

# Events

Last Modified on 01/31/2025 10:23 am PST

'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 Modern Campus 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 **Events** 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 **Digital Signage** submenu to see events that are viewable on monitors across campus.

In most instances, you will choose the **Events** submenu, which gives you access to edit or add an event.

### 3. Add or Find an Event

From the **Manage Events** 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.

### 4. Edit an Event

On the **Edit an Event** page, complete the fields for **Status**, **Title**, **Summary**, **Full Description**, **Date and Time**, **Event Categories**, **Event Image** (optional), **Event Image**, **Event Location**, **Digital Signage**, and **Contact Information**, as seen in the example below.

---

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 [Save](#) 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 **Search Events** submenu.

## 3. Add or Find an Event

On the **Calendar Search** page, click an existing event to edit its information or click the [Add Event](#) button to create an event, as seen in the image below.

## 4. Edit the Event Information

On the **Edit / Delete Event** page, complete the fields for **Event Title**, **Subtitle**, **Date Type**, **Date & Time**, **All Day Event?**, **Location**, **Event Summary**, **Event Description**, **Categories**, **Image**, **Sponsored By**, **RSVP Deadline**, **RSVP Web Page**, **Contact Name**, **Contact Email**, **Contact Phone**, **Website**, and **Display Information**, as seen in the example below.

## 5. Update the Event

When you are finished completing all of the fields, click the [Save](#) button or [Cancel](#) 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](#)

---

[< Previous Article](#)

[Next Article >](#)

---