

Events System Tutorial

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1. Introduction

The University of Glasgow Events System can be viewed online at <https://samoa.dcs.gla.ac.uk/events>.

The goals of the system are:

- to provide a single central location where all talks and other events taking place within the University can be consistently viewed, searched and edited,
- to make it easier for staff, students and visitors to become aware of the breadth of research taking place within the University,
- to stimulate collaboration between research groups through increased awareness of mutual research interests,

The website can be used anonymously, but you can log in with your GUID to access useful extended functionality including reminder e-mails and a personalised calendar feed. These features are described in more detail in section 2 below.

The events website is designed to automatically adjust its layout depending on the screen size of your device, so it will work well on mobile devices in addition to PCs and laptops. Most mobile browsers will allow you to create a shortcut to the website from your home screen for easy access.

Chrome browser on Android:

1. Browse to the homepage
2. Open the Chrome menu for the page
3. Select the "Add to homescreen" option

For for Safari on iOS devices:

1. Browse to the homepage
2. Open the Safari menu for the page
3. Select the "Add to Home Screen" option

The process should be very similar for other mobile browsers. Once complete, simply tap the newly created icon to view the events homepage.

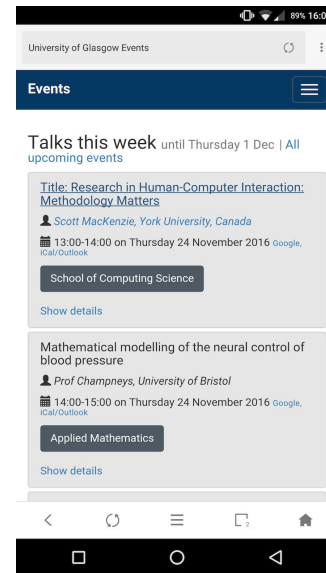
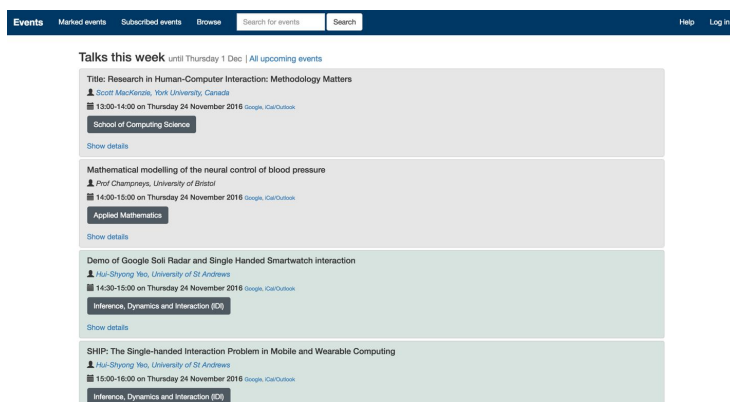
2. Basic usage

Viewing upcoming events

When you visit the site without being logged in you will see a list of events taking place over the next 7 days. An example view is shown in the screenshots below, on a PC/laptop (left) and on a mobile device (right). The system will show events from the start of the current day, even if they have a start time in the past. Events which have already started will be shown with a grey background, while upcoming events are



shown with a pale green header. In the left-hand screenshot the first two events have already started, while the second pair have yet to begin.



Every event in the system is associated with a group, and the name of this group is shown in the box underneath the date/time details of each event. The groups are structured as a tree: every group has a single parent and may have zero or more subgroups. Many groups represent formal university organisational entities (e.g. a College or a School, or a research group), but the system also allows informal groups to be created. For example, you can create one for a weekly coffee meetup or a journal club within your research group. Clicking on any group name will take you to a page showing more information about the group and allow you to view all events associated with it, including past events.

To view all information about an event, click its "Show details" link or click on the title. This will display the description of the event, its location and any other information available (e.g. tags or a registration link).

Searching for events

One of the key design goals of the events system is to make staff and students aware of all the research taking place within the university, and so the website is intended to make it as easy as possible to discover events and groups that may interest you.

To search for events, you have several options. The most straightforward is to simply type some text into the search box in the navigation bar at the top of the page and click the "Search" button. Alternatively just click the button immediately to go directly to the main search page.

The default type of search will look for any of the keywords you supply within the following fields of each event: title, description, speaker name, speaker affiliation, tags and group name. If you want to search on a specific field, use the "Extended search" tab on the search page.

The default search will also only include **upcoming** events. If you would like to include previous events, click the "Search all events" button on the results page to repeat your current search over all events, regardless of start time/date.

Once you find an interesting event, an easy shortcut to explore other events from the same group is to click on the group name or the "View group" button. This will load a page showing all available information about

the selected group, and list all upcoming events linked to it. The "Include past events?" box can be checked to show all previous **and** upcoming events, so you can easily obtain a feel for the type of activity going on within the group.

Finally, if an event you are viewing has been tagged, the tags will be displayed as green boxes just below the event description, as shown here:

Tags: **ethics** **hci** **mobile app** **mobile app deployment** **mobile hci**

Clicking any tag will perform a search for other events matching the same tag.

3. Extended features

Most of the more useful features of the system require you to log in using your GUID. You can do this by clicking the "Log in" link in the top right corner. Once you're logged in, you should see a user profile page that looks like the screenshot below. The features you can access from this page are explained in the subsequent sections.

Welcome to the University of Glasgow events system

This is your personal profile page. Below you can see a list of all the event and talk categories in the system. You can subscribe to a category, or tick the box next to a category to "subscribe" to it. Indicating your interests by subscribing will allow the system to email you a reminder when an event from a group you've subscribed to is due to begin. You can choose to be notified a couple of hours before the event begins, 24 hours before, or at both times.

[Subscriptions](#) [Reminders](#) [Weekly digest](#) [Ical Feeds](#)

Update your subscriptions

Group name	Subscribed
University of Glasgow	<input checked="" type="checkbox"/>
College of Science and Engineering	<input type="checkbox"/>
School of Computing Science	<input checked="" type="checkbox"/>
Systems Section	<input checked="" type="checkbox"/>
GPG	<input type="checkbox"/>
Systems Seminars	<input checked="" type="checkbox"/>
Intra-Systems Seminar	<input checked="" type="checkbox"/>
Formal Analysis, Theory and Algorithms (FATA)	<input type="checkbox"/>
Human Computer Interaction (GIST)	<input type="checkbox"/>
Software Engineering and Safety	<input type="checkbox"/>
Section for Information, Data and Analysis (IDA)	<input type="checkbox"/>
Computer Vision for Autonomous Systems (CVAS)	<input checked="" type="checkbox"/>
Inference, Dynamics and Interaction (IDI)	<input checked="" type="checkbox"/>

Group subscriptions

The "Subscriptions" tab shows a list of all the groups in the system, and allows you to subscribe to the ones that you are interested in following. By default your account will not have any subscriptions. You can create them by simply ticking the appropriate box on this page, or from any event by clicking the "Show details" link and then clicking the "Subscribe" button.

Once you've subscribed to some groups, they will be highlighted in all event listings on the website. Unsubscribed groups appear with a grey background, subscribed groups with a dark blue background. You can also easily view all events from your subscribed groups by clicking the "Subscribed events" link in the navigation bar.

Marked events

The events system also supports the concept of "marking" an event as something that you intend to attend. Marking an event can be done from any event listing by clicking the "Show details" link and then clicking the "Mark event" button.

Marked events are highlighted with a yellow background in all event listings, and you can view all your currently marked events by clicking the "Marked events" link in the navigation bar. Importantly, marked events will also appear on your personal calendar feed (see "Calendar feeds" below).

Reminders

Another benefit of subscribing to groups you find interesting is that you can choose to receive reminder emails about upcoming events in that group. The "Reminders" tab displays a list of all the groups you are subscribed to, and allows you to choose which type of reminders to receive:

Subscriptions Reminders Weekly digest Ical Feeds

Manage event reminders

Send reminders for all marked events (even if not subscribed?)

Group name	2 hours before event?	1 day before event?
University of Glasgow	<input type="checkbox"/>	<input type="checkbox"/>
School of Computing Science	<input type="checkbox"/>	<input type="checkbox"/>
Systems Section	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Systems Seminars	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Intra-Systems Seminar	<input type="checkbox"/>	<input type="checkbox"/>
Computer Vision for Autonomous Systems (CVAS)	<input type="checkbox"/>	<input type="checkbox"/>
Inference, Dynamics and Interaction (IDI)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Deep learning reading group	<input type="checkbox"/>	<input type="checkbox"/>
Information Retrieval (IR)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Glasgow Polyomics Scientific Meeting	<input type="checkbox"/>	<input type="checkbox"/>

Currently you can choose to receive an email for each event in a group 24 hours before it starts and/or roughly 2 hours before it starts. These emails will be sent to your official university email address from "reminders@samoa.dcs.gla.ac.uk" and will contain the group name in the subject line to make filtering them easier. You are free to change your reminder settings at any time if you feel you are receiving too many emails. Any changes you make will take effect immediately.

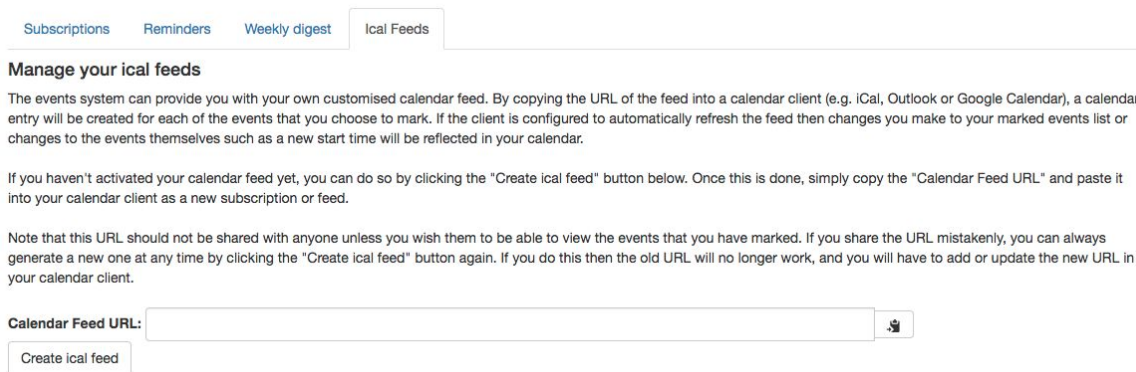
The "Send reminders for all marked events?" option allows you to choose to receive reminders about events that you have marked, but that are not linked to any of your subscribed groups. If you enable this option, you will always get reminder emails for marked events no matter which group they are associated with. For example, if you subscribe to groups A and B and mark an event from group C, you will get a reminder email about that event even though you have no subscription for group C.

Weekly event digests

On the "Weekly digest" tab of your profile page, you can choose whether you want to receive a once-weekly email listing all the events taking place in the coming week from your subscribed groups (or that you've marked). If enabled, you should receive the emails on Sunday evenings around 7-8pm.

Calendar feeds

Another really practical feature is that you can automatically update your calendar with talks (and if the organiser changes room or time, these are also automatically updated). The events system supports per-user iCal-compatible calendar feeds for the events that you have marked. Clicking on the iCal feeds tab on your profile page will show you something like this:



Subscriptions Reminders Weekly digest Ical Feeds

Manage your ical feeds

The events system can provide you with your own customised calendar feed. By copying the URL of the feed into a calendar client (e.g. iCal, Outlook or Google Calendar), a calendar entry will be created for each of the events that you choose to mark. If the client is configured to automatically refresh the feed then changes you make to your marked events list or changes to the events themselves such as a new start time will be reflected in your calendar.

If you haven't activated your calendar feed yet, you can do so by clicking the "Create ical feed" button below. Once this is done, simply copy the "Calendar Feed URL" and paste it into your calendar client as a new subscription or feed.

Note that this URL should not be shared with anyone unless you wish them to be able to view the events that you have marked. If you share the URL mistakenly, you can always generate a new one at any time by clicking the "Create ical feed" button again. If you do this then the old URL will no longer work, and you will have to add or update the new URL in your calendar client.

Calendar Feed URL:

Create ical feed

The "Calendar Feed URL" box should already contain a URL, but if it doesn't simply click the "Create ical feed" button below to generate one. Then copy and paste the URL into your calendar client. The feed is in iCal format, which should be compatible with all common calendar clients including the OSX Calendar app, Google Calendar and Outlook.

November 2016

	Mon 28	Tue 29	Wed 30	Thu 1	Fri 2
all-day					
10:00					
11:00					
12:00					
13:00			13:00 Systems: (Mr Andy Till)		
14:00		14:00 Intra-systems: TBA (D...)		14:00 Physical and numerical...	
15:00					15:00 To be announced soon...
16:00	16:00 Supporting Evidence-based	16:00 Sensitivity Reviewing...	16:00 tbc (Markus Pfeiffer) M...		
17:00					
18:00		18:00 Tech Start-Up Meet-Up (Philip Petersen and Stefan Raue) Sir Alwyn William...			
19:00					
20:00					
21:00					



The calendar feed will be updated with the latest data from the events database each time it is refreshed, so for example any changes in event start times will be reflected in your calendar automatically.

Note: for some reason Google Calendar sometimes fails to update calendar feeds even when told to explicitly refresh them. If you notice your calendar has stopped updating properly, a simple workaround is to visit the "Ical Feeds" tab again and click the button to generate a new calendar URL. Replace the old calendar feed with the new one and it should force Google Calendar to stop relying on its old cached data.

4. Adding and editing events

If you're a staff member, you can add or edit events in the system by browsing to <https://samoa.dcs.gla.ac.uk/webeditor/> (student GUIDs are not currently allowed to login, but if for example you're a PhD student responsible for managing talks in your research group then you can contact us to obtain access).

After logging in, you will see a simple menu with options to add or edit an event, or to add/edit groups and locations. Every event must have a group and location associated with it, so if you want to add an event in a new group or at a new location you'll need to create that first.

Locations

Adding a location is very simple. Click "Add / edit locations", then click the "Add a new location" button at the bottom of the list. Fill out the short form (the name is the only mandatory field) and click "Submit".

To edit a location, click the "Edit" link next to the appropriate location in the list.

Groups

Similar to locations, to add a new group, click "Add / edit groups", then click the "Add a new group" button at the bottom of the list. The form you need to fill out is a bit more complex. The "short name" field is just a shortened version of the full group name used in some places in the system as a short and human-friendly identifier for the group. It can be updated after the group is created if necessary. The "Parent group" is the group that should appear above the new group in the tree hierarchy. For example, if you were creating a new research group in your school, you would select the group representing the school as the parent group. This value cannot be changed after creation, so if you make a mistake you should delete the new group and create a new one.

To edit a group, click the "Edit" link next to the appropriate group in the list.

Events

To add an event, click the "Add an event" link from the top level menu or the "Add a new event" button at the bottom of the "Edit events" page.

The form only has a handful of mandatory fields: title, speaker, start time, location and associated group.

The "associated group" field is where you can select which group the new event will be shown under. If you think the event would be of interest to other groups, you can add them to the "Advertise in other groups" field. This will cause the event to be shown to users who have subscribed to any of the groups you advertise in, even if they are not subscribed to the main group. For example, if you create an event associated with group A and advertise in group B, someone subscribed only to group B will still see it in their subscribed events list.

The "Registration URL" field can be used to set an external registration link for the event (e.g. to an EventBrite page). This URL will be highlighted in the event details when viewed on the main website.

The "Enlighten URL" field is not currently used and can be ignored.

The "tags" field allows you to add tags to the event. There is a maximum of 10 tags on any event, and characters like double/single-quotes or semicolons cannot appear in a tag.