

Short Introduction

to the search and notification features of the Göttingen Campus Event Calendar

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What does the Göttingen Campus Event Calendar offer?

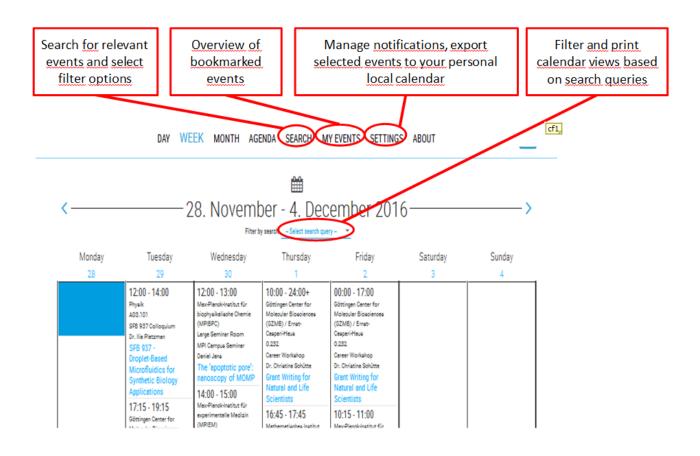
The objective of the Göttingen Campus Event Calendar is to provide an overview of all scientific and non-scientific events on Göttingen Campus.

The tool is supposed to assist individual users in **finding events that match their personal interests fast and efficiently** and to either integrate them directly in their personal calendars or receive weekly notifications via e-mail about interesting events. It also provides the possibility to print flyers of single events or weekly event overviews to put up in their departments.

Users can take advantage of various search, export and notification features.

To be able to save search queries and use the notification feature you first have to **log in with the log-in data of your institutional email account**.

Here you can find a first look at the structure of the Calendar. You will find in-depth explanations of the individual features below.



First steps

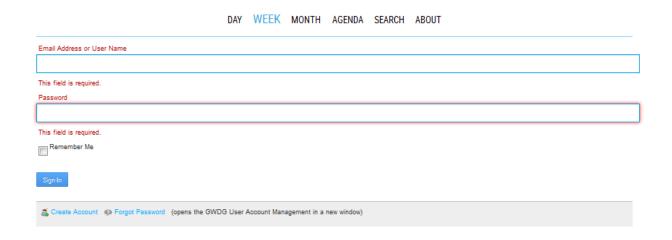
Sign in to use additional features

To use the additional features of the Göttingen Campus Event Calendar you have to sign in at the upper right corner of

https://events.goettingen-campus.de

with your institutional email address and the respective password.

Then please click "Sign In"



If you have **problems** with the sign in process, please send an email directly to support@gwdg.de.

Language Settings

You have the option to choose between German and English. The following instructions correspond to the English version.

The event descriptions are written in the respective language of the event. Event information in additional languages can either be found in the detailed description of the event or in an attached PDF file.

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Calendar Views

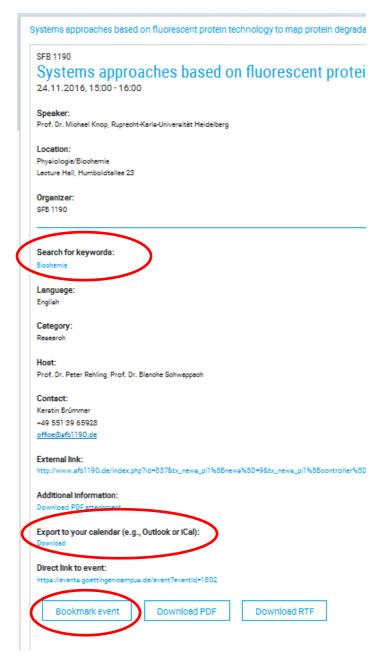
You have the option to choose between a daily, weekly or monthly event overview. By clicking on the arrow keys you can switch between different days, weeks or months.

The "agenda" shows a chronological list of all upcoming events.



The different calendar views can be downloaded as PDF and/or printed. This allows you, for example, to use a specific event overview as flyer to inform about events of your department. The calendar views can be individualized on the basis of your previous search queries - which means they only show events that correspond to a specific search query. The following pages will explain how to create and manage search queries.

The detail view



The detail view contains a description of the event as well as information about the host of the event and contact persons.

There might also be additional information in an attached PDF.

A yellow marker pops up when **registration** is needed for a particular event. Further information about the registration process can usually be found in the description. If not, please write an email to the specified contact person.

In this view you also have the option to look for similar events via keyword search. Click on the keywords to find similar events in the Calendar. In the future, this view will provide a feature to send notifications about the event to others who might be interested in it.

To export particular events to your local calendar (e.g. Outlook), you can create an .ICS file via the download link and add the event to your personal calendar tool.

When you are logged in, you can also **bookmark** a particular event from the detail view. You will find a list of all your bookmarked events under the tab "My Events". There you can also delete single events from the bookmarks. An email notification for bookmarked event is set by default. You can change this setting under the "Settings" tab.

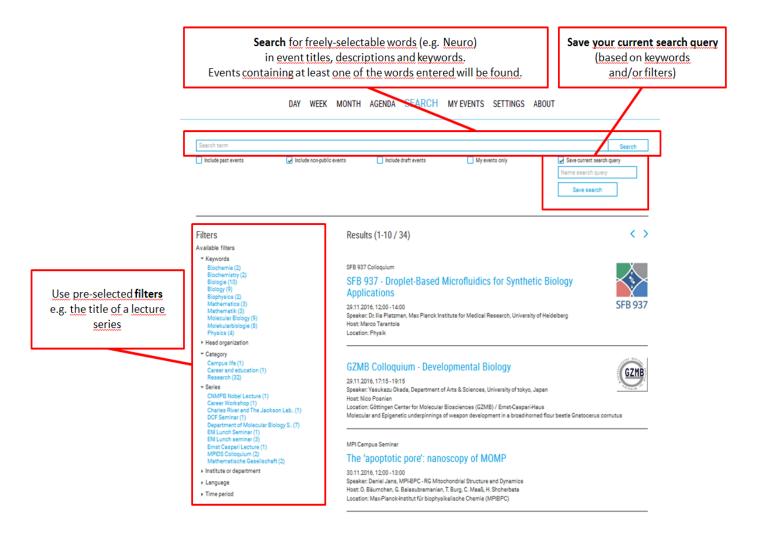
Search feature

You can search for **keywords of your choice** ("Neuroscience" or "Neuro" for example). If you enter more than one keyword, the search feature finds events that include at least one of the keywords in the description of the events (including title, abstract, detailed descriptions, series, keywords, speaker and host).

Additionally, you can use pre-set filter options (for example the name of a lecture series) to specify your list of events.

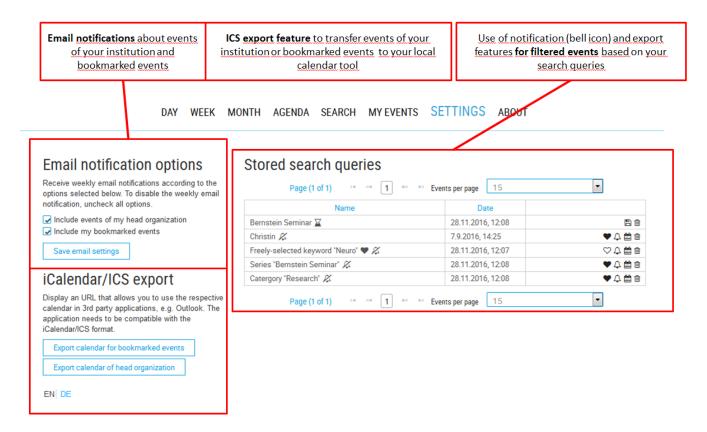
You can **save** your previous search queries (freely-selectable keywords or pre-set filters) and give it a title of your choice. Saved search queries can be used as filters for different Calendar views and the filtered views could be printed-out as flyers.

Additionally, you have the option to activate **email notifications** for saved search queries under the "Settings" tab. This way, you will always be informed about upcoming events that meet your interest.



Notification and export feature

Under the "Settings" tab you can manage your email notifications. You can also export events that meet your interest to your personal local calendar.



A notification about events of your institution is <u>pre-selected</u> ("send weekly institute overview"). Notifications about events that you have bookmarked will also be sent by default ("send weekly overview of bookmarked events"). In addition to that, you can **activate notifications** for your personal <u>search</u> <u>queries</u> by clicking the bell icon which will then be displayed as a crossed-out bell. Email notifications for the upcoming week are always sent on Sunday evenings.

By clicking the respective button under the category "Local Calendar Export" or the calendar icon next to your search query you can **import events into your personal local calendar**. Imported events are updated automatically, if changes (e.g. of the title) occur. Events that fall into the same category will automatically be added to your calendar.

By clicking the heart icon next to your search query you have the possibility to **save one of your queries as standard search**, which means that all calendar views are automatically filtered based on this search query at your next log-in. You can, however, easily delete this filter in every calendar view or select one of your other queries as standard search.

Further information

All information related to the Göttingen Campus Event Calendar can be found on the project website: https://events.goettingen-campus.de/about

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