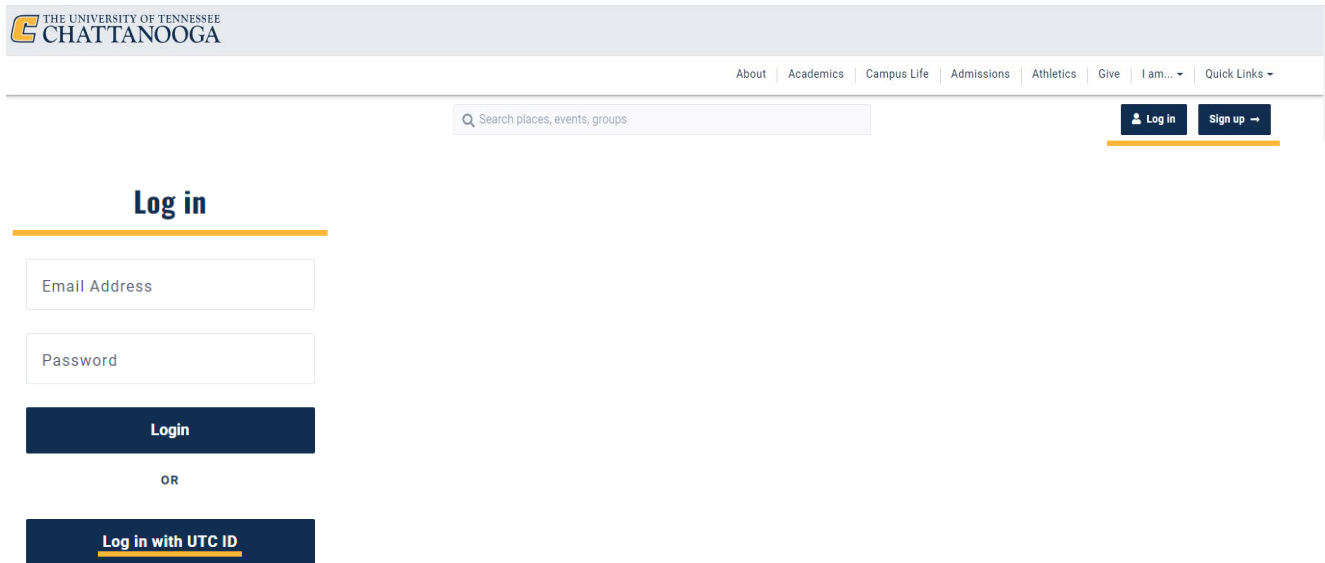


## How to set up your personalized UTC Events Feed

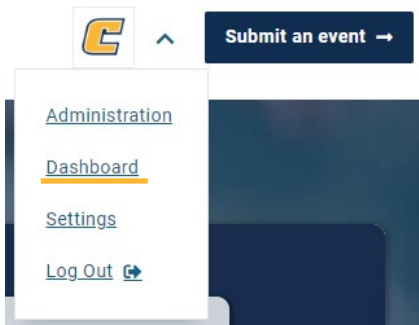
UTC events feeds are weekly emails communicating upcoming events based on your interests. You can create an unlimited number of event feeds.

1. Navigate to [calendar.utc.edu](https://calendar.utc.edu). Log in or sign up using your UTC ID.



The screenshot shows the top navigation bar of the UTC website with links for About, Academics, Campus Life, Admissions, Athletics, Give, I am..., and Quick Links. Below the navigation bar is a search bar with the placeholder text "Search places, events, groups". To the right of the search bar are "Log in" and "Sign up" buttons. The main content area features a "Log in" heading, followed by input fields for "Email Address" and "Password". Below these fields is a "Login" button, an "OR" separator, and a "Log in with UTC ID" button.

2. Once logged in, click the drop down next to the Power C icon or profile picture in the top right corner of the screen. Select Dashboard.



3. Click on the button labeled Create a UTC Events Feed for Your Inbox. You will be taken to the Create a UTC Events Feed page.

### Special Delivery

Want to learn about events before they happen? Curate your own custom events feed for your inbox or embed events directly on your website.

[Create a UTC Events Feed for Your Inbox](#)

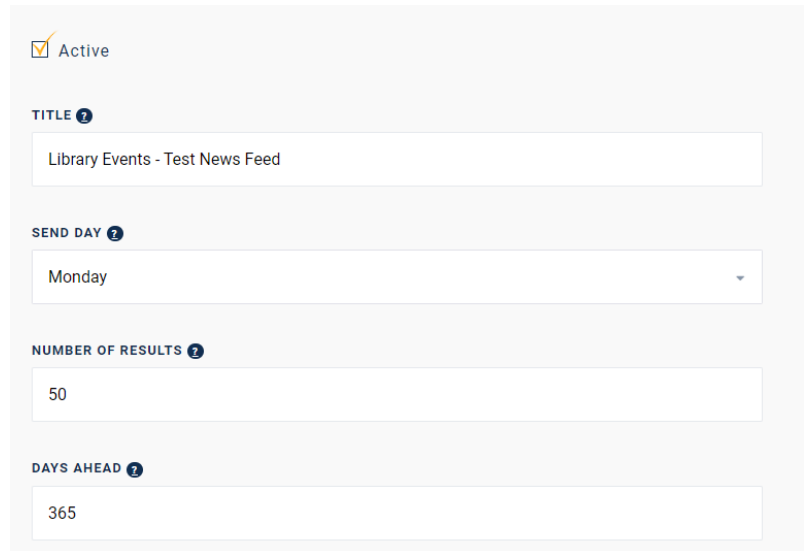
[Build an Embed Widget](#)

To modify or remove notifications and event feeds, please [go here](#).

The Create a UTC Events page is comprised of three sections: General Information at the top, Content (events you want included in your feed) and Excluded Content (events you don't want to see).

**General Information** is divided into five subcategories.

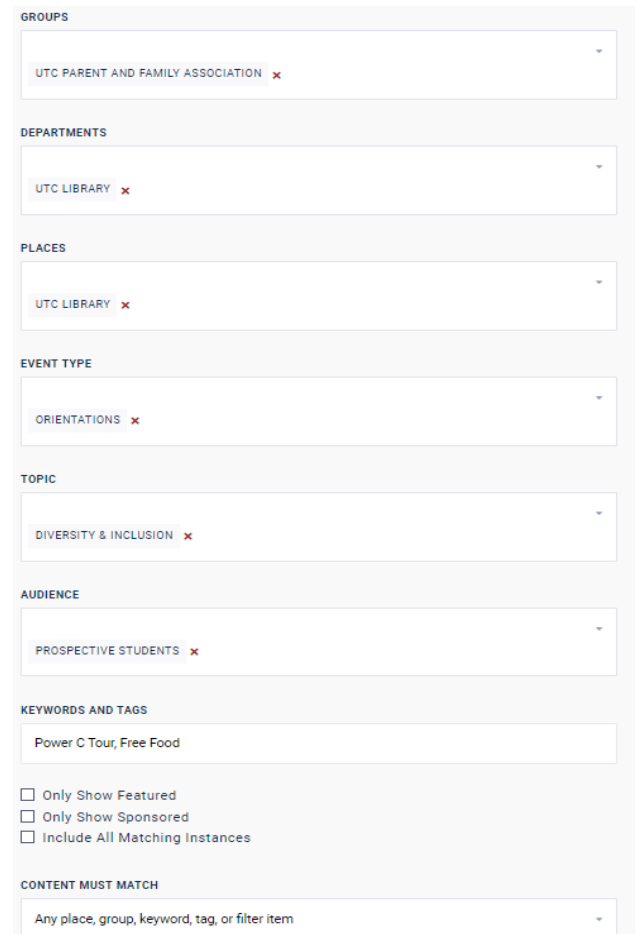
- Active check box – If left unchecked, your feed will be saved but not active. You can go in and activate a saved feed at any time.
- Title – What you want your feed to be called. Ex. Library Events - Test News Feed
- Send day – Day of the week do you want to receive an email with your personalized UTC events feed. Ex. Monday
- Number of results – This defaults to 50, but you can input any number up to 50. This determines the maximum number of events that will show up in your personalized events feed.
- Days ahead – Determines the number of days in advance you can see events. Ex. 365. This will display all library events (up to 50) in the next 365 days.



Active  
**TITLE** ⓘ  
 Library Events - Test News Feed  
**SEND DAY** ⓘ  
 Monday  
**NUMBER OF RESULTS** ⓘ  
 50  
**DAYS AHEAD** ⓘ  
 365

**Content** determines the kind of events you will subscribe to in your feed. This section is divided into nine sections. To see events from all categories, leave all fields blank. All sections below are continually being updated. Reach out with questions at [eventscalendar@utc.edu](mailto:eventscalendar@utc.edu).

- Groups – These are different groups on campus. Ex. UTC Parent and Family Association
- Departments – Various offices and departments on campus. Ex. UTC Library
- Places – Buildings, structures and physical locations on campus. Ex. UTC Library
- Event Type – Format of on-campus event. Ex. Orientations
- Topic – Subject or nature of an event's content. Ex. Diversity & Inclusion
- Audience – Describes the intended audience for an event. Ex. Prospective Students
- Keywords and tags – These are free text labels. Keywords and Tags are effectively the same, but they give the user the ability to search for criteria that might not be covered in the event categories. Keywords and tags should be separated by commas Ex. Power C Tour or Free food



**GROUPS**  
 UTC PARENT AND FAMILY ASSOCIATION ✕  
**DEPARTMENTS**  
 UTC LIBRARY ✕  
**PLACES**  
 UTC LIBRARY ✕  
**EVENT TYPE**  
 ORIENTATIONS ✕  
**TOPIC**  
 DIVERSITY & INCLUSION ✕  
**AUDIENCE**  
 PROSPECTIVE STUDENTS ✕  
**KEYWORDS AND TAGS**  
 Power C Tour, Free Food  
 Only Show Featured  
 Only Show Sponsored  
 Include All Matching Instances  
**CONTENT MUST MATCH**  
 Any place, group, keyword, tag, or filter item

- Three checked boxes
    - Only show Featured and Sponsored check boxes – Show only featured and sponsored check boxes. Will include featured event content matching all other criteria designations above.
    - Include All Matching Instances – Include all matching instances. The default events feed will show only the first occurrence of a recurring event. To see all events within a recurring series and specified date range, check this box.
  - Content must match box – Click the drop-down menu to select an option. If selected, the criteria will include only events that exactly match your selection. Matching criteria must be selected above in the format for this to function.
4. **Excluded Content** – This section is made up of 4 categories: *keywords and tags*, *event type*, *topic*, *audience*. Any details filled out in this section will prevent events with matching content from showing up in your personalized UTC events feed.
  5. Click Save Changes.

a. When your selections are saved, a pop-up box with a confirmation will appear.

**To confirm, modify or remove your events feed, take the following steps.**

1. Return to your user dashboard.
2. Find the section that reads: To modify or remove notifications and event feeds, please go here. Click on the hyperlink.

## Special Delivery

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[Create a UTC Events Feed for Your Inbox](#)

[Build an Embed Widget](#)

To modify or remove notifications and event feeds, [please go here](#).

3. Switch to the event feeds view. Here you can check (or uncheck) if you want a specific digest to be active, click into preexisting feeds to edit the criteria or create a new events feed.

# Communications

Notifications

Event Feeds

## WHAT'S A UTC EVENTS FEED?

Event feeds are a way to receive a weekly email summary of upcoming events based on your interests. You can create an unlimited number of event feeds with all sorts of interesting combinations.

[Create an Email Events Feed](#)

## MY EVENT FEEDS

[Library Events - Test News Feed](#)

 Not getting emails? Make sure the email specified in your [account settings](#) is the right one.

[Save Changes](#)