



HOW TO CREATE A WEEKLY NEWS DIGEST AND/OR ADD UMN CROOKSTON CALENDAR EVENTS TO YOUR GOOGLE CALENDAR

CREATING A WEEKLY NEWS DIGEST VIDEO TUTORIAL

You may create a weekly digest of events and have it sent to your Inbox once a week. To create a news digest, follow the events digest tutorial to build your digest to include only the events and information you want to receive: https://z.umn.edu/create_digest

ADDING UMN CROOKSTON CALENDAR EVENTS TO YOUR GOOGLE CALENDAR

1. Navigate to the UMN Crookston Events Calendar webpage located at <https://events.crk.umn.edu/>
2. Click on "All Events" in Figure 1 below.

The screenshot shows the UMN Crookston Events Calendar website. The top navigation bar includes links for Employment, Directories, UMC Today, MyU, and One Stop. Below this is a secondary navigation bar with links for About Us, Future Students, Current Students, Academics, Alumni & Donors, Athletics, Friends & Visitors, and News & Events. The main content area is titled "Events Calendar" and features a search bar, a "Sign Up" button, and a "Log In" button. A featured event for "September Chamber Mixer" is highlighted. A calendar for September shows the 26th as the current date. The "Trending Events" section lists "Homecoming Bonfire", "UMN Crookston Football vs Minot State...", and "Horse Dissection". On the right side, there are sections for "Other Calendars" (Homecoming 2019 Homepage), "Submit an Event", and a filter menu. The filter menu includes "All Events" (circled in red), "Places to Go", "Departments", and "Groups". Below the filter menu is a section for "Event Types" and "Target Audience".

Figure 1: Choosing all events

3. Scroll down to “Subscribe to These Events” on the right hand side, and Click on Google Calendar at the top of the list in Figure 2 below.

The screenshot shows a list of five campus events on the left and a sidebar on the right. The events are:

- Family Nurse Practitioner on Campus:** Recurring event - click to view more dates. Kari Gudmundson, a Certified Nurse Practitioner (CNP) from Riverview Clinic will be on campus today from 12:00 pm to 2:00 pm, in the Student Health office.... Time: 12pm. Location: Sargeant Student Center, 145F.
- Powderpuff Football Game:** JUNIORS AND SENIORS: Sign up to play at the Info Desk, Sargeant Student Center; Wellness Center; or the Evergreen Grill. Come out to watch the annual... Time: 12:30pm. Location: UMC Campus Mall.
- Horse Dissection:** Join Nicky Overgaard and Dr. Leslie Lekatz for a horse dissection. All are welcome. Come and go as you are available. Time: 2:30pm. Location: UTOC, Lean-to.
- Art Bar:** Join Matt Peterson for an evening of painting and create your very own masterpiece. Time: 6:30pm. Location: Owen 117.
- E4E: Eagles for Eagles:** Recurring event - click to view more dates. Need to lighten your load? At times it may feel like the weight of the whole world is on you. We can help! *Fadles!Fadles!*

The sidebar on the right contains the following sections:

- Target Audience:** All Target Audiences (37), Current Students (37), Faculty & Staff (29), General Public (12), Alumni & Donors (8), Prospective Students (6).
- Topic:** All Topics (13), Community & Outreach (13), Health & Wellness (13), Academics & Research (4), Diversity & Multicultural (4), Environment & Sustainability (2), Show More ↓.
- Athletic:** All Athletics (26), Women's Sports (26), > Volleyball (W) (12), > Soccer (W) (11), > Equestrian - Hunt Seat (W) (2), > Golf (W) (1), Expand ↓, Men's Sports (10), > Football (M) (6), > Golf (M) (2), > Baseball (M) (1), > Basketball (M) (0), Expand ↓, Teambackers (3).
- Subscribe to These Results:** Google Calendar, Apple iCal, Outlook, RSS.

At the bottom of the event list, it says "FRIDAY, SEPTEMBER 27".

Figure 2: Subscribing to events

4. Your Google Calendar will open, and you may add the calendar events according to the filter(s) you choose. Reminder: It is important to add the appropriate filters when you add events to the campus calendar in order for those who subscribe to see the according to their filter.

The screenshot shows the Google Calendar interface for September 2019. The view is set to "Week" and shows the dates from Sunday, September 22 to Saturday, September 28. The calendar is populated with various events, including:

- Homecoming Week:** Multiple events labeled "Homecoming Week" with "3 more" or "2 more" options.
- Blood Drive:** Events titled "Blood Drive Sign Up" occurring on Monday, Tuesday, Wednesday, and Friday.
- University of Minnesota:** Events such as "University of Minnesota 11am - 1pm St. Cloud, MN" and "University of Minnesota 1 - 3pm St. Cloud, MN".
- Faculty a Faculty:** An event on Monday from 4 - 5:30pm in the Prairie Room.
- Knitting Tuesdays:** An event on Tuesday from 4 - 6pm.
- Golden Eagle Show:** An event on Tuesday at 7pm in the Kiehle Auditorium.
- Horse Dissection:** An event on Thursday from 2:30 - 6pm in UTOC, Lean-to.
- Art Bar:** An event on Thursday from 6:30 - 9:30pm in Owen 117.
- UMN Crookston:** Events on Friday and Saturday, including "UMN Crookston 2 - 4pm Winona" and "UMN Crookston 3:30pm, Whistfest".

The interface includes a search bar, "My calendars" section with checkboxes for "urumc@umn.edu", "Birthdays", "Reminders", and "Tasks", and "Other calendars" section with checkboxes for "Holidays in United States", "University of Minnesota Cr...", and "University of Minnesota Cr...".

Figure 3: Google Calendar

4. Events will be filtered according your choice of “Target Audience” (Figure 4 below) as well as any other criteria you choose and added to Google Calendar by clicking the same ‘Google Calendar’ link as instructions above.

The screenshot displays an events calendar interface. On the left, there are two event cards. The first card is for a 'Family Nurse Practitioner on Campus' event featuring a photo of Kari Gudmundson. The second card is for a 'Powderpuff Football Game' with a poster image. On the right, there is a filter sidebar with sections for 'Target Audience', 'Topic', and 'Athletic'. The 'Target Audience' section is circled in red and lists: 'All Target Audiences', 'Current Students (37)', 'Faculty & Staff (29)', 'General Public (12)', 'Alumni & Donors (8)', and 'Prospective Students (6)'. Each event card includes a time, location, and an 'I'm Interested' button.

Figure 4: Target audience

For questions regarding this tutorial or the events calendar, contact Cassandra Morthera at morth004@crk.umn.edu or Elizabeth at tollefs@crk.umn.edu