

WEBVTT

NOTE duration:"00:56:06"

NOTE recognizability:0.829

NOTE language:en-us

NOTE Confidence: 0.82584614

00:00:13.420 --> 00:00:18.709 Started. Thank you, Denise.

NOTE Confidence: 0.82584614

00:00:18.710 --> 00:00:19.838 So thanks for joining.

NOTE Confidence: 0.767793141666667

00:00:19.950 --> 00:00:21.288 We've got a small group today,

NOTE Confidence: 0.767793141666667

00:00:21.290 --> 00:00:22.982 but it is focused,

NOTE Confidence: 0.767793141666667

00:00:22.982 --> 00:00:26.201 going to be focused on event management

NOTE Confidence: 0.767793141666667

00:00:26.201 --> 00:00:29.747 within Beatrix is a quick reminder,

NOTE Confidence: 0.767793141666667

00:00:29.750 --> 00:00:32.438 Beatrix is a relaunch of the

NOTE Confidence: 0.767793141666667

00:00:32.438 --> 00:00:33.782 school's profile system.

NOTE Confidence: 0.767793141666667

00:00:33.790 --> 00:00:37.490 It contains profiles, news, events,

NOTE Confidence: 0.767793141666667

00:00:37.490 --> 00:00:40.314 clinical trials, media, Umm,

NOTE Confidence: 0.767793141666667

00:00:40.314 --> 00:00:45.168 CV's and will be forever expanding over

NOTE Confidence: 0.767793141666667

00:00:45.168 --> 00:00:48.734 the course of the next 6 to 12 months.

NOTE Confidence: 0.767793141666667

00:00:48.734 --> 00:00:51.240 As we add new features and functionality,

NOTE Confidence: 0.767793141666667

00:00:51.240 --> 00:00:54.174 but the purpose of today is to do a
NOTE Confidence: 0.767793141666667

00:00:54.174 --> 00:00:56.915 deeper dive into event management and
NOTE Confidence: 0.767793141666667

00:00:56.915 --> 00:00:59.720 answer any questions that you have.
NOTE Confidence: 0.767793141666667

00:00:59.720 --> 00:01:02.192 If you if you have any feature requests
NOTE Confidence: 0.767793141666667

00:01:02.192 --> 00:01:04.876 that you would like to make of the team,
NOTE Confidence: 0.767793141666667

00:01:04.880 --> 00:01:08.370 happy to chat through that.
NOTE Confidence: 0.767793141666667

00:01:08.370 --> 00:01:10.310 The.
NOTE Confidence: 0.767793141666667

00:01:10.310 --> 00:01:14.826 Goal, my goal for the team over
NOTE Confidence: 0.767793141666667

00:01:14.826 --> 00:01:17.623 the next month or so is to make
NOTE Confidence: 0.767793141666667

00:01:17.623 --> 00:01:20.470 public a road map of Beatrix,
NOTE Confidence: 0.767793141666667

00:01:20.470 --> 00:01:22.095 product development road map of
NOTE Confidence: 0.767793141666667

00:01:22.095 --> 00:01:24.398 Beatrix that we can share out with
NOTE Confidence: 0.767793141666667

00:01:24.398 --> 00:01:26.246 you all that will highlight for
NOTE Confidence: 0.767793141666667

00:01:26.246 --> 00:01:27.829 you different feature sets that
NOTE Confidence: 0.767793141666667

00:01:27.829 --> 00:01:29.641 are going to be introduced over
NOTE Confidence: 0.767793141666667

00:01:29.641 --> 00:01:32.590 the next six months to the system.

NOTE Confidence: 0.767793141666667
00:01:32.590 --> 00:01:35.502 So we will begin sharing that and
NOTE Confidence: 0.767793141666667
00:01:35.502 --> 00:01:37.892 making that available in January just
NOTE Confidence: 0.767793141666667
00:01:37.892 --> 00:01:39.704 to try to have some transparency
NOTE Confidence: 0.767793141666667
00:01:39.704 --> 00:01:41.320 around our product development.
NOTE Confidence: 0.767793141666667
00:01:41.320 --> 00:01:43.210 Road map.
NOTE Confidence: 0.767793141666667
00:01:43.210 --> 00:01:44.558 Anyway, in this session,
NOTE Confidence: 0.767793141666667
00:01:44.558 --> 00:01:46.243 if you have any questions,
NOTE Confidence: 0.767793141666667
00:01:46.250 --> 00:01:48.368 feel free to unmute yourself and
NOTE Confidence: 0.767793141666667
00:01:48.368 --> 00:01:51.295 ask or feel free to use the chat
NOTE Confidence: 0.767793141666667
00:01:51.295 --> 00:01:53.455 and we'll be monitoring that Elvis
NOTE Confidence: 0.767793141666667
00:01:53.533 --> 00:01:56.181 is going to take over and share his
NOTE Confidence: 0.767793141666667
00:01:56.181 --> 00:01:59.750 screen and start walking through events.
NOTE Confidence: 0.767793141666667
00:01:59.750 --> 00:02:01.378 Full disclosure, he has.
NOTE Confidence: 0.899091983333333
00:02:03.410 --> 00:02:05.528 Power service people at his house,
NOTE Confidence: 0.899091983333333
00:02:05.530 --> 00:02:06.850 that may cut his power,
NOTE Confidence: 0.899091983333333

00:02:06.850 --> 00:02:09.015 and so he may just drop off unexpectedly.

NOTE Confidence: 0.8990919833333333

00:02:09.015 --> 00:02:11.085 And if so, someone else on

NOTE Confidence: 0.8990919833333333

00:02:11.085 --> 00:02:12.770 the team will take over.

NOTE Confidence: 0.8990919833333333

00:02:12.770 --> 00:02:15.300 So just warn you that that may happen.

NOTE Confidence: 0.8990919833333333

00:02:15.300 --> 00:02:16.280 OK. I'll just go ahead.

NOTE Confidence: 0.677389109

00:02:16.710 --> 00:02:18.290 All right. Thanks for that

NOTE Confidence: 0.677389109

00:02:18.290 --> 00:02:19.870 introduction and for that caveat.

NOTE Confidence: 0.677389109

00:02:19.870 --> 00:02:23.160 Hopefully I won't suddenly disappear.

NOTE Confidence: 0.677389109

00:02:23.160 --> 00:02:27.248 So. The events, just as a preface,

NOTE Confidence: 0.677389109

00:02:27.250 --> 00:02:29.838 are largely the same.

NOTE Confidence: 0.677389109

00:02:29.840 --> 00:02:33.508 As they were in a previous system.

NOTE Confidence: 0.677389109

00:02:33.510 --> 00:02:35.118 I'm going to.

NOTE Confidence: 0.828933554

00:02:37.160 --> 00:02:38.496 Talk about one caveat,

NOTE Confidence: 0.828933554

00:02:38.496 --> 00:02:40.500 which we've covered in the overview,

NOTE Confidence: 0.828933554

00:02:40.500 --> 00:02:42.748 but the one most important thing to keep

NOTE Confidence: 0.828933554

00:02:42.748 --> 00:02:45.138 in mind if you've already used events,

NOTE Confidence: 0.828933554

00:02:45.140 --> 00:02:48.460 you're familiar with the system.

NOTE Confidence: 0.828933554

00:02:48.460 --> 00:02:52.308 The one thing to note is previously once

NOTE Confidence: 0.828933554

00:02:52.308 --> 00:02:55.073 you submitted an event, it was live.

NOTE Confidence: 0.828933554

00:02:55.073 --> 00:02:57.180 Well once you submitted event and it

NOTE Confidence: 0.828933554

00:02:57.244 --> 00:02:59.575 was accepted to at least one calendar,

NOTE Confidence: 0.828933554

00:02:59.580 --> 00:03:02.094 assuming you don't have access to

NOTE Confidence: 0.828933554

00:03:02.094 --> 00:03:04.879 post events directly to your calendar.

NOTE Confidence: 0.828933554

00:03:04.880 --> 00:03:06.432 Once it was live,

NOTE Confidence: 0.828933554

00:03:06.432 --> 00:03:09.829 the event was live and as you made

NOTE Confidence: 0.828933554

00:03:09.829 --> 00:03:13.760 changes like updating a title or adding

NOTE Confidence: 0.828933554

00:03:13.760 --> 00:03:18.200 a subtitle or changing my description.

NOTE Confidence: 0.828933554

00:03:18.200 --> 00:03:21.434 Once I made these changes and saved,

NOTE Confidence: 0.828933554

00:03:21.434 --> 00:03:23.382 those changes would immediately

NOTE Confidence: 0.828933554

00:03:23.382 --> 00:03:26.130 appear on the live websites.

NOTE Confidence: 0.828933554

00:03:26.130 --> 00:03:29.100 That workflow is slightly different and

NOTE Confidence: 0.828933554

00:03:29.100 --> 00:03:32.360 Beatrix now when we're editing events.

NOTE Confidence: 0.828933554

00:03:32.360 --> 00:03:34.341 They must be published after you edit

NOTE Confidence: 0.828933554

00:03:34.341 --> 00:03:36.474 the event in order for those updates

NOTE Confidence: 0.828933554

00:03:36.474 --> 00:03:38.650 to be profit propagated to the site.

NOTE Confidence: 0.828933554

00:03:38.650 --> 00:03:40.050 So I just wanted to start with

NOTE Confidence: 0.828933554

00:03:40.050 --> 00:03:41.482 that because if you knew anything

NOTE Confidence: 0.828933554

00:03:41.482 --> 00:03:42.526 about the system before,

NOTE Confidence: 0.828933554

00:03:42.530 --> 00:03:44.294 that's the one most important thing to

NOTE Confidence: 0.828933554

00:03:44.294 --> 00:03:46.613 know now is that the way that updates

NOTE Confidence: 0.828933554

00:03:46.613 --> 00:03:48.123 get pushed out slightly different,

NOTE Confidence: 0.828933554

00:03:48.130 --> 00:03:50.468 you have to publish your changes well,

NOTE Confidence: 0.828933554

00:03:50.470 --> 00:03:52.549 and your as before your event has

NOTE Confidence: 0.828933554

00:03:52.549 --> 00:03:54.719 to be submitted to at least one

NOTE Confidence: 0.828933554

00:03:54.719 --> 00:03:56.234 calendar in order to publish.

NOTE Confidence: 0.879919065714285

00:03:58.280 --> 00:03:59.750 The event must be published in order

NOTE Confidence: 0.879919065714285

00:03:59.750 --> 00:04:01.430 for it to update on the website.

NOTE Confidence: 0.841098644333333

00:04:04.400 --> 00:04:07.289 OK, with that I am going to simply run

NOTE Confidence: 0.841098644333333

00:04:07.289 --> 00:04:09.674 through the creation event because this

NOTE Confidence: 0.841098644333333

00:04:09.674 --> 00:04:12.519 isn't something we did in the introductory

NOTE Confidence: 0.841098644333333

00:04:12.519 --> 00:04:15.647 session as it's it is largely the same,

NOTE Confidence: 0.841098644333333

00:04:15.650 --> 00:04:17.378 but maybe there's some newer features

NOTE Confidence: 0.841098644333333

00:04:17.378 --> 00:04:19.287 or even older features that we just

NOTE Confidence: 0.841098644333333

00:04:19.287 --> 00:04:20.932 haven't been able to gotten a chance

NOTE Confidence: 0.841098644333333

00:04:20.985 --> 00:04:22.462 to talk to you about very much

NOTE Confidence: 0.841098644333333

00:04:22.462 --> 00:04:25.420 that I'd like to go over now.

NOTE Confidence: 0.841098644333333

00:04:25.420 --> 00:04:26.920 The first thing that you'll notice

NOTE Confidence: 0.841098644333333

00:04:26.920 --> 00:04:29.300 when I go to the events module, sorry,

NOTE Confidence: 0.841098644333333

00:04:29.300 --> 00:04:31.890 I skipped past very important part once.

NOTE Confidence: 0.841098644333333

00:04:31.890 --> 00:04:33.750 After you log into via tricks

NOTE Confidence: 0.841098644333333

00:04:33.750 --> 00:04:35.990 and you visit the events module,

NOTE Confidence: 0.841098644333333

00:04:35.990 --> 00:04:38.686 on the your events screen you will see

NOTE Confidence: 0.841098644333333

00:04:38.686 --> 00:04:41.122 the option to add a new event and that
NOTE Confidence: 0.841098644333333

00:04:41.122 --> 00:04:42.930 is how you start adding a new event.
NOTE Confidence: 0.841098644333333

00:04:42.930 --> 00:04:46.290 The very first field you see is event
NOTE Confidence: 0.841098644333333

00:04:46.290 --> 00:04:48.954 type and this needs to be selected
NOTE Confidence: 0.841098644333333

00:04:48.954 --> 00:04:51.311 before you start adding most of
NOTE Confidence: 0.841098644333333

00:04:51.311 --> 00:04:53.276 the details because it depends.
NOTE Confidence: 0.841098644333333

00:04:53.280 --> 00:04:55.149 It determines what kinds of options you're
NOTE Confidence: 0.841098644333333

00:04:55.149 --> 00:04:57.197 going to have when creating this event.
NOTE Confidence: 0.841098644333333

00:04:57.200 --> 00:04:59.069 I think single event and recurring event
NOTE Confidence: 0.841098644333333

00:04:59.069 --> 00:05:01.282 are going to be familiar to anyone who's
NOTE Confidence: 0.841098644333333

00:05:01.282 --> 00:05:03.349 ever used outlook before a single event.
NOTE Confidence: 0.841098644333333

00:05:03.350 --> 00:05:05.541 So one off that you create that's
NOTE Confidence: 0.841098644333333

00:05:05.541 --> 00:05:07.960 going to happen one time and that's it.
NOTE Confidence: 0.841098644333333

00:05:07.960 --> 00:05:09.460 A recurring event is something
NOTE Confidence: 0.841098644333333

00:05:09.460 --> 00:05:11.259 that happens in some regular basis,
NOTE Confidence: 0.841098644333333

00:05:11.260 --> 00:05:13.143 like a weekly meeting that you want

NOTE Confidence: 0.841098644333333

00:05:13.143 --> 00:05:15.221 to add many instances of to the

NOTE Confidence: 0.841098644333333

00:05:15.221 --> 00:05:17.039 calendar at once because you know

NOTE Confidence: 0.841098644333333

00:05:17.102 --> 00:05:19.181 you're going to have a meeting every

NOTE Confidence: 0.841098644333333

00:05:19.181 --> 00:05:20.798 Tuesday for the foreseeable future.

NOTE Confidence: 0.841098644333333

00:05:20.798 --> 00:05:23.311 Multi Session event is a little bit

NOTE Confidence: 0.841098644333333

00:05:23.311 --> 00:05:25.286 more complicated and there isn't

NOTE Confidence: 0.841098644333333

00:05:25.286 --> 00:05:27.620 really equivalent to this in outlook,

NOTE Confidence: 0.841098644333333

00:05:27.620 --> 00:05:30.271 so I don't have a great metaphor

NOTE Confidence: 0.841098644333333

00:05:30.271 --> 00:05:31.144 for you here,

NOTE Confidence: 0.841098644333333

00:05:31.144 --> 00:05:33.299 but I will go through the multi

NOTE Confidence: 0.841098644333333

00:05:33.299 --> 00:05:35.375 session events a little bit later.

NOTE Confidence: 0.841098644333333

00:05:35.380 --> 00:05:37.060 Those don't get a whole lot of use right now,

NOTE Confidence: 0.841098644333333

00:05:37.060 --> 00:05:40.088 but they are kind of handy for creating

NOTE Confidence: 0.841098644333333

00:05:40.088 --> 00:05:43.412 representing events that are larger in

NOTE Confidence: 0.841098644333333

00:05:43.412 --> 00:05:47.166 nature like a conference that might have.

NOTE Confidence: 0.841098644333333

00:05:47.170 --> 00:05:49.154 Limitations that comprise a
NOTE Confidence: 0.841098644333333
00:05:49.154 --> 00:05:51.138 lot larger single event,
NOTE Confidence: 0.841098644333333
00:05:51.140 --> 00:05:53.180 and it can be useful for
NOTE Confidence: 0.841098644333333
00:05:53.180 --> 00:05:54.016 displaying those on site,
NOTE Confidence: 0.841098644333333
00:05:54.016 --> 00:05:56.059 so I'll get to those a little bit later.
NOTE Confidence: 0.841098644333333
00:05:56.060 --> 00:05:58.796 For now I'm going to focus on simply
NOTE Confidence: 0.841098644333333
00:05:58.796 --> 00:06:01.519 creating a single event in the system,
NOTE Confidence: 0.841098644333333
00:06:01.520 --> 00:06:05.377 so when I'm creating my new event.
NOTE Confidence: 0.841098644333333
00:06:05.380 --> 00:06:07.048 I've got to add a title.
NOTE Confidence: 0.841098644333333
00:06:07.050 --> 00:06:09.178 I have the option to add a subtitle.
NOTE Confidence: 0.841098644333333
00:06:09.180 --> 00:06:09.891 It's totally optional.
NOTE Confidence: 0.841098644333333
00:06:09.891 --> 00:06:11.917 You don't need to use it if there's
NOTE Confidence: 0.841098644333333
00:06:11.917 --> 00:06:13.497 nothing relevant to place there.
NOTE Confidence: 0.841098644333333
00:06:13.500 --> 00:06:13.943 Umm,
NOTE Confidence: 0.841098644333333
00:06:13.943 --> 00:06:14.829 the slug.
NOTE Confidence: 0.841098644333333
00:06:14.829 --> 00:06:17.930 This is going to make sure that

NOTE Confidence: 0.841098644333333
00:06:18.033 --> 00:06:19.479 your event has.
NOTE Confidence: 0.841098644333333
00:06:19.480 --> 00:06:20.760 This is a relatively recent
NOTE Confidence: 0.841098644333333
00:06:20.760 --> 00:06:21.784 addition of the system.
NOTE Confidence: 0.841098644333333
00:06:21.790 --> 00:06:24.680 It used to be that the URL for every event
NOTE Confidence: 0.841098644333333
00:06:24.752 --> 00:06:27.448 on the medicine that you're the Edu site
NOTE Confidence: 0.841098644333333
00:06:27.448 --> 00:06:30.398 was just some ID from the profile system.
NOTE Confidence: 0.841098644333333
00:06:30.400 --> 00:06:32.390 But more recently we have
NOTE Confidence: 0.841098644333333
00:06:32.390 --> 00:06:34.380 added a nice looking slug,
NOTE Confidence: 0.841098644333333
00:06:34.380 --> 00:06:35.862 which is really.
NOTE Confidence: 0.841098644333333
00:06:35.862 --> 00:06:40.070 A good enhancement for SEO for these events.
NOTE Confidence: 0.841098644333333
00:06:40.070 --> 00:06:41.904 So if you have an event that's
NOTE Confidence: 0.841098644333333
00:06:41.904 --> 00:06:43.212 that important that you'd like
NOTE Confidence: 0.841098644333333
00:06:43.212 --> 00:06:44.857 people to be able to Google for
NOTE Confidence: 0.841098644333333
00:06:44.857 --> 00:06:46.408 it and find it immediately,
NOTE Confidence: 0.841098644333333
00:06:46.410 --> 00:06:48.288 make sure your slug is something
NOTE Confidence: 0.841098644333333

00:06:48.288 --> 00:06:49.227 that makes sense.
NOTE Confidence: 0.841098644333333
00:06:49.230 --> 00:06:52.110 It's going to just copy the the text that you
NOTE Confidence: 0.843643881304348
00:06:52.175 --> 00:06:54.359 enter into the title and translate
NOTE Confidence: 0.843643881304348
00:06:54.359 --> 00:06:56.719 it into something nice for URL like.
NOTE Confidence: 0.843643881304348
00:06:56.720 --> 00:06:58.994 You'll see that my apostrophe here
NOTE Confidence: 0.843643881304348
00:06:58.994 --> 00:07:00.913 got removed because you can't
NOTE Confidence: 0.843643881304348
00:07:00.913 --> 00:07:02.929 have an apostrophe in the URL,
NOTE Confidence: 0.843643881304348
00:07:02.930 --> 00:07:05.210 but it's something that's number one.
NOTE Confidence: 0.843643881304348
00:07:05.210 --> 00:07:06.610 It's nice for a visitor
NOTE Confidence: 0.843643881304348
00:07:06.610 --> 00:07:08.010 when they see the page.
NOTE Confidence: 0.843643881304348
00:07:08.010 --> 00:07:09.802 If they look at the URL it's like, oh.
NOTE Confidence: 0.843643881304348
00:07:09.802 --> 00:07:11.776 And then it's pretty obviously gonna be
NOTE Confidence: 0.843643881304348
00:07:11.776 --> 00:07:14.040 a page about my marks one off event,
NOTE Confidence: 0.843643881304348
00:07:14.040 --> 00:07:16.180 but it also is a big help for search engine,
NOTE Confidence: 0.843643881304348
00:07:16.180 --> 00:07:18.420 so just something to keep in mind.
NOTE Confidence: 0.843643881304348
00:07:18.420 --> 00:07:20.114 Usually you won't have to edit this,

NOTE Confidence: 0.843643881304348
00:07:20.120 --> 00:07:22.160 but if you're particularly prominent
NOTE Confidence: 0.843643881304348
00:07:22.160 --> 00:07:24.846 event that you want to make sure
NOTE Confidence: 0.843643881304348
00:07:24.846 --> 00:07:27.118 is up to snuff in terms of SEO,
NOTE Confidence: 0.843643881304348
00:07:27.120 --> 00:07:28.919 you're going to want to make sure
NOTE Confidence: 0.843643881304348
00:07:28.919 --> 00:07:30.743 that this slug is something that
NOTE Confidence: 0.843643881304348
00:07:30.743 --> 00:07:32.403 somebody might search for if
NOTE Confidence: 0.843643881304348
00:07:32.403 --> 00:07:33.930 they're looking for that event.
NOTE Confidence: 0.843643881304348
00:07:33.930 --> 00:07:34.301 OK.
NOTE Confidence: 0.843643881304348
00:07:34.301 --> 00:07:36.898 And then obviously the most important thing
NOTE Confidence: 0.843643881304348
00:07:36.898 --> 00:07:39.779 for my event is the event start date.
NOTE Confidence: 0.874666836428571
00:07:42.460 --> 00:07:44.119 Most of our events are going to
NOTE Confidence: 0.874666836428571
00:07:44.119 --> 00:07:45.680 start and end on the same day
NOTE Confidence: 0.874666836428571
00:07:45.680 --> 00:07:48.660 and have some particular time.
NOTE Confidence: 0.874666836428571
00:07:48.660 --> 00:07:50.170 15 minutes seems a little
NOTE Confidence: 0.874666836428571
00:07:50.170 --> 00:07:51.378 ambitious for my event,
NOTE Confidence: 0.874666836428571

00:07:51.380 --> 00:07:54.980 so I'm going to update up it to 30 minutes.

NOTE Confidence: 0.874666836428571

00:07:54.980 --> 00:07:56.258 The one caveat is if it's

NOTE Confidence: 0.874666836428571

00:07:56.258 --> 00:07:57.670 some kind of all day event,

NOTE Confidence: 0.874666836428571

00:07:57.670 --> 00:08:00.772 like a holiday or just something

NOTE Confidence: 0.874666836428571

00:08:00.772 --> 00:08:03.250 that's occurring literally all day.

NOTE Confidence: 0.874666836428571

00:08:03.250 --> 00:08:04.629 Instead of trying to set the time,

NOTE Confidence: 0.874666836428571

00:08:04.630 --> 00:08:06.628 just click this checkbox here and

NOTE Confidence: 0.874666836428571

00:08:06.628 --> 00:08:08.916 now we'll and that will give it'll

NOTE Confidence: 0.874666836428571

00:08:08.916 --> 00:08:11.364 present the event in a way that makes

NOTE Confidence: 0.874666836428571

00:08:11.364 --> 00:08:13.391 sense for something that is relevant

NOTE Confidence: 0.874666836428571

00:08:13.391 --> 00:08:15.550 for the entire 24 hour period.

NOTE Confidence: 0.874666836428571

00:08:15.550 --> 00:08:15.888 Importantly,

NOTE Confidence: 0.874666836428571

00:08:15.888 --> 00:08:18.930 I must add a contact before I can even

NOTE Confidence: 0.874666836428571

00:08:19.005 --> 00:08:21.329 create this event in the 1st place.

NOTE Confidence: 0.874666836428571

00:08:21.330 --> 00:08:22.410 Create the stub for this.

NOTE Confidence: 0.874666836428571

00:08:22.410 --> 00:08:24.090 What's going to become my event?

NOTE Confidence: 0.874666836428571
00:08:24.090 --> 00:08:25.805 We want to have somebody that people
NOTE Confidence: 0.874666836428571
00:08:25.805 --> 00:08:27.777 can get in touch with if they
NOTE Confidence: 0.874666836428571
00:08:27.777 --> 00:08:29.252 have questions about this event.
NOTE Confidence: 0.828652332222222
00:08:31.720 --> 00:08:34.060 You'll see that one once I add this content.
NOTE Confidence: 0.828652332222222
00:08:34.060 --> 00:08:35.617 This is actually a bug we're working on that.
NOTE Confidence: 0.828652332222222
00:08:35.620 --> 00:08:36.812 This doesn't appear earlier,
NOTE Confidence: 0.828652332222222
00:08:36.812 --> 00:08:39.340 but right now once I add my contact
NOTE Confidence: 0.828652332222222
00:08:39.340 --> 00:08:41.368 I'm going to see potential conflicts.
NOTE Confidence: 0.898091894
00:08:43.510 --> 00:08:45.400 Usually, this isn't going to.
NOTE Confidence: 0.898091894
00:08:45.400 --> 00:08:48.178 This probably isn't going to affect
NOTE Confidence: 0.898091894
00:08:48.180 --> 00:08:49.674 whether or not you're going to
NOTE Confidence: 0.898091894
00:08:49.674 --> 00:08:51.180 schedule this event for this time,
NOTE Confidence: 0.898091894
00:08:51.180 --> 00:08:53.332 but it can just be helpful to know
NOTE Confidence: 0.898091894
00:08:53.332 --> 00:08:55.529 what else is happening at the time
NOTE Confidence: 0.898091894
00:08:55.529 --> 00:08:57.740 that I'm planning to submit my event.
NOTE Confidence: 0.898091894

00:08:57.740 --> 00:08:59.329 So this is just getting me a
NOTE Confidence: 0.898091894

00:08:59.329 --> 00:09:01.262 preview of a few of the things that
NOTE Confidence: 0.898091894

00:09:01.262 --> 00:09:03.069 are going on at that same time.
NOTE Confidence: 0.898091894

00:09:03.070 --> 00:09:05.220 Once I've entered all this
NOTE Confidence: 0.898091894

00:09:05.220 --> 00:09:06.510 minimum required info,
NOTE Confidence: 0.898091894

00:09:06.510 --> 00:09:08.202 I'm going to hit continue and
NOTE Confidence: 0.898091894

00:09:08.202 --> 00:09:09.999 that's going to sort of unlock
NOTE Confidence: 0.898091894

00:09:09.999 --> 00:09:11.529 the remainder of the fields.
NOTE Confidence: 0.898091894

00:09:11.530 --> 00:09:14.190 Now that I've cleared my event title,
NOTE Confidence: 0.898091894

00:09:14.190 --> 00:09:15.066 the slug is unique.
NOTE Confidence: 0.898091894

00:09:15.066 --> 00:09:17.282 I've got a time I can go ahead and
NOTE Confidence: 0.898091894

00:09:17.282 --> 00:09:18.980 start adding all the other information
NOTE Confidence: 0.898091894

00:09:18.980 --> 00:09:20.758 I want to add about my event.
NOTE Confidence: 0.898091894

00:09:20.760 --> 00:09:21.158 Um.
NOTE Confidence: 0.898091894

00:09:21.158 --> 00:09:23.546 You'll see that some of these
NOTE Confidence: 0.898091894

00:09:23.546 --> 00:09:25.599 sections are collapsed by default.

NOTE Confidence: 0.898091894

00:09:25.600 --> 00:09:28.785 We've tried to like RSVP and location.

NOTE Confidence: 0.898091894

00:09:28.790 --> 00:09:30.662 These sections are collapsed,

NOTE Confidence: 0.898091894

00:09:30.662 --> 00:09:32.066 whereas general information

NOTE Confidence: 0.898091894

00:09:32.066 --> 00:09:34.530 I already see all the fields.

NOTE Confidence: 0.898091894

00:09:34.530 --> 00:09:37.458 We've simply tried to set this up by

NOTE Confidence: 0.898091894

00:09:37.458 --> 00:09:40.127 how frequently people use these sections.

NOTE Confidence: 0.898091894

00:09:40.130 --> 00:09:42.210 I think I actually need to change here

NOTE Confidence: 0.898091894

00:09:42.210 --> 00:09:43.803 because location is used often enough

NOTE Confidence: 0.898091894

00:09:43.803 --> 00:09:45.909 that it really should be expanded by default,

NOTE Confidence: 0.898091894

00:09:45.910 --> 00:09:48.010 so I'll make sure that change happens.

NOTE Confidence: 0.898091894

00:09:48.010 --> 00:09:49.134 But things like RSVP,

NOTE Confidence: 0.898091894

00:09:49.134 --> 00:09:52.010 you may or may not care about people RSVP.

NOTE Confidence: 0.898091894

00:09:52.010 --> 00:09:53.690 Into your event, but if you do,

NOTE Confidence: 0.898091894

00:09:53.690 --> 00:09:54.762 you definitely want to

NOTE Confidence: 0.898091894

00:09:54.762 --> 00:09:55.834 put that information here.

NOTE Confidence: 0.898091894

00:09:55.840 --> 00:09:57.460 If there's some kind of online
NOTE Confidence: 0.898091894

00:09:57.460 --> 00:09:58.880 registration form for your event,
NOTE Confidence: 0.898091894

00:09:58.880 --> 00:10:01.239 you should plug in that URL here.
NOTE Confidence: 0.898091894

00:10:01.240 --> 00:10:03.480 That will get create on the event side,
NOTE Confidence: 0.898091894

00:10:03.480 --> 00:10:06.279 and I'll show you a preview of this later,
NOTE Confidence: 0.898091894

00:10:06.280 --> 00:10:09.374 but I'm going to put gibberish URL
NOTE Confidence: 0.898091894

00:10:09.374 --> 00:10:11.450 for now when we preview the event,
NOTE Confidence: 0.898091894

00:10:11.450 --> 00:10:14.226 you'll see that this puts a big button
NOTE Confidence: 0.898091894

00:10:14.226 --> 00:10:17.049 on my event page that says RSVP.
NOTE Confidence: 0.898091894

00:10:17.050 --> 00:10:18.394 So it's really useful.
NOTE Confidence: 0.898091894

00:10:18.394 --> 00:10:20.410 You don't want to just bury
NOTE Confidence: 0.898091894

00:10:20.483 --> 00:10:22.568 this e-mail in the description.
NOTE Confidence: 0.898091894

00:10:22.570 --> 00:10:22.913 Um,
NOTE Confidence: 0.898091894

00:10:22.913 --> 00:10:25.657 you wanna make sure you put the URL
NOTE Confidence: 0.898091894

00:10:25.657 --> 00:10:28.666 to RSVP in this RSVP URL field so
NOTE Confidence: 0.898091894

00:10:28.666 --> 00:10:31.407 it gets called out on the website.

NOTE Confidence: 0.898091894
00:10:31.410 --> 00:10:33.478 Alternatively or in addition.
NOTE Confidence: 0.898091894
00:10:33.478 --> 00:10:36.580 You can add an RSVP contact.
NOTE Confidence: 0.898091894
00:10:36.580 --> 00:10:39.100 Umm, I'm just going to add myself here.
NOTE Confidence: 0.898091894
00:10:39.100 --> 00:10:41.228 You'll see that I was able to
NOTE Confidence: 0.898091894
00:10:41.228 --> 00:10:42.899 add myself quickly and easily.
NOTE Confidence: 0.898091894
00:10:42.900 --> 00:10:44.838 Because I am the event contact.
NOTE Confidence: 0.898091894
00:10:44.840 --> 00:10:47.136 I also have the ability if it was
NOTE Confidence: 0.898091894
00:10:47.136 --> 00:10:48.631 somebody other than the contact
NOTE Confidence: 0.898091894
00:10:48.631 --> 00:10:50.880 for the event who happens to be me,
NOTE Confidence: 0.898091894
00:10:50.880 --> 00:10:52.952 I could add an external person just
NOTE Confidence: 0.898091894
00:10:52.952 --> 00:10:54.610 by manually plugging in their name
NOTE Confidence: 0.898091894
00:10:54.610 --> 00:10:56.700 and at least an e-mail or phone number.
NOTE Confidence: 0.898091894
00:10:56.700 --> 00:10:58.422 You need at least one of these
NOTE Confidence: 0.898091894
00:10:58.422 --> 00:11:00.480 or else it won't let you submit.
NOTE Confidence: 0.898091894
00:11:00.480 --> 00:11:02.240 This person is a contact,
NOTE Confidence: 0.898091894

00:11:02.240 --> 00:11:04.528 or I can pick another person at Yale.

NOTE Confidence: 0.898091894

00:11:04.530 --> 00:11:06.427 And I just start typing their name.

NOTE Confidence: 0.898091894

00:11:06.430 --> 00:11:08.104 I'm going to pick on Denise

NOTE Confidence: 0.898091894

00:11:08.104 --> 00:11:10.382 because she's at the top in my View

NOTE Confidence: 0.898091894

00:11:10.382 --> 00:11:11.204 preview right now.

NOTE Confidence: 0.898091894

00:11:11.210 --> 00:11:12.935 And of course my search

NOTE Confidence: 0.898091894

00:11:12.935 --> 00:11:13.970 wasn't specific enough,

NOTE Confidence: 0.898091894

00:11:13.970 --> 00:11:16.434 so any type of full name and there

NOTE Confidence: 0.898091894

00:11:16.434 --> 00:11:18.527 it's Denise and she is going to

NOTE Confidence: 0.898091894

00:11:18.527 --> 00:11:20.610 be the RSVP contact in my event.

NOTE Confidence: 0.898091894

00:11:20.610 --> 00:11:23.950 OK, location, like I said,

NOTE Confidence: 0.898091894

00:11:23.950 --> 00:11:25.378 right now it looks like it

NOTE Confidence: 0.898091894

00:11:25.378 --> 00:11:26.330 was collapsed by default.

NOTE Confidence: 0.871346898888889

00:11:26.330 --> 00:11:30.857 I will update this so that it is not.

NOTE Confidence: 0.871346898888889

00:11:30.860 --> 00:11:32.460 When you add a location,

NOTE Confidence: 0.871346898888889

00:11:32.460 --> 00:11:34.308 and also I'm going to note

NOTE Confidence: 0.871346898888889
00:11:34.308 --> 00:11:35.540 here it's really inconvenient.
NOTE Confidence: 0.871346898888889
00:11:35.540 --> 00:11:37.484 Right now you can only add
NOTE Confidence: 0.871346898888889
00:11:37.484 --> 00:11:39.580 one of these three locations,
NOTE Confidence: 0.871346898888889
00:11:39.580 --> 00:11:43.220 but especially now that.
NOTE Confidence: 0.871346898888889
00:11:43.220 --> 00:11:44.640 We are having lots more
NOTE Confidence: 0.871346898888889
00:11:44.640 --> 00:11:45.776 in person meetings now.
NOTE Confidence: 0.871346898888889
00:11:45.780 --> 00:11:48.044 Many of our meetings have both a virtual
NOTE Confidence: 0.871346898888889
00:11:48.044 --> 00:11:49.738 location and a physical location.
NOTE Confidence: 0.871346898888889
00:11:49.740 --> 00:11:52.684 So soon we will be adding the ability
NOTE Confidence: 0.871346898888889
00:11:52.684 --> 00:11:54.988 to have a hybrid event where you're
NOTE Confidence: 0.871346898888889
00:11:54.988 --> 00:11:56.920 going to have some people in a
NOTE Confidence: 0.871346898888889
00:11:56.978 --> 00:11:58.583 physical location and others might
NOTE Confidence: 0.871346898888889
00:11:58.583 --> 00:12:00.979 be calling in via zoom or otherwise.
NOTE Confidence: 0.871346898888889
00:12:00.980 --> 00:12:02.330 So I apologize for that
NOTE Confidence: 0.871346898888889
00:12:02.330 --> 00:12:03.140 inconvenience for now,
NOTE Confidence: 0.871346898888889

00:12:03.140 --> 00:12:04.932 but really hoping within the next few weeks

NOTE Confidence: 0.871346898888889

00:12:04.932 --> 00:12:06.958 we can address this so you can have both,

NOTE Confidence: 0.871346898888889

00:12:06.960 --> 00:12:10.327 which is what most people probably want.

NOTE Confidence: 0.871346898888889

00:12:10.330 --> 00:12:11.395 In any case,

NOTE Confidence: 0.871346898888889

00:12:11.395 --> 00:12:13.525 if I select the hill location,

NOTE Confidence: 0.871346898888889

00:12:13.530 --> 00:12:17.086 we've got all kinds of Yale locations

NOTE Confidence: 0.871346898888889

00:12:17.086 --> 00:12:20.272 already in the system that you can

NOTE Confidence: 0.871346898888889

00:12:20.272 --> 00:12:22.540 search just by starting to type the

NOTE Confidence: 0.871346898888889

00:12:22.609 --> 00:12:25.038 name of the building or the address.

NOTE Confidence: 0.871346898888889

00:12:25.040 --> 00:12:28.232 And it should show you the building

NOTE Confidence: 0.871346898888889

00:12:28.232 --> 00:12:30.663 that you're looking for if you don't see

NOTE Confidence: 0.871346898888889

00:12:30.663 --> 00:12:32.903 the building that you're looking for here.

NOTE Confidence: 0.871346898888889

00:12:32.910 --> 00:12:34.809 You can just use this report a bug feature

NOTE Confidence: 0.871346898888889

00:12:34.809 --> 00:12:36.604 right here to contact us and let us know.

NOTE Confidence: 0.871346898888889

00:12:36.610 --> 00:12:36.772 Hey,

NOTE Confidence: 0.871346898888889

00:12:36.772 --> 00:12:37.744 I'm trying to add this building,

NOTE Confidence: 0.871346898888889
00:12:37.750 --> 00:12:39.438 I don't see it.
NOTE Confidence: 0.871346898888889
00:12:39.438 --> 00:12:43.628 Maybe we just need to fix the terms that.
NOTE Confidence: 0.871346898888889
00:12:43.630 --> 00:12:44.370 Come up in search,
NOTE Confidence: 0.871346898888889
00:12:44.370 --> 00:12:46.228 or we need to actually add it to the system,
NOTE Confidence: 0.871346898888889
00:12:46.230 --> 00:12:48.344 but just contact us if you don't
NOTE Confidence: 0.871346898888889
00:12:48.344 --> 00:12:50.152 see the Yale building that
NOTE Confidence: 0.871346898888889
00:12:50.152 --> 00:12:52.217 you're expecting to see here.
NOTE Confidence: 0.871346898888889
00:12:52.220 --> 00:12:54.000 Now I'm at Yale location.
NOTE Confidence: 0.871346898888889
00:12:54.000 --> 00:12:59.864 This is leveraging the Google Maps API to.
NOTE Confidence: 0.871346898888889
00:12:59.870 --> 00:13:03.350 Show addresses of basically any,
NOTE Confidence: 0.871346898888889
00:13:03.350 --> 00:13:06.227 any address in the US at least.
NOTE Confidence: 0.871346898888889
00:13:06.230 --> 00:13:08.534 It gets a little dicey if you're trying
NOTE Confidence: 0.871346898888889
00:13:08.534 --> 00:13:10.178 to add international events sometimes,
NOTE Confidence: 0.871346898888889
00:13:10.178 --> 00:13:12.314 but I don't think it's happening
NOTE Confidence: 0.871346898888889
00:13:12.314 --> 00:13:14.196 all that often but US addresses,
NOTE Confidence: 0.871346898888889

00:13:14.200 --> 00:13:15.240 you should be fine.
NOTE Confidence: 0.831661348

00:13:17.760 --> 00:13:20.119 So. If you can just start typing
NOTE Confidence: 0.831661348

00:13:20.119 --> 00:13:22.740 the name of any street address um
NOTE Confidence: 0.831661348

00:13:22.740 --> 00:13:25.537 and you can select that from Google
NOTE Confidence: 0.831661348

00:13:25.537 --> 00:13:28.063 and it will pre populate these
NOTE Confidence: 0.831661348

00:13:28.063 --> 00:13:30.460 other fields with that information.
NOTE Confidence: 0.831661348

00:13:30.460 --> 00:13:33.285 It will not pre populate
NOTE Confidence: 0.831661348

00:13:33.285 --> 00:13:34.696 the specific location.
NOTE Confidence: 0.831661348

00:13:34.696 --> 00:13:36.904 And this is actually the same for Yale
NOTE Confidence: 0.831661348

00:13:36.904 --> 00:13:40.360 events, sorry, Yale locations as well.
NOTE Confidence: 0.831661348

00:13:40.360 --> 00:13:42.562 These additional details will not be
NOTE Confidence: 0.831661348

00:13:42.562 --> 00:13:44.381 prepopulated because obviously we can't
NOTE Confidence: 0.831661348

00:13:44.381 --> 00:13:46.115 determine things like street or floor
NOTE Confidence: 0.831661348

00:13:46.115 --> 00:13:48.556 or room just based on your street address.
NOTE Confidence: 0.831661348

00:13:48.560 --> 00:13:49.545 These are things that you
NOTE Confidence: 0.831661348

00:13:49.545 --> 00:13:50.333 would have to populate.

NOTE Confidence: 0.831661348

00:13:50.340 --> 00:13:52.116 If you want to tell people the exact

NOTE Confidence: 0.831661348

00:13:52.116 --> 00:13:53.849 room where this meeting is happening,

NOTE Confidence: 0.831661348

00:13:53.850 --> 00:13:56.802 you just have to plug that in manually here.

NOTE Confidence: 0.831661348

00:13:56.810 --> 00:14:01.100 And lastly, virtual location is pretty.

NOTE Confidence: 0.831661348

00:14:01.100 --> 00:14:01.428 Straightforward.

NOTE Confidence: 0.831661348

00:14:01.428 --> 00:14:03.724 You could put in a zoom URL,

NOTE Confidence: 0.831661348

00:14:03.730 --> 00:14:06.810 you could put in also a phone number,

NOTE Confidence: 0.831661348

00:14:06.810 --> 00:14:09.190 or you could just describe what people

NOTE Confidence: 0.831661348

00:14:09.190 --> 00:14:12.028 have to do if neither of those fits,

NOTE Confidence: 0.831661348

00:14:12.028 --> 00:14:15.372 exactly how people need to join this meeting.

NOTE Confidence: 0.831661348

00:14:15.380 --> 00:14:21.127 Um. For now I'm just going to add.

NOTE Confidence: 0.831661348

00:14:21.130 --> 00:14:24.934 Ohh. Let's see our buildings

NOTE Confidence: 0.831661348

00:14:24.934 --> 00:14:29.600 even in here it is great. OK.

NOTE Confidence: 0.831661348

00:14:29.600 --> 00:14:32.300 So we're having my meeting

NOTE Confidence: 0.831661348

00:14:32.300 --> 00:14:34.460 at the Communications Office.

NOTE Confidence: 0.831661348

00:14:34.460 --> 00:14:35.056 Event type.
NOTE Confidence: 0.831661348

00:14:35.056 --> 00:14:36.546 This is literally just selecting
NOTE Confidence: 0.831661348

00:14:36.546 --> 00:14:38.489 what type of event we're having.
NOTE Confidence: 0.820631450769231

00:14:40.730 --> 00:14:43.650 I'm going to say this is my training
NOTE Confidence: 0.820631450769231

00:14:43.650 --> 00:14:45.894 meeting that I'm adding here audience.
NOTE Confidence: 0.820631450769231

00:14:45.894 --> 00:14:47.778 This isn't going to change anything
NOTE Confidence: 0.820631450769231

00:14:47.778 --> 00:14:49.350 about who sees this event.
NOTE Confidence: 0.820631450769231

00:14:49.350 --> 00:14:51.185 It's just information for people
NOTE Confidence: 0.820631450769231

00:14:51.185 --> 00:14:53.670 to know who the audience expected.
NOTE Confidence: 0.820631450769231

00:14:53.670 --> 00:14:55.790 Audience for this event is.
NOTE Confidence: 0.820631450769231

00:14:55.790 --> 00:14:57.986 So if literally anybody can come,
NOTE Confidence: 0.820631450769231

00:14:57.990 --> 00:14:59.726 you should just leave it as anyone.
NOTE Confidence: 0.820631450769231

00:14:59.730 --> 00:15:01.858 If it's limited to just your department,
NOTE Confidence: 0.820631450769231

00:15:01.860 --> 00:15:03.790 you would select organization only,
NOTE Confidence: 0.820631450769231

00:15:03.790 --> 00:15:05.032 just the School of Medicine or
NOTE Confidence: 0.820631450769231

00:15:05.032 --> 00:15:06.190 the School of Public Health.

NOTE Confidence: 0.820631450769231
00:15:06.190 --> 00:15:08.050 You might select school only,
NOTE Confidence: 0.820631450769231
00:15:08.050 --> 00:15:09.530 anyone at Yale, Yale only,
NOTE Confidence: 0.820631450769231
00:15:09.530 --> 00:15:10.826 or if you have some more.
NOTE Confidence: 0.820631450769231
00:15:10.830 --> 00:15:11.810 Complicated.
NOTE Confidence: 0.768622031666667
00:15:14.150 --> 00:15:15.680 Logic for who's allowed to attend,
NOTE Confidence: 0.768622031666667
00:15:15.680 --> 00:15:17.829 then you might want to select restricted,
NOTE Confidence: 0.768622031666667
00:15:17.830 --> 00:15:19.126 and in that case you probably
NOTE Confidence: 0.768622031666667
00:15:19.126 --> 00:15:20.904 want to add a description to tell
NOTE Confidence: 0.768622031666667
00:15:20.904 --> 00:15:22.614 people who is eligible to come,
NOTE Confidence: 0.768622031666667
00:15:22.620 --> 00:15:25.070 and in addition you can indicate whether
NOTE Confidence: 0.768622031666667
00:15:25.070 --> 00:15:27.777 or not there is a cost involved here.
NOTE Confidence: 0.91686736
00:15:33.520 --> 00:15:36.196 So you can do that there.
NOTE Confidence: 0.8339933825
00:15:38.940 --> 00:15:41.068 Refreshments. This is just to tell people
NOTE Confidence: 0.8339933825
00:15:41.068 --> 00:15:43.670 if you're going to be including any kind
NOTE Confidence: 0.8339933825
00:15:43.670 --> 00:15:45.300 of refreshments that you're meeting.
NOTE Confidence: 0.8339933825

00:15:45.300 --> 00:15:46.854 Let's say I'm going to have coffee
NOTE Confidence: 0.8339933825

00:15:46.854 --> 00:15:49.224 and tea at my meeting, and if I wanted
NOTE Confidence: 0.8339933825

00:15:49.224 --> 00:15:50.880 I could add some words describing,
NOTE Confidence: 0.8339933825

00:15:50.880 --> 00:15:53.799 but I think coffee and tea will
NOTE Confidence: 0.8339933825

00:15:53.799 --> 00:15:56.848 suffice people to know what to expect.
NOTE Confidence: 0.8339933825

00:15:56.850 --> 00:16:00.210 Media so event thumbnails currently
NOTE Confidence: 0.8339933825

00:16:00.210 --> 00:16:03.570 do not really display anywhere,
NOTE Confidence: 0.8339933825

00:16:03.570 --> 00:16:05.530 but we are working on a template that
NOTE Confidence: 0.8339933825

00:16:05.530 --> 00:16:07.041 will be available relatively soon
NOTE Confidence: 0.8339933825

00:16:07.041 --> 00:16:09.288 within the next month or so where
NOTE Confidence: 0.8339933825

00:16:09.349 --> 00:16:11.573 you can have a list of events along
NOTE Confidence: 0.8339933825

00:16:11.573 --> 00:16:13.230 with thumbnails and as they when they
NOTE Confidence: 0.8339933825

00:16:13.230 --> 00:16:14.804 appear on your site you're going to
NOTE Confidence: 0.8339933825

00:16:14.804 --> 00:16:16.492 see a list of events and they'll each
NOTE Confidence: 0.8339933825

00:16:16.542 --> 00:16:18.150 have the thumbnail if it's present.
NOTE Confidence: 0.8339933825

00:16:18.150 --> 00:16:20.130 So you might want to start using that field.

NOTE Confidence: 0.8339933825

00:16:20.130 --> 00:16:21.640 Especially on September it's available

NOTE Confidence: 0.8339933825

00:16:21.640 --> 00:16:24.064 so you could have a nice looking list

NOTE Confidence: 0.8339933825

00:16:24.064 --> 00:16:26.066 of events if you have relevant images

NOTE Confidence: 0.8339933825

00:16:26.126 --> 00:16:29.180 to display. On with those events.

NOTE Confidence: 0.8339933825

00:16:29.180 --> 00:16:31.504 Flyer. If you have an event flyer,

NOTE Confidence: 0.8339933825

00:16:31.510 --> 00:16:33.155 you might as well upload it here.

NOTE Confidence: 0.8339933825

00:16:33.160 --> 00:16:36.428 People might want to.

NOTE Confidence: 0.8339933825

00:16:36.430 --> 00:16:39.566 Print it out and post it in

NOTE Confidence: 0.8339933825

00:16:39.566 --> 00:16:40.462 physical locations.

NOTE Confidence: 0.8339933825

00:16:40.470 --> 00:16:42.906 If you're only promoting the event online,

NOTE Confidence: 0.8339933825

00:16:42.910 --> 00:16:45.322 I would say a flyer is

NOTE Confidence: 0.8339933825

00:16:45.322 --> 00:16:46.528 probably not necessary.

NOTE Confidence: 0.8339933825

00:16:46.530 --> 00:16:48.441 The PDF Flyers are really more useful

NOTE Confidence: 0.8339933825

00:16:48.441 --> 00:16:50.047 for printing them out and tacking

NOTE Confidence: 0.8339933825

00:16:50.047 --> 00:16:51.748 it up on Bolton board than making

NOTE Confidence: 0.8339933825

00:16:51.807 --> 00:16:53.447 it available on a wet on the web,
NOTE Confidence: 0.8339933825

00:16:53.450 --> 00:16:54.930 but it can be nice a nice resource
NOTE Confidence: 0.8339933825

00:16:54.930 --> 00:16:55.669 for people to have,
NOTE Confidence: 0.8339933825

00:16:55.670 --> 00:16:59.090 especially if you expect some of the
NOTE Confidence: 0.8339933825

00:16:59.090 --> 00:17:01.100 people viewing this event might be
NOTE Confidence: 0.8339933825

00:17:01.100 --> 00:17:03.164 interested in sharing it and promoting
NOTE Confidence: 0.8339933825

00:17:03.164 --> 00:17:05.150 it themselves so you can upload.
NOTE Confidence: 0.8339933825

00:17:05.150 --> 00:17:05.618 It will.
NOTE Confidence: 0.8339933825

00:17:05.618 --> 00:17:07.490 Your flyer will be converted to a PDF,
NOTE Confidence: 0.8339933825

00:17:07.490 --> 00:17:09.722 but you can upload any of these kinds of
NOTE Confidence: 0.8339933825

00:17:09.722 --> 00:17:12.028 documents, like a image or a word doc,
NOTE Confidence: 0.8339933825

00:17:12.030 --> 00:17:14.396 and it'll get converted to a PDF
NOTE Confidence: 0.8339933825

00:17:14.396 --> 00:17:15.410 automatically for you.
NOTE Confidence: 0.8339933825

00:17:15.410 --> 00:17:15.828 Elvis,
NOTE Confidence: 0.8339933825

00:17:15.828 --> 00:17:17.918 could you just do the
NOTE Confidence: 0.908169168

00:17:17.990 --> 00:17:20.170 image requirements for the thumbnail?

NOTE Confidence: 0.20051205
00:17:22.910 --> 00:17:23.810 Umm.
NOTE Confidence: 0.91090383
00:17:25.940 --> 00:17:29.276 I think. I actually don't know off the
NOTE Confidence: 0.91090383
00:17:29.276 --> 00:17:30.509 top of my head that image reporting,
NOTE Confidence: 0.91090383
00:17:30.510 --> 00:17:31.560 so I have to check.
NOTE Confidence: 0.91090383
00:17:31.560 --> 00:17:33.360 I I think this might be an accurate.
NOTE Confidence: 0.91090383
00:17:33.360 --> 00:17:35.388 I think that this size is
NOTE Confidence: 0.91090383
00:17:35.388 --> 00:17:36.740 greater than 3 megabytes.
NOTE Confidence: 0.91090383
00:17:36.740 --> 00:17:39.568 I have to check on that though.
NOTE Confidence: 0.91090383
00:17:39.570 --> 00:17:41.094 Sorry, I sort of intentionally skipped
NOTE Confidence: 0.91090383
00:17:41.094 --> 00:17:43.288 over that cause I think this is inaccurate.
NOTE Confidence: 0.91090383
00:17:43.290 --> 00:17:46.188 I think the requirement is larger.
NOTE Confidence: 0.91090383
00:17:46.190 --> 00:17:48.024 The Max size is larger than this.
NOTE Confidence: 0.46930966
00:17:50.670 --> 00:17:52.978 More importantly, what's the minimum size?
NOTE Confidence: 0.864262666111111
00:17:54.760 --> 00:17:55.966 Yeah, sorry, I don't, I don't
NOTE Confidence: 0.864262666111111
00:17:55.966 --> 00:17:57.412 know off the top of my head
NOTE Confidence: 0.864262666111111

00:17:57.412 --> 00:17:59.050 what the minimum size is. Sorry.
NOTE Confidence: 0.61010461

00:18:01.380 --> 00:18:03.030 Umm, the system.
NOTE Confidence: 0.851482102

00:18:03.040 --> 00:18:05.220 If, if, Andrew, if you try to upload an image
NOTE Confidence: 0.852246856

00:18:05.230 --> 00:18:05.960 that's not going to work,
NOTE Confidence: 0.852246856

00:18:05.960 --> 00:18:07.100 the system won't let you.
NOTE Confidence: 0.852246856

00:18:07.100 --> 00:18:08.308 Yeah, it'll reject it.
NOTE Confidence: 0.8812045375

00:18:08.720 --> 00:18:10.496 Yeah. I'm sorry that we don't know the.
NOTE Confidence: 0.593413061

00:18:11.980 --> 00:18:14.100 Details offhand, yeah, sorry. I'll.
NOTE Confidence: 0.593413061

00:18:14.100 --> 00:18:15.594 I'll try to get that for you all and
NOTE Confidence: 0.593413061

00:18:15.594 --> 00:18:16.899 I'll make sure this is accurate.
NOTE Confidence: 0.593413061

00:18:16.900 --> 00:18:18.332 It's really confusing that
NOTE Confidence: 0.593413061

00:18:18.332 --> 00:18:20.480 I think this is not correct.
NOTE Confidence: 0.593413061

00:18:20.480 --> 00:18:23.700 So we'll get that addressed.
NOTE Confidence: 0.593413061

00:18:23.700 --> 00:18:27.672 Media library so you can also
NOTE Confidence: 0.593413061

00:18:27.672 --> 00:18:31.148 associate media with your event.
NOTE Confidence: 0.593413061

00:18:31.150 --> 00:18:32.430 And this is really handy,

NOTE Confidence: 0.593413061

00:18:32.430 --> 00:18:34.390 especially if you're interested in

NOTE Confidence: 0.593413061

00:18:34.390 --> 00:18:36.774 promoting any kind of events that

NOTE Confidence: 0.593413061

00:18:36.774 --> 00:18:38.910 have already occurred on your site.

NOTE Confidence: 0.593413061

00:18:38.910 --> 00:18:41.606 You can upload a recording of your event,

NOTE Confidence: 0.593413061

00:18:41.610 --> 00:18:44.473 and it will appear along with your

NOTE Confidence: 0.593413061

00:18:44.473 --> 00:18:46.970 event when people view it online.

NOTE Confidence: 0.593413061

00:18:46.970 --> 00:18:50.165 So if you want to for some reason include

NOTE Confidence: 0.593413061

00:18:50.165 --> 00:18:53.306 past events to show the kinds of things,

NOTE Confidence: 0.593413061

00:18:53.310 --> 00:18:55.396 the kinds of seminars your department runs,

NOTE Confidence: 0.593413061

00:18:55.400 --> 00:18:56.204 for example,

NOTE Confidence: 0.593413061

00:18:56.204 --> 00:18:58.616 then you'll want to also include

NOTE Confidence: 0.593413061

00:18:58.616 --> 00:19:00.870 as long as it's available.

NOTE Confidence: 0.593413061

00:19:00.870 --> 00:19:03.418 That recording of that event so that

NOTE Confidence: 0.593413061

00:19:03.418 --> 00:19:05.938 people can get actually see exactly

NOTE Confidence: 0.593413061

00:19:05.938 --> 00:19:08.650 what kinds of events you're running.

NOTE Confidence: 0.593413061

00:19:08.650 --> 00:19:11.666 Um related materials is
NOTE Confidence: 0.593413061

00:19:11.666 --> 00:19:12.752 pretty straightforward.
NOTE Confidence: 0.593413061

00:19:12.752 --> 00:19:15.623 If you have any links on to
NOTE Confidence: 0.593413061

00:19:15.623 --> 00:19:17.009 websites that you'd like to include
NOTE Confidence: 0.593413061

00:19:17.009 --> 00:19:18.489 that are relevant for the event,
NOTE Confidence: 0.593413061

00:19:18.490 --> 00:19:20.429 and any links to documents that might
NOTE Confidence: 0.593413061

00:19:20.429 --> 00:19:22.070 be relevant aside from the flyer,
NOTE Confidence: 0.593413061

00:19:22.070 --> 00:19:23.390 you can add them here.
NOTE Confidence: 0.593413061

00:19:23.390 --> 00:19:24.680 They're just going to appear
NOTE Confidence: 0.593413061

00:19:24.680 --> 00:19:26.400 as links in the side column.
NOTE Confidence: 0.853301203636364

00:19:29.770 --> 00:19:31.722 Going to add 1 here just so we
NOTE Confidence: 0.853301203636364

00:19:31.722 --> 00:19:33.322 have something to look at when we
NOTE Confidence: 0.853301203636364

00:19:33.322 --> 00:19:35.089 see our preview in a few minutes.
NOTE Confidence: 0.45764902

00:19:38.680 --> 00:19:39.050 Sure.
NOTE Confidence: 0.588695283333333

00:19:41.750 --> 00:19:43.580 With the documents.
NOTE Confidence: 0.74760539

00:19:45.770 --> 00:19:46.898 These are all tests,

NOTE Confidence: 0.74760539
00:19:46.898 --> 00:19:48.590 documents and a little scared about
NOTE Confidence: 0.74760539
00:19:48.642 --> 00:19:50.578 what I'm reading here, but we'll see.
NOTE Confidence: 0.74760539
00:19:50.578 --> 00:19:52.930 We'll just add one for the heck of it.
NOTE Confidence: 0.74760539
00:19:52.930 --> 00:19:55.090 Related news, this is a relatively
NOTE Confidence: 0.74760539
00:19:55.090 --> 00:19:56.971 new feature that rolled out
NOTE Confidence: 0.74760539
00:19:56.971 --> 00:19:58.422 right before Beatrix launched.
NOTE Confidence: 0.74760539
00:19:58.422 --> 00:20:00.746 If this was available on profile system,
NOTE Confidence: 0.74760539
00:20:00.750 --> 00:20:02.810 but not for very long
NOTE Confidence: 0.74760539
00:20:02.810 --> 00:20:04.046 before Beatrix launched,
NOTE Confidence: 0.74760539
00:20:04.050 --> 00:20:06.969 you can now associate events with news.
NOTE Confidence: 0.74760539
00:20:06.970 --> 00:20:08.122 If you do that.
NOTE Confidence: 0.74760539
00:20:08.122 --> 00:20:10.357 When you look at the news article
NOTE Confidence: 0.74760539
00:20:10.357 --> 00:20:12.949 that this event is associated with,
NOTE Confidence: 0.74760539
00:20:12.950 --> 00:20:14.460 you will see a little
NOTE Confidence: 0.74760539
00:20:14.460 --> 00:20:15.668 highlight for this event.
NOTE Confidence: 0.74760539

00:20:15.670 --> 00:20:17.930 So definitely use this field.
NOTE Confidence: 0.74760539

00:20:17.930 --> 00:20:19.826 If you have an event that's big enough
NOTE Confidence: 0.74760539

00:20:19.826 --> 00:20:21.656 that you wrote a news article about it
NOTE Confidence: 0.74760539

00:20:21.656 --> 00:20:23.887 in the in the news module of the system,
NOTE Confidence: 0.74760539

00:20:23.890 --> 00:20:25.732 you're going to want to relate
NOTE Confidence: 0.74760539

00:20:25.732 --> 00:20:27.730 it so that those elements link
NOTE Confidence: 0.74760539

00:20:27.730 --> 00:20:29.836 to each other on the website.
NOTE Confidence: 0.74760539

00:20:29.840 --> 00:20:31.010 Umm.
NOTE Confidence: 0.16440904

00:20:34.350 --> 00:20:37.348 Albas. Jonathan has a
NOTE Confidence: 0.897776764285714

00:20:37.360 --> 00:20:38.576 question about the media
NOTE Confidence: 0.897776764285714

00:20:38.576 --> 00:20:43.010 library and the chat. OK.
NOTE Confidence: 0.87960553

00:20:43.010 --> 00:20:44.438 This is John. I could just say
NOTE Confidence: 0.87960553

00:20:44.438 --> 00:20:46.194 what it is, is that you know,
NOTE Confidence: 0.87960553

00:20:46.194 --> 00:20:47.888 especially for past workshops we've
NOTE Confidence: 0.87960553

00:20:47.888 --> 00:20:50.000 recorded them and then wanted to
NOTE Confidence: 0.87960553

00:20:50.062 --> 00:20:52.134 put up the link that we put the

NOTE Confidence: 0.87960553
00:20:52.134 --> 00:20:53.828 video into the media library.
NOTE Confidence: 0.87960553
00:20:53.830 --> 00:20:55.112 And just the question of how
NOTE Confidence: 0.87960553
00:20:55.112 --> 00:20:56.318 do you identify those or pull
NOTE Confidence: 0.7762545925
00:20:56.330 --> 00:20:59.018 them if they're in the yasm media library,
NOTE Confidence: 0.7762545925
00:20:59.020 --> 00:21:01.008 like what's the cross thing you need,
NOTE Confidence: 0.7762545925
00:21:01.010 --> 00:21:03.170 is it a slug or a number or
NOTE Confidence: 0.84601744
00:21:03.310 --> 00:21:05.201 what do we do with the new system, right.
NOTE Confidence: 0.84601744
00:21:05.201 --> 00:21:06.845 So unfortunately we added
NOTE Confidence: 0.84601744
00:21:06.845 --> 00:21:09.350 so many media items at once,
NOTE Confidence: 0.84601744
00:21:09.350 --> 00:21:11.374 we do not have a great way to
NOTE Confidence: 0.84601744
00:21:11.374 --> 00:21:12.958 search for those right now.
NOTE Confidence: 0.84601744
00:21:12.960 --> 00:21:15.056 Only search we have is by the title,
NOTE Confidence: 0.84601744
00:21:15.060 --> 00:21:16.716 which obviously if there's a bat,
NOTE Confidence: 0.84601744
00:21:16.720 --> 00:21:19.232 if there's a sort of gibberish file name
NOTE Confidence: 0.84601744
00:21:19.232 --> 00:21:22.290 and not a really well written out file name,
NOTE Confidence: 0.84601744

00:21:22.290 --> 00:21:23.742 then it's going to be really
NOTE Confidence: 0.84601744

00:21:23.742 --> 00:21:25.120 difficult to find a search.
NOTE Confidence: 0.84601744

00:21:25.120 --> 00:21:27.178 So if you know the name,
NOTE Confidence: 0.84601744

00:21:27.180 --> 00:21:28.665 if you put it up into the
NOTE Confidence: 0.84601744

00:21:28.665 --> 00:21:29.540 library and you know the name,
NOTE Confidence: 0.84601744

00:21:29.540 --> 00:21:30.916 you search the name, you can just pull
NOTE Confidence: 0.84601744

00:21:30.916 --> 00:21:33.180 it from the library directly. Yeah,
NOTE Confidence: 0.84601744

00:21:33.180 --> 00:21:34.680 if you have one off the top of your head,
NOTE Confidence: 0.84601744

00:21:34.680 --> 00:21:36.468 we could try to find it.
NOTE Confidence: 0.84601744

00:21:36.470 --> 00:21:39.062 Right now I don't know the names off here.
NOTE Confidence: 0.84601744

00:21:39.070 --> 00:21:40.400 OK, that's all right, but you should
NOTE Confidence: 0.84601744

00:21:40.400 --> 00:21:41.896 be able to search it by the name.
NOTE Confidence: 0.84601744

00:21:41.900 --> 00:21:43.016 So if I wanted to add.
NOTE Confidence: 0.84601744

00:21:43.020 --> 00:21:46.236 Existing media item that already existed.
NOTE Confidence: 0.84601744

00:21:46.240 --> 00:21:49.019 I would open up my media library.
NOTE Confidence: 0.84601744

00:21:49.020 --> 00:21:51.480 I'll Click to add new,

NOTE Confidence: 0.84601744
00:21:51.480 --> 00:21:53.360 I would go to well,
NOTE Confidence: 0.84601744
00:21:53.360 --> 00:21:54.596 I could go straight to Miami
NOTE Confidence: 0.84601744
00:21:54.596 --> 00:21:56.240 if I'm the one who uploaded it,
NOTE Confidence: 0.84601744
00:21:56.240 --> 00:21:58.304 and I could search here if I know
NOTE Confidence: 0.84601744
00:21:58.304 --> 00:22:00.039 it's somebody else who uploaded it,
NOTE Confidence: 0.84601744
00:22:00.040 --> 00:22:01.762 I would just click on public instead
NOTE Confidence: 0.84601744
00:22:01.762 --> 00:22:03.738 of my media and search for it here.
NOTE Confidence: 0.84601744
00:22:03.740 --> 00:22:04.985 Obviously it's a little more
NOTE Confidence: 0.84601744
00:22:04.985 --> 00:22:06.230 difficult to find because there's
NOTE Confidence: 0.84601744
00:22:06.275 --> 00:22:07.160 a lot more items here,
NOTE Confidence: 0.84601744
00:22:07.160 --> 00:22:08.770 but you can filter it to just
NOTE Confidence: 0.84601744
00:22:08.770 --> 00:22:10.149 your own media events here.
NOTE Confidence: 0.9445402
00:22:14.340 --> 00:22:15.090 OK.
NOTE Confidence: 0.82214563
00:22:18.340 --> 00:22:19.750 All right, people on calendar,
NOTE Confidence: 0.82214563
00:22:19.750 --> 00:22:23.310 so this is really the most important section
NOTE Confidence: 0.82214563

00:22:23.310 --> 00:22:26.390 aside from setting the date and time.
NOTE Confidence: 0.82214563

00:22:26.390 --> 00:22:29.603 Because what you tag here will determine
NOTE Confidence: 0.82214563

00:22:29.603 --> 00:22:32.439 where this event actually appears.
NOTE Confidence: 0.82214563

00:22:32.440 --> 00:22:34.987 First of all, I'm going to get to publicize
NOTE Confidence: 0.82214563

00:22:34.987 --> 00:22:38.960 and private tags in a minute, but.
NOTE Confidence: 0.82214563

00:22:38.960 --> 00:22:42.858 Umm. But first thing, go to speakers.
NOTE Confidence: 0.82214563

00:22:42.860 --> 00:22:44.834 You definitely want to tag the
NOTE Confidence: 0.82214563

00:22:44.834 --> 00:22:46.470 speakers of the event 1st.
NOTE Confidence: 0.82214563

00:22:46.470 --> 00:22:50.486 What this will do in addition to giving.
NOTE Confidence: 0.82214563

00:22:50.490 --> 00:22:52.882 A nice little element where it shows the
NOTE Confidence: 0.82214563

00:22:52.882 --> 00:22:55.270 speaker for the event on the event itself.
NOTE Confidence: 0.82214563

00:22:55.270 --> 00:22:57.426 When I tag somebody in an event,
NOTE Confidence: 0.82214563

00:22:57.430 --> 00:23:00.190 it's going to automatically suggest
NOTE Confidence: 0.82214563

00:23:00.190 --> 00:23:02.860 this event to any relevant calendar
NOTE Confidence: 0.82214563

00:23:02.860 --> 00:23:05.150 is related to organizations that
NOTE Confidence: 0.82214563

00:23:05.150 --> 00:23:07.330 that speaker is affiliated with.

NOTE Confidence: 0.82214563

00:23:07.330 --> 00:23:08.990 So if I tag myself,

NOTE Confidence: 0.82214563

00:23:08.990 --> 00:23:10.509 it's going to automatically going to be,

NOTE Confidence: 0.82214563

00:23:10.510 --> 00:23:13.198 it will automatically be suggested to

NOTE Confidence: 0.82214563

00:23:13.198 --> 00:23:14.990 the Communications Office calendar.

NOTE Confidence: 0.82214563

00:23:14.990 --> 00:23:16.496 So that's really going to make

NOTE Confidence: 0.82214563

00:23:16.496 --> 00:23:18.030 sure you tag your speakers.

NOTE Confidence: 0.82214563

00:23:18.030 --> 00:23:22.440 Same thing for host users or orgs.

NOTE Confidence: 0.82214563

00:23:22.440 --> 00:23:24.072 Orgs are the organizations

NOTE Confidence: 0.82214563

00:23:24.072 --> 00:23:26.112 that exist in the system.

NOTE Confidence: 0.82214563

00:23:26.120 --> 00:23:28.742 So if this was a internal

NOTE Confidence: 0.82214563

00:23:28.742 --> 00:23:30.053 Medicine Department event,

NOTE Confidence: 0.82214563

00:23:30.060 --> 00:23:31.470 I could type in internal medicine,

NOTE Confidence: 0.82214563

00:23:31.470 --> 00:23:32.674 select internal medicine that's

NOTE Confidence: 0.82214563

00:23:32.674 --> 00:23:34.179 going to get suggested there,

NOTE Confidence: 0.82214563

00:23:34.180 --> 00:23:36.358 and it'll also cite in the event that this

NOTE Confidence: 0.82214563

00:23:36.358 --> 00:23:38.649 is an event hosted by internal medicine.

NOTE Confidence: 0.82214563

00:23:38.650 --> 00:23:41.090 Umm.

NOTE Confidence: 0.82214563

00:23:41.090 --> 00:23:44.178 In addition, there's lots of ways to tag.

NOTE Confidence: 0.82214563

00:23:44.180 --> 00:23:46.420 I could also just directly tag the

NOTE Confidence: 0.82214563

00:23:46.420 --> 00:23:49.226 event to any calendar I have access to.

NOTE Confidence: 0.82214563

00:23:49.230 --> 00:23:50.166 I have a ton of access,

NOTE Confidence: 0.82214563

00:23:50.170 --> 00:23:51.850 so I see a ton of calendars here.

NOTE Confidence: 0.82214563

00:23:51.850 --> 00:23:56.305 Most of you will see far fewer elements here.

NOTE Confidence: 0.82214563

00:23:56.310 --> 00:23:58.974 But you can see all of your calendars

NOTE Confidence: 0.82214563

00:23:58.974 --> 00:24:01.512 here and just quickly add this

NOTE Confidence: 0.82214563

00:24:01.512 --> 00:24:03.757 event to whatever calendars are

NOTE Confidence: 0.82214563

00:24:03.757 --> 00:24:05.620 relevant popular calendars I'm

NOTE Confidence: 0.82214563

00:24:05.620 --> 00:24:07.970 looking in a testing environment,

NOTE Confidence: 0.82214563

00:24:07.970 --> 00:24:09.086 I should have mentioned that earlier,

NOTE Confidence: 0.82214563

00:24:09.090 --> 00:24:11.522 which is why I see some kind of

NOTE Confidence: 0.82214563

00:24:11.522 --> 00:24:13.459 nonsense names for calendars here.

NOTE Confidence: 0.82214563
00:24:13.460 --> 00:24:13.970 But.
NOTE Confidence: 0.791123742222222
00:24:16.590 --> 00:24:20.330 The popular calendars right now
NOTE Confidence: 0.791123742222222
00:24:20.330 --> 00:24:24.242 on production or simply a the
NOTE Confidence: 0.791123742222222
00:24:24.242 --> 00:24:26.066 School of Medicine calendar,
NOTE Confidence: 0.791123742222222
00:24:26.070 --> 00:24:27.768 simply because that's the primary calendar.
NOTE Confidence: 0.791123742222222
00:24:27.770 --> 00:24:30.776 That's also, importantly the calendar that's
NOTE Confidence: 0.791123742222222
00:24:30.776 --> 00:24:34.818 used to feed events to be Y SM Events Digest.
NOTE Confidence: 0.791123742222222
00:24:34.820 --> 00:24:36.620 Sorry, the Wyson events e-mail.
NOTE Confidence: 0.791123742222222
00:24:36.620 --> 00:24:38.510 So if you want your event to
NOTE Confidence: 0.791123742222222
00:24:38.510 --> 00:24:40.738 appear in the YS Events Newsletter,
NOTE Confidence: 0.791123742222222
00:24:40.740 --> 00:24:42.343 make sure you submit your event to
NOTE Confidence: 0.791123742222222
00:24:42.343 --> 00:24:44.038 the Yale School of Medicine calendar,
NOTE Confidence: 0.791123742222222
00:24:44.040 --> 00:24:46.042 which, when you look on the production
NOTE Confidence: 0.791123742222222
00:24:46.042 --> 00:24:47.718 system that we're all working in,
NOTE Confidence: 0.791123742222222
00:24:47.720 --> 00:24:49.808 will be the one popular calendar right now.
NOTE Confidence: 0.780884080952381

00:24:52.260 --> 00:24:54.738 Thirdly, in addition to be able to
NOTE Confidence: 0.780884080952381

00:24:54.738 --> 00:24:57.109 directly suggest the event to my own
NOTE Confidence: 0.780884080952381

00:24:57.109 --> 00:24:59.680 calendars and add to the popular calendars,
NOTE Confidence: 0.780884080952381

00:24:59.680 --> 00:25:01.661 I if there's some other calendar I
NOTE Confidence: 0.780884080952381

00:25:01.661 --> 00:25:03.880 know exists but I don't have access to,
NOTE Confidence: 0.780884080952381

00:25:03.880 --> 00:25:06.256 I can suggest it directly by typing it here.
NOTE Confidence: 0.780884080952381

00:25:06.260 --> 00:25:07.796 So if I don't have access
NOTE Confidence: 0.780884080952381

00:25:07.796 --> 00:25:08.820 to the surgery calendar,
NOTE Confidence: 0.780884080952381

00:25:08.820 --> 00:25:11.538 but we have some prominent surgeon
NOTE Confidence: 0.780884080952381

00:25:11.538 --> 00:25:14.190 from another school maybe coming to.
NOTE Confidence: 0.780884080952381

00:25:14.190 --> 00:25:15.302 Clock at this meeting.
NOTE Confidence: 0.780884080952381

00:25:15.302 --> 00:25:17.796 I might want to suggest this event to
NOTE Confidence: 0.780884080952381

00:25:17.796 --> 00:25:19.706 the relevant surgery calendars directly.
NOTE Confidence: 0.90046558

00:25:22.030 --> 00:25:25.342 And then after all that I can see the
NOTE Confidence: 0.90046558

00:25:25.342 --> 00:25:27.483 approval statuses for my suggestions.
NOTE Confidence: 0.90046558

00:25:27.483 --> 00:25:29.589 Because I have so much access,

NOTE Confidence: 0.90046558
00:25:29.590 --> 00:25:31.906 all my events are automatically suggested.
NOTE Confidence: 0.90046558
00:25:31.910 --> 00:25:35.564 Normally you would only see any events
NOTE Confidence: 0.90046558
00:25:35.570 --> 00:25:40.460 accepted immediately if they are.
NOTE Confidence: 0.90046558
00:25:40.460 --> 00:25:43.380 If you have admin access to that calendar.
NOTE Confidence: 0.90046558
00:25:43.380 --> 00:25:46.848 Otherwise you would see pending here.
NOTE Confidence: 0.90046558
00:25:46.850 --> 00:25:48.901 And just know that these events aren't
NOTE Confidence: 0.90046558
00:25:48.901 --> 00:25:50.827 truly accepted until I publish the event,
NOTE Confidence: 0.90046558
00:25:50.830 --> 00:25:51.763 the first thought,
NOTE Confidence: 0.90046558
00:25:51.763 --> 00:25:54.350 or pending even until I publish the event.
NOTE Confidence: 0.90046558
00:25:54.350 --> 00:25:56.310 Nobody's going to see this event in their
NOTE Confidence: 0.90046558
00:25:56.310 --> 00:25:57.810 approval queue until you hit publish.
NOTE Confidence: 0.811958517142857
00:25:59.910 --> 00:26:01.650 OK, now they've gone through
NOTE Confidence: 0.811958517142857
00:26:01.650 --> 00:26:03.748 all that. Let me sorry.
NOTE Confidence: 0.73859855125
00:26:08.340 --> 00:26:10.307 Sorry, I've got a recently neutered dog
NOTE Confidence: 0.73859855125
00:26:10.307 --> 00:26:12.405 who's wiggling his way out of his cone here.
NOTE Confidence: 0.88183860875

00:26:15.130 --> 00:26:16.380 Now that I've gone through
NOTE Confidence: 0.88183860875

00:26:16.380 --> 00:26:17.130 all the suggestions,
NOTE Confidence: 0.88183860875

00:26:17.130 --> 00:26:19.130 the calendars let me go back to tags,
NOTE Confidence: 0.88183860875

00:26:19.130 --> 00:26:20.530 which I skipped over before.
NOTE Confidence: 0.88183860875

00:26:20.530 --> 00:26:22.110 Oh, and actually I skipped
NOTE Confidence: 0.88183860875

00:26:22.110 --> 00:26:23.374 over another really important.
NOTE Confidence: 0.73838754

00:26:25.700 --> 00:26:28.360 Element which is event sharing.
NOTE Confidence: 0.73838754

00:26:28.360 --> 00:26:30.676 That privacy. This really just did.
NOTE Confidence: 0.73838754

00:26:30.680 --> 00:26:33.410 This actually is a modifies how
NOTE Confidence: 0.73838754

00:26:33.410 --> 00:26:35.820 all this other tagging works.
NOTE Confidence: 0.73838754

00:26:35.820 --> 00:26:37.892 If for some reason my event I only
NOTE Confidence: 0.73838754

00:26:37.892 --> 00:26:40.016 want it to appear on my calendar,
NOTE Confidence: 0.73838754

00:26:40.020 --> 00:26:42.455 you should just toggle this
NOTE Confidence: 0.73838754

00:26:42.455 --> 00:26:44.403 event privacy to private.
NOTE Confidence: 0.73838754

00:26:44.410 --> 00:26:46.846 By clicking it over to the lock,
NOTE Confidence: 0.73838754

00:26:46.850 --> 00:26:49.048 and as this warning will tell you,

NOTE Confidence: 0.73838754

00:26:49.050 --> 00:26:50.611 this is going to prevent it from

NOTE Confidence: 0.73838754

00:26:50.611 --> 00:26:51.770 appearing on other calendars,

NOTE Confidence: 0.73838754

00:26:51.770 --> 00:26:54.066 except for the ones I explicitly added to.

NOTE Confidence: 0.73838754

00:26:54.070 --> 00:26:56.303 So that means even if it was

NOTE Confidence: 0.73838754

00:26:56.303 --> 00:26:57.608 already suggested because of

NOTE Confidence: 0.73838754

00:26:57.608 --> 00:26:59.330 somebody I tagged in the event,

NOTE Confidence: 0.73838754

00:26:59.330 --> 00:27:03.040 that suggestion is going to be removed.

NOTE Confidence: 0.73838754

00:27:03.040 --> 00:27:05.903 And it's only going to be added

NOTE Confidence: 0.73838754

00:27:05.903 --> 00:27:08.125 to calendars that I specifically

NOTE Confidence: 0.73838754

00:27:08.125 --> 00:27:11.303 come in from my calendars and add.

NOTE Confidence: 0.73838754

00:27:11.310 --> 00:27:16.476 Or suggest via this field here.

NOTE Confidence: 0.73838754

00:27:16.480 --> 00:27:17.992 Um, because obviously if the event

NOTE Confidence: 0.73838754

00:27:17.992 --> 00:27:19.855 is private and we only want it

NOTE Confidence: 0.73838754

00:27:19.855 --> 00:27:21.190 to appear on certain calendars,

NOTE Confidence: 0.73838754

00:27:21.190 --> 00:27:23.032 we don't want it automatically suggested

NOTE Confidence: 0.73838754

00:27:23.032 --> 00:27:25.339 to a whole bunch of other calendars.
NOTE Confidence: 0.73838754

00:27:25.340 --> 00:27:26.700 I'm not going to do this right now
NOTE Confidence: 0.73838754

00:27:26.700 --> 00:27:28.027 because it's going to undo all my work,
NOTE Confidence: 0.73838754

00:27:28.030 --> 00:27:29.798 but that option is there if you have
NOTE Confidence: 0.73838754

00:27:29.798 --> 00:27:31.897 an event that you really don't want
NOTE Confidence: 0.73838754

00:27:31.897 --> 00:27:33.497 appearing on other people's calendars.
NOTE Confidence: 0.73838754

00:27:33.500 --> 00:27:37.060 I should also mention that any event that's
NOTE Confidence: 0.73838754

00:27:37.060 --> 00:27:40.308 that is not private anyone at the school.
NOTE Confidence: 0.874851568181818

00:27:42.470 --> 00:27:45.095 I might be seeing some kind of
NOTE Confidence: 0.874851568181818

00:27:45.095 --> 00:27:46.630 development server issue here.
NOTE Confidence: 0.874851568181818

00:27:46.630 --> 00:27:48.670 Any event that is public,
NOTE Confidence: 0.874851568181818

00:27:48.670 --> 00:27:51.232 has the green eye here is searchable
NOTE Confidence: 0.874851568181818

00:27:51.232 --> 00:27:53.746 and addable to calendars by other
NOTE Confidence: 0.874851568181818

00:27:53.746 --> 00:27:55.986 calendar editors at the school.
NOTE Confidence: 0.874851568181818

00:27:55.990 --> 00:27:58.643 When they go to all events they
NOTE Confidence: 0.874851568181818

00:27:58.643 --> 00:28:01.080 will see any public events.

NOTE Confidence: 0.874851568181818

00:28:01.080 --> 00:28:04.016 That they can grab and add to their

NOTE Confidence: 0.874851568181818

00:28:04.016 --> 00:28:06.494 own calendar that's relevant. OK.

NOTE Confidence: 0.874851568181818

00:28:06.494 --> 00:28:09.158 And then public and private tags.

NOTE Confidence: 0.874851568181818

00:28:09.160 --> 00:28:11.400 You might be wondering why we even

NOTE Confidence: 0.874851568181818

00:28:11.400 --> 00:28:13.270 have two different kinds of tags.

NOTE Confidence: 0.874851568181818

00:28:13.270 --> 00:28:16.686 But basically it boils down to public tags,

NOTE Confidence: 0.874851568181818

00:28:16.690 --> 00:28:19.146 our tags that are managed by our office,

NOTE Confidence: 0.874851568181818

00:28:19.150 --> 00:28:21.775 and they're sort of a more generic

NOTE Confidence: 0.874851568181818

00:28:21.775 --> 00:28:24.300 list that might be useful for

NOTE Confidence: 0.874851568181818

00:28:24.300 --> 00:28:26.450 people who are performing searches.

NOTE Confidence: 0.874851568181818

00:28:26.450 --> 00:28:29.850 So the place where these public tags really

NOTE Confidence: 0.874851568181818

00:28:29.850 --> 00:28:33.345 appear is if I go to search for something.

NOTE Confidence: 0.874851568181818

00:28:33.350 --> 00:28:35.288 And I go to my events.

NOTE Confidence: 0.874851568181818

00:28:35.290 --> 00:28:37.528 I break them down by keywords,

NOTE Confidence: 0.874851568181818

00:28:37.530 --> 00:28:40.974 so if I was only interested in.

NOTE Confidence: 0.874851568181818

00:28:40.980 --> 00:28:43.690 Umm.
NOTE Confidence: 0.874851568181818

00:28:43.690 --> 00:28:46.346 Events that are related to awards and honors,
NOTE Confidence: 0.874851568181818

00:28:46.350 --> 00:28:46.790 of course.
NOTE Confidence: 0.874851568181818

00:28:46.790 --> 00:28:48.330 I guess it's not a popular keyword.
NOTE Confidence: 0.874851568181818

00:28:48.330 --> 00:28:50.178 Nobody has entered any at least
NOTE Confidence: 0.874851568181818

00:28:50.178 --> 00:28:52.049 an acceptance for the next year.
NOTE Confidence: 0.874851568181818

00:28:52.050 --> 00:28:54.034 I can filter only to the events that
NOTE Confidence: 0.874851568181818

00:28:54.034 --> 00:28:55.808 are tagged with awards and honors.
NOTE Confidence: 0.874851568181818

00:28:55.810 --> 00:28:58.906 Maybe I should do something a little more.
NOTE Confidence: 0.874851568181818

00:28:58.910 --> 00:29:00.838 Generic like public health.
NOTE Confidence: 0.874851568181818

00:29:00.838 --> 00:29:02.867 Well, I guess we don't have very good
NOTE Confidence: 0.874851568181818

00:29:02.867 --> 00:29:04.469 tagging for the development events,
NOTE Confidence: 0.874851568181818

00:29:04.470 --> 00:29:06.060 but you can get the picture.
NOTE Confidence: 0.874851568181818

00:29:06.060 --> 00:29:08.268 This is what the public keywords
NOTE Confidence: 0.874851568181818

00:29:08.268 --> 00:29:10.112 are for in addition.
NOTE Confidence: 0.874851568181818

00:29:10.112 --> 00:29:13.418 So we also have private tags.

NOTE Confidence: 0.874851568181818
00:29:13.420 --> 00:29:15.690 These private tags will not
NOTE Confidence: 0.874851568181818
00:29:15.690 --> 00:29:17.960 appear as facets in search.
NOTE Confidence: 0.874851568181818
00:29:17.960 --> 00:29:22.226 The private tags are only for your own use.
NOTE Confidence: 0.874851568181818
00:29:22.226 --> 00:29:24.770 If you need to create an event listing
NOTE Confidence: 0.874851568181818
00:29:24.770 --> 00:29:27.269 on your site that is more specific
NOTE Confidence: 0.874851568181818
00:29:27.269 --> 00:29:29.801 than your organization the the main
NOTE Confidence: 0.874851568181818
00:29:29.801 --> 00:29:31.336 calendar for your whole website.
NOTE Confidence: 0.874851568181818
00:29:31.340 --> 00:29:34.088 So basically I could have on.
NOTE Confidence: 0.897160208333333
00:29:37.580 --> 00:29:39.943 Trying to think of an example I
NOTE Confidence: 0.897160208333333
00:29:39.943 --> 00:29:42.458 think the neuroscience website has.
NOTE Confidence: 0.879604238571429
00:29:44.800 --> 00:29:46.648 A couple different calendars
NOTE Confidence: 0.879604238571429
00:29:46.648 --> 00:29:49.838 that they have so that they can
NOTE Confidence: 0.879604238571429
00:29:49.838 --> 00:29:53.158 both have a. Um, main calendar.
NOTE Confidence: 0.9093418
00:29:58.660 --> 00:30:02.554 OK, well. Neuroscience has a set
NOTE Confidence: 0.9093418
00:30:02.554 --> 00:30:04.336 up so that they have a calendar
NOTE Confidence: 0.9093418

00:30:04.336 --> 00:30:06.046 that only shows their seminars.

NOTE Confidence: 0.9093418

00:30:06.050 --> 00:30:08.500 So there is a private keyword for

NOTE Confidence: 0.9093418

00:30:08.500 --> 00:30:09.933 neuroscience seminars that they're

NOTE Confidence: 0.9093418

00:30:09.933 --> 00:30:11.823 using to generate this list so

NOTE Confidence: 0.9093418

00:30:11.823 --> 00:30:13.770 that only their seminars appear.

NOTE Confidence: 0.9093418

00:30:13.770 --> 00:30:16.116 But they still have a full

NOTE Confidence: 0.9093418

00:30:16.116 --> 00:30:16.764 calendar somewhere.

NOTE Confidence: 0.9093418

00:30:16.764 --> 00:30:18.288 I can't remember on their site

NOTE Confidence: 0.9093418

00:30:18.288 --> 00:30:19.789 that displays all kinds of events,

NOTE Confidence: 0.9093418

00:30:19.790 --> 00:30:21.032 including regular meetings,

NOTE Confidence: 0.9093418

00:30:21.032 --> 00:30:22.688 things other than seminars.

NOTE Confidence: 0.9093418

00:30:22.690 --> 00:30:24.762 So for some reason you have a reason

NOTE Confidence: 0.9093418

00:30:24.762 --> 00:30:26.779 that you want to filter to specific

NOTE Confidence: 0.9093418

00:30:26.779 --> 00:30:28.910 types of events and all this thing.

NOTE Confidence: 0.9093418

00:30:28.910 --> 00:30:31.199 This is what private keywords are for.

NOTE Confidence: 0.9093418

00:30:31.200 --> 00:30:33.762 Um, just you will need to contact

NOTE Confidence: 0.9093418

00:30:33.762 --> 00:30:36.200 our team to create a private

NOTE Confidence: 0.9093418

00:30:36.200 --> 00:30:38.285 keyword if you need one.

NOTE Confidence: 0.9093418

00:30:38.290 --> 00:30:40.342 So, and you would need us to help it

NOTE Confidence: 0.9093418

00:30:40.342 --> 00:30:41.860 configure it on the website anyway,

NOTE Confidence: 0.9093418

00:30:41.860 --> 00:30:43.470 so if you're interested in

NOTE Confidence: 0.9093418

00:30:43.470 --> 00:30:44.758 doing something like this,

NOTE Confidence: 0.9093418

00:30:44.760 --> 00:30:48.120 please just shoot an e-mail to Lysander,

NOTE Confidence: 0.9093418

00:30:48.120 --> 00:30:49.116 editor at yale.edu.

NOTE Confidence: 0.9093418

00:30:49.116 --> 00:30:51.440 We'll get that set up for you.

NOTE Confidence: 0.9093418

00:30:51.440 --> 00:30:53.312 The one thing you have to keep in

NOTE Confidence: 0.9093418

00:30:53.312 --> 00:30:55.323 mind is then going forward to make

NOTE Confidence: 0.9093418

00:30:55.323 --> 00:30:57.190 sure your events that you want

NOTE Confidence: 0.9093418

00:30:57.190 --> 00:30:59.140 to appear in that more specific

NOTE Confidence: 0.9093418

00:30:59.140 --> 00:31:00.608 filtered list always appear.

NOTE Confidence: 0.9093418

00:31:00.608 --> 00:31:04.512 You're going to have to at each time.

NOTE Confidence: 0.9093418

00:31:04.520 --> 00:31:07.698 So it might be a keyword for
NOTE Confidence: 0.9093418

00:31:07.698 --> 00:31:09.060 the relevant event.
NOTE Confidence: 0.9093418

00:31:09.060 --> 00:31:10.434 And that will make it populate
NOTE Confidence: 0.9093418

00:31:10.434 --> 00:31:11.350 in your filtered list.
NOTE Confidence: 0.837224371666667

00:31:13.790 --> 00:31:15.652 OK, I did a lot of talking
NOTE Confidence: 0.837224371666667

00:31:15.652 --> 00:31:17.370 and writing in fake content,
NOTE Confidence: 0.837224371666667

00:31:17.370 --> 00:31:19.176 but once we've added I could
NOTE Confidence: 0.837224371666667

00:31:19.176 --> 00:31:20.890 have even done this sooner.
NOTE Confidence: 0.837224371666667

00:31:20.890 --> 00:31:23.890 Pretty much at any point after I add
NOTE Confidence: 0.837224371666667

00:31:23.890 --> 00:31:26.362 that initial information up at the
NOTE Confidence: 0.837224371666667

00:31:26.362 --> 00:31:28.210 very top when I entered my title,
NOTE Confidence: 0.837224371666667

00:31:28.210 --> 00:31:30.650 date and time and contacts.
NOTE Confidence: 0.837224371666667

00:31:30.650 --> 00:31:31.538 Once I've done that,
NOTE Confidence: 0.837224371666667

00:31:31.538 --> 00:31:33.424 I can then preview my event with this
NOTE Confidence: 0.837224371666667

00:31:33.424 --> 00:31:35.188 button that appears at the bottom here.
NOTE Confidence: 0.21053663

00:31:41.040 --> 00:31:44.590 England. Well, this is my connection

NOTE Confidence: 0.21053663
00:31:44.590 --> 00:31:45.726 or the development environment.
NOTE Confidence: 0.8823384425
00:31:50.150 --> 00:31:51.921 But eventually, and it will be much
NOTE Confidence: 0.8823384425
00:31:51.921 --> 00:31:53.670 faster in the production system,
NOTE Confidence: 0.8823384425
00:31:53.670 --> 00:31:55.203 I will see a preview of what
NOTE Confidence: 0.8823384425
00:31:55.203 --> 00:31:56.419 my event looks like here.
NOTE Confidence: 0.7047236
00:31:59.270 --> 00:31:59.570 Hmm.
NOTE Confidence: 0.774592622
00:32:01.870 --> 00:32:04.880 OK, this is really unfortunate.
NOTE Confidence: 0.774592622
00:32:04.880 --> 00:32:06.390 Sure, that will load eventually.
NOTE Confidence: 0.8625212
00:32:11.170 --> 00:32:12.676 Alright, so I'm going to skip
NOTE Confidence: 0.8625212
00:32:12.676 --> 00:32:14.490 this step for now once I'm done.
NOTE Confidence: 0.8625212
00:32:14.490 --> 00:32:16.194 Once I've previewed my event and
NOTE Confidence: 0.8625212
00:32:16.194 --> 00:32:18.515 it looks great, then I will go to
NOTE Confidence: 0.8625212
00:32:18.515 --> 00:32:20.879 publish it and I simply click publish
NOTE Confidence: 0.8625212
00:32:20.879 --> 00:32:23.345 and now this event is published.
NOTE Confidence: 0.8625212
00:32:23.350 --> 00:32:26.199 Once that happens, if my event is
NOTE Confidence: 0.8625212

00:32:26.199 --> 00:32:28.273 automatically accepted to any calendars
NOTE Confidence: 0.8625212

00:32:28.273 --> 00:32:31.010 because I have the proper access now,
NOTE Confidence: 0.8625212

00:32:31.010 --> 00:32:33.460 that event's going to start appearing on
NOTE Confidence: 0.8625212

00:32:33.460 --> 00:32:35.951 the website otherwise if I don't have
NOTE Confidence: 0.8625212

00:32:35.951 --> 00:32:37.676 administrative access or editor access.
NOTE Confidence: 0.8625212

00:32:37.680 --> 00:32:40.848 Two, the calendars I'm suggesting to
NOTE Confidence: 0.8625212

00:32:40.850 --> 00:32:43.783 these events will all be pending and
NOTE Confidence: 0.8625212

00:32:43.783 --> 00:32:46.890 waiting for approval from the relevant
NOTE Confidence: 0.8625212

00:32:46.890 --> 00:32:49.219 calendar administrator to click accept,
NOTE Confidence: 0.8625212

00:32:49.219 --> 00:32:51.517 and once they accept then that
NOTE Confidence: 0.8625212

00:32:51.517 --> 00:32:53.717 event will appear on the site.
NOTE Confidence: 0.8625212

00:32:53.720 --> 00:32:55.868 If you think your events should
NOTE Confidence: 0.8625212

00:32:55.868 --> 00:32:57.704 be automatically appearing on a
NOTE Confidence: 0.8625212

00:32:57.704 --> 00:32:59.744 particular calendar and you are not
NOTE Confidence: 0.8625212

00:32:59.744 --> 00:33:01.243 seeing them accepted automatically
NOTE Confidence: 0.8625212

00:33:01.243 --> 00:33:03.298 and it says pending instead,

NOTE Confidence: 0.8625212

00:33:03.300 --> 00:33:05.197 just reach out to us again at

NOTE Confidence: 0.8625212

00:33:05.197 --> 00:33:06.839 YS and editor at yale.edu.

NOTE Confidence: 0.8625212

00:33:06.840 --> 00:33:10.665 It just means we need to update your access.

NOTE Confidence: 0.8625212

00:33:10.670 --> 00:33:14.300 And my review finally showed up.

NOTE Confidence: 0.8625212

00:33:14.300 --> 00:33:18.310 So here is my event.

NOTE Confidence: 0.8625212

00:33:18.310 --> 00:33:22.582 I've got my RP information here

NOTE Confidence: 0.8625212

00:33:22.582 --> 00:33:25.430 with my RCP contact.

NOTE Confidence: 0.8625212

00:33:25.430 --> 00:33:27.370 I've got my related links.

NOTE Confidence: 0.8625212

00:33:27.370 --> 00:33:29.680 I've got my related document here.

NOTE Confidence: 0.821160582666667

00:33:32.380 --> 00:33:34.900 I've got my location listed at the very

NOTE Confidence: 0.821160582666667

00:33:34.900 --> 00:33:37.336 top there is a link that's generated.

NOTE Confidence: 0.821160582666667

00:33:37.340 --> 00:33:38.546 You don't have to do anything

NOTE Confidence: 0.821160582666667

00:33:38.546 --> 00:33:39.520 special to set this up.

NOTE Confidence: 0.821160582666667

00:33:39.520 --> 00:33:41.536 This will download an iCal file for

NOTE Confidence: 0.821160582666667

00:33:41.536 --> 00:33:43.200 whoever is looking at this event,

NOTE Confidence: 0.821160582666667

00:33:43.200 --> 00:33:46.649 so they can easily add this event to
NOTE Confidence: 0.821160582666667

00:33:46.649 --> 00:33:48.364 whatever calendar client they're using,
NOTE Confidence: 0.821160582666667

00:33:48.370 --> 00:33:51.316 whether it's outlook or Google Calendar.
NOTE Confidence: 0.821160582666667

00:33:51.320 --> 00:33:53.306 Pretty much every calendar client that
NOTE Confidence: 0.821160582666667

00:33:53.306 --> 00:33:55.599 exists is going to use the format
NOTE Confidence: 0.821160582666667

00:33:55.599 --> 00:33:57.417 file that you can download here,
NOTE Confidence: 0.821160582666667

00:33:57.420 --> 00:33:58.740 so you can easily just add
NOTE Confidence: 0.821160582666667

00:33:58.740 --> 00:34:00.140 this to your own calendar.
NOTE Confidence: 0.821160582666667

00:34:00.140 --> 00:34:02.948 I've got a nice big video player for my.
NOTE Confidence: 0.821160582666667

00:34:02.950 --> 00:34:05.248 My event recording,
NOTE Confidence: 0.821160582666667

00:34:05.250 --> 00:34:07.152 which is not really an event
NOTE Confidence: 0.821160582666667

00:34:07.152 --> 00:34:08.960 recording but it's dependent is and
NOTE Confidence: 0.821160582666667

00:34:08.960 --> 00:34:11.550 then I've got my other details that
NOTE Confidence: 0.821160582666667

00:34:11.550 --> 00:34:14.107 I entered here that appear below.
NOTE Confidence: 0.821160582666667

00:34:14.110 --> 00:34:16.492 Um, so that's pretty much it
NOTE Confidence: 0.821160582666667

00:34:16.492 --> 00:34:18.080 for a single event.

NOTE Confidence: 0.813010248181818

00:34:22.230 --> 00:34:24.120 I see a question about delay

NOTE Confidence: 0.813010248181818

00:34:24.120 --> 00:34:26.170 in publishing it be searchable.

NOTE Confidence: 0.813010248181818

00:34:26.170 --> 00:34:29.292 So we had lots of issues right

NOTE Confidence: 0.813010248181818

00:34:29.292 --> 00:34:32.335 after launch with there being long

NOTE Confidence: 0.813010248181818

00:34:32.335 --> 00:34:34.450 delays like an hour or longer,

NOTE Confidence: 0.813010248181818

00:34:34.450 --> 00:34:37.194 but that is abnormal and not correct

NOTE Confidence: 0.813010248181818

00:34:37.194 --> 00:34:38.970 when everything's functioning properly,

NOTE Confidence: 0.813010248181818

00:34:38.970 --> 00:34:40.542 which it is at the moment

NOTE Confidence: 0.813010248181818

00:34:40.542 --> 00:34:42.219 and has been for the past.

NOTE Confidence: 0.813010248181818

00:34:42.220 --> 00:34:44.170 Couple of weeks since the

NOTE Confidence: 0.813010248181818

00:34:44.170 --> 00:34:46.120 initial couple days after launch,

NOTE Confidence: 0.813010248181818

00:34:46.120 --> 00:34:48.905 you should see your events

NOTE Confidence: 0.813010248181818

00:34:48.905 --> 00:34:51.133 appear within 6 minutes.

NOTE Confidence: 0.813010248181818

00:34:51.140 --> 00:34:52.820 It shouldn't take more than five

NOTE Confidence: 0.813010248181818

00:34:52.820 --> 00:34:54.514 or six minutes for your event

NOTE Confidence: 0.813010248181818

00:34:54.514 --> 00:34:56.320 to show up after it is published

NOTE Confidence: 0.813010248181818

00:34:56.320 --> 00:34:57.900 and accepted to a calendar,

NOTE Confidence: 0.813010248181818

00:34:57.900 --> 00:35:01.430 so there is a slight delay, but it's.

NOTE Confidence: 0.813010248181818

00:35:01.430 --> 00:35:02.670 6 minutes is the maximum,

NOTE Confidence: 0.813010248181818

00:35:02.670 --> 00:35:05.580 you could see it even sooner.

NOTE Confidence: 0.813010248181818

00:35:05.580 --> 00:35:08.106 And any other questions I have,

NOTE Confidence: 0.813010248181818

00:35:08.110 --> 00:35:08.620 we're working

NOTE Confidence: 0.829435835

00:35:08.630 --> 00:35:11.899 on improving that so that it's more

NOTE Confidence: 0.829435835

00:35:11.899 --> 00:35:14.090 instantaneous with what we call

NOTE Confidence: 0.829435835

00:35:14.090 --> 00:35:16.370 granular indexing and cash busting.

NOTE Confidence: 0.829435835

00:35:16.370 --> 00:35:17.546 So that that's an improvement that

NOTE Confidence: 0.829435835

00:35:17.546 --> 00:35:18.710 will come over the next month.

NOTE Confidence: 0.919887814

00:35:23.020 --> 00:35:25.820 Any other questions before I move on

NOTE Confidence: 0.919887814

00:35:25.820 --> 00:35:27.876 to recurring events, I spent a lot

NOTE Confidence: 0.919887814

00:35:27.876 --> 00:35:29.160 of time talking about single events.

NOTE Confidence: 0.81970857047619

00:35:32.670 --> 00:35:35.478 OK. I think recurring events will

NOTE Confidence: 0.81970857047619

00:35:35.478 --> 00:35:38.572 be quick because really it's mostly

NOTE Confidence: 0.81970857047619

00:35:38.572 --> 00:35:41.407 identical to single events with

NOTE Confidence: 0.81970857047619

00:35:41.407 --> 00:35:43.440 the additional complexity of.

NOTE Confidence: 0.81970857047619

00:35:43.440 --> 00:35:47.630 Having multiple sessions so I'm not this.

NOTE Confidence: 0.81970857047619

00:35:47.630 --> 00:35:49.490 These fields are all the same.

NOTE Confidence: 0.81970857047619

00:35:49.490 --> 00:35:53.140 I've got my optional subtitle.

NOTE Confidence: 0.81970857047619

00:35:53.140 --> 00:35:54.757 Oh, I'm sorry, I totally skipped over.

NOTE Confidence: 0.81970857047619

00:35:54.760 --> 00:35:55.800 That's the first time through.

NOTE Confidence: 0.81970857047619

00:35:55.800 --> 00:35:56.922 But event status?

NOTE Confidence: 0.81970857047619

00:35:56.922 --> 00:35:58.418 This is pretty important.

NOTE Confidence: 0.81970857047619

00:35:58.420 --> 00:35:59.992 If you know for sure the

NOTE Confidence: 0.81970857047619

00:35:59.992 --> 00:36:01.040 events going to happen,

NOTE Confidence: 0.81970857047619

00:36:01.040 --> 00:36:03.250 you should just select confirmed.

NOTE Confidence: 0.81970857047619

00:36:03.250 --> 00:36:07.294 If. I guess I don't know who's coming

NOTE Confidence: 0.81970857047619

00:36:07.294 --> 00:36:09.616 in here to submit tentative events,

NOTE Confidence: 0.81970857047619

00:36:09.620 --> 00:36:11.236 but if your event has a tentative date
NOTE Confidence: 0.81970857047619

00:36:11.236 --> 00:36:13.058 you want to get it on the calendar
NOTE Confidence: 0.81970857047619

00:36:13.058 --> 00:36:14.449 because it's probably going to happen,
NOTE Confidence: 0.81970857047619

00:36:14.450 --> 00:36:17.538 but yet you should mark it as tentative.
NOTE Confidence: 0.81970857047619

00:36:17.540 --> 00:36:19.166 This actually doesn't make any difference
NOTE Confidence: 0.81970857047619

00:36:19.166 --> 00:36:21.138 on the front end website right now,
NOTE Confidence: 0.81970857047619

00:36:21.140 --> 00:36:23.590 but very soon we're going to start
NOTE Confidence: 0.81970857047619

00:36:23.590 --> 00:36:25.192 displaying this this tentative tag
NOTE Confidence: 0.81970857047619

00:36:25.192 --> 00:36:27.400 as a label on the event so that
NOTE Confidence: 0.81970857047619

00:36:27.466 --> 00:36:29.421 people have it's not necessarily
NOTE Confidence: 0.81970857047619

00:36:29.421 --> 00:36:31.230 finalized and 100% going to happen.
NOTE Confidence: 0.715381478333333

00:36:34.340 --> 00:36:36.800 But that's what tentative is for,
NOTE Confidence: 0.715381478333333

00:36:36.800 --> 00:36:39.400 just indicate that we have a tentative date.
NOTE Confidence: 0.715381478333333

00:36:39.400 --> 00:36:40.640 It's not final just yet.
NOTE Confidence: 0.715381478333333

00:36:40.640 --> 00:36:41.963 You just need to make sure to
NOTE Confidence: 0.715381478333333

00:36:41.963 --> 00:36:43.425 remember to go in and select confirm

NOTE Confidence: 0.715381478333333

00:36:43.425 --> 00:36:45.040 once you sure it's going to happen,

NOTE Confidence: 0.715381478333333

00:36:45.040 --> 00:36:46.455 especially when we start displaying

NOTE Confidence: 0.715381478333333

00:36:46.455 --> 00:36:48.320 this on the front end website.

NOTE Confidence: 0.715381478333333

00:36:48.320 --> 00:36:50.600 And then lastly, what's really important

NOTE Confidence: 0.715381478333333

00:36:50.600 --> 00:36:53.509 is if you have submitted an event.

NOTE Confidence: 0.715381478333333

00:36:53.510 --> 00:36:55.232 It's already been approved to the

NOTE Confidence: 0.715381478333333

00:36:55.232 --> 00:36:57.050 calendar it's displaying on the websites.

NOTE Confidence: 0.715381478333333

00:36:57.050 --> 00:36:59.108 If the events cancelled for some reason,

NOTE Confidence: 0.715381478333333

00:36:59.110 --> 00:37:00.844 you really should not come in

NOTE Confidence: 0.715381478333333

00:37:00.844 --> 00:37:02.639 here and just delete the event.

NOTE Confidence: 0.715381478333333

00:37:02.640 --> 00:37:04.015 Because then it's just going

NOTE Confidence: 0.715381478333333

00:37:04.015 --> 00:37:05.720 to remove it from the site.

NOTE Confidence: 0.715381478333333

00:37:05.720 --> 00:37:07.250 But that doesn't help people

NOTE Confidence: 0.715381478333333

00:37:07.250 --> 00:37:09.320 who might have seen it already.

NOTE Confidence: 0.715381478333333

00:37:09.320 --> 00:37:12.048 So what you should do is select cancelled

NOTE Confidence: 0.715381478333333

00:37:12.048 --> 00:37:14.915 here and then publish what this will do.
NOTE Confidence: 0.715381478333333
00:37:14.920 --> 00:37:16.285 And I don't have an example handy,
NOTE Confidence: 0.715381478333333
00:37:16.290 --> 00:37:19.454 but I'll try to make one maybe
NOTE Confidence: 0.715381478333333
00:37:19.454 --> 00:37:20.810 a little later.
NOTE Confidence: 0.715381478333333
00:37:20.810 --> 00:37:22.390 It'll give it special formatting,
NOTE Confidence: 0.715381478333333
00:37:22.390 --> 00:37:23.800 so then the website it's totally
NOTE Confidence: 0.715381478333333
00:37:23.800 --> 00:37:25.280 grayed out and it's going to
NOTE Confidence: 0.715381478333333
00:37:25.280 --> 00:37:26.505 say cancelled in big letters.
NOTE Confidence: 0.715381478333333
00:37:26.510 --> 00:37:28.120 That's just a nice feature for people
NOTE Confidence: 0.715381478333333
00:37:28.120 --> 00:37:29.880 who might have seen the event already,
NOTE Confidence: 0.715381478333333
00:37:29.880 --> 00:37:31.728 so they know this event isn't
NOTE Confidence: 0.715381478333333
00:37:31.728 --> 00:37:32.344 happening anymore.
NOTE Confidence: 0.715381478333333
00:37:32.350 --> 00:37:33.853 It's maybe going to happen at a later date,
NOTE Confidence: 0.715381478333333
00:37:33.860 --> 00:37:35.477 and they won't show up at an
NOTE Confidence: 0.715381478333333
00:37:35.477 --> 00:37:36.730 event that's been cancelled.
NOTE Confidence: 0.715381478333333
00:37:36.730 --> 00:37:38.848 So if your event gets canceled,

NOTE Confidence: 0.715381478333333
00:37:38.850 --> 00:37:40.010 please don't come in here
NOTE Confidence: 0.715381478333333
00:37:40.010 --> 00:37:41.170 and just delete the event.
NOTE Confidence: 0.715381478333333
00:37:41.170 --> 00:37:43.010 Come into this into Beatrix,
NOTE Confidence: 0.715381478333333
00:37:43.010 --> 00:37:43.883 visit your event,
NOTE Confidence: 0.715381478333333
00:37:43.883 --> 00:37:45.338 browse to your event and
NOTE Confidence: 0.715381478333333
00:37:45.338 --> 00:37:46.909 change the status to cancel.
NOTE Confidence: 0.715381478333333
00:37:46.910 --> 00:37:48.452 That will update all instances of
NOTE Confidence: 0.715381478333333
00:37:48.452 --> 00:37:50.360 the event on the website, so it's.
NOTE Confidence: 0.715381478333333
00:37:50.360 --> 00:37:51.795 Very clear that the event is no
NOTE Confidence: 0.715381478333333
00:37:51.795 --> 00:37:53.057 longer occurring on that date.
NOTE Confidence: 0.72543583
00:37:55.300 --> 00:37:59.059 Um, OK all right. Here's the fun.
NOTE Confidence: 0.72543583
00:37:59.060 --> 00:38:01.676 Part of recurring events is setting
NOTE Confidence: 0.72543583
00:38:01.676 --> 00:38:04.060 the current the recurrence pattern.
NOTE Confidence: 0.72543583
00:38:04.060 --> 00:38:06.196 So let's say I was talking about a
NOTE Confidence: 0.72543583
00:38:06.196 --> 00:38:07.978 meeting that occurs every Tuesday.
NOTE Confidence: 0.72543583

00:38:07.980 --> 00:38:08.985 That's really easy.
NOTE Confidence: 0.72543583

00:38:08.985 --> 00:38:12.518 So my start date is going to be next Tuesday.
NOTE Confidence: 0.72543583

00:38:12.520 --> 00:38:14.216 I want this event.
NOTE Confidence: 0.72543583

00:38:14.216 --> 00:38:16.336 It's going to happen every
NOTE Confidence: 0.72543583

00:38:16.336 --> 00:38:17.989 single Tuesday until.
NOTE Confidence: 0.72543583

00:38:17.990 --> 00:38:18.634 March 28th.
NOTE Confidence: 0.72543583

00:38:18.634 --> 00:38:20.244 So I'll say March fight,
NOTE Confidence: 0.72543583

00:38:20.250 --> 00:38:22.266 and by March 28th I could also enter
NOTE Confidence: 0.72543583

00:38:22.266 --> 00:38:23.923 some number of occurrences that I
NOTE Confidence: 0.72543583

00:38:23.923 --> 00:38:25.780 want to happen before I cancel it.
NOTE Confidence: 0.748043425

00:38:28.340 --> 00:38:31.418 And then importantly, the recurrence pattern.
NOTE Confidence: 0.748043425

00:38:31.420 --> 00:38:32.724 It could be daily.
NOTE Confidence: 0.748043425

00:38:32.724 --> 00:38:34.354 I'm not line every Tuesday,
NOTE Confidence: 0.748043425

00:38:34.360 --> 00:38:37.936 so I'm going to select complete.
NOTE Confidence: 0.748043425

00:38:37.940 --> 00:38:39.938 It's my event is going to recur every week.
NOTE Confidence: 0.748043425

00:38:39.940 --> 00:38:41.060 I could make it every other week,

NOTE Confidence: 0.748043425

00:38:41.060 --> 00:38:43.076 every three weeks, what have you,

NOTE Confidence: 0.748043425

00:38:43.080 --> 00:38:45.270 and it's going to recur

NOTE Confidence: 0.748043425

00:38:45.270 --> 00:38:47.460 every one week on Tuesday.

NOTE Confidence: 0.748043425

00:38:47.460 --> 00:38:49.330 And the start time is going to be 1:00 PM.

NOTE Confidence: 0.748043425

00:38:49.330 --> 00:38:52.372 My end time is going to be 2:00 PM.

NOTE Confidence: 0.748043425

00:38:52.380 --> 00:38:53.640 That was a really simple one.

NOTE Confidence: 0.748043425

00:38:53.640 --> 00:38:55.746 I don't really want to go

NOTE Confidence: 0.748043425

00:38:55.746 --> 00:38:57.245 through every permutation of.

NOTE Confidence: 0.748043425

00:38:57.245 --> 00:38:59.915 We have lots of options here,

NOTE Confidence: 0.748043425

00:38:59.920 --> 00:39:02.566 but you can create some pretty complex

NOTE Confidence: 0.748043425

00:39:02.566 --> 00:39:04.434 recurrence patterns with the options

NOTE Confidence: 0.748043425

00:39:04.434 --> 00:39:08.240 we have available here if needed. Umm.

NOTE Confidence: 0.748043425

00:39:08.240 --> 00:39:11.318 Again, I have to add my contact and honestly,

NOTE Confidence: 0.748043425

00:39:11.320 --> 00:39:14.659 aside from this.

NOTE Confidence: 0.748043425

00:39:14.660 --> 00:39:16.907 There isn't a whole lot that's different,

NOTE Confidence: 0.748043425

00:39:16.910 --> 00:39:17.472 except.
NOTE Confidence: 0.748043425

00:39:17.472 --> 00:39:20.844 That I do have the ability.
NOTE Confidence: 0.748043425

00:39:20.850 --> 00:39:22.390 To edit individual occurrences.
NOTE Confidence: 0.748043425

00:39:22.390 --> 00:39:23.545 So I'm sorry,
NOTE Confidence: 0.748043425

00:39:23.550 --> 00:39:26.034 I'm skipping past all these other
NOTE Confidence: 0.748043425

00:39:26.034 --> 00:39:28.233 sections because they are exactly
NOTE Confidence: 0.748043425

00:39:28.233 --> 00:39:31.234 identical to creating a single event.
NOTE Confidence: 0.748043425

00:39:31.234 --> 00:39:31.750 However,
NOTE Confidence: 0.748043425

00:39:31.750 --> 00:39:33.724 the one section that's different is
NOTE Confidence: 0.748043425

00:39:33.724 --> 00:39:35.644 the event occurrences where I can
NOTE Confidence: 0.748043425

00:39:35.644 --> 00:39:37.276 see all the individual instances of
NOTE Confidence: 0.748043425

00:39:37.276 --> 00:39:39.129 this event that are going to occur.
NOTE Confidence: 0.748043425

00:39:39.130 --> 00:39:41.811 So if for some reason I'm creating
NOTE Confidence: 0.748043425

00:39:41.811 --> 00:39:44.450 a really funky recurrence pattern
NOTE Confidence: 0.748043425

00:39:44.450 --> 00:39:46.726 where for some reason.
NOTE Confidence: 0.748043425

00:39:46.726 --> 00:39:50.427 Like Yale's gonna be on break 1227,

NOTE Confidence: 0.748043425

00:39:50.427 --> 00:39:52.756 so maybe I wanna come to the 1227

NOTE Confidence: 0.748043425

00:39:52.756 --> 00:39:54.968 event and I wanna delete this one

NOTE Confidence: 0.748043425

00:39:54.968 --> 00:39:56.908 because it's not going to happen.

NOTE Confidence: 0.748043425

00:39:56.910 --> 00:39:58.548 I haven't even published this event yet,

NOTE Confidence: 0.748043425

00:39:58.550 --> 00:40:00.286 so I don't have to mark it cancelled.

NOTE Confidence: 0.748043425

00:40:00.290 --> 00:40:01.450 I haven't published this event.

NOTE Confidence: 0.748043425

00:40:01.450 --> 00:40:02.788 I just want to delete this

NOTE Confidence: 0.748043425

00:40:02.788 --> 00:40:03.951 occurrence because we're not going

NOTE Confidence: 0.748043425

00:40:03.951 --> 00:40:05.307 to meet two days after Christmas,

NOTE Confidence: 0.748043425

00:40:05.310 --> 00:40:08.758 so I'm just going to delete that occurrence.

NOTE Confidence: 0.748043425

00:40:08.760 --> 00:40:11.404 The other thing I might want to do um,

NOTE Confidence: 0.748043425

00:40:11.404 --> 00:40:13.424 if you have speakers for

NOTE Confidence: 0.748043425

00:40:13.424 --> 00:40:14.636 your recurring event,

NOTE Confidence: 0.748043425

00:40:14.640 --> 00:40:17.223 you're going to want to go into each of

NOTE Confidence: 0.748043425

00:40:17.223 --> 00:40:19.423 these occurrences and add the correct

NOTE Confidence: 0.748043425

00:40:19.423 --> 00:40:22.340 speakers as you know as you learn who
NOTE Confidence: 0.748043425

00:40:22.340 --> 00:40:24.500 they are for the upcoming occurrences.
NOTE Confidence: 0.748043425

00:40:24.500 --> 00:40:26.642 The other thing is if for some reason we
NOTE Confidence: 0.748043425

00:40:26.642 --> 00:40:28.958 need to reschedule an occurrence and event,
NOTE Confidence: 0.748043425

00:40:28.960 --> 00:40:31.732 say we can't meet January 3rd on Tuesday for
NOTE Confidence: 0.748043425

00:40:31.732 --> 00:40:34.376 some reason because there's some problem,
NOTE Confidence: 0.748043425

00:40:34.380 --> 00:40:38.060 so I need to meet on Thursday instead.
NOTE Confidence: 0.748043425

00:40:38.060 --> 00:40:38.490 Just note.
NOTE Confidence: 0.748043425

00:40:38.490 --> 00:40:40.210 Have to be a little bit careful here,
NOTE Confidence: 0.748043425

00:40:40.210 --> 00:40:42.716 because the way we've set this up,
NOTE Confidence: 0.748043425

00:40:42.720 --> 00:40:44.868 I can't make this a current.
NOTE Confidence: 0.748043425

00:40:44.870 --> 00:40:47.446 I can't change the order of my occurrences,
NOTE Confidence: 0.748043425

00:40:47.450 --> 00:40:48.890 so I've picked my January,
NOTE Confidence: 0.748043425

00:40:48.890 --> 00:40:50.393 January 3rd occurrence.
NOTE Confidence: 0.748043425

00:40:50.393 --> 00:40:52.898 I can't make it happen.
NOTE Confidence: 0.748043425

00:40:52.900 --> 00:40:55.320 Either before the previous occurrence,

NOTE Confidence: 0.748043425
00:40:55.320 --> 00:40:57.994 which is actually going to be now,
NOTE Confidence: 0.748043425
00:40:58.000 --> 00:40:58.896 I need to look at my calendar.
NOTE Confidence: 0.748043425
00:40:58.900 --> 00:41:01.096 Because I deleted the 27th, the 20th,
NOTE Confidence: 0.748043425
00:41:01.096 --> 00:41:03.640 I can't make it earlier than the 20th
NOTE Confidence: 0.748043425
00:41:03.715 --> 00:41:06.019 or later than the next occurrence,
NOTE Confidence: 0.748043425
00:41:06.020 --> 00:41:08.530 which would be the 10th.
NOTE Confidence: 0.748043425
00:41:08.530 --> 00:41:08.928 Because.
NOTE Confidence: 0.748043425
00:41:08.928 --> 00:41:11.714 That just wouldn't really make any sense.
NOTE Confidence: 0.748043425
00:41:11.720 --> 00:41:14.270 If it's going to be later than the 10th
NOTE Confidence: 0.748043425
00:41:14.331 --> 00:41:16.695 or earlier than the previous iteration,
NOTE Confidence: 0.748043425
00:41:16.700 --> 00:41:19.850 I should just delete this occurrence and
NOTE Confidence: 0.748043425
00:41:19.850 --> 00:41:22.559 fix the appropriate occurrence there.
NOTE Confidence: 0.748043425
00:41:22.560 --> 00:41:24.999 So. But the UI will tell you right here.
NOTE Confidence: 0.748043425
00:41:25.000 --> 00:41:26.460 The interface is going to
NOTE Confidence: 0.748043425
00:41:26.460 --> 00:41:27.920 tell you right here what
NOTE Confidence: 0.8179645373333333

00:41:27.984 --> 00:41:29.739 your acceptable date range is.
NOTE Confidence: 0.817964537333333
00:41:29.740 --> 00:41:31.260 I guess I didn't need to look at my calendar,
NOTE Confidence: 0.817964537333333
00:41:31.260 --> 00:41:33.180 I just looked at that.
NOTE Confidence: 0.817964537333333
00:41:33.180 --> 00:41:35.707 So instead of Tuesday on this week,
NOTE Confidence: 0.817964537333333
00:41:35.710 --> 00:41:37.840 we're going to meet Thursday.
NOTE Confidence: 0.817964537333333
00:41:37.840 --> 00:41:41.438 Same time so I update that event.
NOTE Confidence: 0.817964537333333
00:41:41.440 --> 00:41:43.876 I haven't suggested my event anywhere yet,
NOTE Confidence: 0.817964537333333
00:41:43.880 --> 00:41:46.168 so that's a little bit of a hassle,
NOTE Confidence: 0.817964537333333
00:41:46.170 --> 00:41:48.828 but anyway, I've updated my current
NOTE Confidence: 0.817964537333333
00:41:48.828 --> 00:41:51.591 so it's now happening on that
NOTE Confidence: 0.817964537333333
00:41:51.591 --> 00:41:53.866 Thursday instead of that Tuesday.
NOTE Confidence: 0.25194004
00:41:56.310 --> 00:41:59.520 Umm. And again, aside from that,
NOTE Confidence: 0.25194004
00:41:59.520 --> 00:42:01.580 it really is identical to
NOTE Confidence: 0.25194004
00:42:01.580 --> 00:42:03.228 managing a single event.
NOTE Confidence: 0.808562635714286
00:42:05.920 --> 00:42:07.796 OK, so that's it for recurring events.
NOTE Confidence: 0.808562635714286
00:42:07.800 --> 00:42:09.168 Do I have any questions about

NOTE Confidence: 0.808562635714286
00:42:09.168 --> 00:42:10.332 recurring events before I go
NOTE Confidence: 0.808562635714286
00:42:10.332 --> 00:42:11.367 on to multi session events?
NOTE Confidence: 0.9253741
00:42:14.000 --> 00:42:18.091 OK great. So creating multi session
NOTE Confidence: 0.9253741
00:42:18.091 --> 00:42:19.839 events is somewhat time-consuming,
NOTE Confidence: 0.9253741
00:42:19.840 --> 00:42:23.347 so I started creating my own already.
NOTE Confidence: 0.9253741
00:42:23.350 --> 00:42:28.860 It's Mark's big fancy conference. Umm.
NOTE Confidence: 0.9253741
00:42:28.860 --> 00:42:30.900 The purpose of multi session events
NOTE Confidence: 0.9253741
00:42:30.900 --> 00:42:33.771 is solely if you have some event that
NOTE Confidence: 0.9253741
00:42:33.771 --> 00:42:36.286 maybe is occurring over the course of
NOTE Confidence: 0.9253741
00:42:36.286 --> 00:42:38.590 a whole day or several days and there
NOTE Confidence: 0.9253741
00:42:38.590 --> 00:42:41.176 are going to be sub events that happen.
NOTE Confidence: 0.9253741
00:42:41.180 --> 00:42:45.542 Like a conference that has multiple
NOTE Confidence: 0.9253741
00:42:45.542 --> 00:42:48.180 sessions maybe or even multiple sessions
NOTE Confidence: 0.9253741
00:42:48.180 --> 00:42:50.284 that maybe people have to choose which
NOTE Confidence: 0.9253741
00:42:50.284 --> 00:42:52.484 session they would like to go to because
NOTE Confidence: 0.9253741

00:42:52.484 --> 00:42:54.188 they're happening at the same time.
NOTE Confidence: 0.9253741

00:42:54.190 --> 00:42:56.956 You can set up a pretty
NOTE Confidence: 0.9253741

00:42:56.956 --> 00:42:58.800 complex schedule in here.
NOTE Confidence: 0.9253741

00:42:58.800 --> 00:43:05.070 And it's a UI that's somewhat similar to.
NOTE Confidence: 0.9253741

00:43:05.070 --> 00:43:07.428 Other recurring events right here by
NOTE Confidence: 0.9253741

00:43:07.428 --> 00:43:10.081 managing sessions and again most of these
NOTE Confidence: 0.9253741

00:43:10.081 --> 00:43:12.447 fields are identical to the single event.
NOTE Confidence: 0.9253741

00:43:12.450 --> 00:43:14.178 It's really just these sessions are
NOTE Confidence: 0.9253741

00:43:14.178 --> 00:43:16.027 really what make a multi session
NOTE Confidence: 0.9253741

00:43:16.027 --> 00:43:17.627 event a multi session event.
NOTE Confidence: 0.9253741

00:43:17.630 --> 00:43:19.478 And you could see that these are
NOTE Confidence: 0.9253741

00:43:19.478 --> 00:43:21.410 really their own sort of mini events.
NOTE Confidence: 0.9253741

00:43:21.410 --> 00:43:23.946 They have a start time and end time
NOTE Confidence: 0.9253741

00:43:23.950 --> 00:43:25.966 similar to changing a recurrence pattern.
NOTE Confidence: 0.9253741

00:43:25.970 --> 00:43:28.021 I'm bound by the start date and
NOTE Confidence: 0.9253741

00:43:28.021 --> 00:43:30.453 time and end date and time that

NOTE Confidence: 0.9253741

00:43:30.453 --> 00:43:32.303 I've entered for my conference.

NOTE Confidence: 0.9253741

00:43:32.310 --> 00:43:34.152 I can't make a session that

NOTE Confidence: 0.9253741

00:43:34.152 --> 00:43:35.380 occurs before the conference.

NOTE Confidence: 0.9253741

00:43:35.380 --> 00:43:37.474 Arts are after it ends asked

NOTE Confidence: 0.9253741

00:43:37.474 --> 00:43:38.870 me during that time.

NOTE Confidence: 0.9253741

00:43:38.870 --> 00:43:40.340 But I can,

NOTE Confidence: 0.9253741

00:43:40.340 --> 00:43:41.810 unlike recurring events,

NOTE Confidence: 0.9253741

00:43:41.810 --> 00:43:43.772 make sessions that are occurring at

NOTE Confidence: 0.9253741

00:43:43.772 --> 00:43:46.053 the same time because it might be

NOTE Confidence: 0.9253741

00:43:46.053 --> 00:43:47.573 that these workshops are happening

NOTE Confidence: 0.9253741

00:43:47.573 --> 00:43:49.701 at the same time in the same

NOTE Confidence: 0.9253741

00:43:49.701 --> 00:43:51.432 building but in two different rooms.

NOTE Confidence: 0.9253741

00:43:51.432 --> 00:43:53.528 So I want to make sure that enter

NOTE Confidence: 0.9253741

00:43:53.528 --> 00:43:55.734 that so that people have all this

NOTE Confidence: 0.9253741

00:43:55.734 --> 00:43:57.326 information and I haven't entered

NOTE Confidence: 0.9253741

00:43:57.326 --> 00:43:59.940 a very complicated schedule here.

NOTE Confidence: 0.9253741

00:43:59.940 --> 00:44:03.424 I also Umm I just want to point this out.

NOTE Confidence: 0.9253741

00:44:03.430 --> 00:44:05.278 You can enter in like break times

NOTE Confidence: 0.9253741

00:44:05.278 --> 00:44:06.070 if you have.

NOTE Confidence: 0.9253741

00:44:06.070 --> 00:44:07.904 It's an all day event and maybe

NOTE Confidence: 0.9253741

00:44:07.904 --> 00:44:09.090 going to coffee break.

NOTE Confidence: 0.9253741

00:44:09.090 --> 00:44:11.874 When I check off this break

NOTE Confidence: 0.9253741

00:44:11.874 --> 00:44:13.266 recreation session option,

NOTE Confidence: 0.9253741

00:44:13.270 --> 00:44:15.923 it's going to give this session a

NOTE Confidence: 0.9253741

00:44:15.923 --> 00:44:17.389 slightly different appearance on

NOTE Confidence: 0.9253741

00:44:17.389 --> 00:44:19.202 the front end so that it's kind

NOTE Confidence: 0.9253741

00:44:19.202 --> 00:44:21.408 of clear this is not really part

NOTE Confidence: 0.9253741

00:44:21.408 --> 00:44:23.033 of the conference or symposium

NOTE Confidence: 0.9253741

00:44:23.040 --> 00:44:25.270 or whatever it is proper.

NOTE Confidence: 0.9253741

00:44:25.270 --> 00:44:27.349 It's just a break and I will show you

NOTE Confidence: 0.9253741

00:44:27.349 --> 00:44:29.703 now and hopefully this will be a little

NOTE Confidence: 0.9253741

00:44:29.703 --> 00:44:31.830 bit quicker than our previous preview,

NOTE Confidence: 0.9253741

00:44:31.830 --> 00:44:33.550 but I'm not very hopeful.

NOTE Confidence: 0.9253741

00:44:33.550 --> 00:44:34.964 Yeah, it's going to take a minute

NOTE Confidence: 0.9253741

00:44:34.964 --> 00:44:36.169 to generate my preview here.

NOTE Confidence: 0.9253741

00:44:36.170 --> 00:44:38.258 Um, but when that preview appears,

NOTE Confidence: 0.9253741

00:44:38.260 --> 00:44:38.598 uh,

NOTE Confidence: 0.9253741

00:44:38.598 --> 00:44:40.964 you you will see that a little

NOTE Confidence: 0.9253741

00:44:40.964 --> 00:44:42.991 schedule is created for my

NOTE Confidence: 0.9253741

00:44:42.991 --> 00:44:45.106 workshops that I've added here.

NOTE Confidence: 0.79303626

00:44:47.380 --> 00:44:50.450 Ah, here we go. OK.

NOTE Confidence: 0.79303626

00:44:50.450 --> 00:44:53.546 So here is my not so complicated but

NOTE Confidence: 0.79303626

00:44:53.546 --> 00:44:56.387 kind of complicated scheduling here so

NOTE Confidence: 0.79303626

00:44:56.387 --> 00:45:00.669 you can tell that from my workshop here.

NOTE Confidence: 0.79303626

00:45:00.670 --> 00:45:03.155 Workshop one and Workshop 1A are both

NOTE Confidence: 0.79303626

00:45:03.155 --> 00:45:05.930 occurring at the same time from 12 to two.

NOTE Confidence: 0.79303626

00:45:05.930 --> 00:45:08.366 I didn't include the location here,
NOTE Confidence: 0.79303626

00:45:08.370 --> 00:45:09.069 which is bad.
NOTE Confidence: 0.79303626

00:45:09.069 --> 00:45:10.467 I probably should have done that.
NOTE Confidence: 0.79303626

00:45:10.470 --> 00:45:11.744 I would encourage you to do so,
NOTE Confidence: 0.79303626

00:45:11.750 --> 00:45:13.490 especially if you have sessions occurring
NOTE Confidence: 0.79303626

00:45:13.490 --> 00:45:15.930 at the same time followed by my break time,
NOTE Confidence: 0.79303626

00:45:15.930 --> 00:45:18.252 which gets a little bit of a different layout
NOTE Confidence: 0.79303626

00:45:18.252 --> 00:45:20.660 so it's clear that this is outside of our.
NOTE Confidence: 0.79303626

00:45:20.660 --> 00:45:22.460 Normal programming here and then
NOTE Confidence: 0.79303626

00:45:22.460 --> 00:45:24.640 I have following my break time.
NOTE Confidence: 0.79303626

00:45:24.640 --> 00:45:26.120 I have my workshop too.
NOTE Confidence: 0.79303626

00:45:26.120 --> 00:45:28.184 Umm, you could have an event
NOTE Confidence: 0.79303626

00:45:28.184 --> 00:45:29.920 scheduled that spans multiple days.
NOTE Confidence: 0.79303626

00:45:29.920 --> 00:45:31.660 It'll put we'll show little date
NOTE Confidence: 0.79303626

00:45:31.660 --> 00:45:33.490 indicators here to break up the date,
NOTE Confidence: 0.79303626

00:45:33.490 --> 00:45:35.746 the multiple days of the event

NOTE Confidence: 0.79303626

00:45:35.746 --> 00:45:36.874 if that happens.

NOTE Confidence: 0.79303626

00:45:36.880 --> 00:45:37.590 But again,

NOTE Confidence: 0.79303626

00:45:37.590 --> 00:45:39.720 this is just extending the functionality

NOTE Confidence: 0.79303626

00:45:39.720 --> 00:45:41.987 from single events so you can relate

NOTE Confidence: 0.79303626

00:45:41.987 --> 00:45:43.856 more of these items together and

NOTE Confidence: 0.79303626

00:45:43.856 --> 00:45:45.436 put together a comprehensive list

NOTE Confidence: 0.79303626

00:45:45.436 --> 00:45:48.192 of events for your whole seminar,

NOTE Confidence: 0.79303626

00:45:48.192 --> 00:45:56.800 conference what have you. Umm. That's.

NOTE Confidence: 0.79303626

00:45:56.800 --> 00:45:58.865 I think it for multi session events.

NOTE Confidence: 0.759303396666667

00:45:58.940 --> 00:46:00.720 Heather, could you clarify your

NOTE Confidence: 0.759303396666667

00:46:00.720 --> 00:46:02.260 question? I'm not sure we I

NOTE Confidence: 0.759303396666667

00:46:02.260 --> 00:46:03.440 understand it from the chapter.

NOTE Confidence: 0.90507573

00:46:06.110 --> 00:46:07.650 It wasn't really a question.

NOTE Confidence: 0.90507573

00:46:07.650 --> 00:46:10.298 He was making an example of the multi

NOTE Confidence: 0.90507573

00:46:10.298 --> 00:46:12.310 session event and I was making this

NOTE Confidence: 0.90507573

00:46:12.310 --> 00:46:14.105 suggestion that it was just like
NOTE Confidence: 0.90507573

00:46:14.105 --> 00:46:16.383 this training how you guys broke it
NOTE Confidence: 0.90507573

00:46:16.383 --> 00:46:18.430 up into different sections. Yeah,
NOTE Confidence: 0.922416172

00:46:18.480 --> 00:46:21.252 you could do that. If they were
NOTE Confidence: 0.922416172

00:46:21.252 --> 00:46:22.880 very specifically timed then
NOTE Confidence: 0.83206666375

00:46:22.890 --> 00:46:24.836 it would be more like if these
NOTE Confidence: 0.83206666375

00:46:24.836 --> 00:46:26.416 if these trainings were all in
NOTE Confidence: 0.83206666375

00:46:26.416 --> 00:46:28.252 the same day at the same location
NOTE Confidence: 0.83206666375

00:46:28.252 --> 00:46:29.692 we were doing them back-to-back,
NOTE Confidence: 0.83206666375

00:46:29.700 --> 00:46:31.224 then it would make sense to
NOTE Confidence: 0.83206666375

00:46:31.224 --> 00:46:32.610 make a multi session event.
NOTE Confidence: 0.81939512

00:46:34.830 --> 00:46:37.870 Really this if we had our recurrence pattern,
NOTE Confidence: 0.81939512

00:46:37.870 --> 00:46:39.214 I think we actually ended up
NOTE Confidence: 0.81939512

00:46:39.214 --> 00:46:40.110 scheduling them somewhat regularly.
NOTE Confidence: 0.81939512

00:46:40.110 --> 00:46:41.198 We probably could have
NOTE Confidence: 0.81939512

00:46:41.198 --> 00:46:42.286 used the recurring event,

NOTE Confidence: 0.81939512

00:46:42.290 --> 00:46:44.026 but it really it would have been more

NOTE Confidence: 0.81939512

00:46:44.026 --> 00:46:45.248 appropriate for a recurring event.

NOTE Confidence: 0.81939512

00:46:45.250 --> 00:46:48.520 This is really if it's honestly a

NOTE Confidence: 0.81939512

00:46:48.520 --> 00:46:50.070 pretty small minority of events,

NOTE Confidence: 0.81939512

00:46:50.070 --> 00:46:52.206 but it can be helpful if you have

NOTE Confidence: 0.81939512

00:46:52.206 --> 00:46:54.375 a schedule like this if you if you

NOTE Confidence: 0.81939512

00:46:54.375 --> 00:46:56.083 have lots of events occurring on

NOTE Confidence: 0.81939512

00:46:56.083 --> 00:46:58.467 the same day as part of some larger.

NOTE Confidence: 0.838830074285714

00:47:00.760 --> 00:47:03.844 It's really going to be mostly

NOTE Confidence: 0.838830074285714

00:47:03.844 --> 00:47:05.578 conferences and thinking of.

NOTE Confidence: 0.8423362

00:47:05.680 --> 00:47:09.975 So if if if like you have a a day of

NOTE Confidence: 0.8423362

00:47:09.975 --> 00:47:12.165 service for your department and it's

NOTE Confidence: 0.8423362

00:47:12.165 --> 00:47:14.069 broken out into maybe 10 different

NOTE Confidence: 0.8423362

00:47:14.069 --> 00:47:16.115 sessions that people might go to

NOTE Confidence: 0.8423362

00:47:16.115 --> 00:47:17.990 and maybe there's three sessions

NOTE Confidence: 0.936704556

00:47:18.000 --> 00:47:19.370 happening at the same time,
NOTE Confidence: 0.912517607777778

00:47:20.000 --> 00:47:22.115 but it's all part of the day of service
NOTE Confidence: 0.912517607777778

00:47:22.120 --> 00:47:24.050 that you have the session event,
NOTE Confidence: 0.724534867857143

00:47:24.580 --> 00:47:26.568 the one that I attend sometimes is
NOTE Confidence: 0.724534867857143

00:47:26.568 --> 00:47:28.879 that the ITS will have a conference.
NOTE Confidence: 0.724534867857143

00:47:28.880 --> 00:47:30.252 I don't know if they've done it
NOTE Confidence: 0.724534867857143

00:47:30.252 --> 00:47:32.144 for COVID or not. But its Yale.
NOTE Confidence: 0.724534867857143

00:47:32.144 --> 00:47:34.650 Its will often have conferences where they
NOTE Confidence: 0.724534867857143

00:47:34.716 --> 00:47:37.524 have multiple sessions got going on at once.
NOTE Confidence: 0.724534867857143

00:47:37.530 --> 00:47:38.830 One might be about some
NOTE Confidence: 0.724534867857143

00:47:38.830 --> 00:47:39.350 particular technology,
NOTE Confidence: 0.724534867857143

00:47:39.350 --> 00:47:42.110 one might be about accessibility on the web,
NOTE Confidence: 0.724534867857143

00:47:42.110 --> 00:47:44.166 one might be about.
NOTE Confidence: 0.724534867857143

00:47:44.166 --> 00:47:46.760 Um, some other service IT provides,
NOTE Confidence: 0.724534867857143

00:47:46.760 --> 00:47:48.480 but they're all happening at the same time.
NOTE Confidence: 0.724534867857143

00:47:48.480 --> 00:47:50.640 They have a schedule throughout

NOTE Confidence: 0.724534867857143
00:47:50.640 --> 00:47:51.936 the whole day.
NOTE Confidence: 0.724534867857143
00:47:51.940 --> 00:47:53.809 That's the kind of event that we're
NOTE Confidence: 0.724534867857143
00:47:53.809 --> 00:47:56.001 looking for for the uh to help out
NOTE Confidence: 0.724534867857143
00:47:56.001 --> 00:47:57.336 with these multi session events.
NOTE Confidence: 0.72989296
00:48:03.290 --> 00:48:04.450 Yeah, thank you, Denise.
NOTE Confidence: 0.72989296
00:48:04.450 --> 00:48:05.864 Retreats, that's the other thing.
NOTE Confidence: 0.72989296
00:48:05.864 --> 00:48:07.875 Retreats are a big one where you
NOTE Confidence: 0.72989296
00:48:07.875 --> 00:48:09.765 might want to have a multi session
NOTE Confidence: 0.72989296
00:48:09.765 --> 00:48:11.777 event where you're pointing out the
NOTE Confidence: 0.72989296
00:48:11.777 --> 00:48:13.547 different aspects of the different.
NOTE Confidence: 0.72989296
00:48:13.550 --> 00:48:15.188 Things going on during that retreat.
NOTE Confidence: 0.86117996631579
00:48:19.920 --> 00:48:21.300 Other questions, I think now we're
NOTE Confidence: 0.86117996631579
00:48:21.300 --> 00:48:23.407 just open to any kind of question about
NOTE Confidence: 0.86117996631579
00:48:23.407 --> 00:48:24.832 anything we've talked about today.
NOTE Confidence: 0.86117996631579
00:48:24.840 --> 00:48:26.916 If there are more multi session,
NOTE Confidence: 0.86117996631579

00:48:26.920 --> 00:48:28.120 I'm happy to answer those two.

NOTE Confidence: 0.8493502

00:48:32.270 --> 00:48:36.030 So I just wanna say most

NOTE Confidence: 0.8493502

00:48:36.030 --> 00:48:38.120 of our tickets are tagging

NOTE Confidence: 0.917591238

00:48:38.130 --> 00:48:40.600 issues, so if you're unclear please

NOTE Confidence: 0.917591238

00:48:40.600 --> 00:48:42.530 speak up and ask questions because

NOTE Confidence: 0.917591238

00:48:42.530 --> 00:48:44.620 I'm sure they're useful for everyone.

NOTE Confidence: 0.68894863

00:48:53.000 --> 00:48:54.510 John Graham, I ask you a

NOTE Confidence: 0.68894863

00:48:54.510 --> 00:48:55.190 quick question. One of

NOTE Confidence: 0.819341596923077

00:48:55.200 --> 00:48:56.467 the things I've always had a curiosity

NOTE Confidence: 0.819341596923077

00:48:56.467 --> 00:48:57.760 for that I think you answered.

NOTE Confidence: 0.819341596923077

00:48:57.760 --> 00:49:00.136 I just have done it differently,

NOTE Confidence: 0.819341596923077

00:49:00.140 --> 00:49:03.110 which is recurring events.

NOTE Confidence: 0.819341596923077

00:49:03.110 --> 00:49:04.590 Often we organize workshop

NOTE Confidence: 0.819341596923077

00:49:04.590 --> 00:49:06.810 lecture series and have put them

NOTE Confidence: 0.819341596923077

00:49:06.875 --> 00:49:08.420 all in as individual events,

NOTE Confidence: 0.819341596923077

00:49:08.420 --> 00:49:09.819 and it does feel silly that you're having

NOTE Confidence: 0.819341596923077
00:49:09.819 --> 00:49:11.619 to put up some of the same information in,
NOTE Confidence: 0.819341596923077
00:49:11.619 --> 00:49:13.670 but you have a lot of functionality
NOTE Confidence: 0.819341596923077
00:49:13.726 --> 00:49:15.136 in terms of who's speaking,
NOTE Confidence: 0.819341596923077
00:49:15.140 --> 00:49:16.640 what's there and stuff.
NOTE Confidence: 0.819341596923077
00:49:16.640 --> 00:49:18.880 Is there a recommendation of
NOTE Confidence: 0.819341596923077
00:49:18.880 --> 00:49:20.957 what's better of doing multiple
NOTE Confidence: 0.819341596923077
00:49:20.957 --> 00:49:22.619 individuals with a lot of overlapping
NOTE Confidence: 0.819341596923077
00:49:22.620 --> 00:49:24.650 information versus recurring, or does
NOTE Confidence: 0.947276885
00:49:24.660 --> 00:49:25.688 it not really matter?
NOTE Confidence: 0.941696828571429
00:49:26.980 --> 00:49:28.716 In the end it doesn't really matter,
NOTE Confidence: 0.941696828571429
00:49:28.720 --> 00:49:30.328 but I would encourage you to try to
NOTE Confidence: 0.941696828571429
00:49:30.328 --> 00:49:31.773 use the recurring events, especially
NOTE Confidence: 0.941696828571429
00:49:31.773 --> 00:49:33.317 if you know the schedule ahead of time.
NOTE Confidence: 0.941696828571429
00:49:33.320 --> 00:49:34.994 You know what the details are going to be,
NOTE Confidence: 0.941696828571429
00:49:35.000 --> 00:49:37.538 at least to some extent for most of them.
NOTE Confidence: 0.941696828571429

00:49:37.540 --> 00:49:39.330 Because when you initially the,
NOTE Confidence: 0.941696828571429

00:49:39.330 --> 00:49:41.388 the important thing is when you
NOTE Confidence: 0.941696828571429

00:49:41.388 --> 00:49:43.524 create the event, when you initially
NOTE Confidence: 0.941696828571429

00:49:43.524 --> 00:49:44.996 recreate the recurring event,
NOTE Confidence: 0.941696828571429

00:49:45.000 --> 00:49:47.400 to add as many details as you possibly
NOTE Confidence: 0.941696828571429

00:49:47.400 --> 00:49:49.997 can to that original instance of it,
NOTE Confidence: 0.941696828571429

00:49:50.000 --> 00:49:51.932 because that's what's going to get
NOTE Confidence: 0.941696828571429

00:49:51.932 --> 00:49:53.800 copied to every other instance.
NOTE Confidence: 0.941696828571429

00:49:53.800 --> 00:49:56.957 And the this is a little bit.
NOTE Confidence: 0.941696828571429

00:49:56.960 --> 00:49:58.410 On the more complicated side,
NOTE Confidence: 0.941696828571429

00:49:58.410 --> 00:50:02.672 but what will happen? If I start.
NOTE Confidence: 0.941696828571429

00:50:02.672 --> 00:50:06.056 So I've created this this event,
NOTE Confidence: 0.941696828571429

00:50:06.060 --> 00:50:07.446 but I haven't actually created this event.
NOTE Confidence: 0.941696828571429

00:50:07.450 --> 00:50:08.640 This is somebody else's event.
NOTE Confidence: 0.941696828571429

00:50:08.640 --> 00:50:10.160 I'm sorry I need to find my occurrence.
NOTE Confidence: 0.941696828571429

00:50:10.160 --> 00:50:11.216 Ohh right currents,

NOTE Confidence: 0.941696828571429
00:50:11.216 --> 00:50:13.680 I need to find my full series.
NOTE Confidence: 0.941696828571429
00:50:13.680 --> 00:50:15.416 Yeah, I'm sorry I skipped over this too.
NOTE Confidence: 0.941696828571429
00:50:15.420 --> 00:50:20.356 But once I start editing a recurring event,
NOTE Confidence: 0.941696828571429
00:50:20.360 --> 00:50:22.680 the occurrences become separate entities
NOTE Confidence: 0.941696828571429
00:50:22.680 --> 00:50:25.760 from the event I originally submitted.
NOTE Confidence: 0.941696828571429
00:50:25.760 --> 00:50:28.670 So when I'm viewing the details
NOTE Confidence: 0.941696828571429
00:50:28.670 --> 00:50:31.509 for a specific occurrence like my
NOTE Confidence: 0.941696828571429
00:50:31.509 --> 00:50:34.072 January 7th instance of my recurring
NOTE Confidence: 0.941696828571429
00:50:34.072 --> 00:50:35.824 meeting that I rescheduled.
NOTE Confidence: 0.941696828571429
00:50:35.830 --> 00:50:37.648 When I'm viewing those individual details,
NOTE Confidence: 0.941696828571429
00:50:37.650 --> 00:50:39.379 I'm going to see a button here
NOTE Confidence: 0.941696828571429
00:50:39.379 --> 00:50:41.250 to view the full event series.
NOTE Confidence: 0.941696828571429
00:50:41.250 --> 00:50:43.300 This is essentially what I
NOTE Confidence: 0.941696828571429
00:50:43.300 --> 00:50:44.530 created and originally.
NOTE Confidence: 0.941696828571429
00:50:44.530 --> 00:50:45.868 When I set this event up,
NOTE Confidence: 0.941696828571429

00:50:45.870 --> 00:50:48.966 I see my recurrence pattern and all that.
NOTE Confidence: 0.941696828571429

00:50:48.970 --> 00:50:49.315 Umm.
NOTE Confidence: 0.941696828571429

00:50:49.315 --> 00:50:52.420 But what what I wanted to mention is when
NOTE Confidence: 0.941696828571429

00:50:52.500 --> 00:50:55.730 I create the event and as I edit the event,
NOTE Confidence: 0.941696828571429

00:50:55.730 --> 00:50:57.928 it's going to update all of the
NOTE Confidence: 0.941696828571429

00:50:57.928 --> 00:50:59.627 occurrences except if I've gone
NOTE Confidence: 0.941696828571429

00:50:59.627 --> 00:51:01.721 into one of those occurrences and
NOTE Confidence: 0.941696828571429

00:51:01.721 --> 00:51:03.487 started editing it at that point,
NOTE Confidence: 0.941696828571429

00:51:03.490 --> 00:51:05.578 just to make sure we don't accidentally
NOTE Confidence: 0.941696828571429

00:51:05.578 --> 00:51:08.626 overwrite all of your previous changes.
NOTE Confidence: 0.941696828571429

00:51:08.630 --> 00:51:09.830 Like this event,
NOTE Confidence: 0.941696828571429

00:51:09.830 --> 00:51:12.230 they've entered a more specific title.
NOTE Confidence: 0.941696828571429

00:51:12.230 --> 00:51:14.540 If I update the description
NOTE Confidence: 0.941696828571429

00:51:14.540 --> 00:51:16.388 of my overarching series,
NOTE Confidence: 0.941696828571429

00:51:16.390 --> 00:51:18.710 it's no longer going to get copied down
NOTE Confidence: 0.941696828571429

00:51:18.710 --> 00:51:20.446 to these events that I've already edited.

NOTE Confidence: 0.941696828571429
00:51:20.450 --> 00:51:21.480 Because we just don't want.
NOTE Confidence: 0.941696828571429
00:51:21.480 --> 00:51:22.575 It's very possible.
NOTE Confidence: 0.941696828571429
00:51:22.575 --> 00:51:24.035 I went in here,
NOTE Confidence: 0.941696828571429
00:51:24.040 --> 00:51:24.934 updated the title,
NOTE Confidence: 0.941696828571429
00:51:24.934 --> 00:51:26.126 added some description that's
NOTE Confidence: 0.941696828571429
00:51:26.126 --> 00:51:27.819 now specific to this occurrence.
NOTE Confidence: 0.941696828571429
00:51:27.820 --> 00:51:30.164 I don't want to overwrite that with some
NOTE Confidence: 0.941696828571429
00:51:30.164 --> 00:51:32.439 description I add for the overarching event.
NOTE Confidence: 0.941696828571429
00:51:32.440 --> 00:51:34.778 So if I add the description here,
NOTE Confidence: 0.941696828571429
00:51:34.780 --> 00:51:36.244 it's going to get copied down
NOTE Confidence: 0.941696828571429
00:51:36.244 --> 00:51:37.810 to these sessions in the future
NOTE Confidence: 0.941696828571429
00:51:37.810 --> 00:51:39.140 that I haven't touched yet,
NOTE Confidence: 0.941696828571429
00:51:39.140 --> 00:51:41.444 but it will not get copied
NOTE Confidence: 0.941696828571429
00:51:41.444 --> 00:51:42.980 to these other sessions,
NOTE Confidence: 0.941696828571429
00:51:42.980 --> 00:51:46.186 these other occurrences where I have made
NOTE Confidence: 0.941696828571429

00:51:46.186 --> 00:51:49.508 some other change from the original event.

NOTE Confidence: 0.941696828571429

00:51:49.510 --> 00:51:51.050 So there are definitely some

NOTE Confidence: 0.941696828571429

00:51:51.050 --> 00:51:52.282 advantages to recurring event.

NOTE Confidence: 0.941696828571429

00:51:52.290 --> 00:51:53.790 If you don't necessarily have all

NOTE Confidence: 0.941696828571429

00:51:53.790 --> 00:51:55.563 the details or you just find it

NOTE Confidence: 0.941696828571429

00:51:55.563 --> 00:51:57.003 easier to submit a single event,

NOTE Confidence: 0.941696828571429

00:51:57.010 --> 00:51:57.796 that's fine too.

NOTE Confidence: 0.941696828571429

00:51:57.796 --> 00:51:59.368 It's really just about the convenience

NOTE Confidence: 0.941696828571429

00:51:59.368 --> 00:52:01.355 of being able to add it to the calendar.

NOTE Confidence: 0.803804136

00:52:05.670 --> 00:52:08.470 Elvis, can you take a look at the

NOTE Confidence: 0.803804136

00:52:08.470 --> 00:52:10.130 chat and do that question please?

NOTE Confidence: 0.792793782857143

00:52:13.000 --> 00:52:14.379 This only way to add a cat.

NOTE Confidence: 0.850510378571429

00:52:16.640 --> 00:52:18.280 Public tagging is not automatic

NOTE Confidence: 0.850510378571429

00:52:18.280 --> 00:52:21.169 right now, it's totally manual.

NOTE Confidence: 0.850510378571429

00:52:21.169 --> 00:52:25.627 So if my event was about.

NOTE Confidence: 0.850510378571429

00:52:25.630 --> 00:52:27.342 Heart health or advanced?

NOTE Confidence: 0.850510378571429
00:52:27.342 --> 00:52:29.878 Well, no. That's a horrible
NOTE Confidence: 0.850510378571429
00:52:29.878 --> 00:52:32.710 example if my tag. About.
NOTE Confidence: 0.870260394166667
00:52:35.450 --> 00:52:36.262 Diagnostic radiology.
NOTE Confidence: 0.870260394166667
00:52:36.262 --> 00:52:39.104 I'd have to go ahead and tag
NOTE Confidence: 0.870260394166667
00:52:39.104 --> 00:52:41.120 diagnostic radiology specifically,
NOTE Confidence: 0.870260394166667
00:52:41.120 --> 00:52:43.633 and then when people searched for events
NOTE Confidence: 0.870260394166667
00:52:43.633 --> 00:52:46.669 related to the diagnostic radiology keyword,
NOTE Confidence: 0.870260394166667
00:52:46.670 --> 00:52:50.408 it would appear so you can add the tag.
NOTE Confidence: 0.870260394166667
00:52:50.410 --> 00:52:52.786 It's if you wanted to add some some brand
NOTE Confidence: 0.870260394166667
00:52:52.786 --> 00:52:55.320 new tag and maybe this UI is confusing and
NOTE Confidence: 0.870260394166667
00:52:55.320 --> 00:52:57.807 I should just add change this to add tag.
NOTE Confidence: 0.870260394166667
00:52:57.810 --> 00:52:59.862 But it's only if you want to add some
NOTE Confidence: 0.870260394166667
00:52:59.862 --> 00:53:01.767 tag that's not in the system yet,
NOTE Confidence: 0.870260394166667
00:53:01.770 --> 00:53:04.056 that's when you'd have to contact
NOTE Confidence: 0.870260394166667
00:53:04.056 --> 00:53:08.244 why some editor. Umm. Yeah, this,
NOTE Confidence: 0.870260394166667

00:53:08.244 --> 00:53:10.940 this section of the UI needs some work.
NOTE Confidence: 0.870260394166667

00:53:10.940 --> 00:53:13.120 There's a lot of text here that I think is
NOTE Confidence: 0.870260394166667

00:53:13.179 --> 00:53:15.468 over explaining things and not very helpful.
NOTE Confidence: 0.870260394166667

00:53:15.470 --> 00:53:16.398 So we're going to,
NOTE Confidence: 0.870260394166667

00:53:16.398 --> 00:53:17.790 we're going to make some modifications,
NOTE Confidence: 0.870260394166667

00:53:17.790 --> 00:53:18.774 slight modifications here.
NOTE Confidence: 0.870260394166667

00:53:18.774 --> 00:53:20.086 The functionality isn't changing,
NOTE Confidence: 0.870260394166667

00:53:20.090 --> 00:53:22.309 but just the way we present it.
NOTE Confidence: 0.870260394166667

00:53:22.310 --> 00:53:24.174 Well, we'll try to simplify this a bit.
NOTE Confidence: 0.870260394166667

00:53:24.180 --> 00:53:25.072 You're right,
NOTE Confidence: 0.870260394166667

00:53:25.072 --> 00:53:26.856 it's not totally clear.
NOTE Confidence: 0.870260394166667

00:53:26.860 --> 00:53:27.500 Umm.
NOTE Confidence: 0.9563853

00:53:30.010 --> 00:53:30.600 OK.
NOTE Confidence: 0.854485553333333

00:53:32.920 --> 00:53:34.888 Any other questions?
NOTE Confidence: 0.67100766

00:53:41.280 --> 00:53:42.330 Are you sure?
NOTE Confidence: 0.863917318333333

00:53:45.750 --> 00:53:47.190 Denise, what are some of the?

NOTE Confidence: 0.863917318333333

00:53:47.190 --> 00:53:49.650 What are some of the?

NOTE Confidence: 0.863917318333333

00:53:49.650 --> 00:53:51.250 Questions that you get about tagging.

NOTE Confidence: 0.59531902

00:53:53.640 --> 00:53:56.390 The the primary question we get is how come

NOTE Confidence: 0.8360295375

00:53:56.400 --> 00:53:58.920 my events not appearing?

NOTE Confidence: 0.8360295375

00:53:58.920 --> 00:54:02.080 So either it's missing the tags

NOTE Confidence: 0.8360295375

00:54:02.080 --> 00:54:04.240 to the proper organizations,

NOTE Confidence: 0.873387816

00:54:04.360 --> 00:54:06.800 say the medical school calendar

NOTE Confidence: 0.873387816

00:54:06.800 --> 00:54:10.480 or internal medicine calendar,

NOTE Confidence: 0.873387816

00:54:10.480 --> 00:54:15.300 or it's a private keyword calendar

NOTE Confidence: 0.873387816

00:54:15.300 --> 00:54:19.600 for Joe Smith's named seminar series

NOTE Confidence: 0.873387816

00:54:19.600 --> 00:54:22.258 in the Department of Lab Medicine,

NOTE Confidence: 0.873387816

00:54:22.260 --> 00:54:23.630 in which case the tag.

NOTE Confidence: 0.873387816

00:54:23.630 --> 00:54:25.933 That needed to be to the calendar

NOTE Confidence: 0.873387816

00:54:25.933 --> 00:54:27.926 for lab medicine in the keyword

NOTE Confidence: 0.873387816

00:54:27.926 --> 00:54:31.615 Joe Smith series and and that

NOTE Confidence: 0.873387816

00:54:31.615 --> 00:54:35.370 combination of things is usually
NOTE Confidence: 0.873387816

00:54:35.370 --> 00:54:37.188 why people don't see their events.
NOTE Confidence: 0.873387816

00:54:37.190 --> 00:54:39.566 And then the second reason is they
NOTE Confidence: 0.873387816

00:54:39.566 --> 00:54:41.862 don't understand that they need to be
NOTE Confidence: 0.873387816

00:54:41.870 --> 00:54:44.629 approved by the calendar administrator.
NOTE Confidence: 0.812528966

00:54:45.800 --> 00:54:46.950 I mean, Denise, I have.
NOTE Confidence: 0.812528966

00:54:46.950 --> 00:54:48.763 I think we've seen a couple instances
NOTE Confidence: 0.812528966

00:54:48.763 --> 00:54:50.722 where it was actually a permissions
NOTE Confidence: 0.812528966

00:54:50.722 --> 00:54:52.592 problem where somebody was imported
NOTE Confidence: 0.812528966

00:54:52.592 --> 00:54:54.327 with slightly less permissions than
NOTE Confidence: 0.812528966

00:54:54.327 --> 00:54:56.193 they had in the previous system.
NOTE Confidence: 0.812528966

00:54:56.200 --> 00:54:57.750 Well, in the last two weeks, yes,
NOTE Confidence: 0.812528966

00:54:57.750 --> 00:55:00.050 but I'm actually talking to the picture,
NOTE Confidence: 0.842719883333333

00:55:00.120 --> 00:55:01.484 this is generally been
NOTE Confidence: 0.842719883333333

00:55:01.484 --> 00:55:03.150 the issue with calendar.
NOTE Confidence: 0.854495160833333

00:55:05.190 --> 00:55:06.450 But just wanted to mention that

NOTE Confidence: 0.854495160833333
00:55:06.450 --> 00:55:07.930 that could also be a possibility.
NOTE Confidence: 0.854495160833333
00:55:07.930 --> 00:55:10.583 It might be that your events were
NOTE Confidence: 0.854495160833333
00:55:10.583 --> 00:55:12.340 previously all automatically accepted,
NOTE Confidence: 0.854495160833333
00:55:12.340 --> 00:55:13.880 but for whatever reason you
NOTE Confidence: 0.854495160833333
00:55:13.880 --> 00:55:15.770 didn't get the same access here.
NOTE Confidence: 0.854495160833333
00:55:15.770 --> 00:55:17.426 Just let us know when we can investigate
NOTE Confidence: 0.854495160833333
00:55:17.426 --> 00:55:19.070 and make sure your access is correct.
NOTE Confidence: 0.878857452
00:55:25.860 --> 00:55:28.130 Alright. If there's nothing else,
NOTE Confidence: 0.878857452
00:55:28.130 --> 00:55:29.859 then that's really all we have today.
NOTE Confidence: 0.878857452
00:55:29.860 --> 00:55:30.836 Thanks all for attending.
NOTE Confidence: 0.878857452
00:55:30.836 --> 00:55:32.807 And if you have any questions that you
NOTE Confidence: 0.878857452
00:55:32.807 --> 00:55:34.424 just didn't want to mention right now,
NOTE Confidence: 0.878857452
00:55:34.430 --> 00:55:37.167 you can always reach out to us
NOTE Confidence: 0.878857452
00:55:37.167 --> 00:55:38.506 again at YS_n.editor@yale.edu
NOTE Confidence: 0.878857452
00:55:38.506 --> 00:55:39.896 with any questions about this,
NOTE Confidence: 0.878857452

00:55:39.900 --> 00:55:41.760 the events module or any other
NOTE Confidence: 0.878857452

00:55:41.760 --> 00:55:43.860 aspect of Beatrix or the websites.
NOTE Confidence: 0.878857452

00:55:43.860 --> 00:55:45.720 I I would also say if departments
NOTE Confidence: 0.878857452

00:55:45.720 --> 00:55:47.860 want us to meet with groups in
NOTE Confidence: 0.878857452

00:55:47.860 --> 00:55:50.320 their department on their tagging,
NOTE Confidence: 0.878857452

00:55:50.320 --> 00:55:52.094 we also have office hours and
NOTE Confidence: 0.878857452

00:55:52.094 --> 00:55:55.766 that might help. Thanks, Elise.
NOTE Confidence: 0.878857452

00:55:55.766 --> 00:55:57.810 Yeah. Thanks everyone.
NOTE Confidence: 0.878857452

00:55:57.810 --> 00:55:58.698 Thank you, everybody.