Trumba Calendar Tips for SPH

Login using your UW NetID at http://www.washington.edu/calendar/trumba

Add an Event

Go to the month where you want to add an event, then click **Add Event** in the left corner of the event day. This will bring up the **Event Information form**. The form has required fields: Description (title), Event interval and Event types.

**Event Information**

- Owning Calendar (calendar of your program)
- Also Shows On – Share an event on SPH or UW calendars

**Title:** *(required)* Event Title or headline – please keep it short and easy to read. The actual description goes under the Notes section below.

**Campus location:**

Start typing to display a dropdown list of campus locations. Selecting a location from the list will add a link to the campus map. Click “Switch to Location” for events that are off campus or not in the list. You can also add latitude and longitude coordinates to display a map.

**When:** date and time of the event

Start/End: enter the month, date, and time or click the calendar icon to select optional: check All day or Specify duration (hours, minutes).

**Repeat:** options are none (default), daily, weekly, monthly, or annually

**Event interval:** *(required)* select Single day event (default) OR Ongoing event

**Online meeting link:** Add the online meeting link for virtual events or events with an online meeting option.

**Campus room:** enter a room number and special directions if needed

**Accessibility Contact:** Enter contact information for requests connected to a disability or health condition.

**Event types:** *(required)* select one or more items (Lectures/Seminars ). “Not Specified” is at the bottom

**Event image:** add a photo or graphic related to the event (supported formats: BMP, JPEG, GIF, PNG, PNG)

**Event sponsors:** not required, but nice to include sponsors

**Target Audience:** students, faculty, etc

**Facebook:** add the Facebook event url, if any

**Twitter:** add a hashtag (ie #uwsphe), if any
Featured: - leave blank

Editor notes: Hidden from display – include who is entering/updating the information

Description of the event. Include event title, Date, time, location, speaker, bio, contact person, registration, etc.

Web link: add a URL to a related web page or PDF

Registration, Announcements, Event Report (optional items)

Submit buttons: OK, Cancel, Create & Copy, Preview

Help: For question or issues, please contact SPH communications (sphweb@uw.edu) or help@uw.edu with “Trumba calendar help needed” in the subject line

UW Trumba Event Calendar
https://itconnect.uw.edu/tools-services-support/email-calendars-events/uw-event-calendar/

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