



The University of Manchester

Faculty of Humanities
Columba Events System
User Guide

Table of contents

1. Summary	3
2. Access rights.....	3
2.1 Requesting additional users.....	3
3. Publishing events	3
4. Adding an image to the Image Library.....	4
5. Adding an event	5
6. Changing your password.....	10

1. Summary

Columba is an events management system that allows users to populate the University of Manchester Public Calendar website:

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

This document has been developed as a guide to using the system.

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 School of Arts, Languages and Cultures have been assigned the role of '**Publisher**'

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

2.1 Requesting additional users

Creating new Columba users is the responsibility of the Faculty Web Team. There are no restrictions on the number of users who can be granted access. Additional user accounts can be requested by sending an email to warren.gates@manchester.ac.uk

3. Publishing events

Once an event is published, it will be displayed on the public calendar website within **20 minutes.**

4. Adding an image to the Image Library

The Columba Events System allows you to include **one** supporting image with each event.

However, during the event creation process (if you are intent on using an image) the system assumes that the image is already available in the Columba image library.

Therefore, to save time and avoid an unnecessary system issues, it is prudent to upload an image first - before creating the associated event.

To add an image to the library:

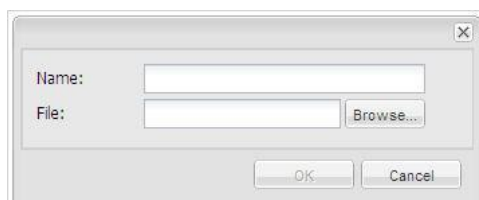
1. From the main options bar at the top of the screen - Click on the 'Images' tab



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



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



4. 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
5. Click 'Browse' and locate the image on your PC.
6. Click 'Ok'

The image will now be stored in the library and will be available for you to select when creating a new event.

5. Adding an event

To add an event:

1. Go to the Columba user administration screen:

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

2. Enter your user details:



A screenshot of a web browser window titled "Login Page". The page content is titled "Login with Username and Password". It features two input fields: "User:" and "Password:". Below the "Password:" field is a "Login" button.

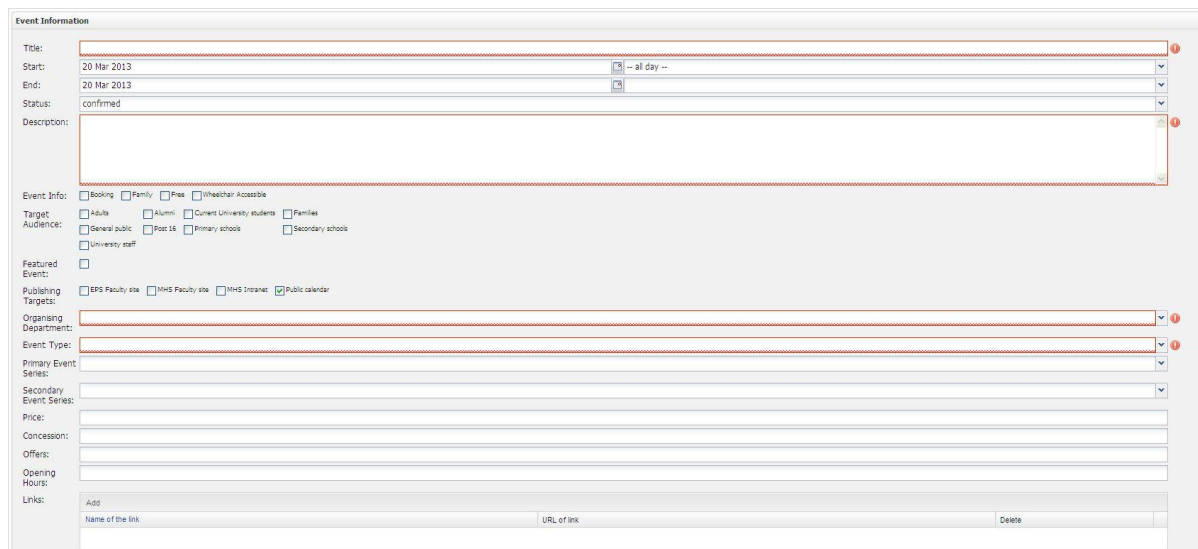
3. Click on 'Add event'



A screenshot of the Columba user interface. At the top is the "columba" logo. Below it is a calendar for "Mar 2013". The calendar shows days of the week (M, T, W, T, F, S, S) and dates. The date "20" is highlighted with a red box. Below the calendar is a "Today" button and a larger "Add Event" button, which is also highlighted with a red box.

! 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.

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



! Boxes highlighted in red are compulsory.

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

Field	Description	Compulsory
Title	The title of your event	Yes
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
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
<i>If the event is ongoing, Leave --all day-- as the selected option. If you don't know the end time, just leave it blank.</i>		
Status	<i>Please ignore this field</i>	n/a
Description	Enter a full description for your event	Yes
Event information	The checkboxes offer additional information about the event. Tick each box as required	No

Field	Description	Compulsory
Target audience	Select as many audience checkboxes as required.	No
Featured event	Check this box to display your event on the main public calendar website	No
<p><i>Featured events will appear here - http://events.manchester.ac.uk/highlights/ - 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 this is a public event, please leave all boxes in their default state. If you event is for an internal audience only, uncheck the 'public calendar' box. Do not touch any other checkbox.	No
Organising department	From the list, please select 'School of Arts, Languages and Cultures'	Yes
Event type	Select the 'event type' from the drop-down list of options	Yes
<p><i>If the event type you require is not on the list. Please contact: warren.gates@manchester.ac.uk</i></p>		
Primary event series	From the drop-down list, select the relevant subject area e.g. for Music, select (ALC) Music – and so on.	No
<p><i>If your 'subject area' is not available within the drop-down options, Please contact: warren.gates@manchester.ac.uk</i></p>		
Secondary event series	If your event also relates to another subject area or Centre / Institute, select the relevant option from the drop-down list. In not, leave the field empty.	No
Price	Enter the cost of the event in the following format: £10 or £5-10 If there is no cost, write 'Free'	No

Field	Description	Compulsory
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: Name of link: BBC website URL of link: http://www.bbc.co.uk	No
<p><i>Occasionally you may want to include a poster or flyer as part of you event. If so, your poster will need to be loaded into the Humanities Media Server first. To do this, please contact Philip.olsen@manchester.ac.uk before you create your event. Phil will then upload your poster and provide you with a link that you can use.</i></p>		
Speakers	Click 'Add' to enter any related speakers in the following format: Name: Professor John Smith Role: Professor of History Organisation: {organisation name} Biography: {speaker biography} Link: {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. Click ok	

Field	Description	Compulsory
Name	Add the contact name for the event	No
Email	Add the email address of the main point of contact	No
Telephone	Add the telephone number of the main point of contact	No
Room	Add the room number of the event location. Leave blank if unknown or not appropriate	No
Location	The drop-down list contains every University building. If the event is happening on Campus, select the appropriate building from the list	No
<p><i>If you have selected a building from the drop-down options, the system will automatically insert the address and associated map. You also have the option to add additional address information in the remaining boxes. For example, if the venue is the Martin Harris Centre, but the actual venue is the John Thaw Studio, then 'John Thaw Studio' could be used as the 'Room'</i></p>		
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

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

Your event will now be published and will appear on the public calendar website within 20 minutes.

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)