

# Events@Rawls Tutorial

## Getting Started

Before submitting an event, please make sure your event hasn't already been posted.

- Check by date (1) or use the Advanced Search Function (2)
- Click on "Submit Event" (3)

TEXAS TECH UNIVERSITY  
Rawls College of Business

EVENTS@Rawls

Advanced Search  SEARCH

May 2014

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

1 Day | Week | Month | Year | Today

2 Poolapoolooza  
6 P.M. MAR. 12  
Battleship tournaments, races, and water games at the Rec Center!

TAB Presents: Karaoke Night  
7 P.M. MAR. 25  
Come show off your singing skills at Karaoke Night.

Basketball vs. Texas  
3 P.M. MAR. 8  
Cheer on your Red Raiders versus the University of Texas!

Calendar Options

Week of May 11, 2014

Details Ongoing

All  
Alumni and Friends  
Career Management Center  
Students

Other University Calendars  
Events@TexasTech  
Athletics  
Academic Calendars  
Texas Tech Alumni Association

Calendar Administration  
Manage Events  
3 Submit an Event  
Submission Guidelines  
Report a Problem

Texas Tech University | Bedework Website | State of Texas | Statewide Search | Texas Homeland Security | General Policy Information | TTU System

## Step 1

- Make your title descriptive. Rather than "Lecture" use "Music Lecture Series: Dialogues and Adventures; James Decker, Trombone."

- Be specific when entering the timeframe of your event. The system can incorporate multi-day events as well as recurring events (which will be featured on the right side of the calendar).
- Elaborate on the event in the description field, but try not to repeat the same information from the title. Do not include locations and times in the description field (unless it is to add details such as room numbers). The description field is limited to 1,000 characters.

Events@Rawls Public Event Submission
EVENTS@Rawls

---

Overview
Add Event
My Pending Events

Step 1: Enter Event Details. *Optional fields are italicized.* next →

Title:

Date & Time:  all day

**Start:**  
Date:

**End:**  
 Date  
 Duration  days  hours  minutes **or**  weeks  
 This event has no duration / end date

Description:

Cost:  *optional: if any, and place to purchase tickets*

Event URL:  *optional: for more information about the event*

Image URL:  *optional: to include an image with the event description, make your image no larger than 350 px X 300 px.  
If you don't have the ability to upload your own images, send it by email to [marketrails@ttu.edu](mailto:marketrails@ttu.edu) for assistance.*

next →

Events@Rawls

Texas Tech University | Bedework Website | State of Texas | Statewide Search | Texas Homeland Security | General Policy Information | TTU System

## Step 2

Choose the location from the drop-down menu.

Add new locations if necessary.

## Step 2: Select Location.

[← previous](#) | [next →](#)

select an existing location... ▾

Didn't find the location? Suggest a new one:

Address: Sub-address:  optionalURL:  optional[← previous](#) | [next →](#)

### Step 3

Choose your contact name from the drop-down menu.

Add the name of your department or organization, phone, web and email address.

## Step 3: Select Contact.

[← previous](#) | [next →](#)

select an existing contact... ▾

Didn't find the contact you need? Suggest a new one:

Organization Name:  *Please limit contacts to organizations, not individuals.*Phone:  optionalURL:  optionalEmail:  optional[← previous](#) | [next →](#)

### Step 4

Select an event based on the category. Please note that Career Management Center (CMC) events will be displayed under both "Career Management Center" and "Students" on the home page.

Step 4: Suggest Topical Areas. Limit to four selections. *Optional.*

← previous | next →

- Alumni and Friends
  - Development and External Relations
  - Distinguished Alumni
  - Ongoing
  - Rawls Raiders
  - Rawls in Austin
  - Rawls in Dallas
  - Rawls in Fort Worth
  - Rawls in Houston
  - Rawls in Lubbock
  - Rawls in Midland
  - Rawls in San Antonio
- Students
  - Area of Energy, Economics and Law
  - Area of Finance
  - Area of Information Systems and Quantitative Sciences (ISQS)
  - Area of Management
  - Area of Marketing
  - BA Computing Services (BACS)
  - Center for Global Engagement (CGE)
  - Graduate & Professional Programs
  - Health Organization Management (HOM)
  - Office of the Dean
  - Ongoing
  - School of Accounting
  - Snyder Communication Skills Center
  - Student Organizations
  - Undergraduate Services Center
- Cross Category
  - Career Management Center (CMC)

Missing a topical area? Please describe what type of event you're submitting:

Type of event: 

← previous | next →

## Step 5

Enter your email address.

The Rawls Communications & Marketing department will select events to appear in the featured area of the calendar that appeal to wide audiences and promote the university's academic, research and other strategic initiatives. To have your event considered, please note your request in the additional information box.

Click "submit for approval," and you're all set!

Please note: to appear in the featured area on the main page, you **must** email a photo to [marketrawls@ttu.edu](mailto:marketrawls@ttu.edu). Please do this as quickly as possible after you submit your event.

- The image can be no larger than 350 pixels wide and/or 300 pixels high
- Subject: Calendar feature photo
- Body: Name of event and date

Step 5: Contact Information and Comments

← previous

Enter your email address:

To have your event considered as a featured event, note your request in the box below. Please note: you must email a photo to [marketrawls@ttu.edu](mailto:marketrawls@ttu.edu) to be considered. Please do this as quickly as possible after you submit your event.

submit for approval cancel

← previous

If you have any questions or need assistance, don't hesitate to contact [marketrawls@ttu.edu](mailto:marketrawls@ttu.edu).