

UVM Localist Basics

UVM uses Localist to host its campus-wide public [campus events calendar](#)

UVM's Localist implementation is managed collaboratively by the Division of Strategic Communications (specifically the Digital Team) and the Division of Student Life (specifically the UVM Bored Team).

The Localist calendar platform's sole purpose is to publicize and market events happening both on- and off-campus that would be of interest to the UVM community. To that end, Localist offers many features that support that goal.

*Note, the Localist platform does **not** include the ability to reserve locations, request support services for events, or receive payments. To reserve a location or to get support services for your event, contact [University Event Services](#).*

How do events get into the Localist calendar?

There are 3 main ways events are input into Localist.

1. **Feeds.** Event information is imported 2x per day from a calendar feed (once overnight and a second time in the mid- to late-afternoon). If you have used EMS to add events to the campus calendar in the past, this information will be automatically imported and updated in Localist. It is also possible to import events from Outlook Calendar feeds or other feeds using an iCal, RSS, or specially formatted CSV link.
2. **Event editors.** Members of the UVM community who have been granted event editor access can add and publish events directly to their designated departments and groups.
3. **Calendar users.** Anyone with a UVM netID or common social media account can submit events to the calendar. These events will not be published until reviewed and verified by someone with event editor or administrative access.

If my events are imported from EMS, do they need to be approved?

No, all events marked for the campus calendar in EMS are imported and approved automatically. Event editors can, however, update events in Localist to include a custom image, additional tags, or classifications. You may choose to enter events in Localist

directly in lieu of relying on the EMS import. In that case, you should not mark your EMS reservations to display on the campus calendar to avoid duplicate calendar entries.

How can I enter and approve events that my department sponsors?

First, make sure that you login to the [events calendar](#) using your UVM netID. Then use the Localist chat channel in this Team to request Event Editor access for you or your co-workers. Be sure to list the departments you wish to publish events for.

Who approves events submitted by calendar users?

Events entered through the public submission form go into a pending queue. Members of the UVM Bored team and a central calendar administrator typically review all pending events and approve them, as appropriate. Additionally, an event editor can approve pending events associated to any department that they have been granted access to.

Can I pre-add events in a draft mode and publish them later?

Localist does not have a provision for adding events in a draft mode, so we generally do not recommend adding events until they are ready to be published. However, if you need to do something like this, add the word “DRAFT” to your event title, as this will serve as a flag to those approving events that your event is not yet ready to be published.

What if my department, group, or event location is not available in Localist?

Contact us on chat on this Teams channel to ask that they be added to Localist.

How do I add a list of events from Localist to my web pages?

Events from Localist can be included in web pages using the Localist [Widget Builder](#). If you are using UVM Drupal, the UVM Template options have been customized to coordinate with the Drupal template designs.

Can I export a feed from Localist?

Yes, Localist can export feed in ICS, RSS, JSON (JavaScript, Object Notation), or CSV. More information on how to get those feeds is available on the [exporting Localist feeds documentation](#).

Does Localist offer. Landing page for my department's events?

Yes. Each department (or group) has its own landing page on the platform (e.g. https://events.uvm.edu/department/safety_and_compliance) that shows upcoming events can be customized to include a custom description, URL, and photo. If you'd like to customize your department's landing page, contact us on chat in this Teams channel.

What about conferences, symposia, or other events that have multiple sessions?

Localist has a [conference feature](#) that allows you to “bundle” multiple events, or sessions, under a single event. While the “conference” event will appear in the main calendar, the individual sessions do not. Users can add create their agendas by expressing interest in particular sessions in a conference event.

Conferences require event manager permission. If you'd like to create conference events, contact the Digital Team to obtain access.

Do you offer Localist training?

Yes, we periodically offer online and live training on using Localist. Check the [Drupal 10 Calendar](#) for upcoming offerings. We also have [a recording of previous training](#) available to view on demand.

How can I find out more about best practices for using Localist?

Cocept3D, the vendor for Localist, has a large library of helpful documents available that cover various Localist topics. Here are a few that may be of interest:

- [How to Add Every Kind of Event](#)
- [7 Tips for Optimizing Localist Photos](#)
- [11 Things You Need to Know About Register](#)
- [Widgets](#)
- [Bulletin](#)

A quick tour of the Localist administrative interface

If you have been granted event editor access to Localist, you can add, review, approve, and edit any Localist events associated with your designated department(s). The [admin dashboard](#) is a good place to start.

Calendar of Events Admin

256 Upcoming Events

7 Pending Events

65% EventReach

242 Users

7 Reactions

Manage Events

My Events (selected), All Events, PENDING, UPCOMING, RECENT

There are no Pending events found in My Events

JUST LAUNCHED: EVENT CONFERENCES

LOCALIST SUCCESS RESOURCES

On the dashboard you will see any pending events that you have entered. Change the toggle to All Events to see pending events for your department(s) entered by others. Change the tab from pending to upcoming or recent to access live events that you can update/edit. Note: the links to the widget builder and help documents on the dashboard.

To approve events, navigate to the events link on the menu and check under pending. The number of pending events is displayed. You can review, approve, or reject an event from this view. If you reject a pending event, you can optionally add a message that will be sent to the submitter.

Pending Events

Events that are awaiting approval on the calendar.

BATCH ACTIONS 1 1 to 7 of 7 events

<input type="checkbox"/>	NAME	DATE	PLACE	EVENTREACH	OWNER			
<input type="checkbox"/>	Vermont Legacy and Family Enterprise Awards	9/27/2024	Ifshin Hall	82%	benchiappinelli_442	Review	Approve	Reject
<input type="checkbox"/>	SI-MBA Toolkit Workshop: Christopher Marquis	9/20/2024	Ifshin Hall	64%	benchiappinelli_442	Review	Approve	Reject
<input type="checkbox"/>	Research Seminar Series: Rob Klassen	9/20/2024	Ifshin Hall	64%	benchiappinelli_442	Review	Approve	Reject
<input type="checkbox"/>	MAcc Career Fair	9/12/2024	Ifshin Hall	73%	benchiappinelli_442	Review	Approve	Reject
<input type="checkbox"/>	SI-MBA Speaker: Elizabeth Palchak, UVM Director of Sustainability	8/28/2024		36%	benchiappinelli_442	Review	Approve	Reject
<input type="checkbox"/>	Grossman School of Business Orientation	8/23/2024	Kalkin Hall	73%	benchiappinelli_442	Review	Approve	Reject
<input type="checkbox"/>	SI-MBA Guest Speaker: Jeffrey Hollender/Co-founder and Former CEO of 7th Generation	8/20/2024	Kalkin Hall	64%	benchiappinelli_442	Review	Approve	Reject

