

Events

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'And we're live in 3...2...1!' Events are a main staple of the college experience and the cultural fabric of a university, bringing people together with common interests from different walks of life. Whether your event is offered for students, alumni, staff and faculty, community members, or other constituents, it is important to make it as easy as possible to discover, sign up, and attend the exciting gathering.

If you are looking to add or edit events that originate from The Hub or Arts & Events calendar systems, this content can be updated through the Control Panel, a separate tool that is hosted outside of Omni CMS. You will need access to this tool in order to make updates.

How to Update The Hub

The Hub disseminates events to students, many of which are focused on career success, culture, health and wellness, recreation, and more. (For major events that serve the larger campus and local community, see the information below on How to Update the Arts & Events Calendar.)

1. Access the Control Panel

If your role requires you to regularly update events on the CalLutheran.edu website, please [Contact Us](#) to request login access the [Control Panel](#).


2. Go to The Hub Menu

Once you are able to login to the Control Panel, click [The Hub](#) menu on the left side of the screen. From here, click one of the four submenu items:

- Choose the [Upcoming](#) submenu to see a list of upcoming and pending events or add a new event.
- Choose the [Categories](#) submenu to browse existing classifications by which events are categorized.
- Choose the [Series](#) submenu to see the existing groupings of events that are organized by series.
- Choose the [Viewable](#) submenu to see events that are viewable on monitors across campus.

In most instances, you will choose the [Upcoming](#) submenu, which gives you access to edit or add an event.

3. Add or Find an Event

From the [Upcoming](#) page, you can click an existing event to edit its information or click or click the  button to create an event, as seen in the image below.

PLTS Website Tools
Podcasting
Podcasting Admin
Profiles
RA Center
Raiser's Edge Requests
Recording Consent
Registrar
Senior Year Experience
Speakers Bureau
Staff Governance
Student Accounts
Student Clubs/Orgs
Student Life
Student Research Symposium
Study Abroad
T2CLU
The Hub
1. Events
2. Categories
3. Series
4. Digital Signage
Tributes
Undergraduate Admission
University Marketing
Vaccination Plans
VAPA Scholarship


STUDENT CALENDAR
Manage Events ADD AN EVENT

Pending Approval
There are no pending events.


View by Category

- [All Events](#)
- 2 [Academics](#)
- 1 [Athletics Home Games](#)
- 16 [Careers & Networking](#)
- 2 [Clubs & Student Orgs](#)
- 34 [Commuter Events](#)
- 3 [Cultural Events](#)
- 3 [Diversity, Equity & Inclusion](#)
- 1 [Faith & Worship](#)
- 13 [Graduate Students](#)
- 11 [Health & Wellness](#)
- 17 [International Students](#)
- 3 [Leadership & Retreats](#)
- 0 [Off-Campus Getaways](#)

Upcoming Events




Pride Month in the Chapel ✖ [Delete](#)
June 9 – June 30, 2022
 Samuelson Chapel



Involvement Fair ✖ [Delete](#)
Tue., August 30, 2022
 11:00 am - 2:00 pm

Welcome Back Pool Party ✖ [Delete](#)
Wed., August 31, 2022
 3:00 pm - 5:00 pm



Outdoor Movie Night ✖ [Delete](#)
Fri., September 2, 2022

4. Edit an Event

On the [Manage Events](#) page, complete the fields for [Title](#), [Summary](#), and [Full Description](#) (optional), and [Path](#), as seen in the example below.

News Admin
Nine Month Contracts
Philosophy Academy
Placement Exams
PLTS Website Tools
Podcasting
Podcasting Admin
Profiles
RA Center
Raiser's Edge Requests
Recording Consent
Registrar
Senior Year Experience
Speakers Bureau
Staff Governance
Student Accounts
Student Clubs/Orgs
Student Life
Student Research Symposium
Study Abroad
T2CLU
The Hub
1. Events
2. Categories
3. Series
4. Digital Signage
Tributes

STUDENT CALENDAR
Edit an Event

Edit an Event

Status Published

Title Involvement Fair

Summary Come by the spine and learn about all the clubs and organizations on campus!


Full Description

Format HTML

Stop by and find the right club or organization for you! This is a perfect way to meet other students, get involved, and get ready for the upcoming year!

Path: p

Date and Time

 **PRO TIP:** When capitalizing and punctuating the [Title](#) of an event, follow the AP Stylebook to ensure that your event aligns with the university's [Voice](#). Use the [Title Case Converter](#) tool for quick guidance!

5. Update the Event

When you are finished completing all of the fields, click the Update Event button. The event information will be instantly updated on the CalLutheran.edu website for any areas powered by The Hub.

How to Update the Arts & Events Calendar

The Arts & Events calendar disseminates major events to the larger campus and local community, many of which are focused on art exhibits, conferences, faith, and lectures. (For events that serve student life activities, see above for the information on How to Update The Hub.)

1. Access the Control Panel

If your role requires you to regularly update events on the CalLutheran.edu website, please [Contact Us](#) to request login access the [Control Panel](#).

2. Go to the Calendar Menu

Once you are able to login to the Control Panel, click the [Calendar](#) menu on the left side of the screen and choose the [Calendar](#) submenu.

3. Add or Find an Event

On the [Calendar](#) page, click an existing event to edit its information or click the

[+ ADD NEW EVENT](#) button to create an event, as seen in the image below.

The screenshot displays the 'Calendar Search' interface. On the left is a vertical navigation menu with 'Calendar' highlighted. The main area has a search bar and a '+ ADD NEW EVENT' button. Below the search bar, it shows 'Featured Events at Cal Lutheran' with a viewing range of 1 to 10 of 24. Three event cards are visible, each with a thumbnail, title, date, and description. The right sidebar contains 'Event Categories' with a list of links to various campus resources.

4. Edit the Event Information

On the [Calendar](#) page, complete the fields for

[Event Title](#), [Event Description](#), [Event Location](#), [Event Date](#), [Event Time](#), and [Event Category](#), as seen in the example below.

- Calendar
- Add Event
- Search Events
- Campus Hours
- Campus Map
- Campus Ministry
- Campus Visits
- Career Services
- Center for Nonprofit Leadership
- Circ Desk Account Search
- CLU Sports
- COVID Compact
- COVID Vaccinations (FAB)
- COVID Vaccinations (Staff)
- COVID Vaccinations (Volunteers)
- CPE Form
- Daily Health Check
- Department Faculty
- Emergency Evac Survey
- Emergency Feed
- Emergency Feed [TESTING]
- Employee Handbook
- Enrollment Confirmation
- Event Services
- Fall 2020 Survey
- Festival of Scholars
- Financial Aid

Edit / Delete Event

[Search Events](#) | [Add Event](#)

General Information

Event Title	"The Happiest Place on Earth" a History of American Amusement Parks (Parts 1 an																																															
Subtitle	Fifty and Better FABulous Summer Lecture Series																																															
Date Type	<input type="radio"/> Single date <input type="radio"/> Date range (without times) <input checked="" type="radio"/> Multiple dates & times																																															
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All Day Event?	<input type="radio"/> Yes <input checked="" type="radio"/> No If your event runs all day or does not have a starting time, please select "Yes" to hide the time.																																															

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When you are finished completing all of the fields, click the [Add](#) button or [Update](#) button. The event information will be instantly updated on the CalLutheran.edu website for any areas powered by the Arts & Events calendar.

Other Event Calendars

In addition to The Hub and Arts & Events calendars, the university offers calendaring systems for other types of dates and observances.

Please contact the departments linked below for more information:

- [Academic Calendar](#)
- [Athletics Calendar](#)
- [Bachelor's Degree for Professionals Calendar](#)
- [Religious and Cultural Observances Calendar](#)
- [Staff Employee Holiday Calendar](#)

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