

How to add an event

Go to your <https://www.clarku.edu/events/wp-admin> to log in to the events calendar website with your Clark account and password.

If you need permissions, please enter a web request at <https://www.clarku.edu/web-request/>.

CLARK UNIVERSITY

SEARCH MENU

Events

Home > Events

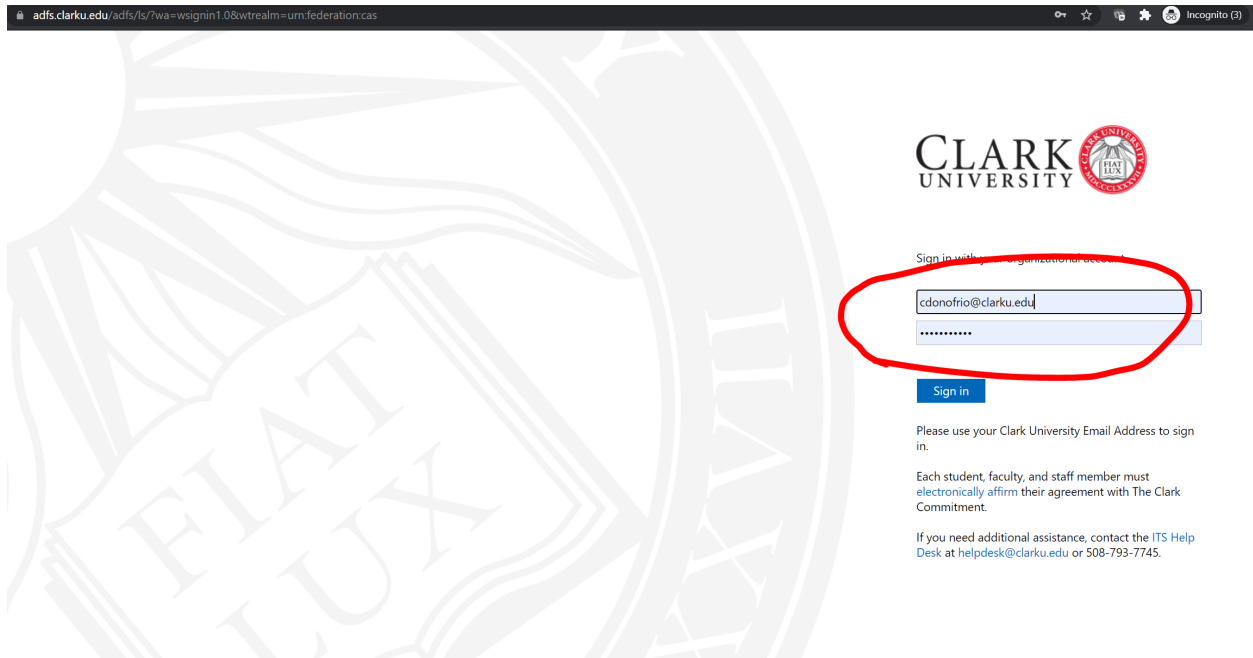
Featured events

Geller Jazz Series: 'Art of the Quartet'

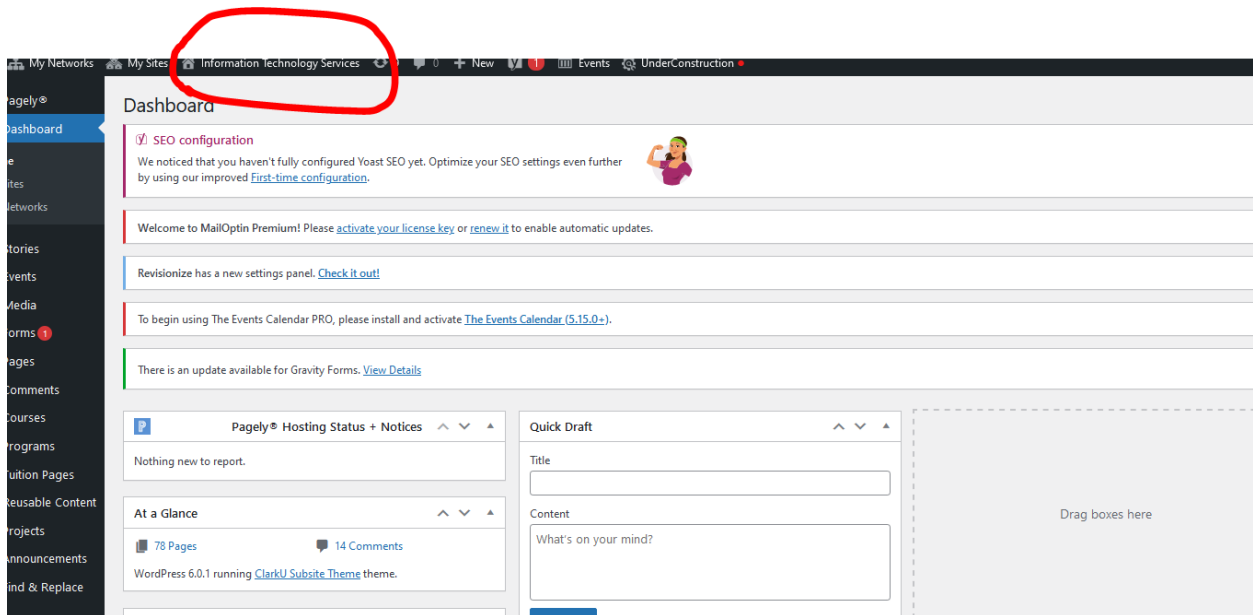
APRIL 16, 2025 @ 7:30 P.M. - 9:30 P.M. EASTERN TIME

An extraordinary night featuring a powerhouse ensemble of jazz luminaries at the intersection of tradition and innovation: Nicholas Payton (trumpet), Benito Gonzalez (piano), Buster Williams (bass), and Lenny White (drums).

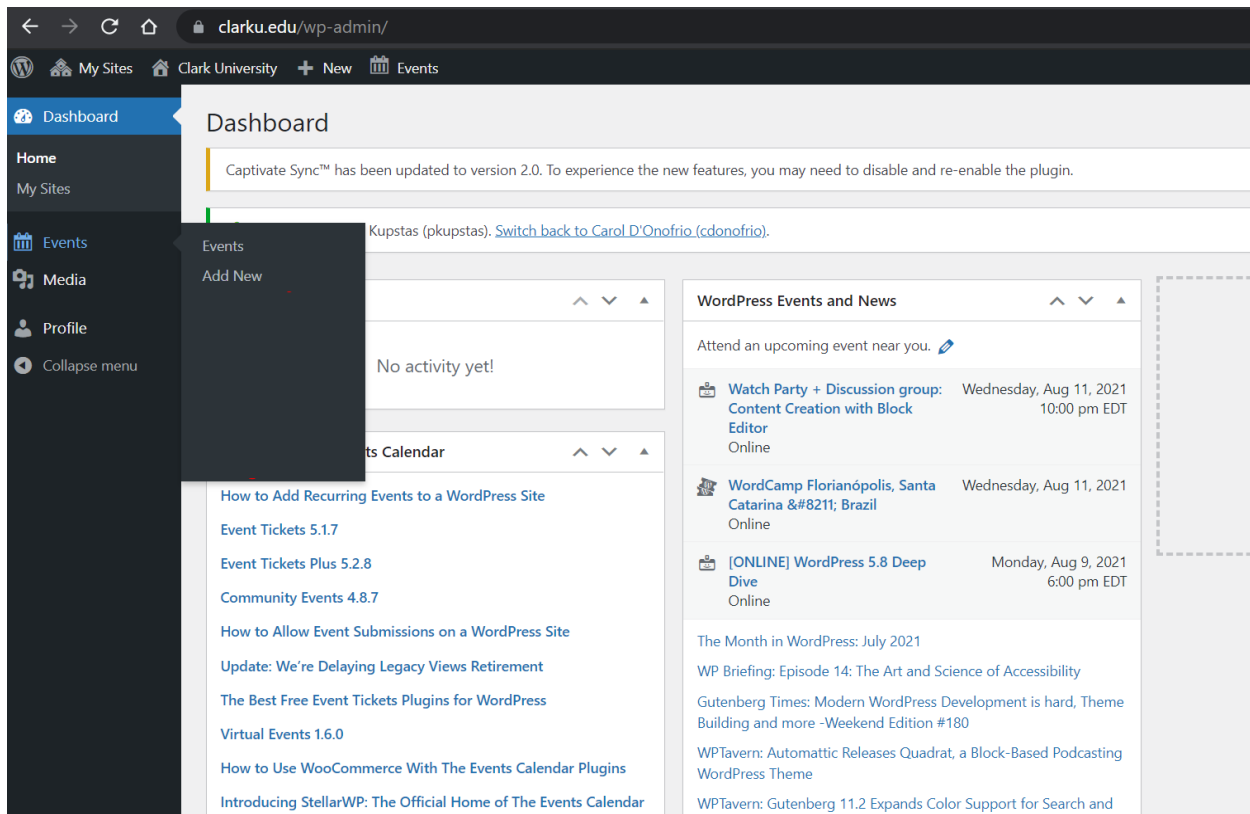
[EVENT DETAILS](#)



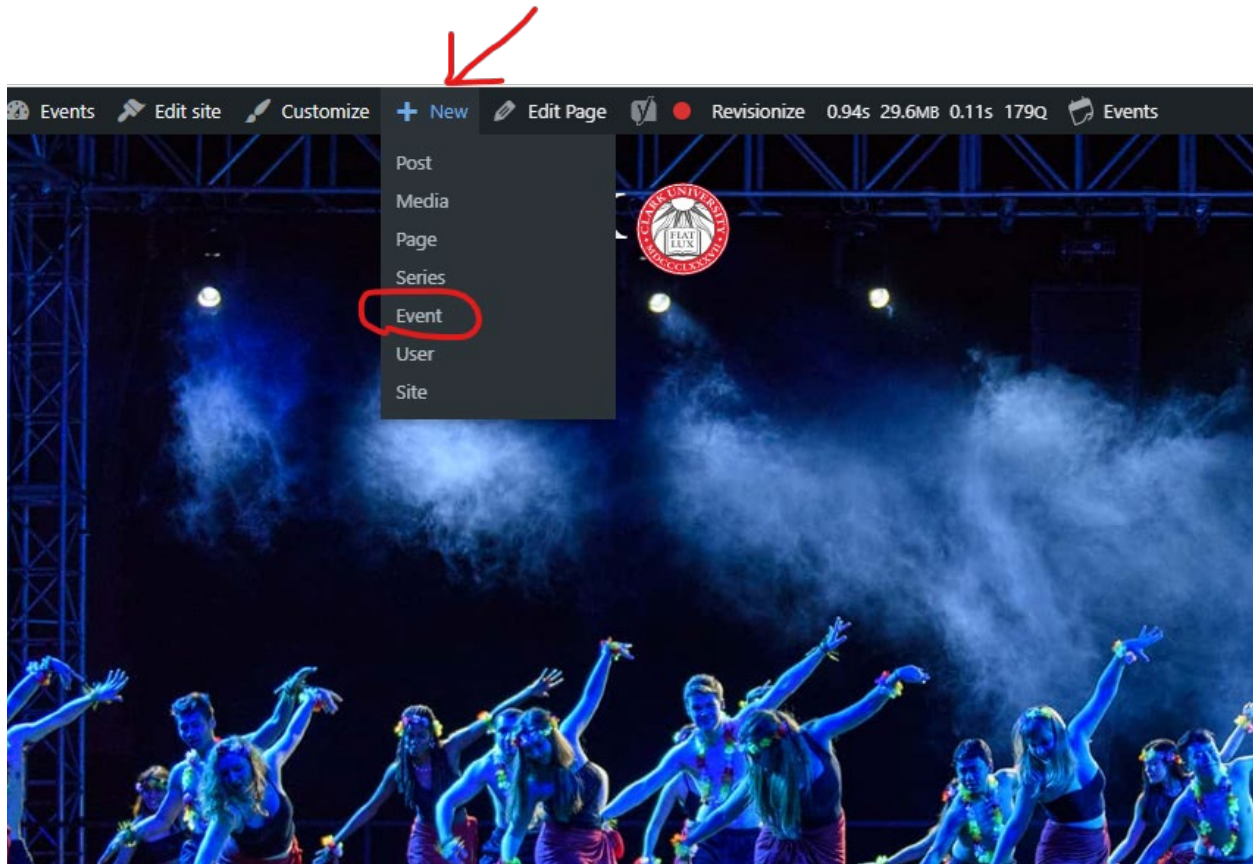
If you come to a window that has a dashboard you can click on the Home Icon or the word Clark University in the administrator's black horizontal bar.



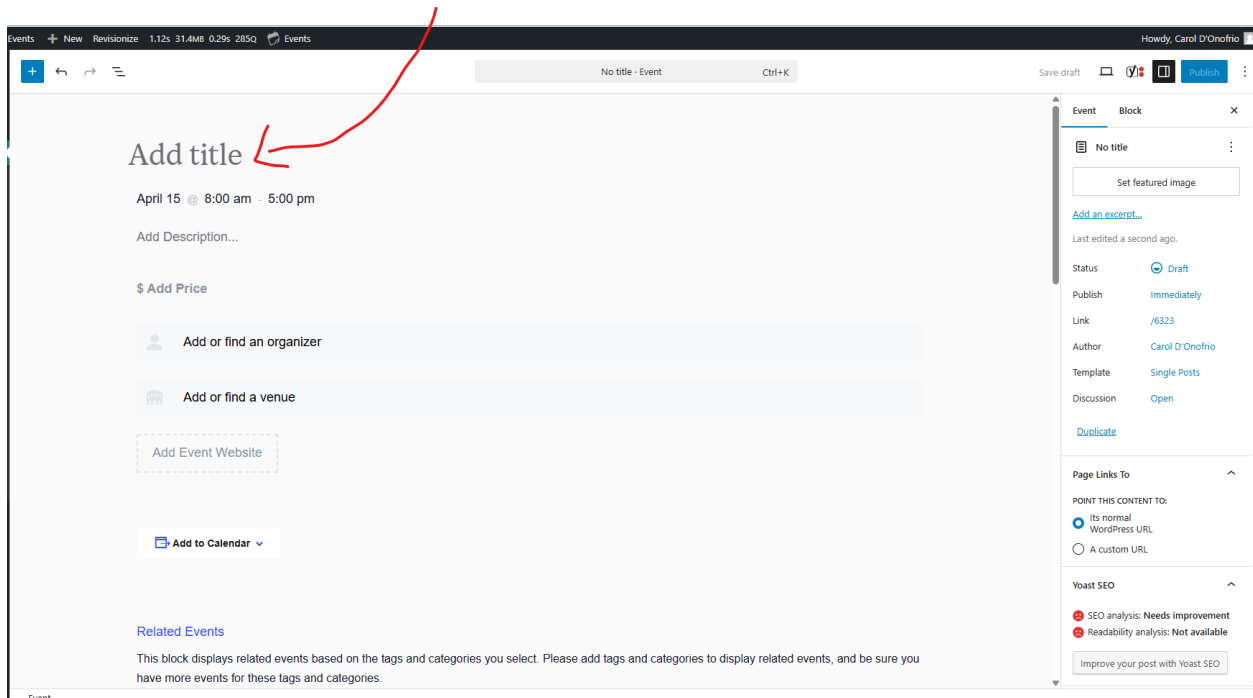
If you stay in the dashboard, you can click on the *Events* button on the left side of the screen and hit the *Add New* button.



Or, if you're on Events homepage, you can click **+New** in the administrator's black horizontal bar at the top of the page:



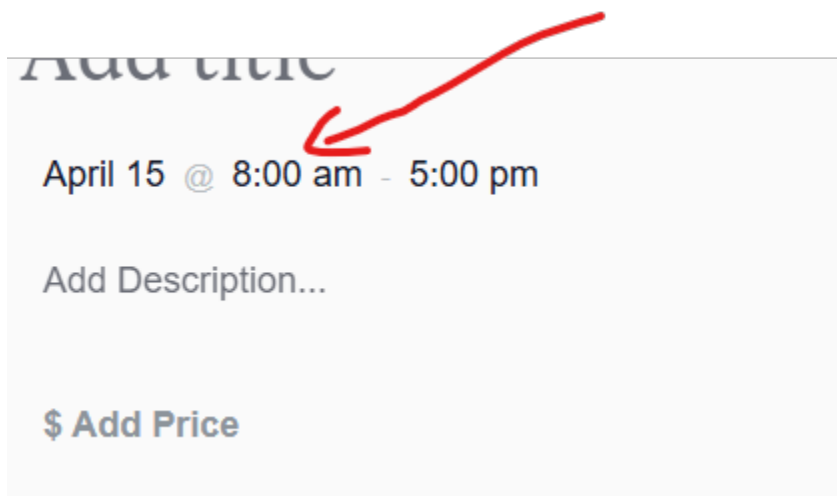
Title: Add name of event for the title. Example: “Fall Open House” or Presentation Title. No need to add date of event within title. Other Examples I’ve seen are: “Community Conversations: Cooking Up Some Scholarships and Creative Work”. Try not to make too long, or even consider taking off the “Community Conversations” and add it as a tag (see further details about tags later within this document).



Event Calendar Details

Set date/time of your event

Add the start/end date and time for the event, by clicking on the date that appears within your event page. This sets the items to display on the events calendar or your departmental events listing module and will automatically archive items once they've passed those dates.



Then click on the calendar to set your date and time:

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 15 8:00 am - 5:00 pm Multi-Day

[+ Repeat This Event](#)

Turbocharge your events with our premium calendar and ticketing add-ons. [Check 'em out!](#)

There is also an area in which you can add reoccurring or multiple events. To schedule a reoccurring event, click the “repeat this event” button.

If the event is a reoccurring event or runs every week on a Monday, for instance, check Monday. Then make sure to add when the series ends for a date set. So, if your event runs from August 13, 2019, to February 9, 2021, make sure you indicate that the series ends on that date.

April 15 8:00 am - 5:00 pm Multi-Day

[+ Repeat This Event](#)

Turbocharge your events with our premium calendar and ticketing add-ons. [Check 'em out!](#)

Set up how often you want the event to repeat by choosing the drop down for “Happens”

Repeat This Event

Happens

On

From to Multi-day

[+ Add More](#)

[+ Add Exception](#)

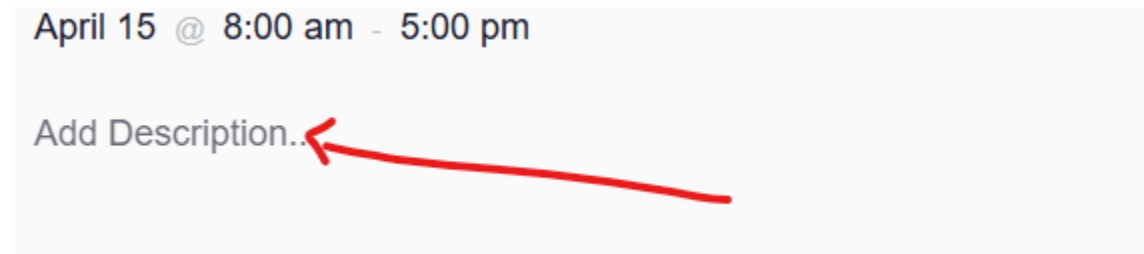
Turbocharge your events with our premium calendar and ticketing add-ons. [Check 'em out!](#)

The add either More dates this event might happen if there are different times or individual dates that are not set to a pattern.

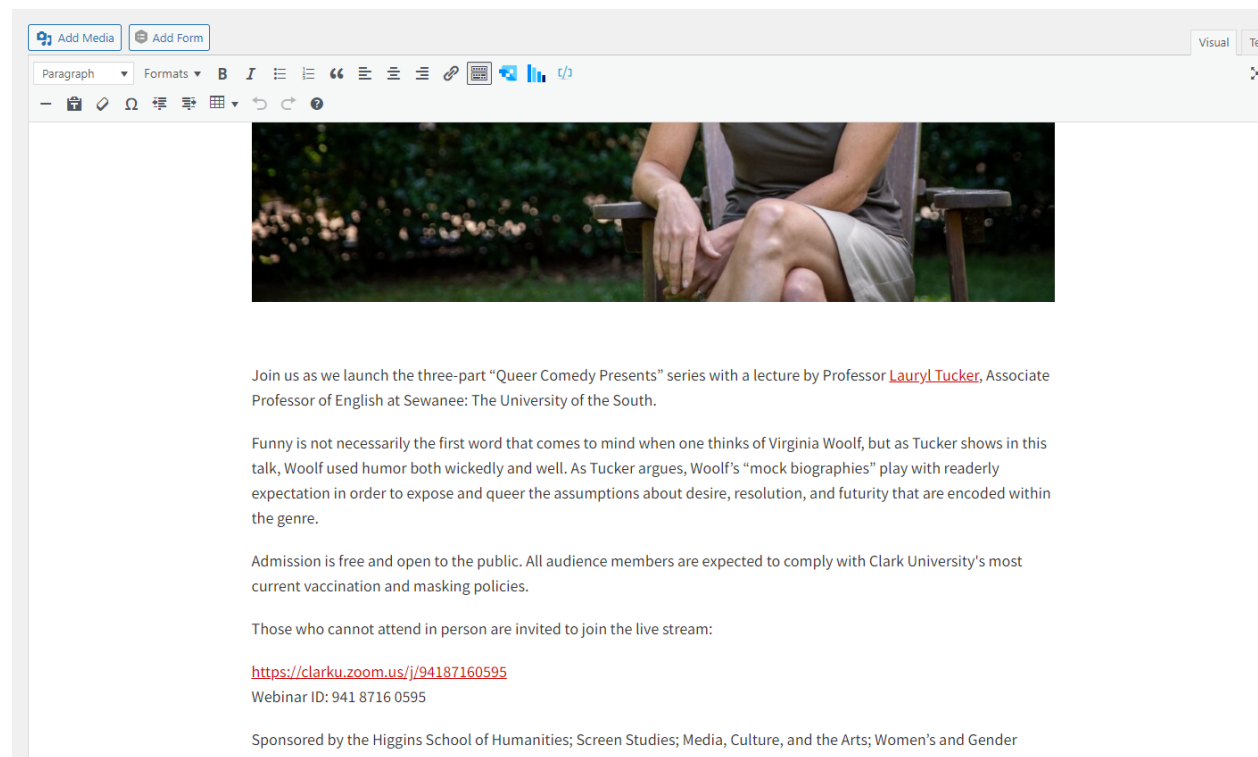
If the event runs daily and there are particular dates it *won't* run on due to a holiday, hit *Add Exclusion*.

Adding your details or description of the event

Add a detailed description about the event by clicking on the empty block or add additional blocks.



This would include a summary or overview of what the event is about. Also adding any details such as information about the speaker. If there is any documentation that needs to be downloaded for the event such as an agenda, download flyer, etc. add that to this area as well. Also add any links to zoom sessions or event links to event sites for registration within this area as well. Images can be added as well like images of the speaker or a poster.

A screenshot of a rich text editor interface. The editor has a toolbar at the top with various icons for text formatting and editing. Below the toolbar, there is a large image of a person sitting in a chair outdoors. Underneath the image, there is a paragraph of text: "Join us as we launch the three-part 'Queer Comedy Presents' series with a lecture by Professor [Lauryl Tucker](#), Associate Professor of English at Sewanee: The University of the South." This is followed by another paragraph: "Funny is not necessarily the first word that comes to mind when one thinks of Virginia Woolf, but as Tucker shows in this talk, Woolf used humor both wickedly and well. As Tucker argues, Woolf's 'mock biographies' play with readerly expectation in order to expose and queer the assumptions about desire, resolution, and futurity that are encoded within the genre." Below that is a paragraph: "Admission is free and open to the public. All audience members are expected to comply with Clark University's most current vaccination and masking policies." This is followed by a paragraph: "Those who cannot attend in person are invited to join the live stream:" and a link: "[https://clarku.zoom.us/j/94187160595](\"https://clarku.zoom.us/j/94187160595\")" and "Webinar ID: 941 8716 0595". At the bottom, there is a paragraph: "Sponsored by the Higgins School of Humanities; Screen Studies; Media, Culture, and the Arts; Women's and Gender Studies; and the Center for the Study of the South." The editor also shows a "Visual" tab and a "Te" tab on the right side.

Add a Venue or Sponsor(s):

These fields are optional.

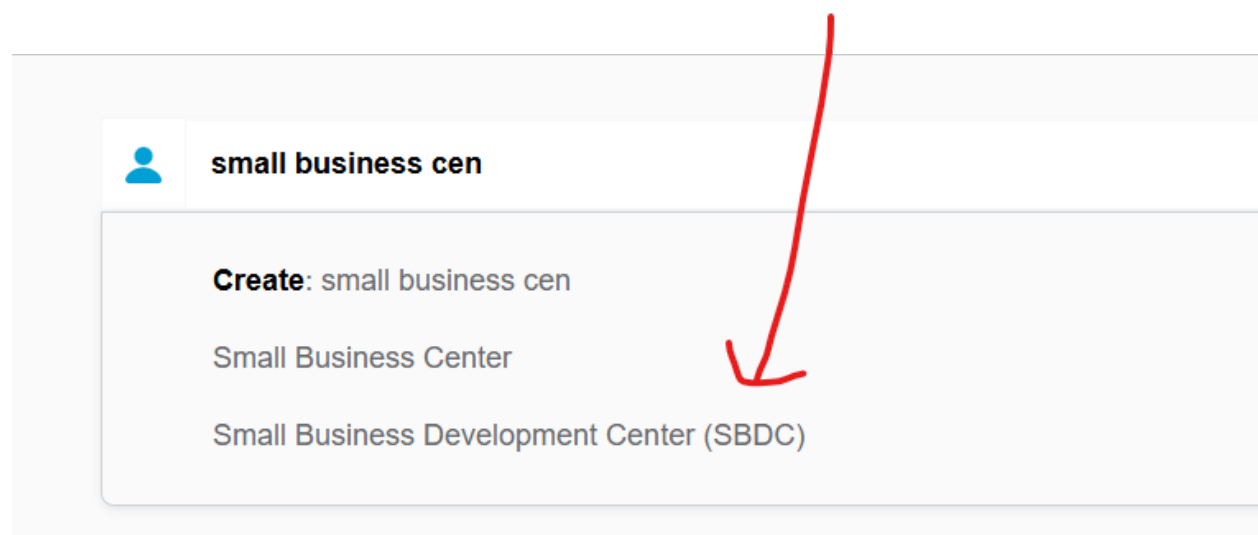
Sponsors (Organizers):

Sponsors are a useful way to display other departments that may be sponsoring your event, but it's also important that you add your own department as well, so your events will pull in automatically into your events feed on your homepages. Make sure you first include your department, then add additional sponsors or organizers.

Click on the "Add or find an organizer" to find a sponsor (organizer).

A screenshot of a user interface element. On the left is a small blue icon of a person. To its right is a rectangular button with a black border and the text "Add or find an organizer" in a dark grey font.

Start typing a sponsor's name and if it's already in the system it will pop-up:

A screenshot of a search dropdown menu. At the top, there is a blue person icon followed by the text "small business cen". Below this, a list of suggestions is shown: "Create: small business cen", "Small Business Center", and "Small Business Development Center (SBDC)". A red arrow points from the top of the dropdown to the "Small Business Center" option.

If the sponsor's name is in the system already, just click on it. If not, it's okay to hit "create".

Then add in a Phone number, website or email if needed.

Boston University

Add Phone

Add website

Add email

Venue

Works similarly as the sponsors. Start typing in a venue and if one pops-up and already created, then hit that item. If not in the system, it's okay to "create".



Higgins

Create: Higgins

higgins center

Higgins Lounge, Dana Commons

Kresge Quad (behind Higgins University Center)

Higgins Lounge, 2nd Floor, Dana Commons

Higgins Lounge at Dana Commons

Event website button

You can add another event website like Eventbrite, Alumni site, or even a registration site. Just enter the URL in the URL field.

Add Event Website

Event cost

If your event has a cost to it, enter the currency symbol and the cost in the two fields that are provided.

\$ Add Price

Fixed Price or Range

Enter 0 as price for free events

Description

Featured Image

This image shows up as a thumbnail image on the events listing pages.

18
FRI



APRIL 18, 2025 @ 3:00 P.M. - 5:00 P.M. EASTERN TIME [📍 Hadwen Arboretum](#) Volunteering and Maintenance

Hadwen Arboretum Volunteering and Maintenance

Hadwen Arboretum

Join the Arboretum Advocates and Professor John Rogan to help maintain the Hadwen Arboretum.

WED
26

October 26, 2022 @ 5:00 p.m. - 6:30 p.m. Eastern Time

Presidential Lecture: Daniel Ziblatt, Bestselling Author of 'How Democracies Die'

Tilton Hall, Higgins University Center

Is our democracy in danger? Harvard Professor Daniel Ziblatt, co-author of the best-selling "How Democracies Die," will discuss his research and why he and his co-author, Steven Levitsky, believe the answer is yes.

Sponsored by: Office of the President



WED
26

October 26, 2022 @ 7:00 p.m. Eastern Time

Documentary Screening: ClayDream

Join us for a screening of filmmaker Marq Evans's newest documentary, "ClayDream," about the "Father of Claymation," Will Vinton. The screening will be followed by a discussion with Evans.

Sponsored by: Department of Visual & Performing Arts



THU
27

October 27, 2022 @ 5:00 p.m. - 7:00 p.m. Eastern Time

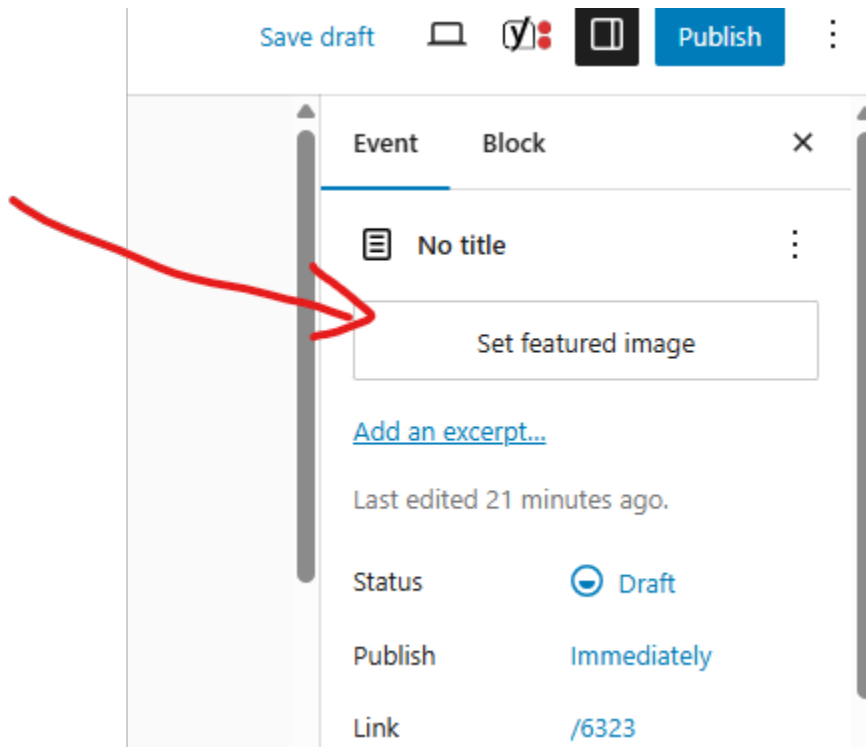
Holocaust Perpetrators in History and Fiction

How do fictional representations relate to the truth historians have established about the past? Focusing on the Holocaust and Holocaust perpetrators, this conversation will examine the chasm between fiction and scholarship.

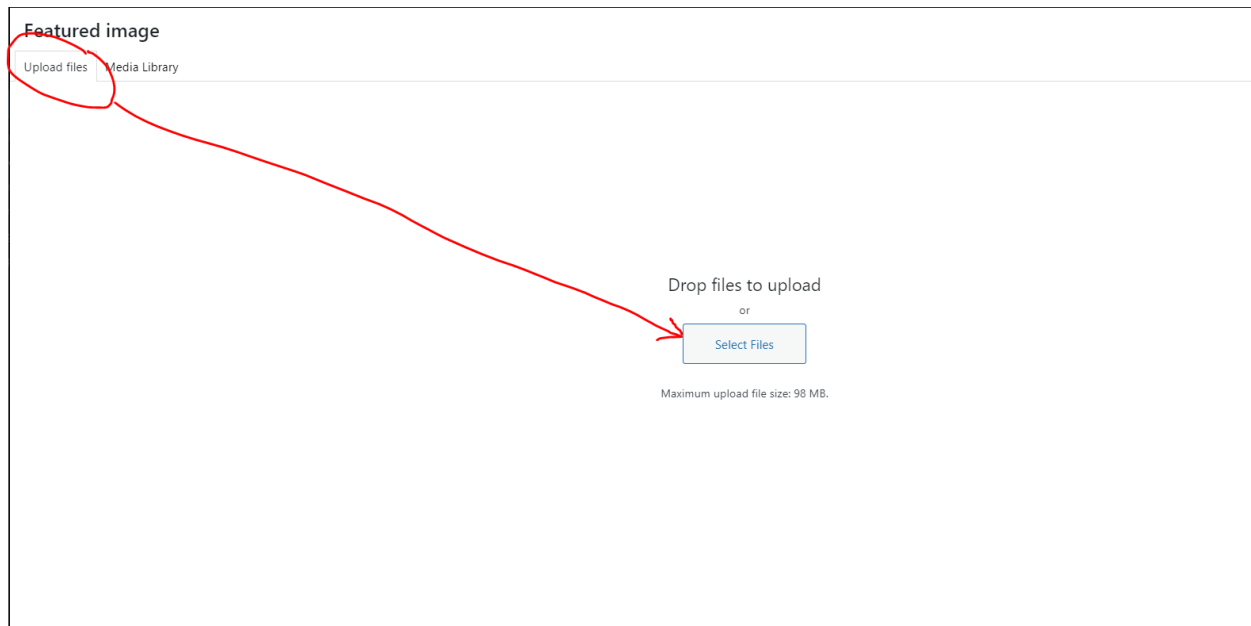
Sponsored by: Strassler Center for Holocaust and Genocide Studies



Click on the button on the right side "Set Featured image" to upload a new image to your media library:



You can either upload a new image or select an existing one within the media library:



The system sometimes just comes back with a grey box – it’s because it is just too slow loading the image, but it’s there.

We encourage users to add a feature image.

Excerpt

Adding an Excerpt: The excerpt is a post summary of the event and displays on the event listing page as a short description for the web audience to understand what the event is about. Then the user clicks on the event item to get the details of the event itself.

[Goddard Library Works-in-Progress Series: ‘The Well-Fed Mind’ with Professor Davis Baird](#)

● October 25, 2022 @ 4:00 p.m. - 5:00 p.m. Eastern Time

Philosophy, religion, digital humanities, digital archives, biography, and autobiography merge in this work in progress, aimed at understanding, preserving, and disseminating the work of early-20th-century Unitarian Minister Earl C. Davis.

Sponsored by: Goddard Library

[Documentary Screening: ClayDream](#)

● October 26, 2022 @ 7:00 p.m. Eastern Time

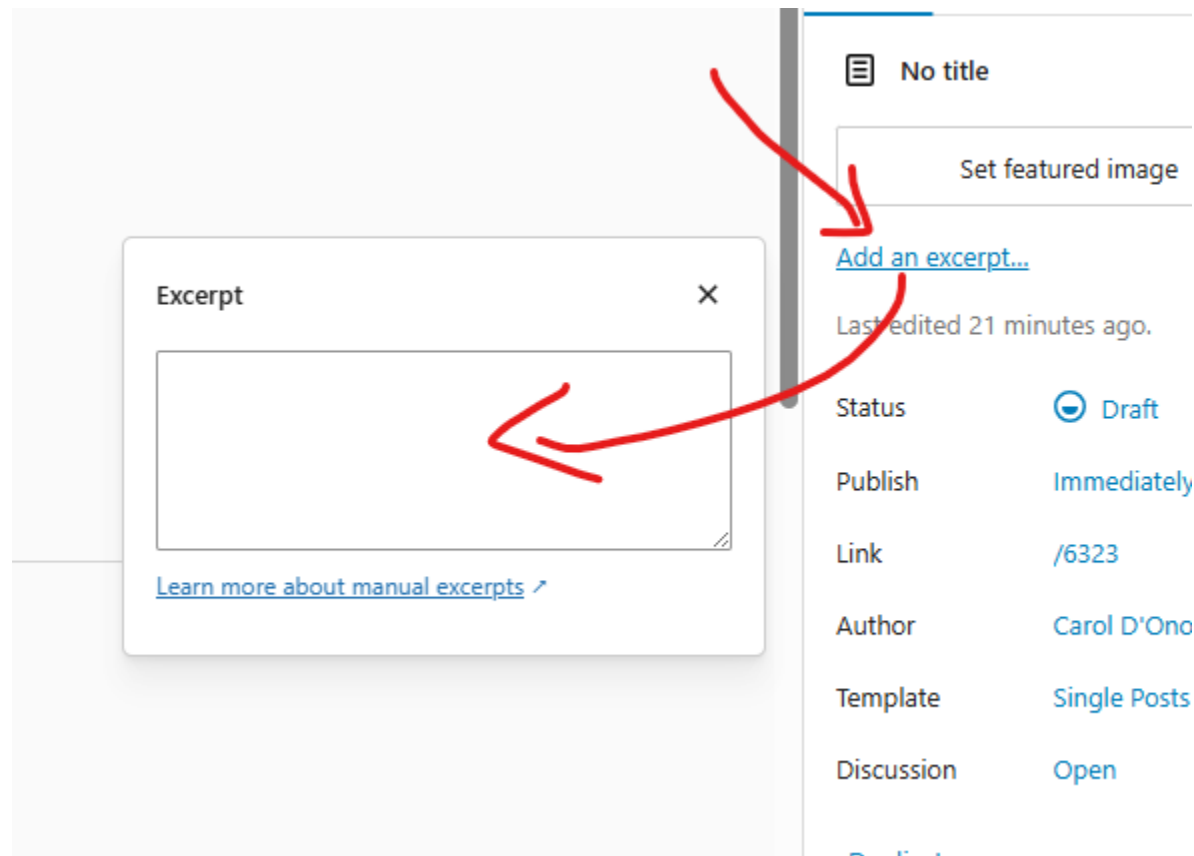
Join us for a screening of filmmaker Marq Evans’s newest documentary, “ClayDream,” about the “Father of Claymation,” Will Vinton. The screening will be followed by a discussion with Evans.

Sponsored by: Department of Visual & Performing Arts

[View All Campus Events >](#)



Otherwise, the system will automatically pull-in a part of what you have entered in the text editor for a description. We recommend that you add an excerpt because there may be times it looks a little messy.



The image shows a screenshot of a content management system interface. On the left, there is a dialog box titled "Excerpt" with a close button (X) in the top right corner. Inside the dialog box is a large empty text area. Below the text area is a blue link that says "Learn more about manual excerpts" with an external link icon. On the right side of the interface, there is a sidebar with several settings. At the top, it says "No title" next to a menu icon. Below that is a button "Set featured image". Then there is a blue link "Add an excerpt...". Below that, it says "Last edited 21 minutes ago.". Further down, there are several settings: "Status" set to "Draft" (with a dropdown arrow), "Publish" set to "Immediately", "Link" set to "/6323", "Author" set to "Carol D'Ono", "Template" set to "Single Posts", and "Discussion" set to "Open". At the bottom of the sidebar, there is a blue link "Duplicate". Red arrows point from the "Add an excerpt..." link to the "Excerpt" dialog box and from the "Excerpt" dialog box to the "Add an excerpt..." link.

Other Features to filter events or display them

Tags: tags are useful if you have a particular set of events like Fall Lecture Series or Art Exhibitions, Community Conversations, Symposia. This is a way for website visitors to view all the events pertaining to these subjects. You can add multiple tags as you would like. This makes it not only easy for outside visitors to find events pertaining to that subject area or keyword, but also is helpful for setting up customized listings just pulling in those events based off of those tags or keywords.

Tags

Community Conversations Add

Separate tags with commas

Fall Lecture Series

[Choose from the most used tags](#)

Event Categories (Events by Topic):

Choose the category that best describes the type of event by interest or subject matter. This option is located on the right side of the template. Please note these categories were pre-chosen by senior leadership that shows subjects that best represent Clark.

Events by Topic

All Event Categories Most Used

Academic

Arts/Music/Film

Athletics/Recreation

Business/Entrepreneurs

Campus/Community

Career Fairs

Careers

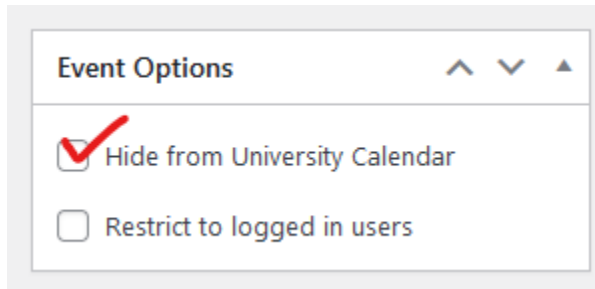
Diversity/Equity/Inclusion

You can choose more than one interest if it applies.

[Additional Options to control what gets displayed on the events calendar](#)

Hide Event from showing up on University Calendar: There may be times when you want to create an event and do not want to share it with the external general audience and only display on your departmental page. Such as Department social events, departmental meetings, weekly drop-in hours. If you check off the box “Hide from university calendar” it will not show up on the listing page: <https://www.clarku.edu/events/all-campus-events/>. Event will only appear on your departmental

site's calendar. You can also check the "Guidelines for Including Events" on <https://www.clarku.edu/events/about-the-calendar/> for more information on what types of events to display on the general master calendar listing page.



Event Options

Hide from University Calendar

Restrict to logged in users

Making an Event (Private) – there are times when events should be only for internal audiences. Where a user needs to sign in using their Clark account to see the event details and you do not want the general public to see these details. Outside visitors will only see the title of the event but will not see the details of the event at all.

matthew roeal, fidelity retirement planner, will be conducting phone counseling sessions on Monday, June 15, 2020. Sponsored by: Human Resources Learn More or Schedule a phone appointment online



WED
18

[Touro College of Pharmacy Virtual Information Session](#)



Note content above is missing. The user only sees the title. When the user clicks on the title, they are prompted to sign into our CAS with their Clark account. Another example would be for instance "Active Shooter Training". Just put in the title "Mandatory Training for Staff" – then in the details of the event page – state in the description that there is a mandatory training for all staff to participate for active shooter training.

To make these events private, click on *Restrict to logged in users*.

Event Options



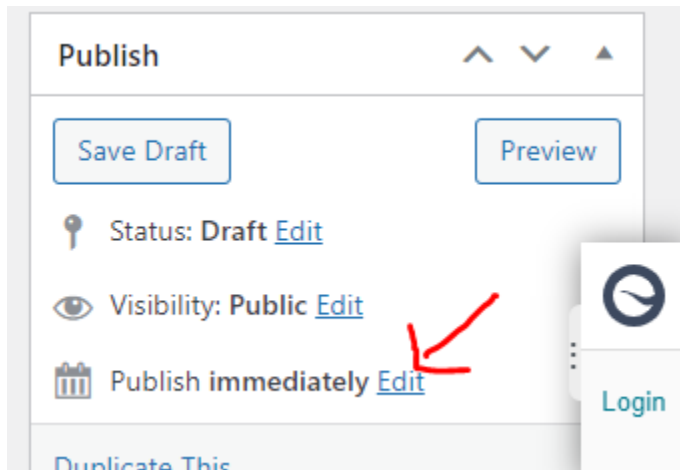
Hide from University Calendar

Restrict to logged in users

Publishing or Scheduling your Events to display:

You can publish your event to show up immediately, but just hitting the *Publish* button in the far right to save your event item.

You can also schedule your event to show up on a particular date and time. This is helpful if you don't want to overwhelm your website visitors with too many events, or if you want to focus on an important event several weeks before it starts. To schedule the event, hit the *Publish Immediately **Edit*** button at the far top right corner.



Choose a date and time for when you want the event to publish out. Make sure you hit *OK*. Then hit the blue *Publish* button.

Now your event won't be scheduled to appear until that date and time has passed.

When the event publishes, it will automatically appear within the Event Calendar or on your site:

Search for events



FIND EVENTS

List

Month

Day



Today

Now - April 22

April 2025

15
TUE

APRIL 15, 2025 @ 8:00 A.M. - 5:00 P.M. EASTERN TIME

Panel on Emerging Trends in AI

15
TUE



APRIL 15, 2025 @ 4:00 P.M. - 5:15 P.M. EASTERN TIME

The Last of the Nightingales: Film Screening and Discussion

Clark University, Higgins Lounge, Dana Commons - 2nd Floor
36 Maywood Street, Worcester, MA, United States

Join us for a screening and discussion of "The Last of the Nightingales," an immersive journey with sound ecologist Bernie

News

[View All >](#)



Ureka Challenge supports existing student ventures
Student entrepreneurs earn investments in established businesses



Massachusetts Small Business Development Center...

Events

[View All >](#)

12
AUG

Is Your Desk Job Killing Your Golf Score?

17
AUG

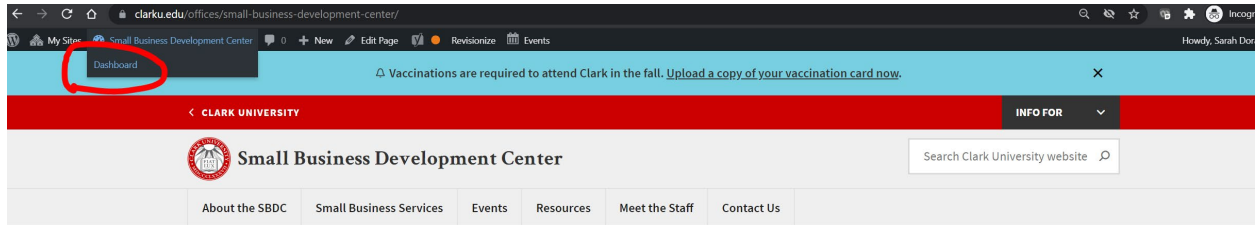
How To Open A Business in MA Legally

14
SEP

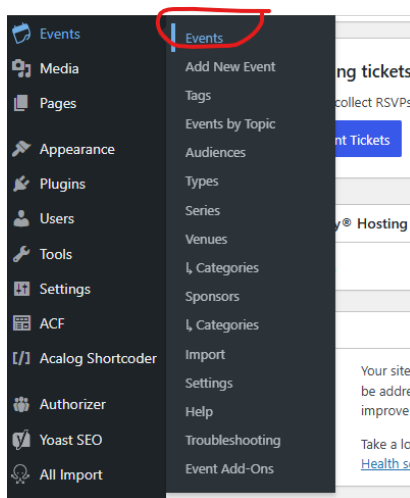
The Digital Side of Starting a Business

To change an Event Item

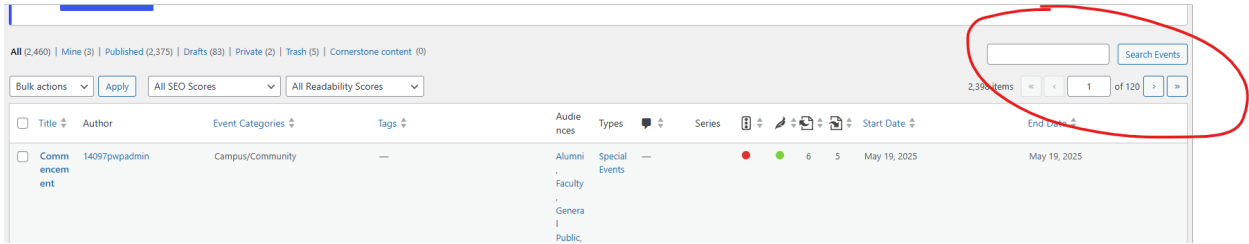
Login <https://www.clarku.edu/events/wp-admin>. Make sure you're within the *Dashboard*, if not then click on the button in the black horizontal administration bar that states "dashboard"



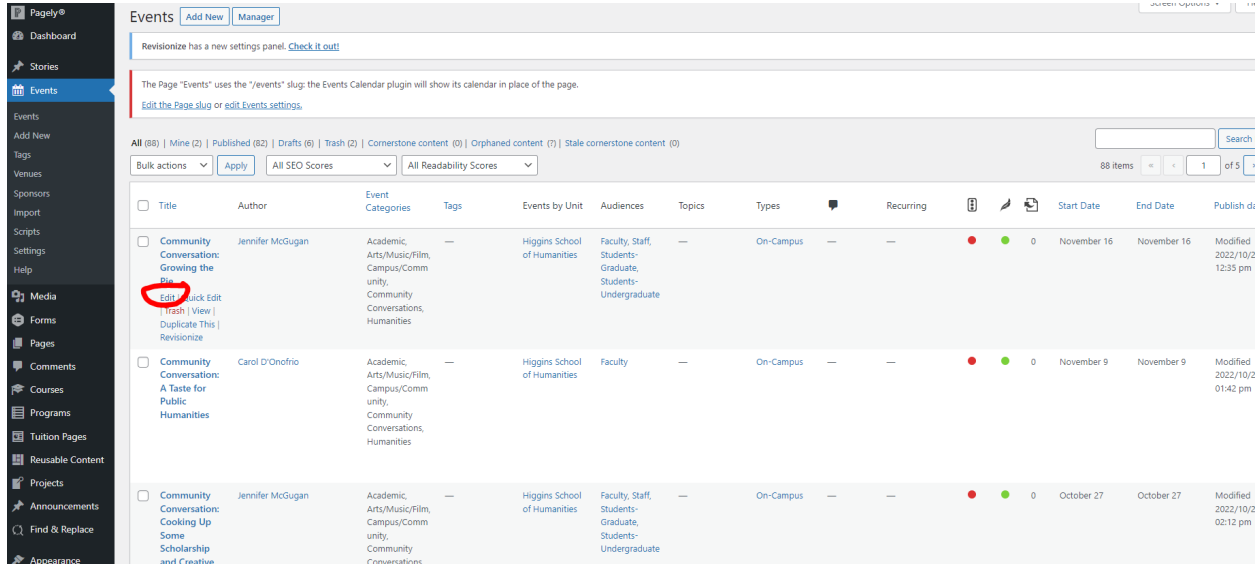
Hover over "Events" in the left side of the dashboard:



This will show ALL the university events entered by everyone. However, you will only be able to maintain or edit your own. Do a quick search for your event by using the search box:



Once the event is found and displayed, hover over the event title that you want to make changes to and hit *Edit*.



Now you can make changes. Don't forget to hit the *Update* button to save our changes.

Events Displaying within a block on your homepage

The customized blocks are setup by the Web Operations team. To add one to your particular page or homepage, enter a web request at <https://www.clarku.edu/web-request>.

When there are no upcoming events to display

During certain times of the year, you may not have any scheduled events. No problem. We've built in an automated message to display. Please note the below screen shot of your events module that is displayed on your homepage or other webpages, you'll notice the message that gets displayed, "There are currently no upcoming events scheduled..."

The screenshot shows a website layout with two main columns: 'News' and 'Events'. The 'News' column has two items, each with a small image and a title. The 'Events' column displays a message: "There are currently no upcoming events scheduled, please check back at a later date." Red arrows point to the "View All >" links for both the News and Events sections.

View all events

This page is set up automatically to pull in all your upcoming events.

The screenshot shows an "Upcoming" events calendar for July 2021. It lists three events:

- WED 14** July 14, 2021: 10:00 a.m. - 11:00 a.m.
Testing New Event – Restrict Users
Razzo Hall
Testing new event with all the features. Private Item.
- WED 14** July 14, 2021: 4:30 p.m. - 5:30 p.m.
Touro College of Pharmacy Virtual Information Session
Touro College of Pharmacy Virtual Information Session Wednesday, July 14, 2021, 4:30 pm EST Learn about everything Touro College of Pharmacy has to offer. Prospective students are invited to hear, [...]
- TUE 20** July 20, 2021: 9:00 a.m. - 9:00 p.m.
Physician Assistant Programs Virtual Fair
Physician Assistant Programs Virtual Fair Tuesday, July 20, 2021, 9:00 am - 9:00 pm Meet school representatives from PA programs at colleges and universities across the U.S. Free for all [...]

A photo of a choir performing on stage is shown next to the second event.


Users to have the ability to view *Past Events*.

[< Previous Events](#)

[Next Events >](#)

[+ EXPORT EVENTS](#)

Click *Previous Events* and this is what users will see.

 There are no upcoming events.

Past Events

- | | |
|--------------------------|---|
| OCT
28
2020 | October 28, 2020 @ 3:30 pm - 4:30 pm
Biology Seminar: Shafer Belisle, Biology Department, Clark University |
| SEP
30
2020 | September 30, 2020 @ 3:00 pm - 4:30 pm
Biology Seminar: Kali Brandt, Biology Department, Clark University |
| SEP
16
2020 | September 16, 2020 @ 3:30 pm - 4:30 pm
Biology Seminar: Emily Dart, Biology Department, Clark University |