Creating New Events in LiveWhale

1. Open your preferred internet browser and log into LiveWhale. *(If you use Internet Explorer, you may be prompted to install a plugin the first time you log in to LiveWhale)*

2. After you are logged in, navigate to the LiveWhale backend *(Dashboard)* and click on the Events tab.

3. Click Add new to create a new event

4. Add the basic event information

   a. The gray box is for adding images to the event. You may add one or more images from the existing library of photos in your group or from your computer. The image or slideshow will appear in the upper right hand corner of your event page, and you may select one of the images to be the thumbnail image for your event when it appears in a list.
   
   b. Your event title goes here. The title should no more than 15 words. Your event will not save if you do not complete this field.
   
   c. You can add an RSVP Section using the blue button. This information will be covered in the RSVP section below.
   
   d. Events can be cancelled if needed. You can email the people who have registered for the event in the RSVP subtab. Cancelling an event will add cancelled in the title field when saved.
   
   e. The event summary should highlight the most important aspect of the event. This should not be longer than one sentence.
5. Enter the Date, Time, Type, Status, Location, and Tags

a. By default, all events are shared. Sharing events means that all groups can make a copy or link to the shared story. Click the globe icon to unshare the event if needed. You can also star the event to be called out with special formatting in widgets. Large "hero" images can be selected in image property window. Hero images span across the width of the page.

b. You can keep an event hidden until you are ready to make it live. Use the dropdown to set your event live, then save changes to make the event live.

c. Event date is required, but time is optional if the event is marked “all day.” You can also add an ending time/date, as well as set up repeating events.

d. Event types are a handy way to sort events. Use event types as you see fit.
   *Note: Non-public events will not display on the main university calendar.*
   This could be used for things such as internal meetings, training classes, etc.

e. Click use one of your saved locations to use common locations on campus.

f. Add tags for sorting events in widgets.
6. **Add Event Details**

Add event details or link to another site for event information.

<table>
<thead>
<tr>
<th>Event description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Related content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a link to a blog post, another event, file, form, gallery, news story, page on this site, profile, or web address.</td>
</tr>
</tbody>
</table>

- **a.** The event description should give details about the event, the speaker, the event, the activity, etc. – the “who, what, why”
- **b.** Include contact information such as a specific contact person or office name, email, and phone number
- **c.** Event Cost gets displayed in the blue box with time, date, and location details at the top of the page.
- **d.** Related Content can display event links, files, forms, galleries, news stories, web page links, profiles, or external web addresses. Information populated in related content will display as a bulleted list labeled “more information” under the event description.
7. Add RSVP

**RSVP basics**

- **Email address of event organizer**
- **Require RSVPs to submit additional form**

**Special instructions?**

**Text for your automated email response**

**Notify by email when RSVPs are submitted**

**Limiting RSVPs**

- **Maximum RSVP attendees**
- **Maximum attendees per RSVP submission**

**Enable waitlist**

- **Limit to attendees**

**Limit to specific email addresses or domains**

**Examples:** jason@livewhale.com, @domain.edu

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- a. Organizer email will be used for automatic responses and the **email all registrants** feature
- b. Additional forms can be attached to an RSVP to ask for additional information. Web Services uses this to ask for your username and what websites you need access to when you RSVP for classes
- c. Special instructions appear above the RSVP form box in the template
- d. Automated email response can be configured to send registrants information after submitting an RSVP
- e. Enter an email address in this field to get notifications
- f. You can limit the total number of attendees using the maximum RSVP attendees field
- g. You can set whether you want users to be able to register multiple users in a single submission. By entering a maximum of 1, each user will have to register one by one.
- h. Waitlists can allow you to automatically add users if someone cancels their RSVP. If a waitlist is enabled, and a registration is marked as “cancelled,” the next person on the waitlist will be notified by email and added to the event.
- i. You can limit the email address types people can use to register. For example, you can limit registrations to @angelo.edu addresses to only get ASU email addresses in registrations.

Contact Web Services if you need assistance.
LiveWhale Dashboard Event View

LiveWhale Event Template

ASU Symphony Orchestra: Masterworks Concert

MAR 9

7:30pm
University Auditorium, Mayar Administration Building
Free

The Arizona State University Symphony Orchestra will present a "Masterworks" Concert on Thursday, March 9, in the ASU Auditorium located in the Mayar Administration Building, 2605 W. Avenue N.

The concert will begin at 7:30 p.m. and is open free to the public. The ASU Symphony Orchestra comprises more than 30 student musicians and is directed by Dr. Peter M. Roths, assistant professor of music.

The musical program will include "L'antidote Suite No. 2" by Georges Bizet and "Finlandia Op. 26" by Jean Sibelius. Student soloist Alfredo Bonilla of Tijuana, Mexico, will then be featured on bassoon as the symphony orchestra performs Mozart’s "Bassoon Concerto in Bb Major, K. 191." Bonilla was a co-winner of ASU’s 2016-17 Concerto Competition.

Download local event

LiveWhale 1.6 – January 2017