

OHSU Enterprise Event Calendar Information

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<http://www.ohsu.edu/webstrategies>

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About the project

On December 15, 2008, OHSU Web Strategies rolled out to www.ohsu.edu a web-based, enterprise hosted calendar solution called Trumba Connect. The calendar is a resource for the all OHSU and is intended to replace most or all of the individual and unconnected calendars that are currently in use around the university. Any group at OHSU is free to use the calendar, and those groups that want to have editing rights over their own event listings can purchase an editor license.

This one-page document gives you the basic information necessary to determine how this new resource will impact you, and whether your unit wants to invest in an editor license. OHSU Web Strategies will manage the calendar, and any questions should be directed to webadmin@ohsu.edu.

Information Highlights

- All calendars can “talk” to each other by sharing a published event, and all published events will be included in the main OHSU calendar at http://www.ohsu.edu/xd/about/news_events/events
- Anyone with network credentials can submit an event to a calendar
- Any unit can purchase a new calendar with an editor license for \$40 per month. The cost will be charged back to the department.
- Calendars can be either on the public site or on Ozone.
- The main Ozone calendar will contain all events, both public and internal, that are published to the enterprise calendar: one-stop shopping for OHSU events.
- Event registration is included with an editor license. However, the calendar does not handle credit card transactions – you will need an additional payment gateway.

Impact on OHSU groups and departments

- If you have an existing WebEvent calendar, you will have six months (July 1, 2009) to either move into the new enterprise calendar system or find another solution.
- If you are using another, 3rd party or custom-built solution, you will not be required to move your calendar. However, this also means that your events will not be listed on the all-OHSU calendars unless you submit the information: no information will be pulled automatically.

As of January 12, 2009, departments and groups can request a new calendar for their department.

New calendar requests will take two weeks to process.

Trumba Enterprise Calendar vs. Microsoft Outlook

A common question is whether to use Outlook or Trumba for your departmental calendaring solution. A good rule of thumb for making this decision is to determine what you will be using the calendar for: administrative or communications use. If you have any questions at all about which solution makes the most sense for what you have in mind, contact Web Strategies at webadmin@ohsu.edu.

Use Trumba Enterprise Calendar if...	Use Microsoft Outlook if...
<ul style="list-style-type: none"> You want to share information or promote events Your events are open to the public or the entire OHSU community You are interested in reaching a wider audience of people and you don't know everyone who will attend You need to reach people who do not have network access 	<ul style="list-style-type: none"> Your intention is primarily administrative or task-oriented. You need to schedule an administrative or departmental meeting Your events are only relevant to the members of your department or administrative group You are not interested in attracting more attendance Everyone at the meeting has network access or does business with OHSU

Requesting a new calendar

Web Strategies will set up all new calendars and embed it in your website. To request a new calendar for your department or group, you will need the following information:

- Configuration Preferences:** You can choose which blocks you would like to customize your calendar on your website. By default, you will have an "Upcoming Events" block and a "Main Calendar" block. In Trumba, blocks are called "spuds".
- Editor contact information:** You will need an email address and name of the person who will be responsible for the calendar. For each calendar, there can be only one editor; however, many people can submit events to your calendar. It is possible to purchase more licenses for an additional \$30 per month each.
- Workflow preferences:** Each unit can decide how much control they want over their listings. There are two choices:
 - all OHSU employees can publish to your calendar, but the editor retains the right to edit or delete any listings they deem unfit, or
 - all OHSU employees can submit events to your calendar, but they need to be approved by the editor before they go live.
- Calendar location:** the web URL where the calendar is published - a full path to your site.

Editor Tasks vs. Web Strategies Tasks

Editors are responsible for...	Web Strategies is responsible for...
<ul style="list-style-type: none"> Monitoring the content on their event calendar: relevance, spelling, style rules, sensitive information, etc. Setting up and managing event registrations Managing editor email address and/or password Maintaining calendar distribution lists and event subscription lists 	<ul style="list-style-type: none"> Setting up new calendars and editors Embedding or changing blocks or "spuds" into your site Global calendar configuration, look and feel, search Managing event submission forms Customized event registration Change configuration of "mix-in" or "sharing" approval workflow