

How to Add Events to the UMSOM Online Calendar

www.medschool.umaryland.edu/calendar/this-month

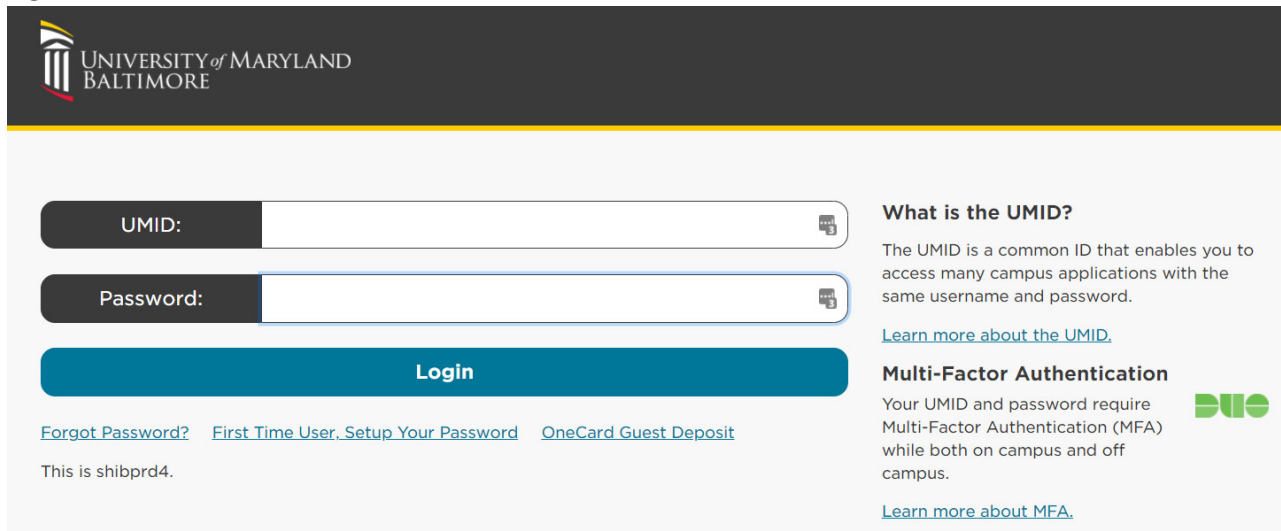
Gaining Access to T4 and the Calendar Section

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 **TIP: Bookmark the URL.**
2. Enter your UMID username and password (Figure A). If you need assistance, click “Forgot Password?”

Figure A

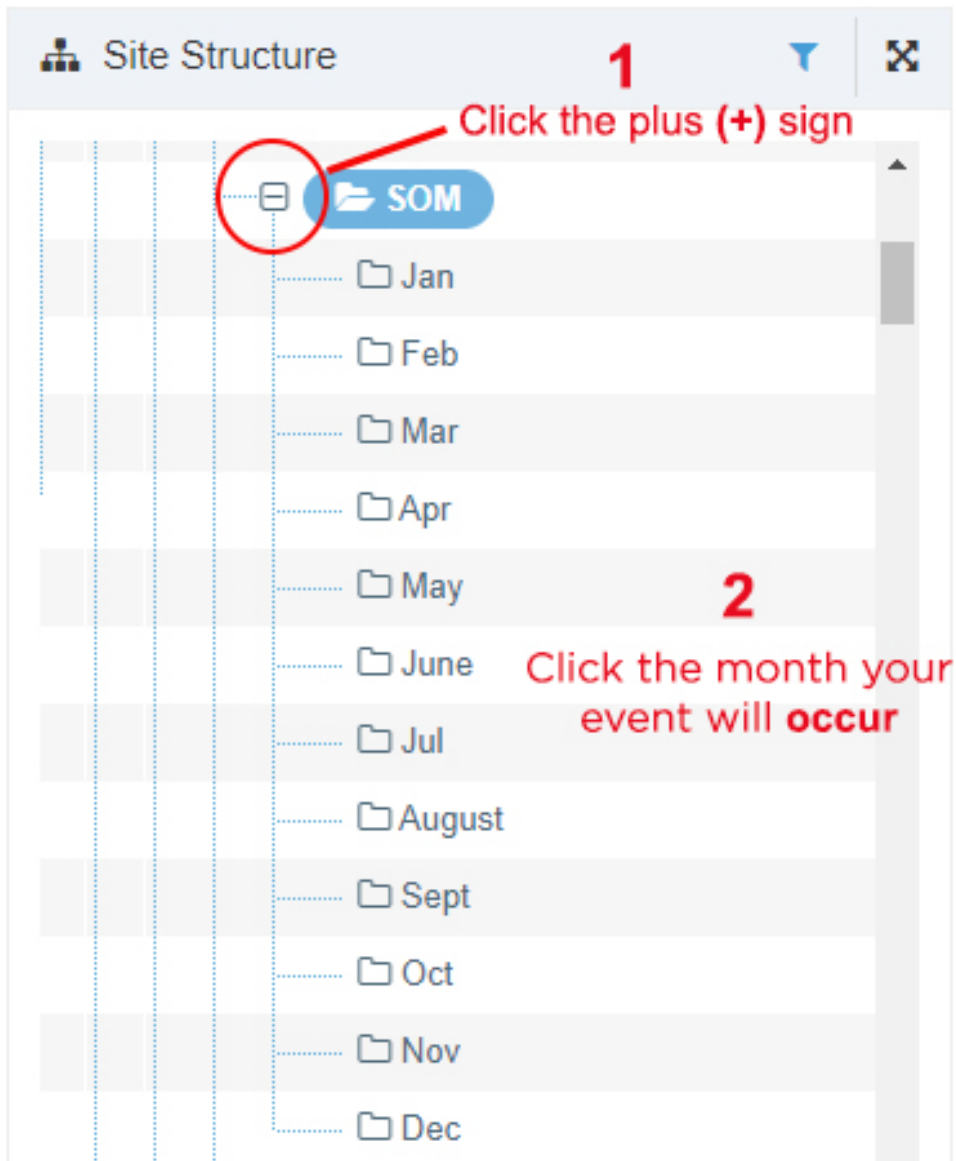
The screenshot shows the login interface for the University of Maryland Baltimore's T4 system. At the top is the university's logo and name. Below this are two input fields: 'UMID:' and 'Password:', each with a small icon to its right. A large blue 'Login' button is positioned below the password field. To the right of the login fields, there is a section titled 'What is the UMID?' explaining its purpose and a link 'Learn more about the UMID.'. Below the login button, there are three links: 'Forgot Password?', 'First Time User, Setup Your Password', and 'OneCard Guest Deposit'. At the bottom left, it says 'This is shlbprd4.'. On the right side, there is a section titled 'Multi-Factor Authentication' with a 'DUO' logo, explaining that UMID and password require MFA and providing a link 'Learn more about MFA.'.

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

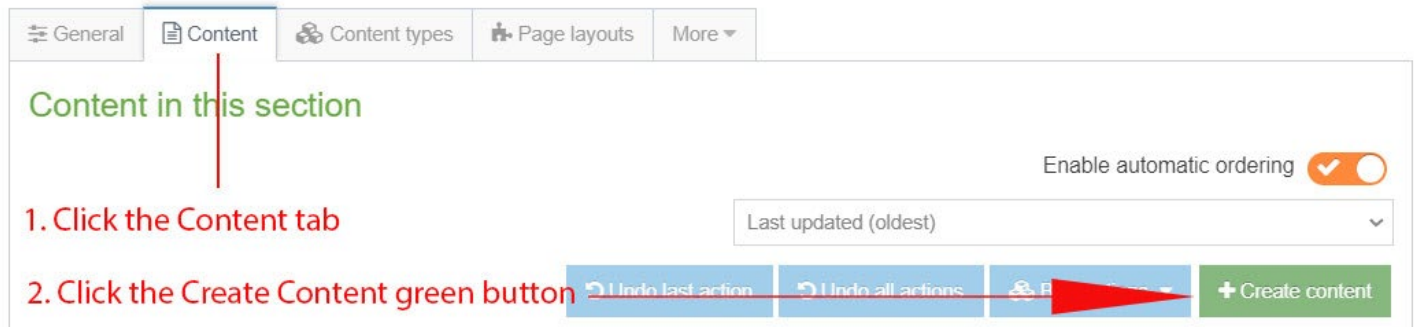
1. Click the plus sign (+) to the left of **SOM**.
2. Click the **month** the event you're adding **will occur**.

Figure B



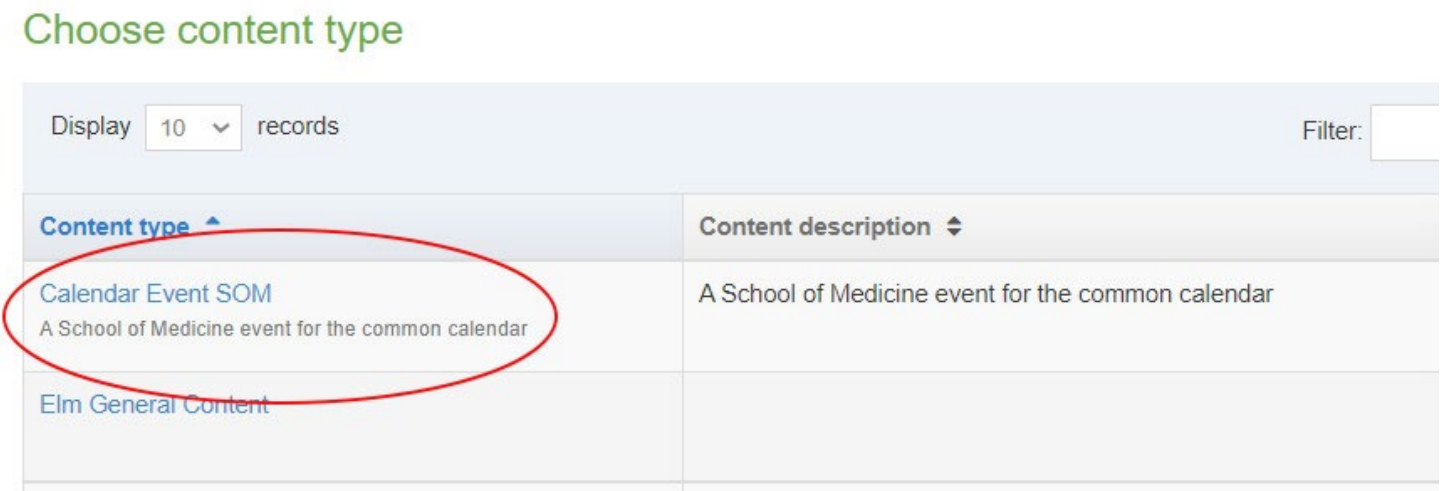
- Click the second tab labeled **Content**. Then click the **green Create content** button (Figure C)

Figure C



- Click **Calendar Event SOM** (Figure D)

Figure D



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



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 *   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. Ex: "Pediatric Seminar - 6/1/21"

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 * 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

  **B** *I* U          


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

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.

← Back

Save changes

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			
+	VIRTUAL Scholarly Writing Accountability Groups (SWAG) Calendar Event SOM	1.0	Approved	August 11, 2020 10:29 AM	N/A	Actions	↑	
+	December Tumor Immunology and Immunotherapy Seminar Calendar Event SOM	2.0	Approved	December 7, 2020 4:34 PM	N/A	Actions	↑	
+	EPH Grand Rounds - 12/2/21 Calendar Event SOM	0.1	Pending	June 4, 2021 4:14 PM	N/A	Actions	↑	
+	EPH Grand Rounds - 12/16/21 Calendar Event SOM	0.0.2	Draft	February 2, 2021 3:03 PM	N/A	Actions	↑	

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.