

# How to Add Events to the UMSOM Online Calendar

[www.medschool.umaryland.edu/calendar/this-month](http://www.medschool.umaryland.edu/calendar/this-month)

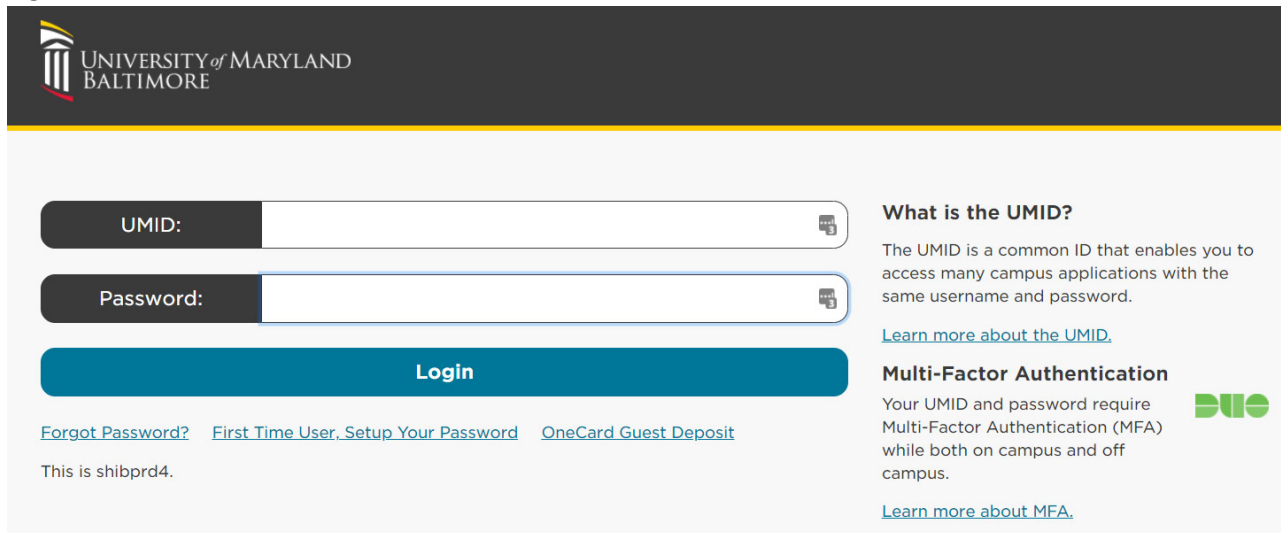
## Gaining Access to T4 and the Calendar Section

The online calendar is managed in Terminal Four (T4), the web content management system used by UMB. To work in T4, you need to have a UMID ([What is a UMID?](#)) and access the Calendar section within T4. To request access to the Calendar section, email [Andy Goldberg](#).

## Logging into T4

1. In Google Chrome or Mozilla Firefox, visit <https://sitemanager.umaryland.edu> or [www.umaryland.edu/t4](http://www.umaryland.edu/t4) **TIP: Bookmark the URL.**
2. Enter your UMID username and password (Figure A). If you need assistance, click “Forgot Password?”

Figure A



The screenshot shows the login interface for the University of Maryland Baltimore's Terminal Four (T4) system. At the top left is the university's logo and name. Below it are two input fields: 'UMID:' and 'Password:'. A blue 'Login' button is positioned below these fields. To the right of the input fields, there is a section titled 'What is the UMID?' which explains that the UMID is a common ID for campus applications. Below this is a link to 'Learn more about the UMID.'. Further down, there is a section for 'Multi-Factor Authentication' (MFA) with a 'DUO' logo and text explaining that MFA is required for both on-campus and off-campus access, with a link to 'Learn more about MFA.'. At the bottom left, there are links for 'Forgot Password?', 'First Time User, Setup Your Password', and 'OneCard Guest Deposit'. A small note at the bottom left reads 'This is shibprd4.'

3. After entering your credentials and clicking “Login,” you will be taken to the T4 home screen.
4. You will see a list of sections (web pages) that you have permission to access, one of which is the calendar. If you don't see Calendar, email [Andy Goldberg](#) to request access.

## Adding Events to the UMSOM Online Calendar

1. Click the plus sign (+) to the left of **Calendar**, then **SOM**.
2. Click the **month** the event you're adding **will take place**.

Figure B

The screenshot shows a hierarchical menu for adding events. The menu items are: Calendar, Events, University Administration, SSW, SON, SOD, CLS, Graduate School, SOP, SOL, SOM, Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, and Sept. Red annotations include: a circle around the plus sign next to 'Calendar' with an arrow pointing to the text '1. Click the + next to Calendar'; a circle around the plus sign next to 'Events' with an arrow pointing to the text '2. Click the + next to Events'; a circle around the plus sign next to 'SOM' with an arrow pointing to the text '3. Click the + next to SOM'; and a red bracket around the month list (Jan through Sept) with an arrow pointing to the text '4. Click the month your event will occur'.

1. Click the + next to Calendar

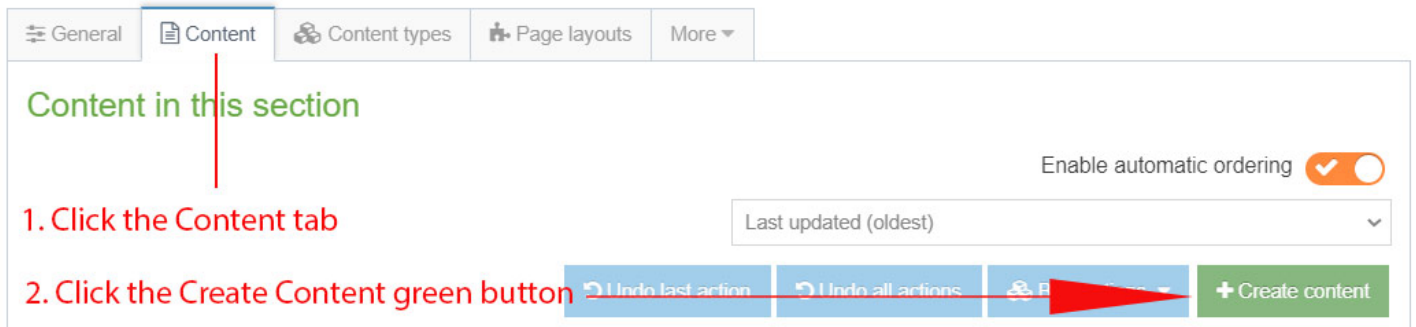
2. Click the + next to Events

3. Click the + next to SOM

4. Click the month your event will occur

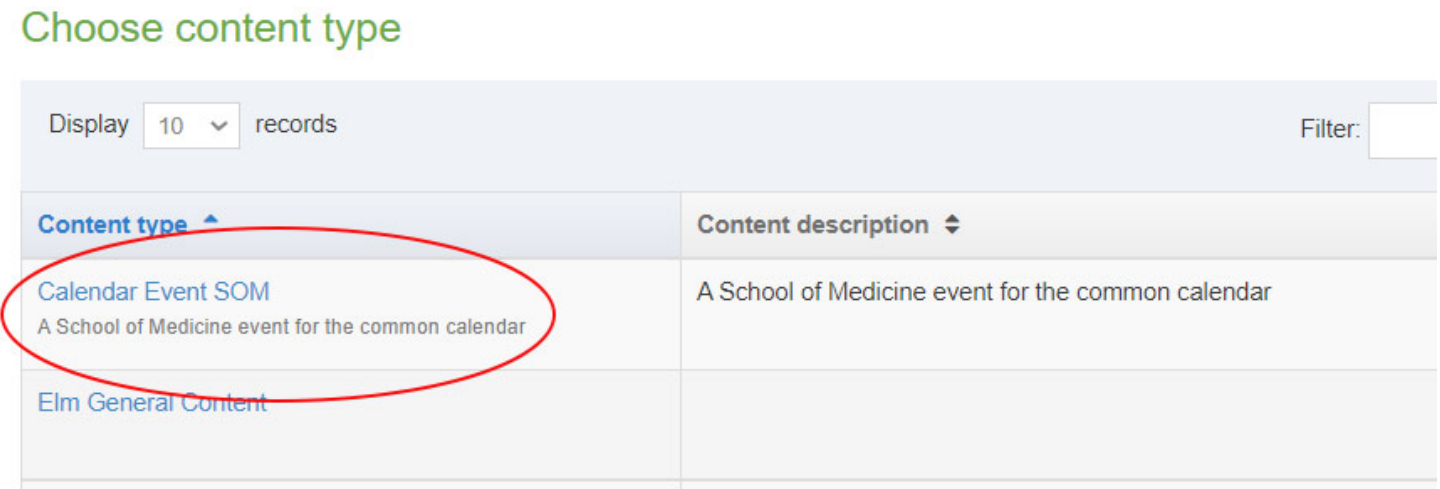
3. Click the second tab labeled **Content**. Then click the **green Create content** button (Figure C)

**Figure C**



4. Click **Calendar Event SOM** (Figure D)

**Figure D**



5. The form that loads is the information displayed on the faculty profile. Complete the form using Figure E as a guide (next page).
6. When finished adding and editing content, then click the **green Publish button**.

When finished adding content and/or editing, click the **green Publish button**. This saves your work and sends the page live. If you click the Save changes button at the bottom, your updates will not go live.



- General
- Content**
- Channels
- Options
- History
- Linked Content

### Content type : Calendar Event SOM

Name \*

This only appears in T4. Name it something you will recognize with a date stamp. This will help you find it should you need to revise.  
Ex: "Pediatric Seminar - 6/1/21"

- Subcategory
- Brain Science Events
  - CIBR
  - Conferences
  - Culture Transformation Equity Diversity and Inclusion
  - GPILS
  - Graduate Education
  - Grand Rounds
  - Professional Development SOM
  - Research Affairs
  - Research Career Development
  - School Wide Events
  - Seminars Lectures and Meetings
  - Student Events

} Select the areas that may be interested in your event.

Title \*

Start Date \*

End Date \*

Recurs Every \*

Recurrence Ends

} Either type the date or use the calendar icons to point and click.

} Ignore these fields unless the event is 100% identical each recurrence.

Brief Description \*

Description \*

Edit Insert View Format Table Tools

**B** *I* U [List icons] [Link icon] [Unlink icon]

[Image icon] [Text color icon]

This is the body of the full page event. There is no need to put the event title, date, time or venue since that information shows up automatically already. You might want to use the Brief Description but with more details.

Event Image  (Optional) Click the box then select an image saved on your computer. The image should be no larger than 400 pixels wide.

Image Alt Text   
(If you did not attach an image ignore this field)  
Describe the image you uploaded above.  
Examples: Nurse taking a boy's temperature or John Doe, MD

Venue \*   
Type or paste the location of the event

Organizer \*   
This can be a person, department, center, etc.

Organizer E-mail \*   
Enter or paste the email address where you want questions directed. It doesn't have to be the organizer's email. For example: the Organizer can be Office of Public Affairs and the email can be john.doe@umaryland.edu

Ad Hoc Recurrence 1  

Ad Hoc Recurrence 2  

Ad Hoc Recurrence 3  

} Ignore these fields

Code

Attachment  (Optional) This is a document, not a picture. It can be a PDF, Word document, PowerPoint, Excel, etc.

Attachment Label (If you didn't upload an attachment, skip this field)  
The text you type here will appear as a link at the bottom of your event. When the user clicks this text, the document you attached above will load. Ex: Event Flyer

Click the green **Publish** button located on the top right of the page. The blue **Save changes** button saves your changes in T4 but **does not** send the updated page live. Changes must be published to be sent live.





## Verifying Your Event is Published

1. In the Content tab, find the event you added. First, change the number of events displayed from 10 to all (see below). You can use the **Filter tool** to search using the date you entered in the name field.
2. If the event you added **shows the green Approved button**, your event is published and will appear on the online calendar in 15 minutes or less.
3. If your event has an **orange Pending button**, the changes were saved in T4 **but not published**.  
The only way for the changes to appear on the live site is to publish this piece of content. To publish, click the event name, then click the green publish button on the top right of the form.

Content in this section

Enable automatic ordering

Undo last action Undo all actions Bulk actions Create content

Display 10 records Filter:

Order	Name	Version	Status	Last modified	Publish date		Lock	Check
+	VIRTUAL Scholarly Writing Accountability Groups (SWAG) Calendar Event SOM	1.0	Approved	August 11, 2020 10:29 AM	N/A	Actions	Up	<input type="checkbox"/>
+	December Tumor Immunology and Immunotherapy Seminar Calendar Event SOM	2.0	Approved	December 7, 2020 4:34 PM	N/A	Actions	Up	<input type="checkbox"/>
+	EPH Grand Rounds - 12/2/21 Calendar Event SOM	0.1	Pending	June 4, 2021 4:14 PM	N/A	Actions	Up	<input type="checkbox"/>
+	EPH Grand Rounds - 12/16/21 Calendar Event SOM	0.0.2	Draft	February 2, 2021 3:03 PM	N/A	Actions	Up	<input type="checkbox"/>

Showing 1 to 4 of 4 entries

## Need Assistance?

The majority of support calls received report changes made to the event are not appearing on the live calendar. If this is the case, please refer to [How to Publish Changes](#). If you still need help, please email Andy Goldberg, who will be happy to assist.