
Events at Towson University

Site Tour

Introduction

Events.towson.edu is the University's Master Events Calendar, managed by Student Affairs in partnership with other campus divisions.

Note: It is not necessary to log in to view the calendar. Logging in provides you the ability to interact with events.

If you have any questions or concerns regarding the Towson University Master Events Calendar, please contact tueventsadmin@towson.edu.

Logging In

1. Open your preferred web browser and go to events.towson.edu
2. Click the **Login** button.

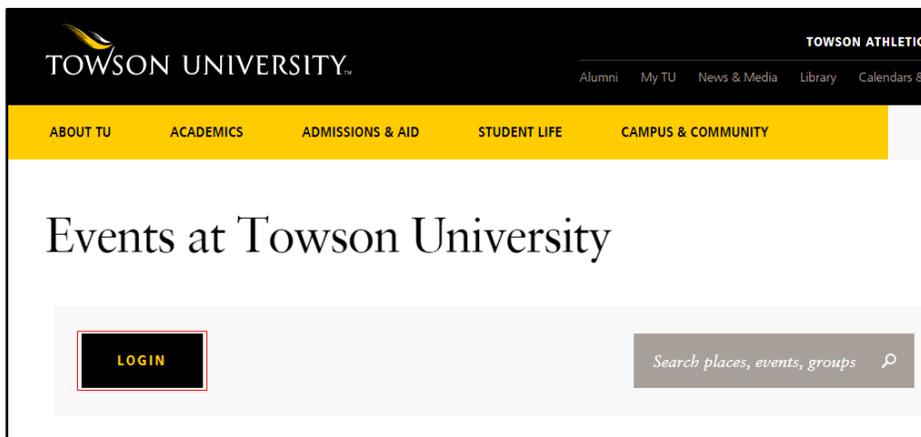


Figure 1

3. Type your **Username** (NetID) and **Password** and then click the **Login** button. You will be redirected to the Events at Towson University main page.

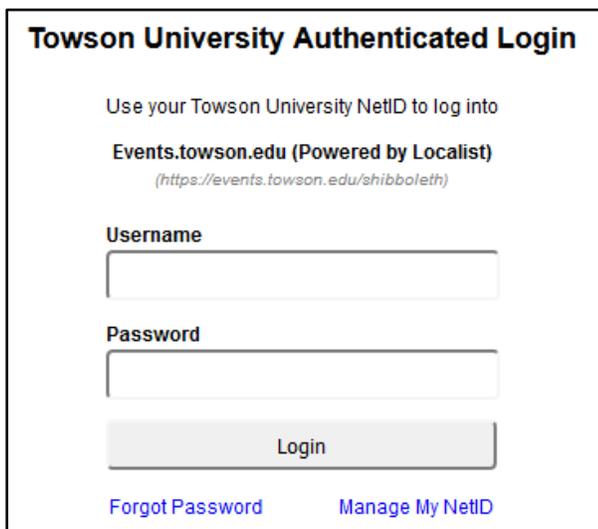


Figure 2

Viewing and Filtering Events at Towson University

The Events at Towson University screen enables you to filter and sort upcoming events in multiple ways.

View Options and Sorting

1. Click the **All Events** link to view all events for seven days starting with the current day.

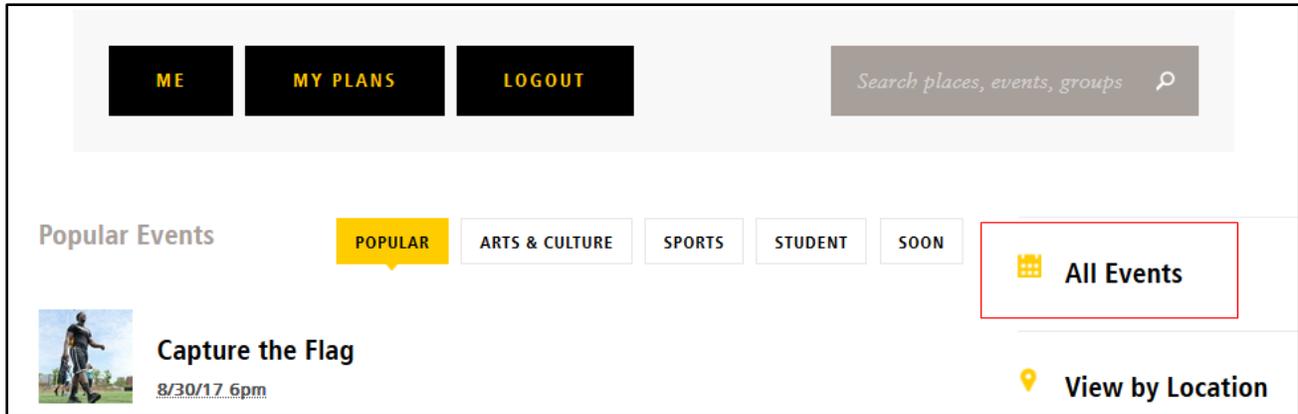


Figure 3

2. To change your view, scroll down and click on one of the options under the heading **View by** on the right side of the page. Here are the additional **View by** options:
 - a. **Day** – displays all events occurring inside of a day.
 - b. **Week** – displays all events occurring inside of a seven day period starting with the current date.
 - c. **Month** – displays all events occurring during the current month.
3. To sort your calendar view, scroll down and click one of the following options under the heading **Sort by**:
 - a. **Date** – sorts your calendar view in chronological order.
 - b. **Name** – sorts your calendar view by event name in alphabetical order.
 - c. **Popularity** - sorts your calendar view by how many people have clicked the **I'M INTERESTED** button.



Figure 4

Filtering Events

There are three types of filters for events in the Towson University Master Events Calendar:

1. **Type** – By default, all event types are selected. To change the event type filter, scroll down until you find the **Type** header on the right side of the page. Click on the type of event you are looking for. If you do not see an applicable event type, click the **SHOW MORE** link.



Figure 5

2. **Department** - By default, all event departments are selected. To change the event type filter, scroll down until you find the **Department** header on the right side of the page. Click on the department that may be hosting the event you are looking for. If you do not see an applicable department in the list, click the **SHOW MORE** link.



Figure 6

3. **Target Audience** – **All Target Audiences** is selected by default. If you wish to change the **Target Audience**, click the desired option under the **Target Audience** header on the right side of the page.

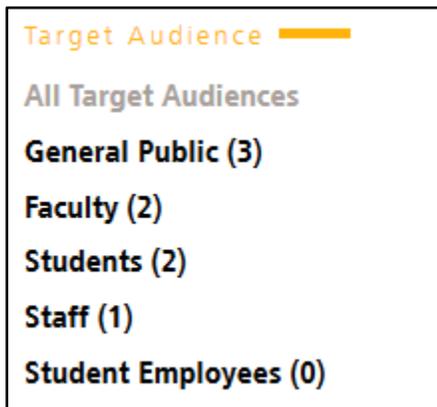
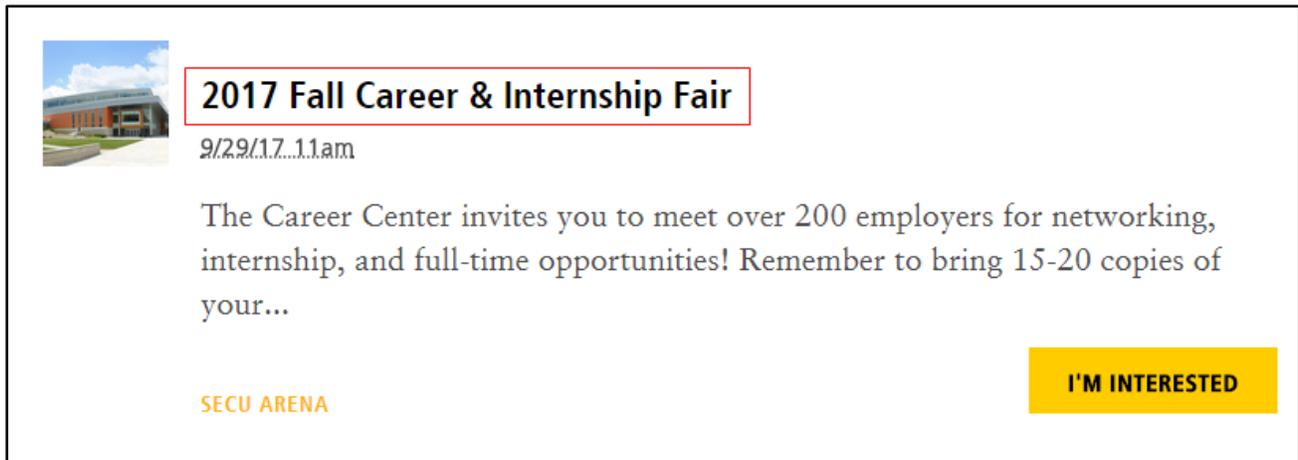


Figure 7

Viewing an Event

The Towson University Master Events Calendar contains a list of events for your selected day or time range. To view full details of an event, click on the event title.



The screenshot shows an event card for the "2017 Fall Career & Internship Fair". On the left is a small image of a modern building. To the right of the image, the event title "2017 Fall Career & Internship Fair" is enclosed in a red rectangular box. Below the title, the date and time "9/29/17 11am" are displayed. The main text of the event description reads: "The Career Center invites you to meet over 200 employers for networking, internship, and full-time opportunities! Remember to bring 15-20 copies of your...". At the bottom left of the card, the location "SECU ARENA" is listed. At the bottom right, there is a prominent yellow button with the text "I'M INTERESTED" in black capital letters.

Figure 8

Responding to Events

By signing into the Towson University Master Events Calendar, all events you respond to will be added to your profile. The following responses are available:

- **I'M INTERESTED** – Clicking this button will add you to the list of interested people at the bottom of the event's page.
- **REGISTER** – Clicking the **REGISTER** button will open the event's registration site.
- **INVITE FRIENDS** – This button allows you to invite friends you have added in the Master Events Calendar.

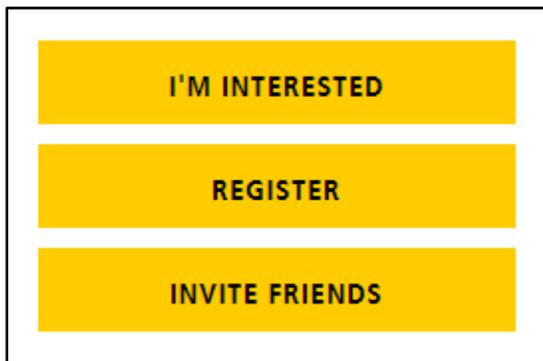


Figure 9

Searching Events at Towson University

All events in the Towson University Master Events Calendar are searchable. Search terms are based on any data that is attached to an event. To search the calendar:

1. Left-click in the **Search places, events, groups** text box.



Figure 10

2. Type any terms associated with the event you are looking for. This could be a department, subject matter, student group, building, etc.
3. Press the **Enter** key. A list of events pertaining to your search criteria will populate.
4. Scroll to the bottom of the list and click on the **VIEW ALL EVENTS** button. The list of results will expand.



Figure 11

Filtering Results

Search results can be filtered by event type, department and target audience. When viewing your search results, use any of the links under the **Type**, **Department** or **Target Audience** headings on the right side of the page. Follow the Filtering Events instructions on page 3 of this guide.