Adding events and Grand Rounds to the new Health Sciences Connect calendar

**Important:** Please create a page for your event or Grand Rounds either on your unit’s website or in Trellis, Eventbrite, Zoom, etc. With this page link you will only need to complete Step 2. If you do not create a separate page for your event or Grand Rounds, please skip to Step 3.

Before you begin creating your calendar submission, login to your Workbench using your NetID here: <https://healthsciences.arizona.edu/cas>

1. Go to Workbench > Create content > Event (please use “Event” for both events and Grand Rounds; “News” will be used for announcements)
2. If your event content exists on your unit’s website or in Trellis, you only need to enter the following:
   
a. **Title.**
      i. Do not use quotation marks in your title.
      ii. Use title case for official names for lectures series, award events, conferences/symposiums, organizations, etc. E.g., CAMI Cancer Symposium, Southwest Regional Trauma Conference, Innovations in Healthy Aging Lecture Series, etc.
      iii. Use sentence case for lecture titles and all else. E.g., Red Cross blood drive; A balancing act: Staying upright as we age; COVID-19: History, vaccines, boosters, variants and endemicity; Using telehealth to treat PANS/PANDAS: Health and behavioral considerations; etc.

b. **Date/When.** Use the calendar and clock to set the date and time of your event/Grand Rounds. The time is on a 12-hour clock.

![Calendar and clock interface](image)

Use duration to specify an end time. Setting duration to custom allows more options.

c. **Link to External Event.** In the Link to External Event box, add your event’s landing page or registration link such as a Trellis link.

d. **Summary.** Do not use this field.
Your events listing will appear by title in the calendar. Once clicked, it will direct users to your external event page.

3. If you wish to enter your complete event within this calendar, follow these steps:
   a. **Title.**
      i. Do not use quotation marks in your title.
      ii. Use title case for official names for lectures series, award events, conferences/ symposiums, organizations, etc. E.g., CAMI Cancer Symposium, Southwest Regional Trauma Conference, Innovations in Healthy Aging Lecture Series, etc.
      iii. Use sentence case for lecture titles and all else. E.g., Red Cross blood drive; A balancing act: Staying upright as we age; COVID-19: History, vaccines, boosters, variants and endemicity; Using telehealth to treat PANS/PANDAS: Health and behavioral considerations; etc.
   b. **Subtitle.** For Grand Rounds only, enter the affiliation.
      i. E.g., Division of Infectious Diseases Grand Rounds, COVID Grand Rounds, Department of Psychiatry Grand Rounds, etc.
   c. **Event Photos.** This is optional. Upload your event’s marketing approved graphic/image. The “hero” size image (JPG or PNG) must be horizontal and a minimum of 1200 pixels wide. The taller the image is, the further down the page your copy information goes. Please do not upload a logo by itself. If you are unsure whether your graphic/image will be approved, please send us an email at healthsciencesconnect@arizona.edu with your graphic/image and we will let you know if it meets our requirements.
d. **Date/When.** Use the calendar and clock to set the date and time of your event/Grand Rounds. The time is on a 12-hour clock.

e. **Where.** Do not use this field. Please input the physical location and/or virtual or streaming links in the Event Description box.

f. **Event Description.** Include the following:

   i. This information is mandatory. Type in “Where” and select Text Size H3 from the Styles dropdown menu. Below this line, input your event/Grand Rounds’ location information. If applicable, bold the building name and room number. Do not bold the street address.
Adding a button. If your event is virtual or has a streaming link, type in “JOIN VIRTUALLY” in all caps, highlight the text and add the hyperlink by selecting the chain icon (demarcated with a green box in the screenshot below) and adding your event/Grand Rounds’ Zoom, YouTube or other streaming URL, click Save. With the text still highlighted, select Button Red from the Styles menu.

ii. Other event/Grand Rounds information. All other optional headers in this field should be Text Size H3 selected from the Styles dropdown menu. Include pertinent information:

- **Description or Learning Objectives.** Provide information about your event, including the purpose, intended audience and important takeaways. Also include accessibility information; information about breakfast, lunch, reception or networking sessions, if applicable.

- **"REGISTER HERE"** button, if applicable. Follow the same steps in creating a button as above for the “JOIN VIRTUALLY” button.

- **Presenter Details.** Be sure to include the speaker’s full name and credentials (E.g., PhD, MD, PharmD, etc.), title (E.g., professor of medicine; division chief, Division of HIV, Infectious Diseases and Global Medicine; Associate Director, Information Technology; etc.) and affiliation/organization including speakers from other universities or colleges (E.g., University of Arizona College of Medicine – Phoenix; University of Arizona R. Ken Coit College of Pharmacy; Arizona Telemedicine Program; University of Colorado, etc.). You can also add a short bio. If the speaker has a longer bio on their affiliation’s website, you can add a hyperlink to their name redirecting to that page (see screenshot example below).
• **CME Credit/Disclaimer.** Add in if applicable.

  g. **Summary.** Do not use this field.

  h. **Attachments.** PDF flyers and other attachments can be added in this field.

  i. **Contact.** Include the name and contact details for the event organizer (may be different than the person creating the submission).

4. **Save and submit for review.** At the bottom of the screen, select Draft from the dropdown menu and click the Save button. On the next screen, you will be able to preview your calendar entry. If you want to make changes, select Edit from the tab. If you are ready to submit for review, change the moderation state to Review and click Apply.

   **IMPORTANT:** Once you submit your event/Grand Rounds for review, you will no longer be able to make changes to your submission. Please contact our team at healthsciencesconnect@arizona.edu if you want to make changes.
5. Your unpublished event/Grand Rounds will then move on to our team’s queue to review and publish. We will only contact you if we have questions about your posting during our review. We will not contact you to let you know your posting has been published.

6. Once published, your event/Grand Rounds will appear in the Calendar: [https://healthsciences.arizona.edu/calendar](https://healthsciences.arizona.edu/calendar).