How to Submit Events in Localist

- Login to the site on the calendar’s main page, events.miami.edu, or the submission page, events.miami.edu/event/create
• Even if you have never used the platform before, click Log In then Log In with CaneID.
• This will log you in through Single Sign-On and create a profile if you do not already have one.
• If you are not automatically redirected to this event creation page, click the **Submit an Event** button at the top right

**Main Info**

**Event Name REQUIRED**

**DESCRIPTION REQUIRED**

**Status**

Live

• For the Main Info section, enter the **Event Name**, a **Description** of the event and set the **Status** to Live.
Enter the start date of the event along with the event start and end times. Be sure to click the Add Above to Schedule button.

If you are hosting a reoccurring event, use the Repeating dropdown box to set a schedule.
Using the Experience dropdown, select from Virtual, In-Person, or Hybrid.

For In-Person events search for campus buildings under Place then enter the room. Or enter the address for off-campus events.

For Virtual events paste the stream link into the Stream URL field. You can also add any dial-in instructions for the stream as needed.

Hybrid events will have both In-Person and Virtual fields available as shown above.
Under Additional Details, a **Hashtag** or **Event Website** can be added to the posting.

- Be sure to choose a Photo Library or upload an event specific image.

Under **Filters**, choose the **Event Type**, **Topic**, and **Target Audience** that best fits the event. For Audience be sure to choose all that apply.
• If the event is being sponsored by a Department or Student Org (Group) be sure to select them here.
• Events attached to a Department or Student Org will go through an approval process before being posted on the calendar.

**Ticketing**

<table>
<thead>
<tr>
<th>Ticket Cost</th>
<th>Ticket Link</th>
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Cancel  **SUBMIT EVENT**

• Use the **Ticket Link** field to post a registration link for your event
• If you would like to sell tickets using the localist platform, please reach out to the Office of Conference Services for assistance at conferences@miami.edu

For additional information on the site please visit support.localist.com