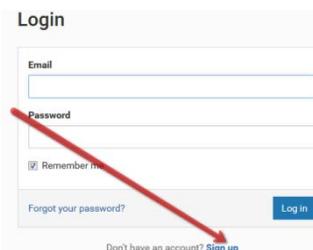<p align="center">**Instructions for submitting Octavofest 2017 events**</p>

The software that creates the Octavofest Calendar of Events was purchased from Digital Commons by Cleveland State University. The software is designed to allow institutions to publish their scholarship to the Internet and manage online conferences and journals through the use of standardized templates. Digital Commons has modified their standard conference template in order for us to use it to create a calendar of events only. I mention this because some of the modifications and/or questions that you will encounter as you enter your events may reference "publication" or "work". Additionally, this is why the URL you will use to enter your event is: http://engagedscholarship.csuohio.edu/octavofest/ . The event is not sponsored by CSU, only the software that we are using.

Steps to submit your event:
1. Go to http://engagedscholarship.csuohio.edu/octavofest/
2. On the right, in the blue column, click on "Submit an Event." You will be asked for your Login information. If this is your first visit, you will need to create an account by clicking on "Sign up" at the bottom of the login page. Accounts are free.
3. You will be asked for your email address, first and last name, and a password that you want to use.
4. Check your email for the confirmation and click on the link to confirm your account. The link will take you back to the Octavofest site where you can begin to enter your event. Please review and click through the submission instruction/agreement page.
5. Event Details include:
   - **Event Title**
   - **Presenter information** (your name will appear automatically. If you are not the presenter click on the little figure holding the pencil to edit the presenter information. You can click on the little figure with the X through it to delete a presenter. To add more presenter names, click on the green $+$ logo.
   - **Submitter** (you can leave this field blank if it doesn't apply).
   - **Location** (including venue name, street address, city, and zip code **please**)
   - **Related Event Website** (if available)
   - **Start Date & Time** (based on 24-hour clock—download is available)
   - **End Date & Time**
   - **Cost to Attend**—if there is a charge or enter "Free"
   - **Pre-Registration** (select "yes" or "no")
   - **Attendance** (submit after event is over--Instructions on how to update attendance numbers will be emailed).
   - **Contact Information** for pre-registration (include contact name and phone number and or email address)
   - **Geolocate**—Enter address **and** click "Search Map" to be added to the Google map
   - **Event Type**—Please select one or more
   - **Description of your event**—Your PR
   - **Additional Comments**
   - **Extra Image** (optional)—add a thumbnail image URL (image displays in event list [shown at right] and event details)
6. **Full Text of Presentation** (This will probably be N/A for most if not all of you**, but fliers/brochures of your event can be uploaded here. Also can upload Powerpoint presentations or presentation notes after the event is over**).
7. **Additional Files** (Maybe for some of you)
8. **Submit**

 "Administrators" will get an email when events are submitted. The events are reviewed to ascertain that it is appropriate, no typos, etc., and it will then be published to the Octavofest site. Please email library.es@csuohio.edu with questions or to edit your submission. Use "Octavofest" in the subject line.