

FSB Event System

Quick Guide

Overview

The FSB Event System allows you to add your event to the Fuqua Event calendar. Any event that you wish to have publicized to the Fuqua community, or publicly on Fuqua's web site, should appear here. In addition, if your event requires any meeting space controlled by the Building Management Office (BMO), the event system prepares a Space Request to send to the BMO for your event. Space is not considered "reserved" for your event, until the BMO has approved your request and confirms the event within the FSB Event system.

How to add an event

To add an event to the system, log into FuquaWorld. From the FuquaWorld home page, select the "Add an Event" link, if available. (This link is available only to those groups that may add events to the system. If the link is not available, there will be a link to "Request Meeting Space". This prepares a space request, and does not create a listing on the event calendar – more on that later.)

The event admin pages consist of four pages. The following tables describe each page and the type of information you must enter.

Step One Page	
Item/Field	Text
Event Title	Enter a brief title for the event. This displays on the event calendar pages.
Event Type	Select a type from the list. These are used to filter events via the quick views on the calendar pages.
Description	Enter a brief description of the event, if desired. This may display on the event-listing page, if desired.
Notes	Optional notes about the event. Perhaps some special bullet items regarding the event participants. Displays on the event details page.
Start & End Date	You must enter a start date for an event. If you do not enter an end date, the system sets the end date to the start date. Please note: changing the event start and end dates does not change your room request dates . You must change the dates on the room request portion.
Start & End times	If desired, enter a starting and ending time for the event. You do not have to enter a time, but if you enter a start time, you <i>must</i> enter an end time. If you need space here at Fuqua for your event, you should enter the times in order to book the rooms. Please note: changing the event start and end times does not change your room request times . You must change these on the room request portion.
Event WebSite	If desired, you may enter a valid URL for an affiliated web site. (You do not need to enter the http://) Users will be able to follow a link to your site for additional information on the event or organization.
Show this event in FuquaWorld only	By default, all events appear on the calendar of events available in FuquaWorld only . If you want this event to be available on the public calendar on www.fuqua.duke.edu , clear this box. In addition, if an event is marked for Alumni or is an Alumni type

Step One Page	
Item/Field	Text
	event, and this box is checked, the event also appears in Alumni Link. If you want an alumni event to appear on the <i>public</i> web calendar, you must clear this box.

Step Two Page	
Item/Field	Text
Contact Name & Email	Enter the name and e-mail of the contact person for the event. By default, your name and e-mail are used, but you may change this information.
Main and Other Sponsor Organizations	Select your organization or club from the Main Sponsor list. This is the organization or club hosting or sponsoring the event. This is used in filtering the events on the calendar pages. If the event is co-hosted, select an additional sponsor from the Other Sponsor list.
Audience	Select one or more audiences for this event by checking the appropriate boxes. This answers the question: To whom is this event particularly directed? By default, all events are directed to <i>Everyone</i> – which implies all the other options, except Alumni. This effects what you see when you first go into the event calendar in FuquaWorld. The <i>All Daytime Students</i> and <i>All EMBA Students</i> check boxes imply the additional audiences listed under them, so you do not have to check those. The subordinate audience check boxes let you refine your selection to a subset of the related group. Remember to clear the <i>Everyone</i> check box, if this event is directed to a specific group only.
Post as an announcement on the FW main page	Check this box to have an announcement created in FuquaWorld. The announcement appears starting three days before the event and expires the day before the event starts. This keeps the FuquaWorld home page less cluttered. The announcement is displayed to the groups selected in the audience box. If you subsequently modify or cancel an event with a posting, the posting indicates you modified or canceled the event.

Step Three Page	
Item/Field	Text
Meeting Space option	Select “Yes” if you need a Fuqua space reservation request. This displays the room request selections and options. Select “No” if you do not need to reserve space at Fuqua.
Off Site Location	If you indicated that you do not need FSB space, enter the location at which your event takes place in this field. For example, Chicago, Ball Field, etc., if desired. This field is only available for events w/o FSB space.
Room Request	If you indicated that you need space at FSB, this section allows you to select rooms and times to create a space request. Confirm the Start and End Dates and times . Select your first room choice from the list. You should also select an alternate room, in case your first choice is unavailable. The list groups the rooms by building and shows the maximum number of people the space can hold. The key below the list box, explains the scheme. The link “Jump to the Space Reservation System” displays the BMO’s space reservation system. From this, you may review room availability and other details about a room. Please note that BMO’ space system is the only

Step Three Page

Item/Field	Text												
	<p>authoritative source for room availability, not the Fuqua Event system. Use the browser's back button to return to your request.</p> <p>If you need to <i>request multiple rooms</i> for your event, click the "Add Room Request" button to create another line of selection boxes. Make your selections as appropriate. Continue adding rooms until your request is complete. NOTE: This is only a <i>request</i> for space. The BMO schedules space at Fuqua based on your request. Once they have scheduled your event, you will receive a confirmation of your request. In addition, the event calendar displays the rooms scheduled for your event. Until the BMO confirms your rooms, the location says "TBD". Note that Team Rooms are not generally reservable. If you change the event date or times, you must re-request the rooms.</p>												
Event Details	<p>Check the appropriate boxes for your event. If you are student, you must indicate student run events; the system sends e-mail to student services. If you require AV support, indicate so on the form; the system sends e-mail to the AV department with the details of your event. If you require Food & Beverage, indicate so on the form; the system sends email to the R. David Thomas Center with the details of your event. The table below describes the other event detail options.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Option</th> <th style="text-align: center;">What it means</th> </tr> </thead> <tbody> <tr> <td>Housekeeping</td> <td>Check this item if your event requires cleanup. Please note that you are charged for any overtime that employees work. . Contact the BMO for details of any additional charges.</td> </tr> <tr> <td>Signage</td> <td>Consider requesting signs for your event if you expect many non-Fuqua attendees. The BMO provides signs. After receiving room confirmation, please contact the BMO about your signage needs.</td> </tr> <tr> <td>Room Set Up</td> <td>Check this item if the event does not fit the current room set-up style and please be sure to indicate your desired room arrangement in the <i>Special Instructions</i> box. Please remember that some rooms do not have flexible set-up options.</td> </tr> <tr> <td>Parking</td> <td>Check this item if you would like to arrange parking for your speaker(s). Please work with the BMO to arrange this and to clarify all other parking arrangements.</td> </tr> <tr> <td>Table Set Up</td> <td>Check this item if your event requires tables to be set up and/or arranged. If you request more tables than are available at Fuqua, you may order additional tables at a charge. If you would like tablecloths or table skirts, please indicate this in the <i>Special Instructions</i> box. Contact the BMO for details of any additional charges for tables, tablecloths, or table skirts.</td> </tr> </tbody> </table>	Option	What it means	Housekeeping	Check this item if your event requires cleanup. Please note that you are charged for any overtime that employees work. . Contact the BMO for details of any additional charges.	Signage	Consider requesting signs for your event if you expect many non-Fuqua attendees. The BMO provides signs. After receiving room confirmation, please contact the BMO about your signage needs.	Room Set Up	Check this item if the event does not fit the current room set-up style and please be sure to indicate your desired room arrangement in the <i>Special Instructions</i> box. Please remember that some rooms do not have flexible set-up options.	Parking	Check this item if you would like to arrange parking for your speaker(s). Please work with the BMO to arrange this and to clarify all other parking arrangements.	Table Set Up	Check this item if your event requires tables to be set up and/or arranged. If you request more tables than are available at Fuqua, you may order additional tables at a charge. If you would like tablecloths or table skirts, please indicate this in the <i>Special Instructions</i> box. Contact the BMO for details of any additional charges for tables, tablecloths, or table skirts.
Option	What it means												
Housekeeping	Check this item if your event requires cleanup. Please note that you are charged for any overtime that employees work. . Contact the BMO for details of any additional charges.												
Signage	Consider requesting signs for your event if you expect many non-Fuqua attendees. The BMO provides signs. After receiving room confirmation, please contact the BMO about your signage needs.												
Room Set Up	Check this item if the event does not fit the current room set-up style and please be sure to indicate your desired room arrangement in the <i>Special Instructions</i> box. Please remember that some rooms do not have flexible set-up options.												
Parking	Check this item if you would like to arrange parking for your speaker(s). Please work with the BMO to arrange this and to clarify all other parking arrangements.												
Table Set Up	Check this item if your event requires tables to be set up and/or arranged. If you request more tables than are available at Fuqua, you may order additional tables at a charge. If you would like tablecloths or table skirts, please indicate this in the <i>Special Instructions</i> box. Contact the BMO for details of any additional charges for tables, tablecloths, or table skirts.												
Special Instructions	Enter any additional special instructions for the BMO email.												
Number of participants	Enter the number of expected participants, if known. This is especially important for reserving FSB space. The BMO looks at this when determining your space needs.												

Step Four Page

This page displays your selections. If everything looks correct, click the “Submit My Event to the Calendar” button. If you want to make changes before submitting, you may either use the browser back buttons or click the “I Want to make corrections to this page” link to go to step 1.

What happens when you submit your event

Once you click the “Submit My Event to the Calendar” button, the system adds your event to the Fuqua Calendar database. If you indicated that you require space at Fuqua, the location of your event shows “TBD” until the BMO has confirmed your space request. Once confirmed, the detail page of your event lists your rooms.

A page appears informing you of the successful addition of your event. At the bottom of the page are links to add new events. Click “Add another New Event similar to this one” to create a new event based on the one you just entered. The admin page appears with the information already filled in based on the event you just entered. Make any changes and proceed as before. Click “Add another New Event” to create a new event. In this case, the admin form is reset to all blanks – you must re-enter all pertinent information and proceed as before.

Important: The Fuqua Event system and the BMO’s space reservations system are not directly connected. Rather, the Fuqua Event system is dependent on the BMO confirming your space request. As such, the locations listed here are assumed accurate but are not authoritative. The only authoritative source for space usage at Fuqua is the BMO’s space system available while you are entering the space request portion of your event or at space.fuqua.duke.edu.

Changing an event

If you need to make changes to your event, click the “Edit an Event” link on the FuquaWorld home page. You may only edit events that you have entered. However, if an event is for a student club, all authorized members of that club may edit the event. In addition, members of the MBAA may edit any club event. All events that you have entered appear on the edit page. By default, the list of events is in descending order of start date. Click the “Sort” link next to Event Title to sort the events by title. From this page, you may edit, copy, or cancel an event.

Editing an event

Click the “Edit” button to make changes to your event – title, dates/times, rooms, audience, etc. The event admin pages appear with the event details entered. (If the event has passed, the dates and times are blanked out – you must re-enter the dates and times.) If your event included a space request, and you make changes to the space portion of the event, the BMO receives a new space request and they must re-confirm it before your locations appear on the event details. Please note that if you make changes to the event date / time, you should modify the space request accordingly. Changing the event date / time **does not change your room reservation!**

Changing event days / times, rooms, room days /times, or title of the event marks the event as modified. On the events calendar pages, the text “Modified” appears next to the title. In addition, if you elected to create an announcement posting in FuquaWorld, the announcement is updated to indicate that you have changed the event.

Copying an event

Click the “Copy” button to make a duplicate of your event. This allows you to create additional events based on an existing one, for example, to create a weekly repeating event. The admin pages appear with the form filled in based on the chosen event. You will have to re-enter the dates and times as well as any space request information.

Canceling an event

Click the “Cancel” button to cancel your event. This marks your event as canceled – it does not delete the event from the database. On the events calendar pages, the text “Canceled” appears next to the title. In addition, if you elected to create an announcement posting in FuquaWorld, the announcement is updated to indicate that you have canceled the event.

Viewing Events

Events appear in various places on Fuqua’s intranet – today’s events on the FuquaWorld home page, a list of events under the FuquaWorld Fuqua Events Calendar link, or in AlumniLink. Depending on the setting of the “Show in FuquaWorld only” check box, events may appear on the Fuqua public event calendar, as well.

The home page of FuquaWorld displays today’s events appropriate for you. For example, if you are a daytime MBA Student, today's events include all student events, except SIPs; Staff members see events for Staff. In all cases, events marked for “Everyone” display on today’s list as well. Only upcoming or currently running events for the day appear here. That is, if you login at 10am and an event finished at 9:30, it will not show up here. However, an event that runs from 7am to 3pm will. Up to five events may appear on the home page. To view other events, you must follow the “Fuqua Events Calendar” link to display the full calendar of events.

Fuqua Events Calendar

Following the “Fuqua Events Calendar” link on the FuquaWorld home page displays a listing of events happening at Fuqua. This page has three areas of interest. The top left is a calendar that you use to navigate the dates. The top right is for filtering calendar and selecting date ranges to display. The bottom right lists the events happening at Fuqua. The following tables describe in more detail the page and how to work with it to view events.

Item/Field	Text
Calendar Control	Use the text boxes and buttons to change the displayed month and year. The > and < buttons move a month at a time. The >> and << move a year at a time. Click on a specific day to view events on that date or date range. The event listing displays Fuqua events happening on that day, week, or month, depending on your filters. The “Today” button returns to the current date.
Filter Area	
Quick View	Select a predefined common view from the list. The views filter the events for a specific type of event or events for a specific audience, or other predetermined criteria. The quick views and your default view are unique to your login. For example, students do not have a quick view for staff events. Changing the view updates the event listings portion of the page with events for that view. This combined with the date range and Organization selections further limit the display.
Date Range	Select the date range to view; the list is refreshed. This combined with the Quick

Item/Field	Text
	View and Organization selections further limit the display. You may view events for a day, a week, or a month. Selecting a date from the calendar control selects that day, week, or month.
Organizations	Select one or more organizations on which to filter the display. This limits the quick views to events sponsored by any of the selected organizations. Use the control (ctrl) key to select multiple items. Once you have made your selections, click the “Go” button to filter the events. This combined with the Quick View and date range selections further limit the display. This list displays any event sponsored by any of the organizations selected.
Go & Clear Filter	Click the “Go” button to apply your Organization filter options. The “Clear Filter” button resets the display to your default view.
Events Area	
This area displays events happening at Fuqua for the selected quick view, date range, and organization options. Click the event title to see the complete details of the event.	
Show & Hide details	“Show Details” displays any description of the event, if entered. “Hide Details” returns the view to just the event title. Changing this option immediately updates the display.
Modified & Canceled	Events where the date, time, room, or title have been modified since first posted display with the text “Modified” next to the title. Likewise, canceled events display with the text “Canceled” next to them.

Who may add events

In order to add an event to the system, your FuquaWorld login must be authorized to do so. All faculty and staff logins are pre-authorized; staff and faculty may add events to the system. Student Services or the MBAA **must** authorize daytime student club officers and other club members before they may add events. Students that do not see the “Add Event” link, and believe they should have access, must contact Student Services or the MBAA. They will get your login authorized. Other students and guest may not add events to the calendar; contact the appropriate department to get your event added.

Requesting Meeting Space

If you are a student and do not have authorization to add events, you will see a link to “Request Meeting Space” on the FuquaWorld home page instead. This link allows you to request meeting space from the BMO – for example, for a class project meeting – but does not create an event on the event calendar. Following the “Request Meeting Space” link displays the space request form. You must enter a title and an optional description for your request. The rest of the form is similar to the “Step Three” page of the event admin pages. If you need to post an event, please contact the appropriate club or MBAA officer or Student Services to get your event on the calendar.