

Using the new “Categories” screen on 25Live for the web calendar

Main Events Calendar (Top 11)

Use at least 1 of these to make your event show up on the main events calendar

Academic:

Audience: faculty, staff and students

Examples: Writers Read, Colloquium, Tertulia, TGIW, Suter Science Seminars, capstone presentations

Admissions:

Audience: Prospective students

Examples: Open House, SOAR, Orientation,

Arts:

Audience: Faculty, Staff, Students, Community

Examples: Concerts, Gallery shows, Theater productions

Athletics:

Audience: Faculty, staff, students, community

Examples: Men’s basketball vs Bridgewater, etc.

External Rentals: (For Auxiliary Services use)

Audience: Outside Groups/Campus FYI

Examples: Running camp, apostolic camp, Augusta Co. graduations

Faculty/Staff:

Audience: Faculty/staff

Examples: Grad Council, Undergrad Council, Undergrad faculty meeting, staff development

Grad/Seminary:

Audience: Grad Faculty, Staff, Students

Examples: Capstone presentations, Seminary chapel, CJP Events, Open Houses,

Print Calendar:

Audience: Faculty, Staff, Students

Examples: Academic Calendar, everything you want on the print calendar

Special events: (event community members are highly encouraged to attend)

Audience: Community, faculty, staff, students

Examples: Homecoming, SLT, Guest Lectures, Waterman Family Fun Night

Spiritual Life:

Audience: Faculty, Staff, Students, Community

Examples: Chapel, Campus Ministries events,

Student life:

Audience: students (primarily)

Examples: CAC events, Chapels, Common Grounds events

Sub-calendars (categories below Student Life)

These categories will show up on sub-calendars on individual webpages.

If you don’t also choose one of the Top 10, your event will ONLY show up on the sub-calendar—we can add sub-categories- talk with Laura to determine if an additional category needs to be added