CLA Calendar Training

I. Navigating to the Mura calendar system
The new calendar site is managed on CLA’s website management system, Mura. To add, edit, or view events, go to this link:
http://www.cla.auburn.edu/admin/?muraAction=clogin.main

We recommend bookmarking this page and labeling it “CLA Calendar System” to help you find it for future use. We also recommend using Mura in Google Chrome.

Once on the site, sign in with the username and password given to you by Sam Singer. Your normal Auburn username and password will not work. If you manage multiple CLA websites (e.g., your department’s website and your department’s calendar) you will need separate login information for each. If you have questions about your login information, contact Sam, singess@auburn.edu

Once on the site, you can edit your username and password by clicking your name at the top right corner of the page and clicking “Edit Profile.”

II. Viewing calendar events
To view the calendar pages where you can add and edit events, click on “Site Manager” in the navigation bar. Once there, you can either view “Calendar” or “Exhibition” events by hovering over the plus sign to the left then clicking “Zoom.” (Note: Exhibitions are solely for art department exhibitions. All other events should be added to “Calendar”).
III. Adding new calendar events
To add a new event, hover over the plus sign to the left of “Calendar,” and click “Add new content.” You will then be prompted to select content type. Select “NewCalendarEvent,” NOT the “Calendar” option.

Once on the content form page, you can enter the information for your event. Not all information is required (fields marked with an asterisk are required), but the more information you provide, the better your event will look.

A. Entering calendar information
1. **Title:** This will be the name of your event, and we suggest making the title descriptive (e.g., “Faculty Recital with Jane Doe,” instead of “Faculty Recital”).

2. **Content:** This is NOT the description of your event. This is a box that provides the option of adding a Google map to your event (see instructions below in section III.B for adding maps).

3. **Display:** This is where you will add the date and time for your event. Click the drop down and select “Per Start/Stop Dates,” and you will see options for selecting a start and stop date and time. You must enter both a start and stop date and time for your event. DO NOT SELECT a “Display Interval” option other than “Daily” as Mura has not worked out the bugs yet to make events weekly, monthly, etc.
4. **Categorization**: This information sorts your event according to department and audience type. If you do not select a department category, it will not appear on any department calendar.

   To add a category, click the “Categorization” tab on the left navigation. Then check associated departments. You may also choose from the three “Audience” and four “Discipline” options. There is no limit on how many categories per event.

   **Do not add another department’s category to your event unless you have direct permission from them to do so.**

5. **Event Description**: You can add a description of your event. This section is only for text, not any other media (e.g., video, photo, etc.).

6. **Contact person, email, phone**: You can add the contact information for your event.

7. **Website**: You can add the website for the associated program/department.

8. **Price**: You can add the price for your event. This does not have to be a single number (e.g., $5). You may enter as much information as necessary (e.g., Students: $5; Children: $6; Adults, $10).

9. **Image upload**: You can add a photo for your event. This photo does not have to be a certain size, and you will be given the option to crop after you publish the event.

10. **Image alt tag**: If you add an event photo, this is required. This is the text that a screen reader reads for users that have sight disabilities. We are legally required to provide alt tags for every image on our website.

11. **Link to purchase tickets**: If the user can purchase tickets online, you can provide the link here.
12. **Location name, building, room number, physical address:** You do not have to complete every location option; the different boxes allow you the flexibility of providing the location for your event whether it is on or off campus. If your event is off campus, you can use the location name (e.g., Pebble Hill) and physical address (e.g., 101 S Debardeleben St, Auburn, AL 36830) options. For an on campus event, you can enter the building (e.g., Haley Center) and room number (e.g., 3233). You can also include the location name (e.g., CLA IT office) and physical address (e.g., 351 W Thach Concourse, Auburn, AL 36849) for an on campus event.

13. **Event type:** The event type option categorizes your event based on the genre of event. You may only choose one option.

14. **Concert credit:** This only applies to the Department of Music in regards to their music appreciation class.

Everything below “Concert Credit” applies to exhibitions only. When you are finished entering all the information, Click “Publish” in the bottom right hand corner.

**B. Adding a map**

To add a map, go to the “Content” section on the “Basic” tab. Click the map marker icon, and a “Create/Edit Leaflet Map” box will pop up. In the “Location” tab, enter the address for your event in the “Auto-Search of Coordinates” field and select your address. You do not need to enter the latitude, longitude, or pop-up text options.

In the “Options” tab enter 320 for both the “Map Width” and “Map Height” and 16 for “Zoom Level.” Uncheck “Include MiniMap” and check “Responsive Map.” Click “Okay.”
C. Adding Exhibitions

Exhibitions will have the same instructions as adding a new calendar event except for a few differences. To add a new exhibition, hover over the plus sign to the left of “Exhibitions,” and click “Add new content.” You will then be prompted to select content type. Click the “NewCalendarEvent” option. Enter the exhibition information as you would an event.

For exhibitions, the Location Name field must be the name of the gallery (e.g., Biggin Gallery). All other location information is optional (see instructions about Location fields in section III.A.12).

There are three additional, required content fields at the end of the form for exhibitions.

1. **Exhibition featured artist**: Enter the artist(s) featured in the exhibition.

2. **Exhibition short description**: Provide a shorter description for the Events homepage than the longer description used on the Exhibition Detail page (as entered in the “Event Description” field above).

3. **Exhibition Gallery Hours**: Enter the operating hours (including what days of the week) for the gallery.
D. Editing Events
To edit an event you have already created. Go to the list of calendar events and select the pencil icon on the right. This will return you to the calendar entry page.

IV. Copying and pasting events
If you have multiple events that have similar information, you can copy and paste the events to save time and effort. To copy an event, hover over the plus sign to the left of the event you want to copy and select “Copy.” To paste and create a new, duplicate event, hover over the plus sign to the left of “Calendar” or “Exhibitions” and select “Paste.” You may then edit the duplicate event by selecting the pencil icon to the right of the copied event.

Whenever you copy an event, you must create a new title for the duplicate event and add a new date and time. To change the name, type over the current title and click “Clear SEO Titles.” Then add a date in the display box drop down (see instructions above in section III.A.3). Only if you change these two items will the duplicate event display on the calendar.
V. Searching for events
To search for an event, go to the search bar at top right of the Site Manager and enter your search. To exit the search, click “Architectural View.”

If you have any questions or issues, contact Sam Singer, singess@auburn.edu