

Faculty of Science and Engineering

Columba events system

User guide

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## 1. Summary

Columba is an events management system that allows users to populate the University of Manchester Public Calendar website as well as your School, Centre or Institute site. This document has been developed as a guide to using the system.

Egs <http://events.manchester.ac.uk/highlights/>, <https://www.chemistry.manchester.ac.uk/connect/events/>

## 2. Access rights

The Columba system is governed by three levels of access; Editor, Publisher and Administrator. Access is defined as follows:

Access level	Access rights
Administrator	Full system access
Publisher	Add / edit / delete events Add / edit/ delete images Full publishing rights
Editor	Add / edit / delete events Add / edit/ delete images

Columba users within the Faculty have been assigned the role of **'Publisher'**

This level of access enables users to ***add and publish their own events.***

### 2.1 Requesting additional users


Creating new Columba users is the responsibility of the Faculty Digital Team. Additional user accounts can be requested by sending an email to [fsemarketing@manchester.ac.uk](mailto:fsemarketing@manchester.ac.uk).

### 3. Logging in

1. Go to the Columba user administration screen:

<http://events.manchester.ac.uk/pub/>

2. Enter your user details:



The screenshot shows a web browser window titled "Login Page". The main heading is "Login with Username and Password". Below the heading, there are two input fields: "User:" followed by a text box, and "Password:" followed by a text box. Below the password field is a blue "Login" button.

Now add an image, or check one exists in the system, and you will be ready to add your event.

### 4. Adding an image

Before you start to enter your event details, upload the image you will use, if there is one.

If you do not have an image, a default one will autopopulate from the library:



To add your own image to the library:

1. Resize your image to 180 x 180 pixels.

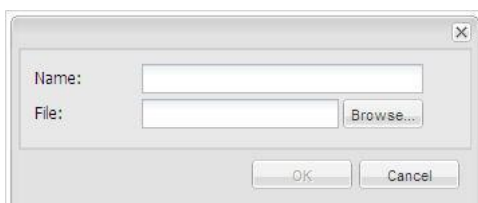
2. From the main options bar at the top of the screen - Click on the 'Images' tab



3. Click on the 'New' button (located in the bottom right-hand corner of the screen).



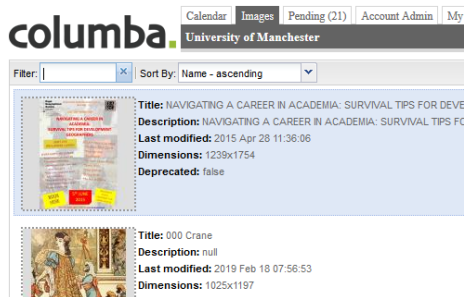
4. You will see the following pop-up window appear:



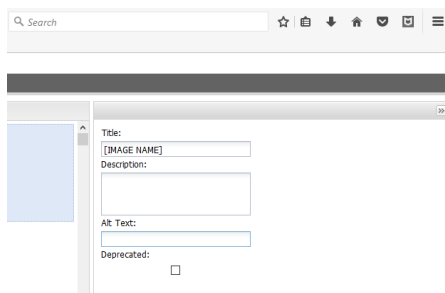
5. Select a name for the image. Ensure this is something memorable as the name you chose will be used when searching for the image in the library
6. Click 'Browse' and locate the image on your PC.
7. Click 'Ok'

The image will now be stored in the library.

- Search for your image by name using the top filter field.



- Click your image, and complete the additional description and alt text fields on the right of the screen. The alt text should indicate what the image is showing for the purposes of those using assistive technology.



## 5. Adding an event

To add an event log in as shown above.

- Click on 'Add event'



**! To avoid duplication, before you enter an event, click on the relevant date on the calendar to check that the event has not already been submitted. !**

2. You will now be presented with the Event Information Screen:

**! Boxes highlighted in red are compulsory.**

3. To create a new event, you will need to add the following information:

Field	Description	Compulsory	Notes
Title	The title of your event.	Yes	This needs to be something suitable for an external audience so avoid abbreviations and School/Centre names in this field.
Start	Click on the calendar icon to choose the start date. Then select the start time by clicking on the drop down box --all day--	No	Not mandatory but advisable.
End	Click on the calendar icon to choose the end date. Then select the end time by clicking on the drop down box --all day--	No	Not mandatory but advisable.
<i>If the event is ongoing, Leave --all day-- as the selected option.</i>			
Status	<i>Please ignore this field</i>	n/a	
Description	Enter a full description for your event. Include any important links – see 5.1 <i>Including links</i> below.	Yes	The first line of this will be what pulls on to your website, so please ensure this is something that will make sense to users.

Field	Description	Compulsory	Notes
Event information	The checkboxes offer additional information about the event. Tick each box as required. <b>If your event is FREE use this checkbox NOT the price field lower down.</b>	No	
Target audience	Select as many audience checkboxes as required.	No	
Featured event	Check this box to display your event on the main University's highlights page.	No	
<p><i>Featured events will appear here - <a href="http://events.manchester.ac.uk/highlights/">http://events.manchester.ac.uk/highlights/</a> - The system allows up to six events on this page. If more than six events has been marked as a 'feature' the events closest in time will be displayed.</i></p>			
Publishing targets	If your event is for an internal audience only, uncheck the 'public calendar' box. Check any other boxes that are relevant. Your School of Centre box should be ticked, along with any associates units. Please also check the Faculty of SE box.	No	Not mandatory but these need to be checked – especially the one for your School as this is how the event will pull on to your website.
Organising department	From the list, please select 'School of xxx'	Yes	
Event type	Select the 'event type' from the drop-down list of options	Yes	
Primary event series	Ignore this field unless you know your website feed requires it.	No	
Secondary event series	Ignore this field unless you know your website feed requires it.	No	
Price	Enter the cost of the event in the following format: £10 or £5-10  Do not use this box for free text (eg 'Free' or 'Donation welcome'). If your event is free use the checkbox above.	No	



Field	Description	Compulsory	Notes
Concessions	Price format as above. If there are no concessions, leave the field blank.	No	
Offers	Price format as above. If there are no offers, leave the field blank.	No	
Opening hours	If required this should be entered in the following format:  Mon-Sat 10am-5pm or Sun 12pm-2pm  Leave the field blank if not required	No	
Links	Click 'Add' to enter any related websites in the following format:  <b>Name of link:</b> BBC website <b>URL of link:</b> <a href="http://www.bbc.co.uk">http://www.bbc.co.uk</a>	No	It is recommended to at least include the link to your School / Centre or organisation here, plus any others. If there is an Eventbrite page for your event, you should include this here with "Register to attend" or similar as the name of the link.
Speakers	Click 'Add' to enter any related speakers in the following format:  <b>Name:</b> Professor John Smith <b>Role:</b> Professor of Biotechnology <b>Organisation:</b> {organisation name} <b>Biography:</b> {speaker biography} <b>Link:</b> {this could be a staff profile or external link as appropriate}	No	
Image	Click on the 'add icon' – a window will appear asking you to choose an image.  In the 'Filter' box, type the memorable name you associated with the image you require or browse to one of the placeholder images. Click ok.	No – default will display if no image	
Name	Add the contact name for the event	No	Not mandatory by advisable.

Field	Description	Compulsory	Notes
Email	Add the email address of the main point of contact	No	Not mandatory by advisable.
Telephone	Add the telephone number of the main point of contact	No	
Room	Add the room number or name (eg Room 2.08, or Lecture Theatre 1). Leave blank if unknown or not appropriate	No	Not mandatory by advisable.
Location	Select the appropriate building from the list	Yes	
Building	Add the building details if not auto-populated	No	
Street	Add the street if not auto-populated	No	
City	Add the city if not auto-populated	No	
Region	Add the region if not auto-populated	No	
Post code	Add the post code if not auto-populated	No	
Country	Add the country if not auto-populated	No	

When all the above is complete – Click ‘Publish’.

**Your event will now be published and will appear online in 20 minutes.**

(If you want to save your work and come back to it later, just click Save. They go back and find it under the ‘Pending’ tab at the top of the page.)

## 6. Changing your password

To change your password:

1. Go to the Columba user administration screen:

<http://events.manchester.ac.uk/pub/>

2. Enter your user details:



Login Page

**Login with Username and Password**

User:

Password:

3. Click on the 'My Account' tab



Calendar Images Pending (33) Account Admin **My Account**

University of Manchester

4. Enter old / new password and click 'Apply'



**Change Password**

Old Password

Password

Password (again)