

How to post an event in Localist

The Localist event platform allows individuals with established university accounts to submit events that will be reviewed by the system’s designated administrators before the event is posted.

By following the steps below, university members can post a university-related event in no time.

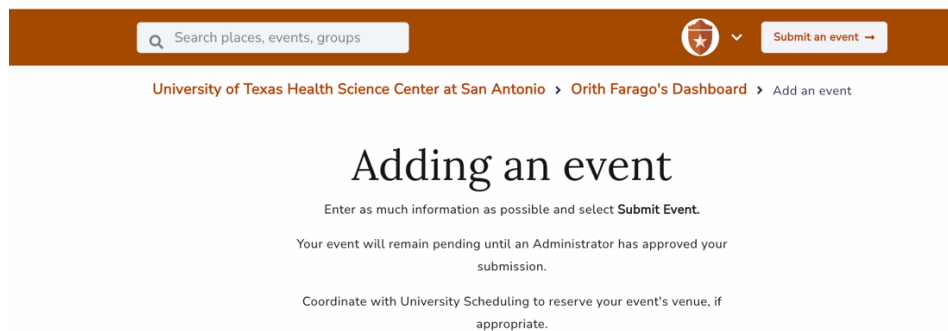
- Start by clicking on this [link](#) to go to Localist.
- Click the “Sign up” button to create a Localist account.
- If an account has been created, click the “Log in” button.



- Next, click the “Submit an event” button.



- Users will be taken to the below “Adding an event” page. Provide as much information as possible. Events require the approval of event administrators before they are published on the calendar. If appropriate, coordinate with [University Scheduling](#) to reserve the event’s venue.



- The “Main Info” field below is a required field and will be displayed as the event’s name in Localist.

Main Info

Event Name **REQUIRED**

- There is no character limit for the “Description **REQUIRED**” field.

Description **REQUIRED**



A rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List (list icon), Link (chain icon), and Unlink (chain icon with slash). Below the toolbar is a large empty text area for the description.

Status

- Leave the “Status” as “Live,” as this is the default status of submitted events.

Description **REQUIRED**



A rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List (list icon), Link (chain icon), and Unlink (chain icon with slash). Below the toolbar is a large empty text area for the description.

Status

- For scheduling, the “Start Date” is a required field. There are a few ways to enter a date: Oct. 3, October 3, 10/3, 10/3/24, Tomorrow, Next Friday. As the user types, the date under “Summary” will update accordingly.
- For the “Start Time” and “End Time,” use “6:00 PM,” 6pm, etc. Events do not require these times in case it is an all-day event. However, if there is a start time, then there must be an end time.
- In the “Repeating” field, by default, events are set to never repeat. However, there is an option of daily, weekly, monthly or yearly.
- Once the schedule is finalized, under “Summary,” click on the “Add Above to Schedule” button.

Schedule

Start Date **REQUIRED**

Start Time

End Time

Repeating

Never



Summary

Enter a start date above

Add Above to Schedule

- Under “Location,” the default is set to “In-Person.” Other options are “Hybrid and “Virtual.” When “Virtual” is selected, additional fields will appear to allow the user to provide dial-in instructions for Teams or other meeting platforms.
- For the “Place” and “Address” fields, enter the name of the location and address. As the user types, Localist will provide suggestions of places that have already been set up in the system and will supply the address. The address provided will generate a Google map when the event is published.
- The “Room” field allows for words or numbers.

Location

Experience

In-Person



Place

Room

Address

- For the “Hashtag” field for X, formerly known as Twitter, Localist will monitor mentions of the hashtag on the social media site and take mentions into consideration in the trending algorithm. Do not include the hashtag symbol, as it will automatically be added. Note: Only one hashtag can be used per event.
- For the “Event Website” field, provide the website URL for the event if applicable.

Additional Details

Hashtag



Event Website

- The “Upload” button allows a user to add a unique photo, whereas the “Choose From Photo Library” button displays the photos users can choose from in the Photo Library. Please note that images in the university’s photo library are limited. Additional images will be added as they become available.

Photo

Drop  here or [Upload Choose from Photo Library](#)

- Filters allow a user to classify an event so it can be discovered by the university community, maximizing its publicity. Users can select multiple filters for each filter group. For example, within the “Event Type” filter dropdown menu, a user can first select “Celebration.” Once that filter has been assigned, the user can return to the “Event Type” filter and select another filter. Filters are excellent tools to use for searching events.

Filters

Event Type

Topic

Audience

Department

Group

- “User Engagement” provides options for how Localist visitors can interact with events after they are posted to the calendar.
- “Allow User Activity” is checked by default. Unchecking this disables comments, reviews and user-added photos.
- When “Allow User Interest” is checked, users will be able to click on the “I’m Interested” button on the event page.
- When “Hide Attendees” is checked, it hides the people who have clicked on the “I’m Interested” button.

User Engagement

Allow User Activity 

Allow User Interest 

Hide Attendees 

- The “Visibility” button is checked to “Public” by default. For additional options, click on the dropdown menu.

Visibility

Visibility

Public



- Click the “Submit Event” button to submit the event.

Cancel

Submit Event

- Once the event is submitted, the user will be taken to the event page to preview the event.

University of Texas Health Science Center at San Antonio > Saturday, May 25 > Test

Test

Saturday, May 25, 2024 8am to 2pm

I'm Interested



Info

Event saved



- At the bottom of the event page, users can click on the “Edit Event” button to make changes to the event and the user will be taken back to the “Adding an event” page.

- Once making changes to the event, click on the “Save Pending Event” button. The user can click “Cancel” to discard any changes or “Delete Event.”

Event tools

Edit Event

Copy Event

Admin Event Editor

Once an event is submitted, it is sent to a pending queue where event administrators will review and approve the event, typically within three to five business days. Once approved, the event will be visible to others on the calendar.

For questions about submitting an event, please contact eventcalendar@uthscsa.edu.