

Omni CMS Calendar – Creating an event

Please do not hesitate to contact me with any issues or questions.

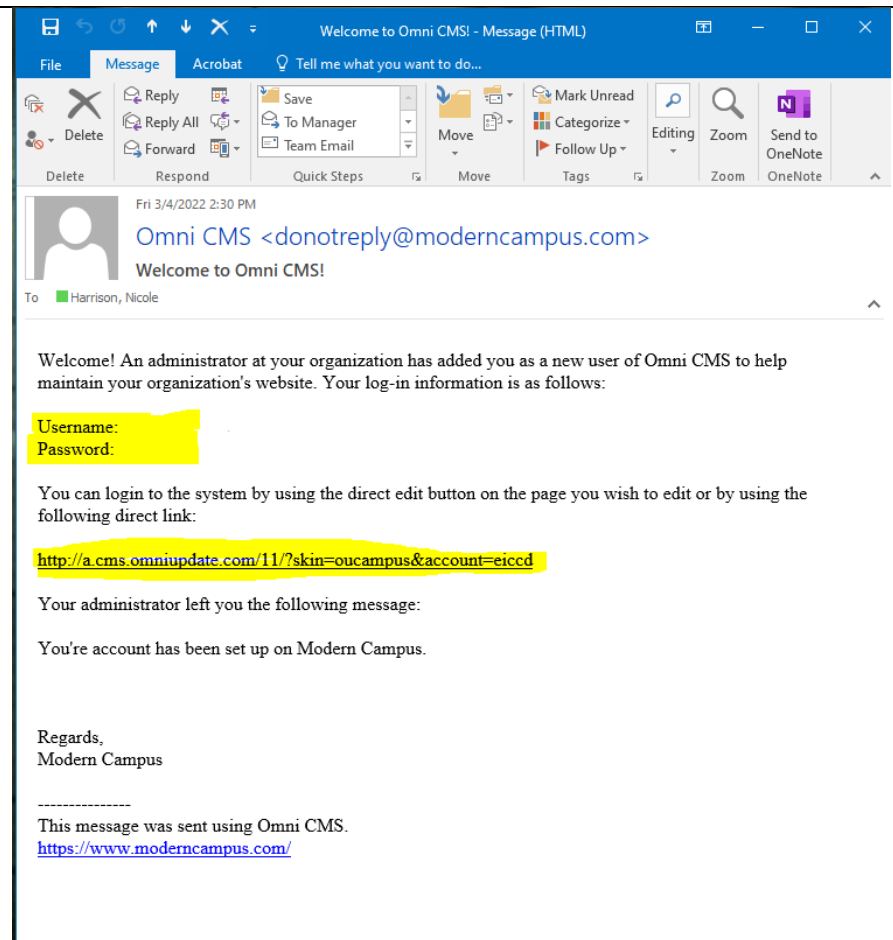
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563-336-3318

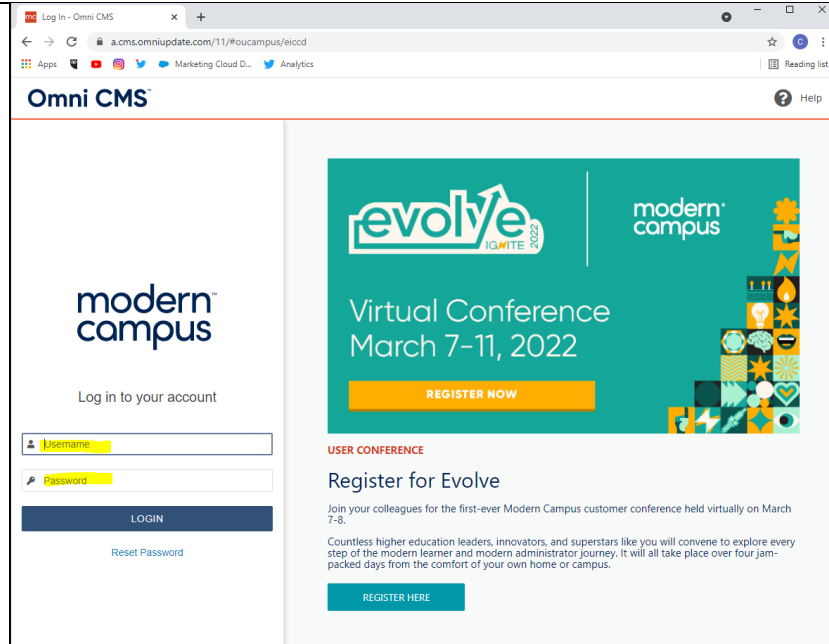
LOGGING IN

Log into your account using the link and log in credentials provided in the email you received from OMNI CMS.

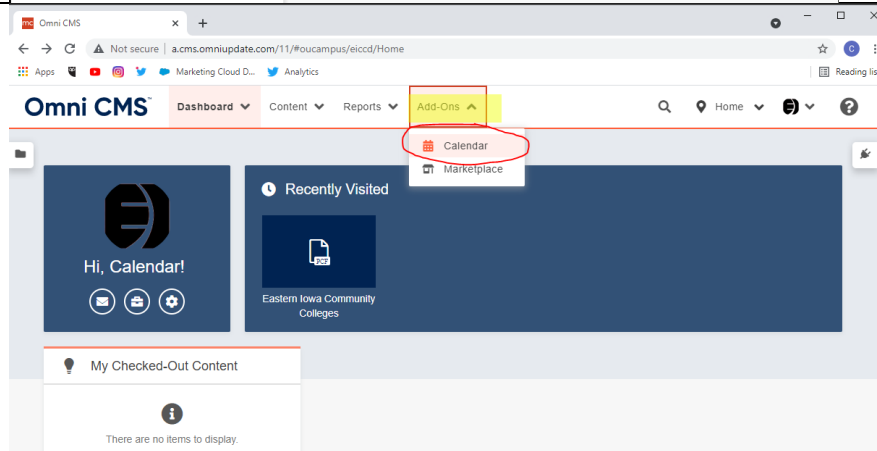


The link will bring you to the login page for Omni CMS.

Enter your username and password from the email.



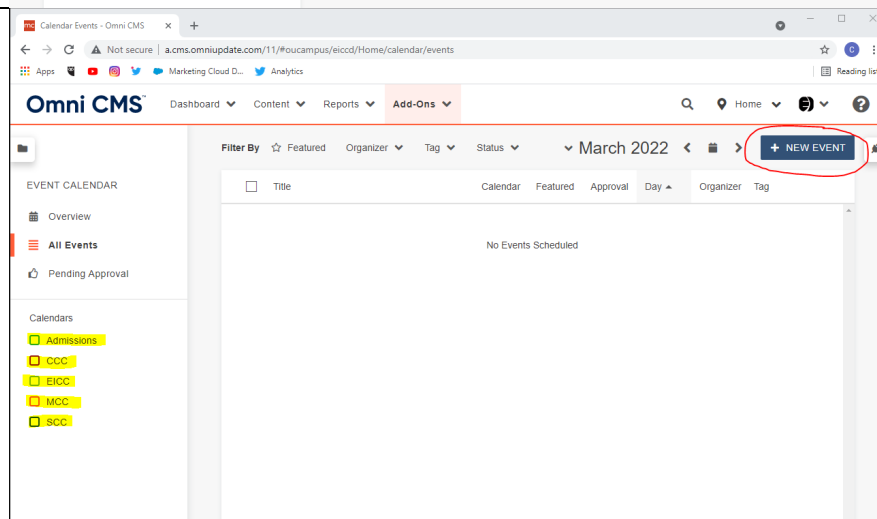
Once logged in, you can access the calendar by clicking on **Add-Ons** in the top navigation and selecting **Calendar** from the drop-down options.



This will bring you to the Calendar **All Events** page. The left-hand navigation you have options for:

Overview – Calendar view of all the calendars you have access to are selected.

All Events – all events you have access to listed out.



Calendars , this is the list of Calendars you have access to. To see events for a calendar it must be checked.

To add an event, just click on the blue **+ New Event** button in the top right corner.

Calendars

☐ Admissions

☐ CCC

☐ EICC

☒ **MCC**

☐ SCC

This opens a **New Event** page.

Click the arrow to display the drop down of **Calendar**.

Select your Calendar from this drop down.

Dashboard Content Reports Add-Ons

New Event

Event Details

Calendar

Event Name

From ☐ All Day
Enter a start date and time for the event.

To
Enter an end date and time for the event.

Time Zone

Event Repeats

Additional Details

About The Event

B I U

Next add the name of your event to the **Event Name**.

Using the date picker boxes in the **From** and **To** fields you can set the start and end dates for the event.

An event can have start and end time or you can toggle the **All Day** checkbox to set it as an all-day event.

New Event

Event Details

Calendar ● MCC

Event Name

From ☒ All Day
Enter a start date and time for the event.

To
Enter an end date and time for the event.

Time Zone US/Central

Event Repeats

Additional Details

About The Event **B I U**

If your event is reoccurring on a set schedule, you can set that by changing the **Event Repeats** dropdown from Never to Daily, Weekly, Monthly or Yearly.

From there you can set the repetition of the event and the end date of the reoccurrences.

Enter an end date and time for the event

Time Zone US/Central

Event Repeats

Every day(s)

Until

Summary every day

If you have details and additional information about your event, you can add that in the **About The Event** text box.

Each event allows for a **square** image to be associated with it. Images must be at least **500 by 500 pixels**.

To add an image click in the image icon in the **Event Image** field.

About The Event

B I U [List Icons] [Image Icon] [More Icon]

Here is where you can add a description of the event

POWERED BY TINY

Event Image 

Select a 500px image that will be displayed on the event details page.

Image Alt Text

Organizer Select organizer... + Add New

Tags Filter by Tag

Global tags can be managed in Tag Management.

Location Select location... + Add New

Location Room

Web Conference Link

This brings up a dialogue box to choose an already existing website image or upload a new image.

The File Tree, will open in the 'calendar' folder and from there you will need to click on your campus folder.

Select Image

Sites > Home > calendar **UPLOAD**

Filter by tag

Filter by name

calendar

- clinton
- eicc
- locations
- muscatine
- scott

Select a file to see its preview.

CANCEL **INSERT**

If your image already exists you may select it here, or you can click the blue **UPLOAD** button in the top center of the box.

Select Image

Sites ▸ Home ▸ calendar

UPLOAD ▾

Filter by tag

Filter by name

calendar

clinton

eicc

locations

muscatine

scott

Select a file to see its preview.

CANCEL INSERT

This will pop up another dialogue box, click the blue **+ ADD** button to select an image from your computer to upload. Once that is selected, click the **START UPLOAD** button in the bottom right corner.

Upload to /calendar/muscatine

Access Group

(Inherit Existing)

Files

+ ADD

or drag files from desktop

CANCEL START UPLOAD

Once your image is uploaded it will appear in your image list and you can select it and click the blue **INSERT** button in the bottom right corner.

Select Image

Sites ▸ Home ▸ calendar ▸ muscatine

UPLOAD ▾

Filter by tag

Filter by name

muscatine

MCC-Students.png



Name: MCC-Students.png

Path: /calendar/muscatine/MCC-Students.png

Size: 600 × 600 (846K)

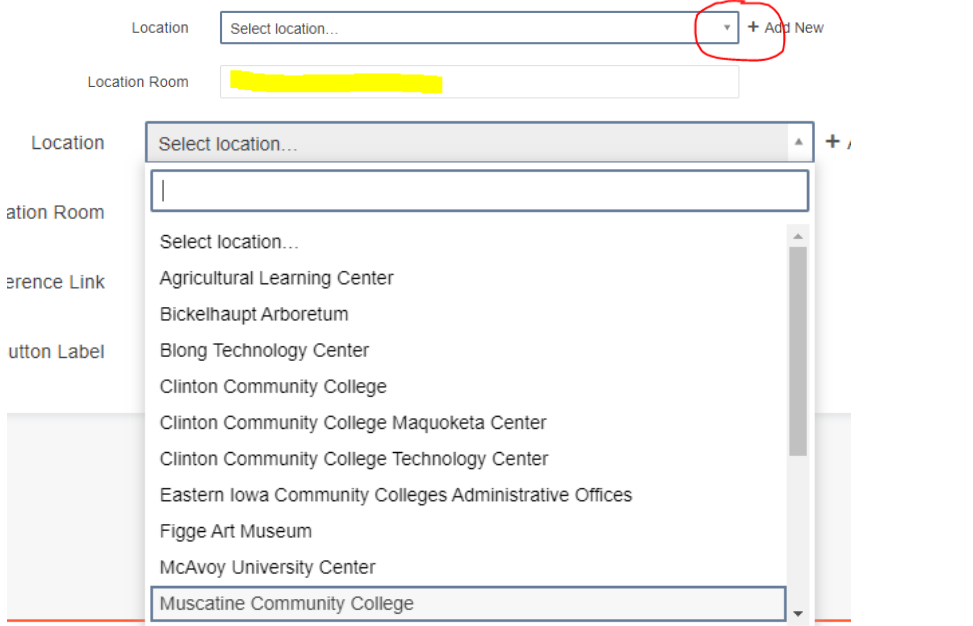
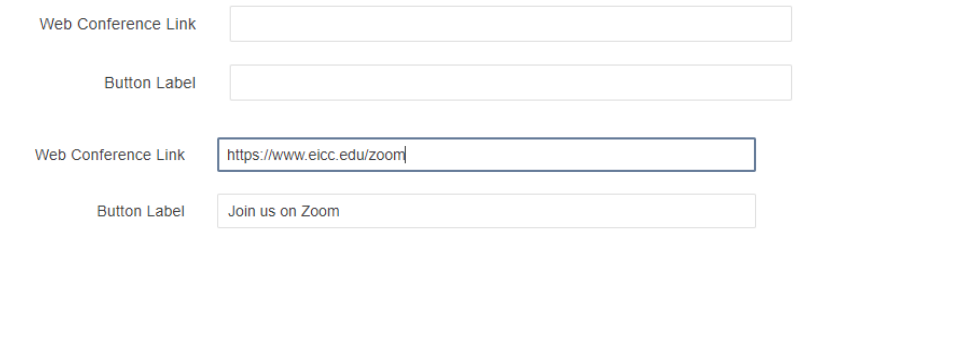
Last Modified: Never

Last Published: Never

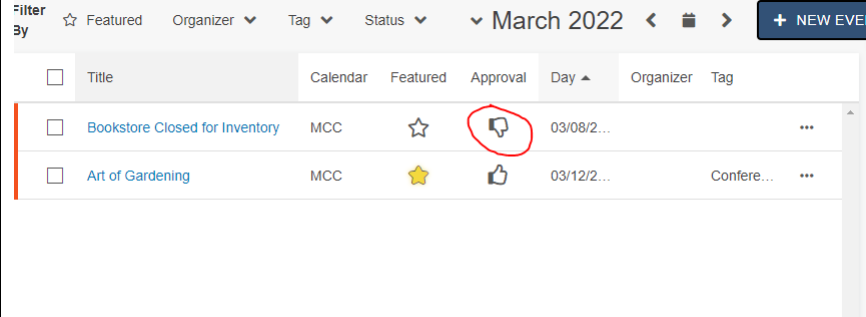
Edit Image

CANCEL INSERT

If you have an image for your event you HAVE TO add an Image Alt Text. This is just a description of what the image is showing.	Event Image https://eicc.edu/calendar/muscatine/MCC-Students.png  Select a 500px image that will be displayed on the event details page. Image Alt Text Smiling students standing in hallway talking
If there is a specific organizer for the event that needs to be identified, you can and select that person from the Organizer drop down. If the organizer isn't already set up you can click on the + Add New link next to the drop down arrow to add a new organizer.	Organizer Select organizer...  + Add New Tags Filter by Tag Global tags can be managed in Tag Management. Organizer Select organizer...  + A Tags Select organizer... Admissions Team Amy Herrig Ann Eisenman Erica Petersen Heather Evans Honey Bedell Kari Hanson Kelsey King Location + A Location Room Web Conference Link Button Label
Next is the Tags field. This is an important field to complete because these are the filters the calendar can sort by. Please select the Tags that match your calendar. Example for the MCC Calendar, select Muscatine.	Tags Academic Calendar Admissions Board Meeting Campus Visit Clinton Conference Muscatine On Campus Online Location + , Location Room Web Conference Link Button Label

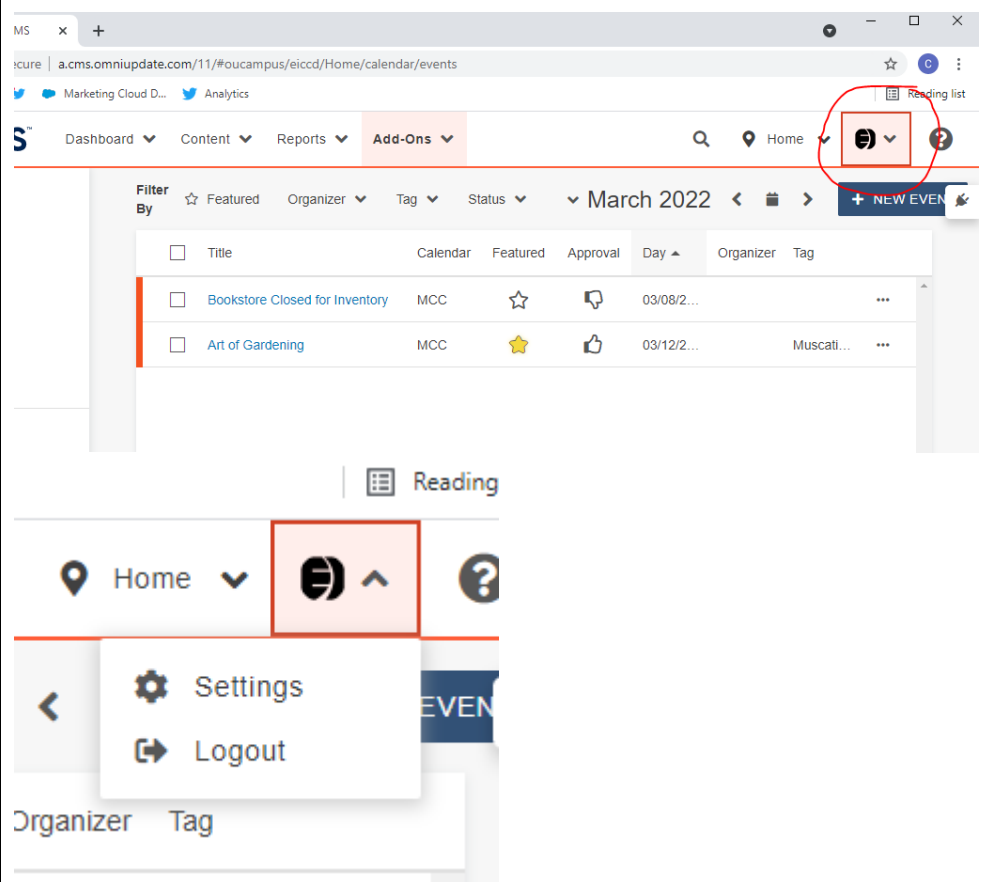
Next you can select the location of your event. If your event is online you can skip this step. If your location isn't already in the drop down you can click on the + Add New link by the drop down arrow to add a new location.	
You can specify room name or number in the next field.	
If you event is online, or there is a registration link you can add the URL to the Web Conference Link field and what you would like the Button to say in the next field.	
Once you have filled in all the necessary fields, you can click the blue CREATE button in the bottom right corner to create the event.	

Your event will be added into the system and it will notify me it needs approval. Events waiting on approval show a thumbs down icon, once approved the event will show a thumbs up and it will display on the website calendar.



Filter By	☆ Featured	Organizer	Tag	Status	▼ March 2022	<	>	+ NEW EVENT
☐	Title	Calendar	Featured	Approval	Day	Organizer	Tag	
☐	Bookstore Closed for Inventory	MCC	☆	👎	03/08/2...			...
☐	Art of Gardening	MCC	★	👍	03/12/2...	Confere...		...

Once you are done adding events, click on your profile icon in the top right corner and select **Logout** from the drop down.



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Secure | a.cms.omniupdate.com/11/#oucampus/eiccd/Home/calendar/events

Marketing Cloud D... Analytics

Dashboard Content Reports Add-Ons

Home

Filter By ☆ Featured Organizer Tag Status ▼ March 2022 < > + NEW EVENT

☐	Title	Calendar	Featured	Approval	Day	Organizer	Tag
☐	Bookstore Closed for Inventory	MCC	☆	👎	03/08/2...		...
☐	Art of Gardening	MCC	★	👍	03/12/2...	Muscati...	...

Reading list

Home

Settings

Logout