How to Add Events to the UMSOM Online Calendar

medschool.umaryland.edu/calendar/this-month

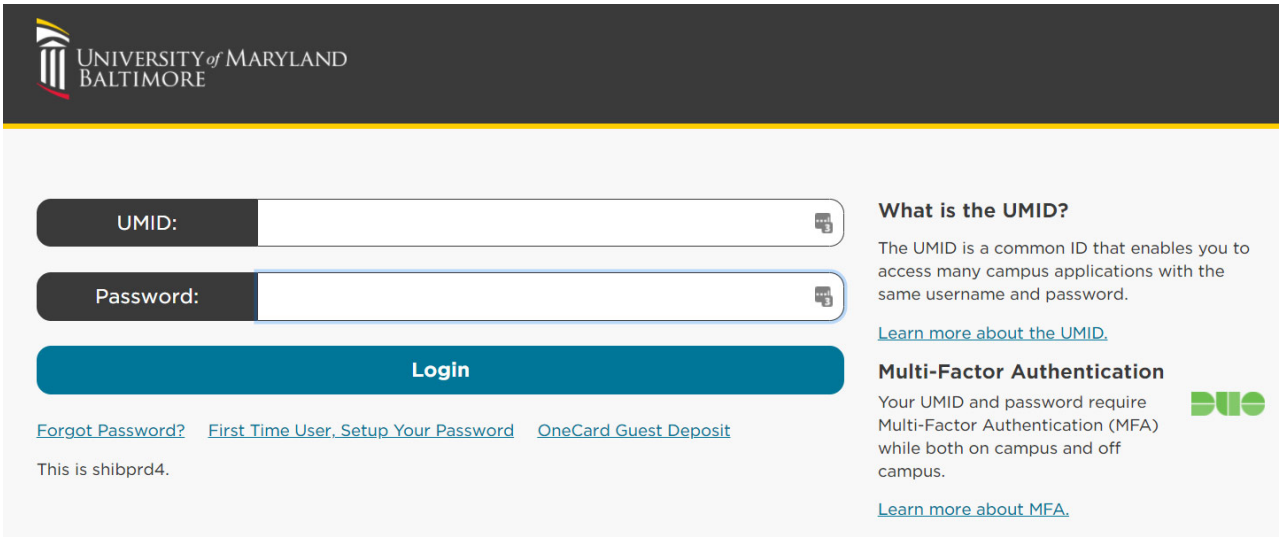
Gaining Access to T4 and the Calendar Section

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 http://medschool.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

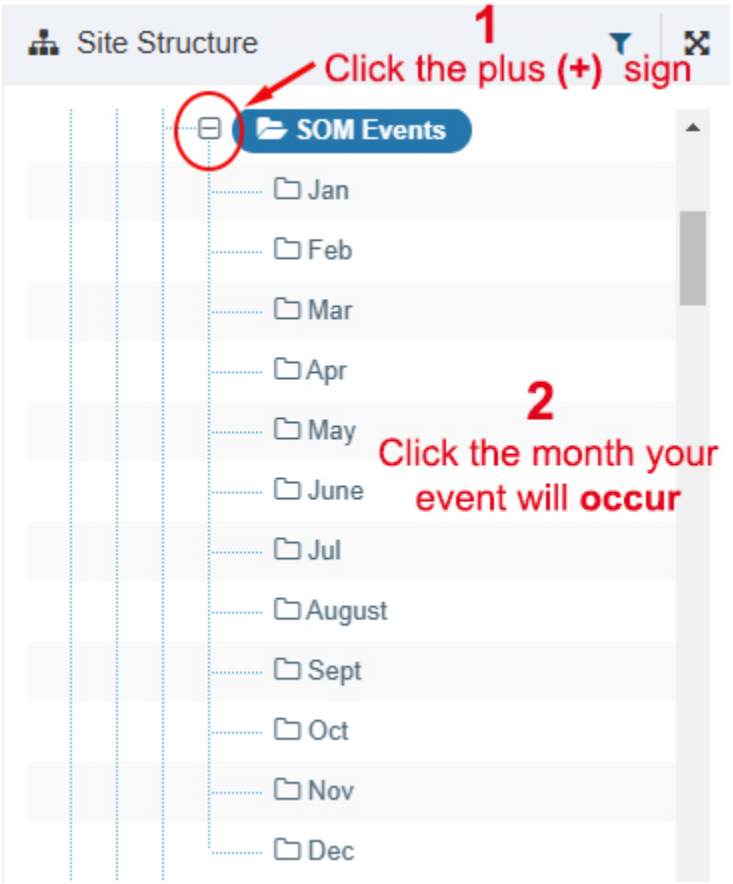


3. After entering your credentials and clicking "Login" you will be taken to the T4 home screen.
4. You will see a list of sections (web pages) that you have permission to access, one of which is the calendar. If you don't see Calendar, email Andy Goldberg to request access.

Adding Events to the UMSOM Online Calendar

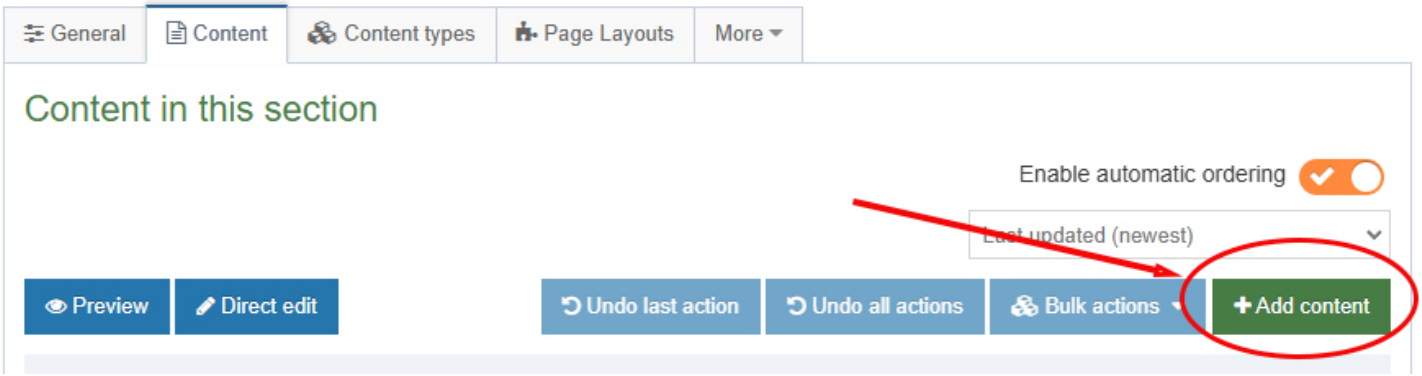
1. Click the plus sign (+} to the left of **SOM Events**.
2. Click the **month** the event you're adding **will occur.**

Figure B



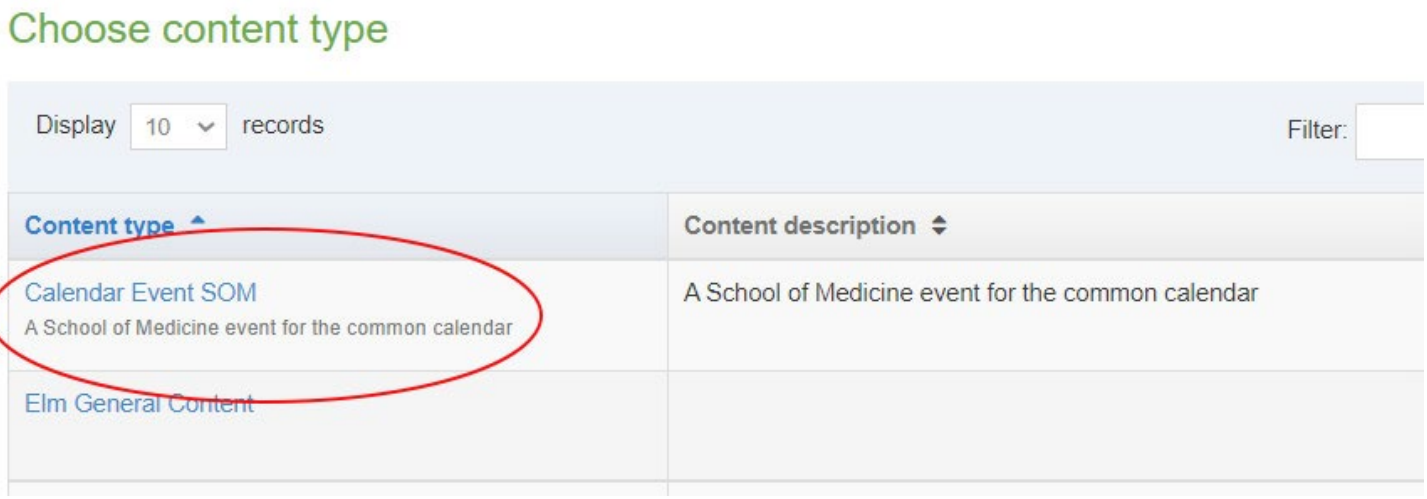
3. Click the **green + Add content** button (Figure C)

Figure C



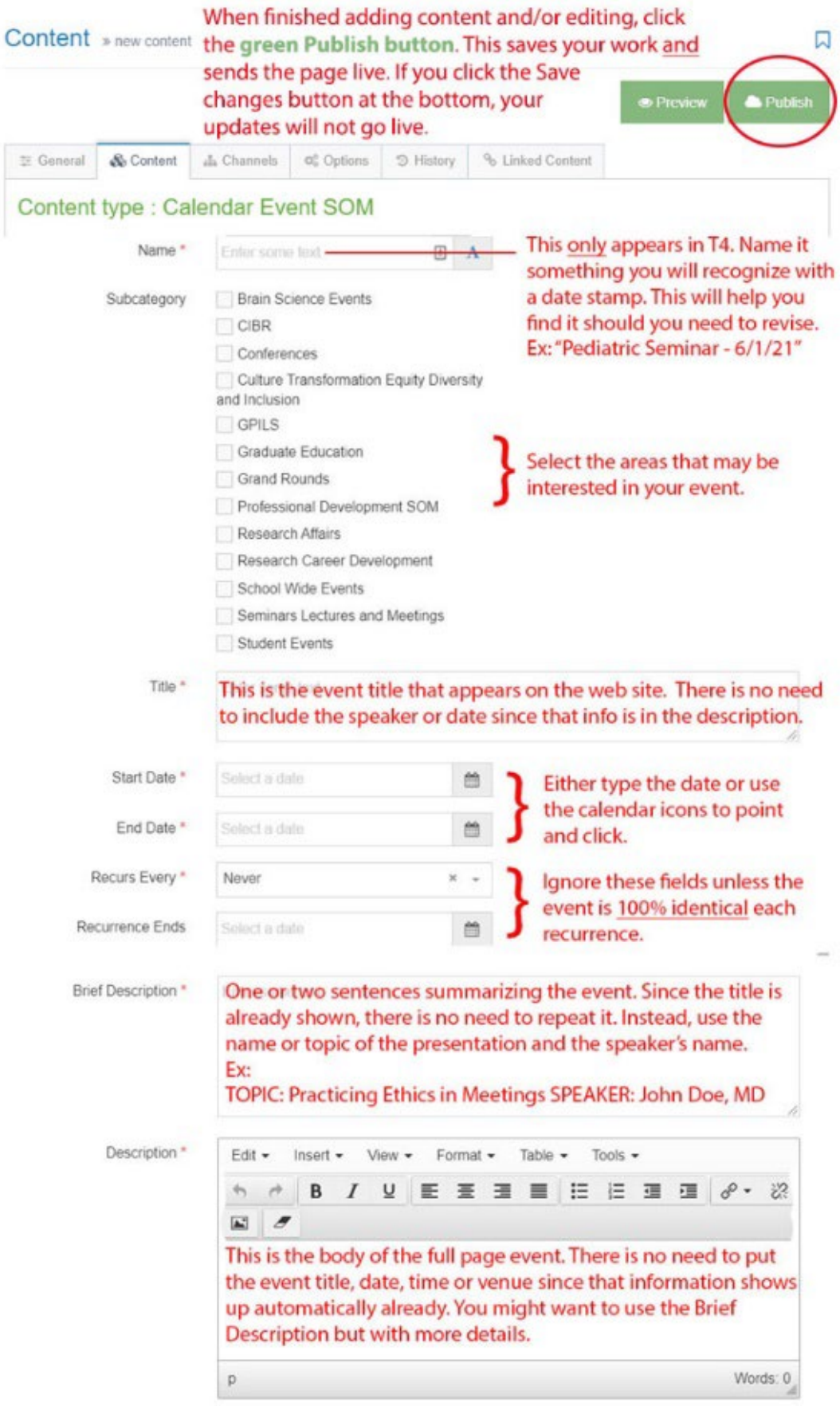
4. Click **Calendar Event SOM** (Figure D)

Figure D



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

Figure E


Content » new content
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.
Preview
Publish
General
Content
Channels
Options
History
Linked Content
Content type : Calendar Event SOM
Name *
Enter some text
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 *
This is the event title that appears on the web site. There is no need to include the speaker or date since that info is in the description.
Start Date *
End Date *
Select a date
Either type the date or use the calendar icons to point and click.
Recurs Every *
Never
Recurrence Ends
Ignore these fields unless the event is 100% identical each recurrence.
Brief Description *
One or two sentences summarizing the event. Since the title is already shown, there is no need to repeat it. Instead, use the name or topic of the presentation and the speaker's name.
Ex:
TOPIC: Practicing Ethics in Meetings SPEAKER: John Doe, MD
Description *
Edit
Insert
View
Format
Table
Tools
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.
p
Words: 0

Event Image

Drop file here or click to choose

(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

Enter some 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 *

Enter some text

Type or paste the location of the event

Organizer *

Enter some text

This can be a person, department, center, etc.

Organizer E-mail *

Enter some text

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

Select a date

Ad Hoc Recurrence 2

Select a date

Ad Hoc Recurrence 3

Select a date

} Ignore these fields

Code

Enter some text

Attachment

Drop file here or click to choose

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

Attachment Label

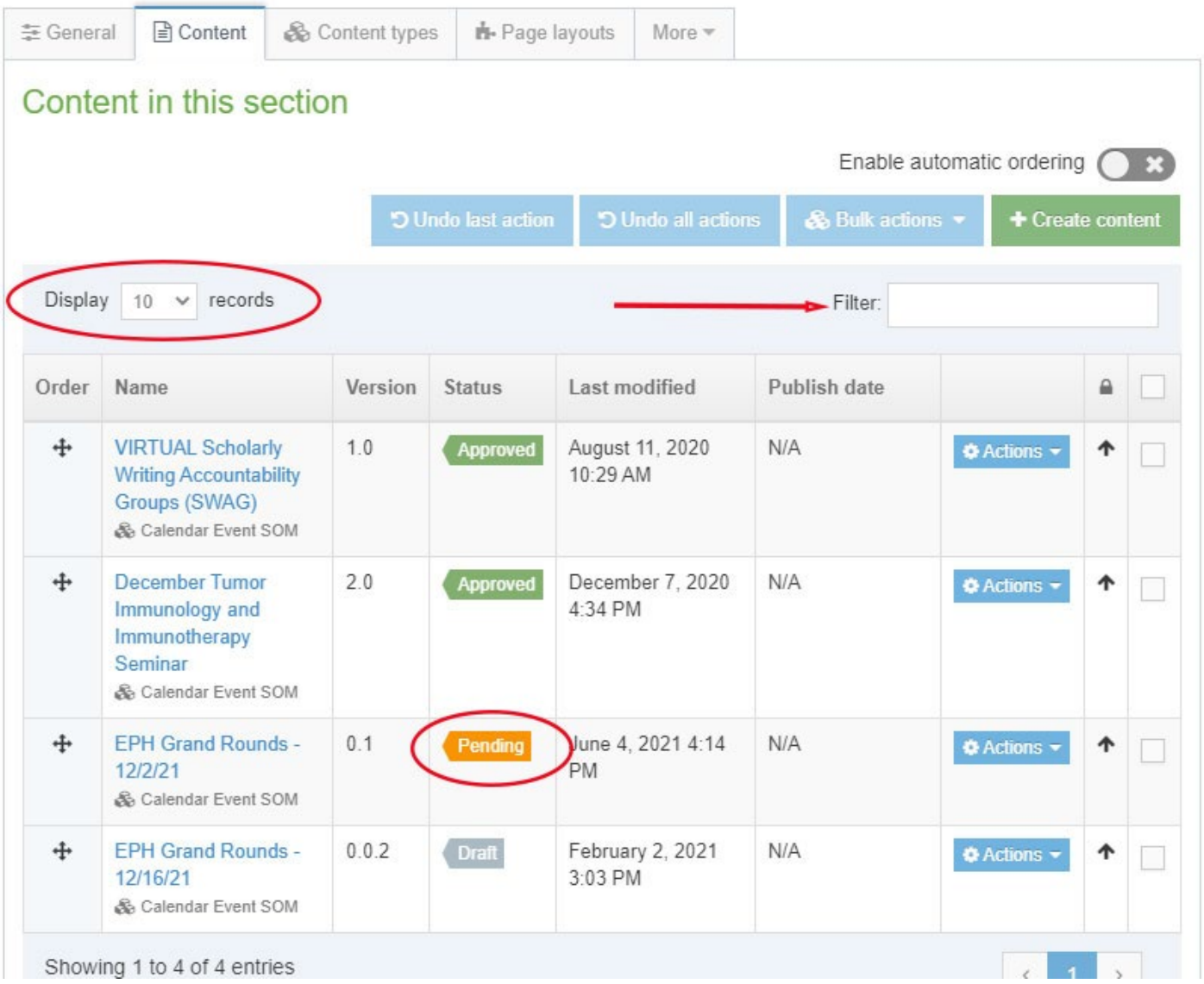
(If you didn't upload an attachment, skip this field)

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.



Need Assistance?

The majority of support calls received report that 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.