

COLUMBA SYSTEM – EDITORS’ GUIDE

Add an event

- Go to Columba admin section (<http://events.manchester.ac.uk/pub/>) and enter your login details
- Click on ‘Add Event’ (left hand side). Avoid duplications: before you enter an event, click on the calendar (relevant date) and check that it has not already been submitted.



- Enter a ‘Title’ (compulsory)
- Date start/end: Enter date event (click on the calendar icon and choose a date). If different, enter an end date.
- Time: Enter start and end times in 24-hour clock format. Leave “All day” in Start Date if the event is ongoing. If you don’t know the end time, just leave it blank.
- Status: please ignore this field.
- Enter a ‘Description’ (compulsory)
- Event info: These checkboxes offer additional information about the event. Check boxes as required.
 - Booking: check if booking is necessary
 - Family: check if event is family friendly

- Free: check if event is free of charge
- Wheelchair accessible: check if location is accessible for disabled people

Event Information

Title:

Start: 25 Jan 2013 -- all day --

End: 25 Jan 2013

Status: confirmed

Description:

Event Info: Booking Family Free Wheelchair Accessible

Target Audience: Adults Alumni Current University students Families
 General public Post 16 Primary schools Secondary schools
 University staff

Featured Event:

Publishing Targets: EPS Faculty site MHS Faculty site Main Site

Organising Department:

Event Type:

Primary Event Series:

Secondary Event Series:

Price:

Concession:

Offers:

Opening Hours:

Links:

Name of the link	URL of link	Delete

Speakers:

Name	Role	Organisation	Biography	Link	Delete

Image:

Fields in red are compulsory

- Target audience: Check as many audience checkboxes as needed.
- Featured event: Check this box to display your event on the calendar website home page (<http://events.manchester.ac.uk/highlights/>). The system allows up to six events on this page so if more than six events have been 'featured' the events closest in time will be displayed.
- Publishing target: all events by default are displayed on the public calendar website (<http://events.manchester.ac.uk/>). 'Public calendar' is selected by default. If this is not required (e.g. internal events), please uncheck the 'Public calendar' checkbox (make sure there is an output for your event – see section 'Data feeds'). If you require your event to be displayed on other publishing targets, check the

relevant checkbox. We recommend you contact your Columba 'champion' for more information.

- Select a department from the 'Organising department' dropdown list (compulsory). If the department you require is not on the list, contact your Columba 'champion' (generally, the 'organising department' should be part of the University structure).
- Select a type from the 'Event type' dropdown list (compulsory). If the event type you require is not on the list, contact your Columba 'champion'.
- Primary and secondary event series: Choose from a pre-populated list of subjects or tags for your event, if required. Event series are useful when getting data feeds from the Columba system to use on other websites. For example: events organised by the School of Arts, Languages and Cultures can be tagged/classified according to their subject (drama, music, etc) and displayed on dedicated pages. (See section 'Data feeds' for more information). If you want an event series or tag to be created, contact your Columba 'champion'.
- Price/Concessions/Offers
 - Price: Write the cost in the format '£10', or '£5-10'. If there is no cost write 'Free'.
 - Concessions: As with price, use format '£3-5'. Leave blank if there is no information.
 - Offers: Use format '£2'. Leave blank if there is no information.
- Opening hours: if required, this information can be entered following the format 'Mon to Sat 10am-5pm, Sun 12pm-4pm' or similar
- Links: Click on 'Add' and enter information of any related site you want to link to (enter as needed). Example:
 - Name of link: BBC website
 - URL of link: <http://www.bbc.co.uk>
- Speakers: Click on 'Add' and enter information for speakers, if required (enter as many as needed). Example:
 - Name: Professor Graeme Black
 - Role: Professor of Genetics and Ophthalmology

- Organisation: Manchester Academic Health Science Centre
- Biography: Graeme qualified in Medicine from Oxford and then undertook clinical training in Ophthalmology and Medical Genetics. He is now Professor of Genetics and Ophthalmology Central Manchester and Manchester Children's University Hospitals NHS Trust.
- Link: <http://www.manchester.ac.uk/research/Graeme.black>
- Image: Click on 'Add', choose an image from the image library (click on it) and press OK. You could use the filter provided to find images quicker. To add images to the image library (which you need to do before adding an image to an event), see section 'Upload an image in the Image Library'. Only one image can be used per event.
- Contact: Enter name, email and phone of contact person, if required, following the following format:
 - Name: Joe Bloggs
 - Email: joe.bloggs@manchester.ac.uk
- Phone: use UK format 0161-2750000 or international format: +44 (0)1612750000 (if necessary)

The screenshot shows a web form with the following sections and fields:

- Contact Section:**
 - Name:
 - Email:
 - Phone:
- Location Section:**
 - Name:
 - Location: (with a dropdown arrow) and the text "or enter details below"
 - Street:
 - City:
 - Region:
 - Post Code:
 - Country: (with a dropdown arrow)
 - Map:
- Bottom Navigation:**

Contact and location details

- Location: enter information about the event venue.

- If the event happens on campus, choose a building/location from the 'Location' dropdown list - see image. This will populate the rest of the fields (including the map). Enter a room in the 'Room' textbox, if required. If the building/location you require is not listed on the 'Location' dropdown list or information about a building is incorrect, contact your Columba 'champion'.
- If the event is not on campus, ignore the 'Location' dropdown and fill in rest of fields as required. Click on 'Find address' if you want the system to automatically find the location on the map (this works best if you've entered a known postcode); otherwise, click on 'Add' (see image) and manually find the exact location in the map using the zoom buttons and the mouse to move the red pointer.
- Click on Publish (if you have publishing rights) to send event details live – see image. Otherwise, click Save (when 'saving' an event, the event is listed in the 'Pending' section ready for publishing. Only publishers will have access to this section). If published, the event will be displayed on the public calendar website within 20 minutes. For websites using data feeds, times may vary. Please consult your Columba 'champion'.

Edit an event

- Go to Columba admin section (<http://events.manchester.ac.uk/pub/>) and enter your login details

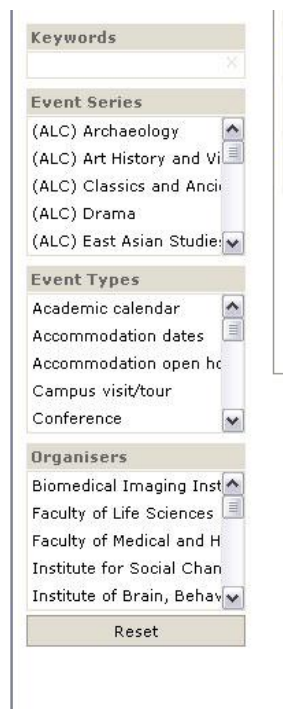
Make sure, you are in the Calendar section (or click on the Calendar tab at the top of the page). Find the event you want to edit using the day, week, month or list view (click on the tabs to select preferred view – see image).



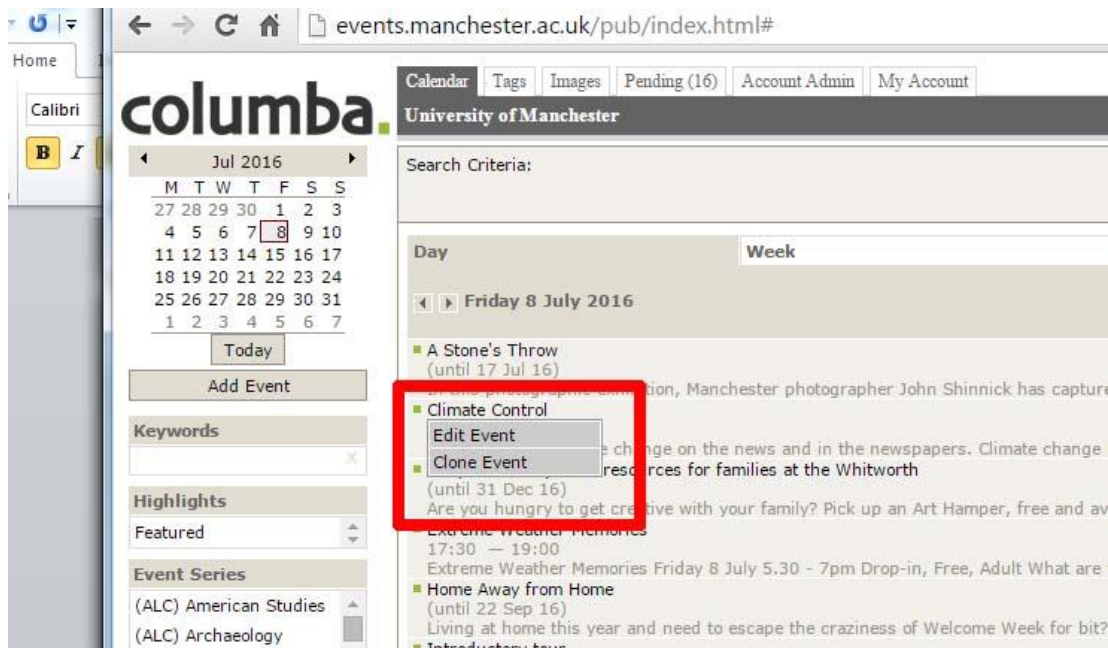
You can also use the calendar on the left hand side of the page to choose a specific date. Additionally, use the keyword box or filters under the calendar box to find events.

Filters help you find events sorted by organiser, event type or event series (or a combination of these). See image.

Click on the filter(s) you want to use and combine with the view tabs. Example: click on 'Manchester Museum' in the organiser filter and click on the List tab to get all events organised by the Museum. Click now on 'Exhibition' on the Event type filter to display only exhibitions organised by the Museum. To unselect a filter, click again on the filter used.



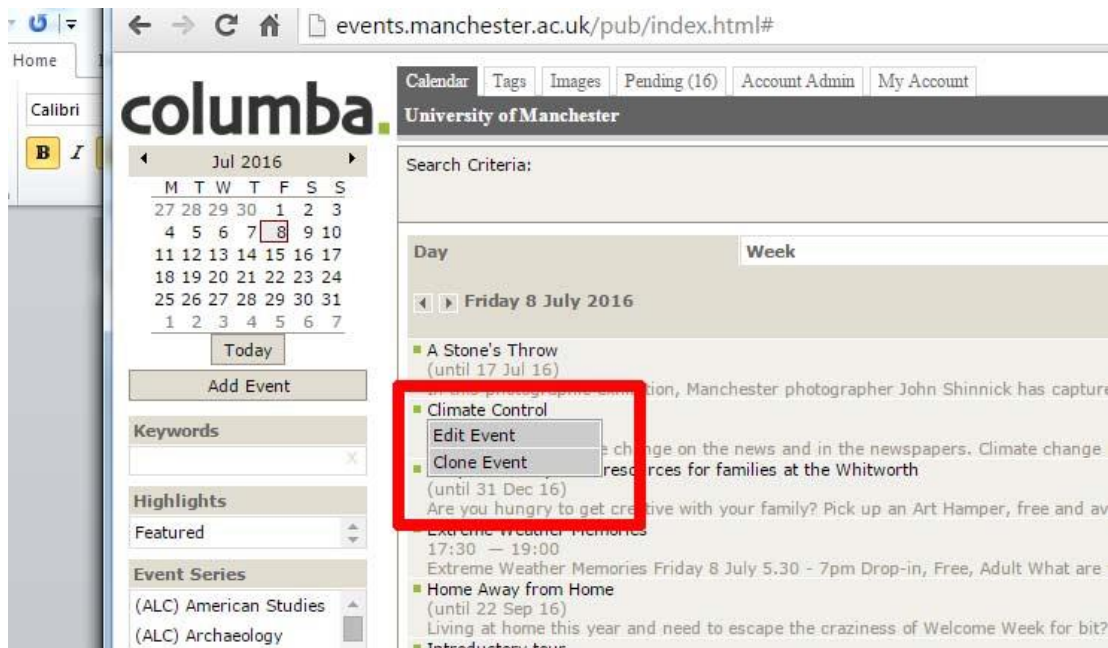
- After locating your event, click on it then click on Edit event.



- Edit events details as required
- If information about links or speakers needs to be removed, tick the Delete checkbox alongside it. This will automatically remove the information from the event page.
- If the image needs to be removed, click on the Delete button. After deleting the image, you can add a new one, if required. Note: this does not delete the image from the Image Library.
- After you've made your changes, click on Publish (if you have publishing rights) to send changes live. Otherwise, click Save. If published, the event will be displayed on the public calendar website within 20 minutes. For websites using data feeds, times may vary. Please consult your Columba 'champion'.

Clone an event

- After locating your event (see how to do this in previous section), click on it then click on Clone event.



- Change details if needed.
- Click on Publish (if you have publishing rights) to send changes live. Otherwise, click Save. If published, the event will be displayed on the public calendar website within 20 minutes. For websites using data feeds, times may vary. Please consult your Columba 'champion'.

Delete an event

- Find your event (as explained above). At the bottom of the page, click on the Delete button.



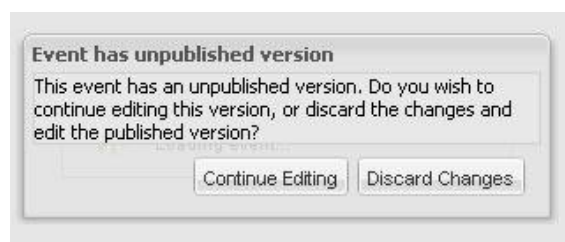
Publish an event (in 'Pending' section)

After an event is saved, the event is listed in the 'Pending' section. Only Columba publishers have access to this section and can publish events.

- Go to Columba admin section (<http://events.manchester.ac.uk/pub/>) and enter your login details
- Go to the Pending section (click on the Pending tab at the top of the page). If you can't see the 'Pending' tab, please contact your Columba 'champion'.



- Locate the event in the list and click on it. If the event that has been previously published, you may get a message (see image). Click on 'Continue editing' if you want to keep recent changes (made after the event was published); click on 'Discard changes' if you don't.

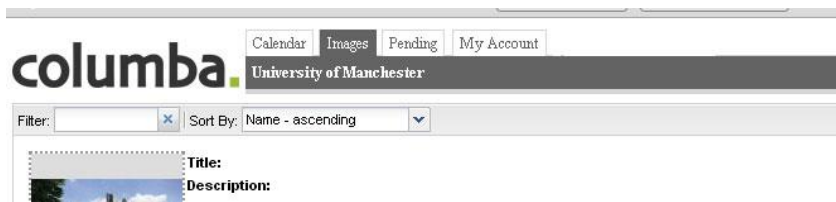


- Change details if required.
- If approved, click on 'Publish' (bottom of page). The event will be displayed on the public calendar website within 20 minutes. For websites using data feeds, times may vary. Please consult your Columba 'champion'.

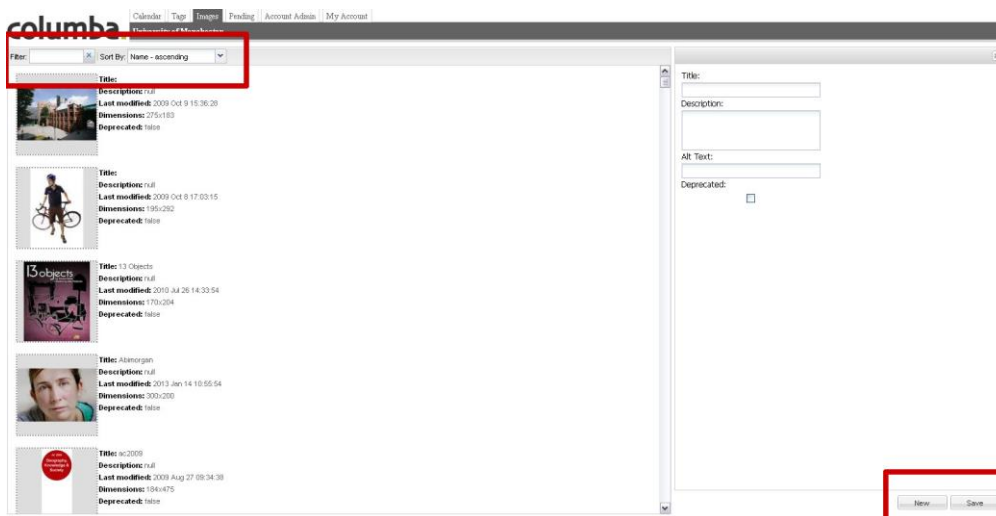


Upload an image in the Image Library

- Go to Columba admin section (<http://events.manchester.ac.uk/pub/>) and enter your login details
- To upload an image in the Image Library you need to have image editing permissions. If you do, you should see the Images tab at the top of the page in the admin section (see Image). If you don't, please contact your Columba 'champion'.



- Click on the Images tab
- Click on the 'New' button (bottom right of the page)



- Enter a name, description (if needed) and alt text for the image. Please always identify the image adding an abbreviation of the department owner at the beginning followed by a short phrase that best describes the image. For example, for images uploaded by Martin Harris Centre, use: MH – quatour danel; for images owned by Manchester Medical School, use: MMS – cancer lab, and so on.
- Click OK. After you've uploaded the image in the Image Library, it can be used when adding/editing an event.

Edit/delete an image in the Image Library

- To find an image in the Image Library, use the filters at the top of the page (see image). Enter the name of the image, if known.
- To change the image's details, select it and modify name, description and alt text as required then click on Save.
- To delete an image, select it and check the 'Deprecated' checkbox, then click on Save

Change password

- Go to Columba admin section (<http://events.manchester.ac.uk/pub/>) and enter your login details
- Click on the My Account tab
- Enter your old password and your new password. Click on Apply.

A screenshot of a web browser showing a 'My Account' tab. A modal window titled 'Change Password' is open, containing three input fields: 'Old Password', 'Password', and 'Password (again)'. Below the fields are two buttons: 'Apply' and 'Cancel'.

Data feeds

The Columba system provides XML feeds that can be used to embed information on University websites other than the public calendar. The XML feeds provide the same data displayed on the public calendar website (<http://events.manchester.ac.uk/>) and can be parsed using a variety of languages and technologies such as PHP, XSLT and .net

Feeds can be produced from any type of data collected by Columba (full list of feeds in appendix):

- By date
 - Today's event
 - Month's event
- By event type
- By event organiser
- By target audience
- By series/tags

Each event type, series, organiser or audience has a unique ID. The relevant feed is available by replacing <tagtobereplaced> (which is a tag 5) in the following URL structure with the unique ID (see appendix):

- http://events.manchester.ac.uk/f3vf/calendar/tag:< tagtobereplaced>/view:list/p:q_details/calml.xml

Feeds can also use a combination of data. We do this by aggregating unique IDs (tags). For example, we can have an organising department and a type event feed:

- http://events.manchester.ac.uk/f3vf/calendar/tag:<addtagorganisingdepartment>/tag:<addtageventtype>/view:list/p:q_details/calml.xml

To get event for a calendar month, use:

- <http://events.manchester.ac.uk/f3vf/calendar/view:cmonth/date:2013-02-01/calml.xml> (just change the month)

A combination of type, organising department and date is possible, as seen in:

- http://events.manchester.ac.uk/f3vf/calendar/tag:environmental_science/tag:seminars/view:cmonth/date:2013-02-01/calml.xml

For more information about Columba data feeds please contact milena.cimmarrusti@manchester.ac.uk

Columba champions

Access to the system is regulated by a team of 'champions' from across the University.
To ask for a Columba account please contact the 'champion' closest to your department:

Name	Role	Department	Email
Steve Devine	Multimedia Developer	Manchester Museum Whitworth Art Gallery	Stephen.P.Devine@manchester.ac.uk
Jo Hitchen	Marketing Officer	Manchester Museum Whitworth Art Gallery	joanne.hitchen@manchester.ac.uk
		Jodrell Bank Discovery Centre	
Kristian Scott	Digital Communication s Developer	John Rylands Library and University Library	Kristian.Scott@manchester.ac.uk
Jonathan Hogg	Digital marketing coordinator	John Rylands Library and University Library	Jonathan.Hogg@manchester.ac.uk
Andrew Poole	Digital manager	FSE	andrew.poole@manchester.ac.uk
Stewart Aitken	Digital manager	BMH	stewart.aitken@manchester.ac.uk
Philip Moores	Digital manager	Humanities	philip.moores@manchester.ac.uk
		Martin Harris Centre	
Rachel Bailey	Student Recruitment & Widening Participation Manager	Student Recruitment and International Development	Rachel.Bailey@manchester.ac.uk
James Hopkins	University Historian and Heritage Manager	Office for Social Responsibility	James.Hopkins@manchester.ac.uk
Lisa Govey	Communication s and	Office for Social Responsibility	lisa.govey@manchester.ac.uk

	Engagement Manager		
Anna Bates	Tabley House	Collections Manager and Assistant Administrator	tableyhouse@btconnect.com
Pete Morris	Student Communications and Marketing Manager	Student Admissions and Administration Division	peter.w.morris@manchester.ac.uk
Hannah Niblett	Collections Access Officer	Ahmed Iqbal Ullah Race Relations Resource Centre	Hannah.Niblett@manchester.ac.uk
Milena Cimmarrusti-Davila	Web Marketing coordinator	Division of Communications & Marketing	milena.cimmarrusti@manchester.ac.uk

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