
- i. Pending events
- j. Average event reach
- k. Number of places
- l. Number of users
- m. Comments & Reviews
- n. Localist Resources
- o. Localist Support



SOU Southern OREGON UNIVERSITY

Search places, events, groups

ADMINISTRATIVE

Calendar Admin

ME

Dashboard

Public Profile

My Calendar

Messages

Reviews

FEATURED EVENTS

SOU Preview Weekend

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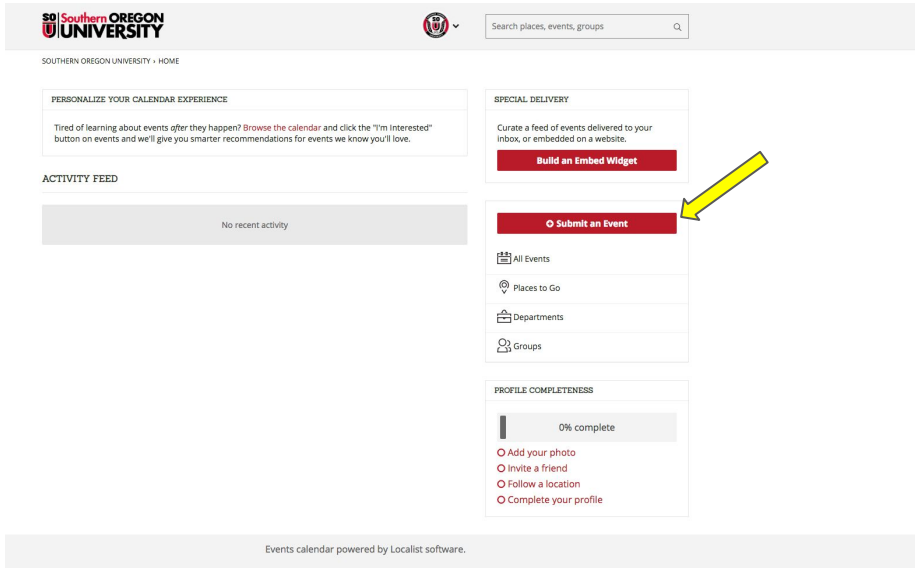
Southern Oregon University Admin

February 28, 2019

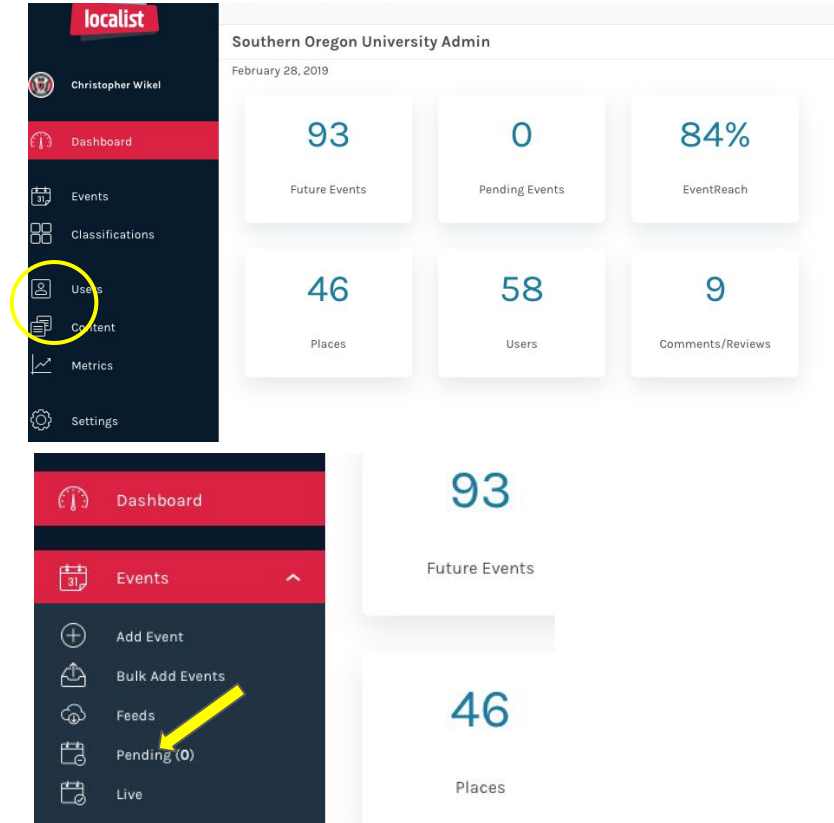
93	0	84%
Future Events	Pending Events	EventReach
46	58	9
Places	Users	Comments/Reviews

Creating an event

1. You can create your own event in Localist by following these steps:
 - a. Log in to Localist
 - b. Go to your dashboard
 - c. Click on the “Events” tab
 - d. Click on “Add Event”



Advanced user dashboard



Standard user dashboard

Add Event: Name, Description, & Schedule

Name: (NOTE: all text in light grey is just example text)

This is displayed as the event's name in the main listing and on corresponding details pages. After you have entered the event's name, Localist may display a future duplicates warning below the field. This will detail possible matching events in the past or future. It's a substring match, so if three characters in a row match anywhere in the title of an event in the system, a warning will pop up.

Description: No character limit. Editing tools are only available to Admins.

Schedule

- Start Date:** There are several ways to enter a date: Oct 3, October 3, 10/3, "Next Friday," "Tomorrow" 10/3/19, etc. As you type, the date below the field will update accordingly.
- Start/End Time:** Use "6pm," etc. Events do not require these times, but if there is an end time, there should be a start time.
- Repeating:** By default, events are one-time occurrences. You can also set an event to recur daily, weekly, or monthly. See the Recurring Events for more information.

ADD AN EVENT

Create a new event on the calendar.

Event Details Event Details Tickets & Registration

Name REQUIRED

Description

Schedule

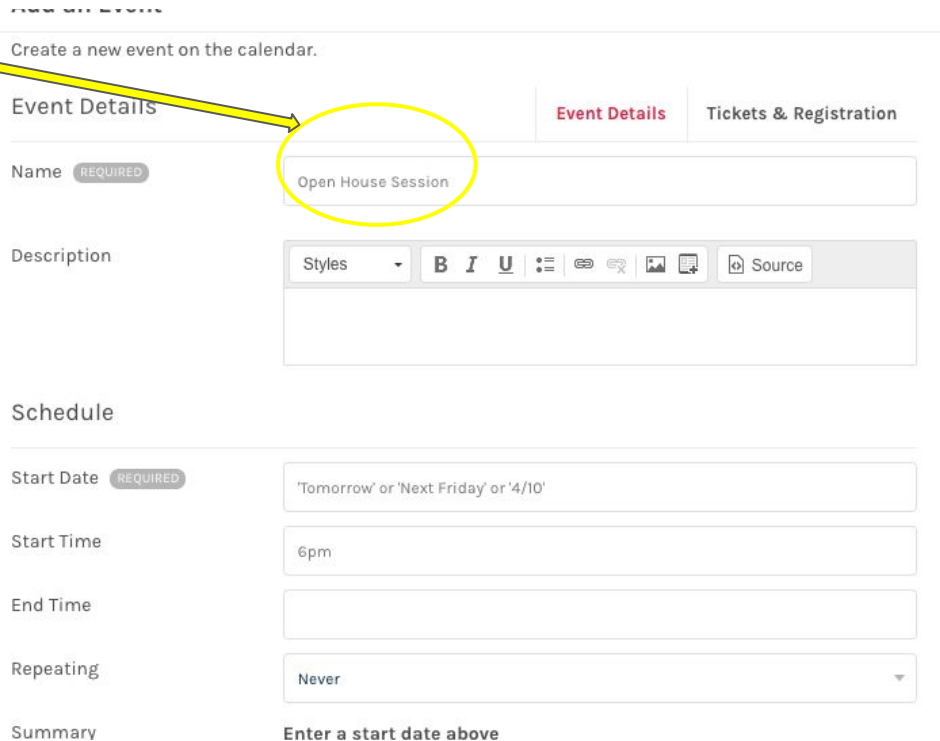
Start Date REQUIRED

Start Time

End Time

Repeating

Summary **Enter a start date above**



Add Event: Location

Location (NOTE: all text in light grey is just example text)

- a. **Event place:** Use to add naming conventions
- b. **Room:** Use to add naming conventions
- c. **Photo:** Hover over the gray square and an button will appear. pulls a photo from your computer, while opens a small window with previously uploaded photos (this pool is not searchable).
 - i. **Upload**
 - ii. **Choose from Photos**
 - iii. **Default (Griffin)**

Note: Many of the buildings and locations on campus are already in the database, and will suggest the location as you enter it!

Location

Event Place

Room

Photo

Drop  here or

Upload

Choose from Photo Library

Add Event: Filters

Filters: Select all that apply in each category.

- a. Event Type
- b. Athletics Classifications
- c. Target Audience
- d. Groups (if organizers are not university departments/programs)
- e. Departments (if organizers are university departments/programs)

Event Type

Athletics & Sport

Target Audience

Groups

Departments

Add Event: Filters

Event Type



- Arts & Culture
- Exhibitions
- Health & Wellness
- Lectures & Presentations
- Meetings & Conferences
- Student Activities & Traditions
- Volunteering & Fundraising

Athletics & Sport

Target Audience

Groups

Departments

Add Event: Filters

Classifications ?

Event Type

Athletics & Sport



Target Audience

Groups

Departments

- ✓
- Men's Sports
 - Basketball (M)
 - Cross Country (M)
 - Football
 - Soccer (M)
 - Track & Field (M)
 - Wrestling (M)
- Women's Sports
 - Basketball (W)
 - Cross Country (W)
 - Soccer (W)
 - Softball
 - Track & Field (W)
 - Volleyball
 - Wrestling (W)

Add Event: Filters

Classifications 

Event Type

Athletics & Sport

Target Audience



- Alumni
- Community
- Faculty/Staff
- Prospective Students
- Students

Groups

Departments

Add Event: Filters

This screenshot shows the 'Add Event' page on the Southern Oregon University website. The left sidebar contains navigation options: localist, Christopher Wikel, Dashboard, Events (selected), Add Event, Bulk Add Events, Feeds, Pending (0), Live, Classifications, Users, Content, Metrics, and Settings. The main content area is divided into sections: Southern Oregon University, Classifications (with a dropdown arrow), Event Type, Athletics & Sport, Target Audience, Groups (with a yellow arrow pointing to the right), Departments, Additional Details, Keywords, Tags, and Hashtag. A list of clubs is displayed on the right, with 'Native American Student Union' highlighted in blue. Other clubs include French Club, Fringe Club, Game Developer Club, German Club, Greek Life Interest Group, Hospitality and Tourism Club, Ho'opa'a Hawaii'i Club, INNOVATE SOU, Inter-Club Council (ICC), International Studies Club, Latino Student Union, Learning Commons, Lighting Technologies Club, Magic the Gathering Club, Medieval Arts Club, Meditation and Yoga Club, Men's Lacrosse Club, Men's Rowing, Mens' Rugby Club, Music Appreciation Club, OLLI at SOU, Oregon Indian Education Association, OSPiRG, Percussion club, Performing Arts Club, Philosophy Club, Psychology Club, Raider Challenge Club, Raider D&D, Raider Talent Association, Residence Hall Association (RHA), REVIVE, Rotaract, Sign Club, Songwriter/Composer Collective, SOU Bee Team Club, SOU Civic Engagement Program, SOU College Democrats, SOU Crossfit, SOU Dance Club, SOU Dance Team, SOU Film Club, SOU Food Pantry, SOU Honors College, SOU Jazz Collective, SOU Raiderettes, SOU Women's Rowing, Southern Oregon College Republicans, Southern Oregon University Paranormal, Southern Oregon University Women's Rugby, Spanish Club, Sustainability at Southern Oregon University, The Farm at SOU, The National Society for Collegiate Scholars, The Southern Oregon University Education Club, The Story-SOU Campus, Ultimate Frisbee Outdoors Club, United Nations Alliance at SOU, Video Gamer's Coalition, and Women's Club Lacrosse.

This screenshot shows the 'Add Event' page on the Southern Oregon University website, identical to the first screenshot. The left sidebar contains navigation options: localist, Christopher Wikel, Dashboard, Events (selected), Add Event, Bulk Add Events, Feeds, Pending (0), Live, Classifications, Users, Content, Metrics, and Settings. The main content area is divided into sections: Southern Oregon University, Classifications (with a dropdown arrow), Event Type, Athletics & Sport, Target Audience, Groups, Departments, Additional Details, Keywords, Tags, and Hashtag. A list of clubs is displayed on the right, with 'Native American Student Union' highlighted in blue. Other clubs include French Club, Fringe Club, Game Developer Club, German Club, Greek Life Interest Group, Hospitality and Tourism Club, Ho'opa'a Hawaii'i Club, INNOVATE SOU, Inter-Club Council (ICC), International Studies Club, Latino Student Union, Learning Commons, Lighting Technologies Club, Magic the Gathering Club, Medieval Arts Club, Meditation and Yoga Club, Men's Lacrosse Club, Men's Rowing, Mens' Rugby Club, Music Appreciation Club, OLLI at SOU, Oregon Indian Education Association, OSPiRG, Percussion club, Performing Arts Club, Philosophy Club, Psychology Club, Raider Challenge Club, Raider D&D, Raider Talent Association, Residence Hall Association (RHA), REVIVE, Rotaract, Sign Club, Songwriter/Composer Collective, SOU Bee Team Club, SOU Civic Engagement Program, SOU College Democrats, SOU Crossfit, SOU Dance Club, SOU Dance Team, SOU Film Club, SOU Food Pantry, SOU Honors College, SOU Jazz Collective, SOU Raiderettes, SOU Women's Rowing, Southern Oregon College Republicans, Southern Oregon University Paranormal, Southern Oregon University Women's Rugby, Spanish Club, Sustainability at Southern Oregon University, The Farm at SOU, The National Society for Collegiate Scholars, The Southern Oregon University Education Club, The Story-SOU Campus, Ultimate Frisbee Outdoors Club, United Nations Alliance at SOU, Video Gamer's Coalition, and Women's Club Lacrosse.

Add Event: Filters

CLASSIFICATIONS 

Event Type 


Athletics & Sport 

Target Audience

Groups

Departments 

Additional Details

Keywords 

Tags 

Hashtag 

- Department of Social Sciences
- ECOS - Ecology and Sustainability Resource Center
- Environmental Science
- Health Promotion Office
- Multicultural Resource Center
- NAS Queer Indigenous Studies
- Native American Studies
- Office of Admissions
- Office of Career Connections
- Office of International Programs
- Office of the President
- Oregon Center for the Arts
- Oregon Center for the Visual Arts
- Queer Resource Center at SOU
- Schneider Museum of Art
- Sociology & Anthropology Program SOAN
- SOU Athletics
- SOU Biology Program
- SOU Center for the Humanities
- SOU Chemistry Program
- SOU Diversity and Inclusion
- SOU Hannon Library
- SOU Multicultural Resource Center
- SOU Music Program
- SOU Outdoor Program
- SOU Psychology Program
- Southern Oregon Arts and Research
- Southern Oregon University
- STEM Division
- Student Life - EPIC
- USEM Department
- Veterans Resource Office
- Women's Resource Center at SOU

Event Website

Add Event: Ticketing

Ticketing

- a. **Ticket cost:** Enter the price as a number with accompanying text, such as "\$50 at the door." If the event is free then leave this field blank or enter "free."
- b. **Ticket URL:** This can be any URL. If a price is entered for ticket cost, Localist displays a button, but if there is not cost or the event is "Free" Localist displays a button. Both buttons lead the event viewer to website designated by this URL.

Note: Options vary based on user permissions level

TICKETING

Ticket Cost ?

\$40 advance, \$50 door



Ticket Link

<http://ticketmaster.com/openhouse>

Add Event: Additional Details

Additional details

- Keywords:** This field aids SEO and adds hidden tags for widget. These are not displayed publicly.
- Tags:** Displayed publicly, tags are used to group similar events that don't warrant a designated filter, such as "Homecoming."
- Twitter Hashtag:** When entered, Localist monitors mentions of the hashtag on Twitter, adding to the trending algorithm. Do not include “#” as it will automatically be added. Only one hashtag can be used.
- Event Website:** This can be any website.
- Facebook Event Page:** Linking to a FB event page will allow Localist to automatically pull in and display FB. RSVPs on the Localist event details page.
- Vanity URL:** This will give your event a custom URL. This is something we typically do not use.
- Owner:** An owner will be assigned.

Additional Details

Keywords ?

Tags ?

Hashtag ?

Event Website

Vanity URL ?

Owner

Note: Options vary based on user permissions level

Add Event: Settings

Settings

- Sponsored:** This flag forces an event to appear in the trending list on your calendar homepage. It will apply different styling so the event stands out.
- Allow User Interest:** If checked, Localist will allow the user to select “I’m going.”
- Featured:** If selected, this event will show on the scrolling header.
- Sponsored:** If selected, this event will automatically be marked as trending.

Note: Options vary based on user permissions level

User Engagement

Allow User Activity 

Allow User Interest 

Hide Attendees 

Visibility

Exclude from Trending

Visibility 

Promotion

Sponsored 

Featured

Add Event: Visibility

Visibility

- a. Visibility
 - i. Public (visible to everyone, including members of the world wide web)
 - ii. Unlisted (unpublished/working draft)
 - iii. Restricted (behind the firewall. Must be logged into Localist with Kerberos ID)

- b. Exclude from Trending: Checking this flag will prevent an event from appearing in the trending list.

SAVE

- b. YOU MUST SAVE YOUR WORK!!

Visibility

Exclude from Trending

Visibility ?

Public



Final steps

SAVE

- a. YOU MUST SAVE YOUR WORK!!
 - i. There are two “Save Changes” buttons, one at the top of the page, and another at the bottom of the page.

Check your work

- b. Now that your event has been published to the Localist calendar, I recommend going into the calendar to check you work and see how it looks!

TICKETING

Ticket Cost ?

\$40 advance, \$50 door

Ticket Link

<http://ticketmaster.com/openhouse>

Please allow up to 5 business days to hear from our events team.

Cancel

Add Event

Check your work

Check your work

- Now that your event has been published to the Localist calendar, I recommend going into the calendar to check your work and see how it looks!

Need to make a change?

- Click on the “Admin Event Editor” to go back into your event and make edits.

SAVE YOUR WORK

- Once your edits have been made, make sure you SAVE your work.



SOU Preview Day

[Sign Up Here!](#)

Preview Days will introduce you to the many facets of campus life and to the people that make Southern Oregon University a special place.

You will tour campus and the residence halls, meet with faculty in your major, explore resources and facilities, and dine on campus. Guests are welcome! Reference our [campus map](#) for building locations.

SOU offers two paths to same-day admissions:

- **Become a Raider On The Spot**
Our Raider on the Spot option is an opportunity to receive a same-day admissions decision that happens exclusively at Preview Day. Students who submit an online application BEFORE Preview Day according to the Raider On The Spot guidelines can expect a decision in a matter of hours.
- **Application Workshop at Preview Day**
We will also host an Application Workshop in the library and make admissions decisions during the event.* If you would like to apply DURING the workshop and receive an admission decision at Preview bring your official transcript and test scores.**

📅 Friday, April 5

📍 Southern Oregon University
1250 Siskiyou Blvd, Ashland, OR 97520

EVENT TYPE	DEPARTMENT
Meetings & Conferences	Southern Oregon University
TARGET AUDIENCE	HASHTAG
Prospective Students, Community	#PreviewDay

➔
I'm Interested

👥
Invite Friends

GETTING HERE



EVENT OWNER

Edit Event

Copy Event