Login
To login into OrgSync:
1. Go to www.orgsync.com
2. Choose University of Richmond as your community
3. Sign in with your netID and Password

Go to Your Organization's Portal
a. Click on My Memberships.
b. Select your organization from the drop down menu

Create an Event
To create a new event:
1. select Events from the top toolbar
2. select Create New Event in the top right of the page

Insert Event Information
a. Details: insert event name, category, time, and event location
b. Participants: determine RSVP settings and whether those should be available to everyone or just admins
c. Visibility: to share events with both the OrgSync and University calendar select Public + Website and check Share on the Student Activities calendar
d. Upload an image

Create a Banner Ad (Optional)
Banner ads allow you to advertise your events on the OrgSync homepage. To request a Banner Ad you must:
a. have selected Share on the Student Activities calendar
b. select Yes for a Banner Ad
c. Complete the Banner Publicity Form which automatically populates

get stuck or need further assistance? contact Anthony Crenshaw in CSI at 484-1470.
OrgSync/University Calendar Guide for Cascade

If you have questions about working in OrgSync, please contact the Center for Student Involvement. Events created in OrgSync will automatically feed into the public University calendar, but they will not feed into specific sites unless tagged in Cascade, which you can set up through the steps below.

First, create the event in OrgSync, then find it in the University calendar.

When viewing the event on the University calendar, click the “Share/URL” button to get the event’s specific URL.

Within an event’s URL string is an ID number. For example, for the above event, here is the URL with the ID number bolded:

http://calendar.richmond.edu/page.html?eventid=787876&informationid=orgsync787876%2Cstartdate%3A2014-08-20%2Cenddate%3A2014-08-20%2Cstarttime%3A150000%2Cendtime%3A160000%2CallDay%3AN%2CrecurEvent%3ANo&callback=jQuery1101030694445759559863_1403536663059&_1403536663062

The event ID can be found toward the beginning of the URL; just look for the “eventid=XXXXXX” within the string. For the above event, the ID is 787876. Keep this on hand for when you enter it in Cascade.
Next, create the “pointer” asset in Cascade.

Open Cascade and find the _events site in the drop-down list.

Within the _events site, navigate to the folder for the year and month in which your event will occur, for example: _events/orgsync/extraData/2014/09-september

Once you have selected the correct month, you can create the “Orgsync Pointer” by going to the top blue bar and clicking New>MAE>Create Orgsync Pointer.
The pointer asset gives you the following fields:
**Required Fields**

**System Name:** Please use the format **MM-DD-YYYY-event-name-IDnumber**

  *For example: 08-20-2014-open-house-787876*
  
  *It is important to include the ID number in the asset name to avoid duplicates*

**Parent Folder:** double check that the asset is within the correct folder.

**Page Status:** “Active” should be the default. If you need to remove this asset later, mark it as “Inactive” and publish as usual. *(Do not move, rename or delete an event without publishing it as “Inactive.”)*

**Orgsync ID (required):** Paste in the ID number from the University calendar URL string. For example, the chaplaincy event ID from above is **787876**. This is the same number you’re using in the asset name.

**Category (required):** Select the applicable sites/feeds where you want the event to show up. *(To add more than one, just click the + sign.) Keep in mind that if you would like to publish to sites other than the one(s) you manage, you need approval from those site managers.*

  **REMEMBER:** Please check to see whether someone else has already created a pointer for the event you need to tag. If one already exists, you can simply edit it and add a tag. **DO NOT create another pointer for the same event; it will result in duplicate events on the calendar.**

If all you need is to tag an OrgSync event for specific feeds, you can submit and publish the asset at this point.

**Optional Fields**

**Images:** If you would like to add an image to the event, please work with University Communications *(Catherine Cribbs)*.

**Event GPS:** If you would like to add a map showing the campus location of your event, you can select the building from the Campus Buildings GPS drop-down list.

When you’re done, click **Submit**. Then click **Publish>Submit**, and your event will now appear in the selected feeds.