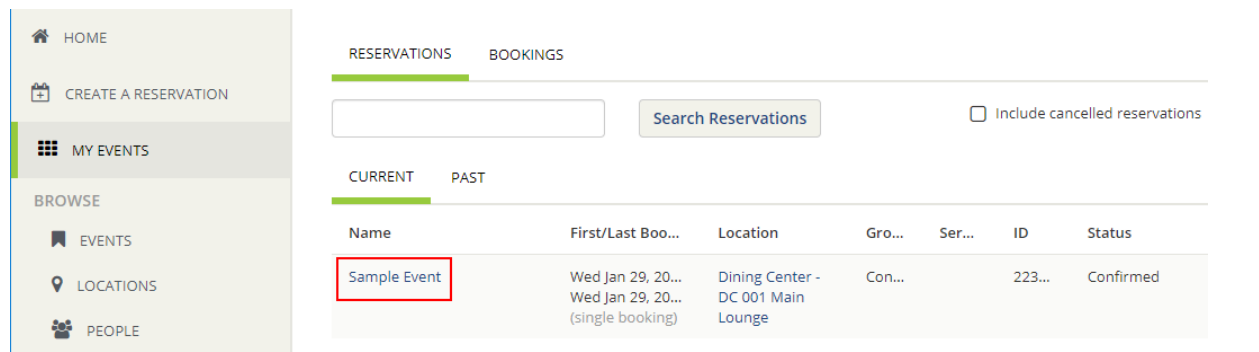


# Editing Public Calendar Description within EMS Web App

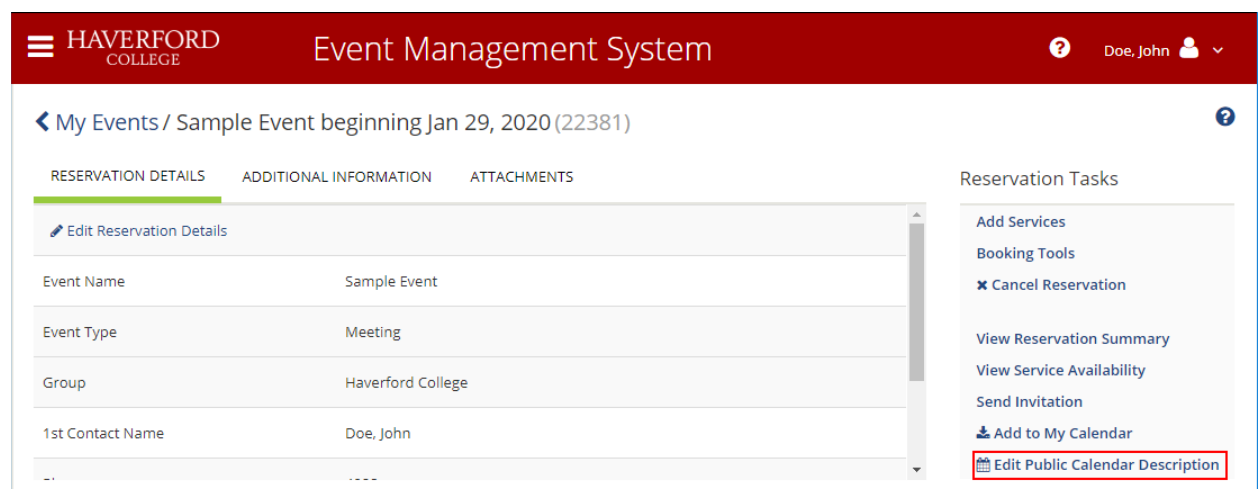
1) From the Main Page of the EMS Web App, select “My Events” From the left side menu.



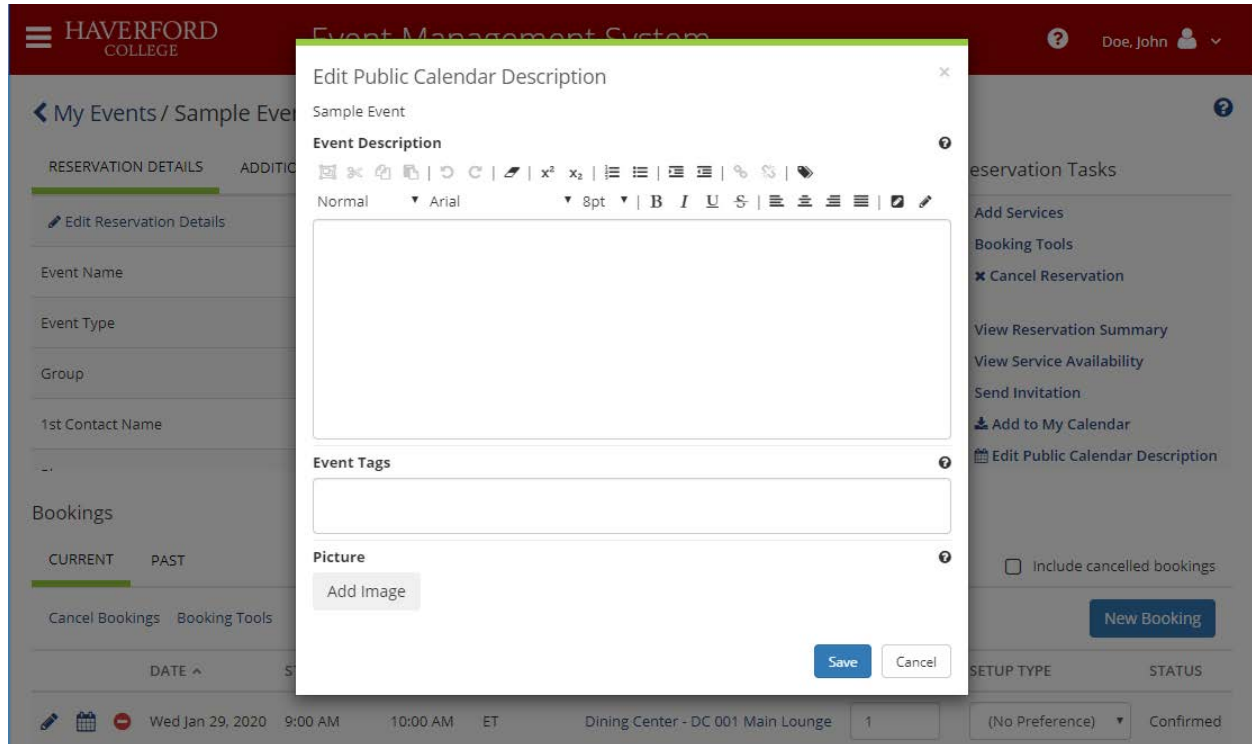
2) Select the event you wish to modify by click the event name.



3) Click the “Edit Public Calendar Description” option on the right side under “Reservation Tasks”, then click the “Continue” button.

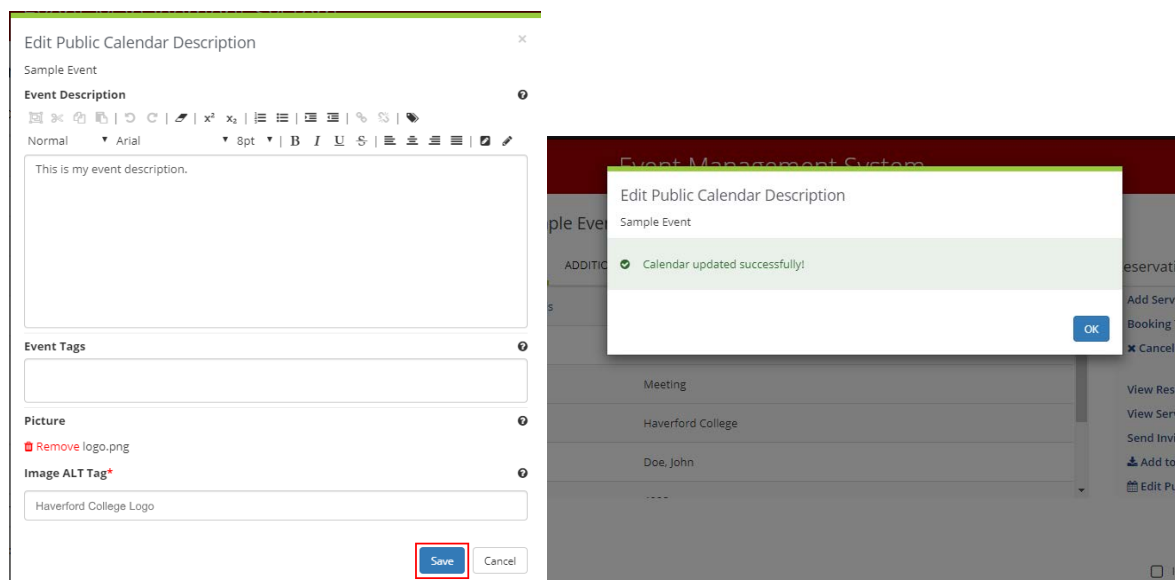


4) You will then be presented with the Rich Text Editor which contains different formatting tools. Hovering your mouse cursor over an icon momentarily will present you with brief description of that icon's function. If you have previously saved an event description, it will be automatically loaded on this screen.



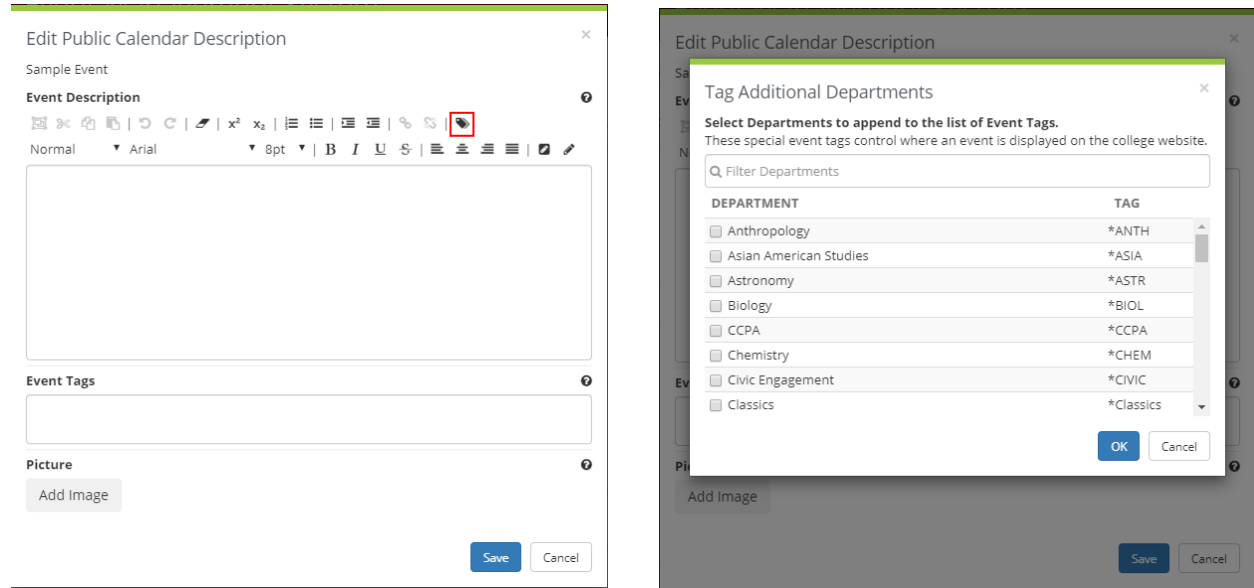
On this screen you can set the event description, apply tags for your event, and add a picture. You can also hover over the question mark icon in each section for more information about each section.

5) Click the save button when you are finished editing. All bookings for this reservation on the public calendar will be updated immediately with the new information.



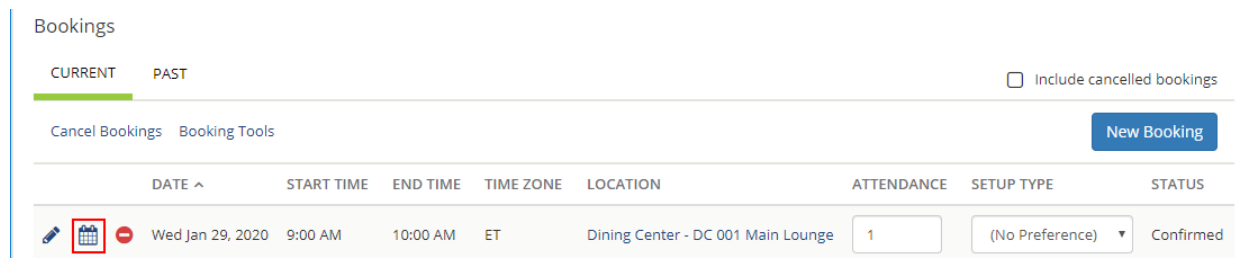
## OPTIONAL. Sharing Event with Other Departments on Main College Site.

If you would like your event to appear on the events pages of other departments throughout the College website, you can do so by clicking the tag icon (last icon on top row) and then selecting the departments that you wish to share with. These departments will then be added to your list of event tags.

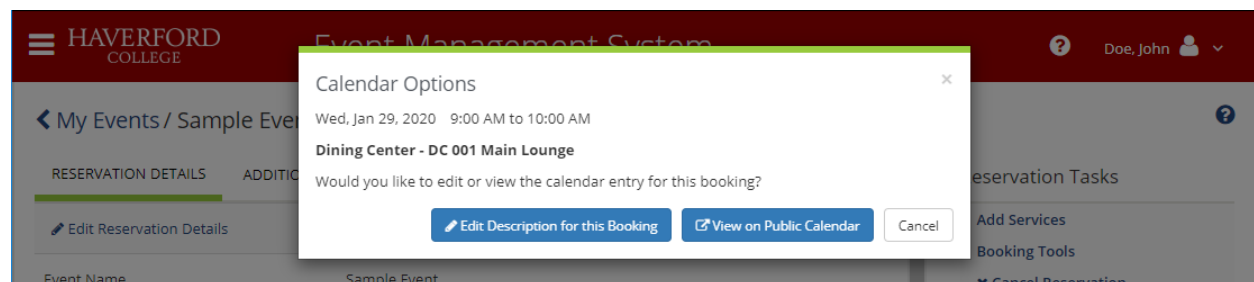


## View or Edit Calendar Description for Individual Booking

By clicking the calendar icon for an individual booking, you will be presented with two options:



“Edit Description for this Booking” and “View on Public Calendar.”



Selecting the “Edit Description for this Booking” will open the editing interface that will allow you set the Event Description for the selected booking only. All other bookings will remain unaffected. This can be useful if there is something different about a particular booking that you want to highlight on the calendar or if your reservation consists of booking with various different events.

Note: You cannot set event tags for individual bookings. You also cannot utilize the Share menu when editing the event description for a single booking.

“Image ALT Tag” can only be changed if a separate image file has been attached to booking.

Edit Public Calendar Description for Booking

Wed, Jan 29, 2020 9:00 AM to 10:00 AM

**Event Description**

Normal Arial 8pt B I U S

This is my event description.

**Event Tags**

**Picture**

Remove logo.png

**Image ALT Tag\***

Haverford College Logo

Save Cancel

Selecting “View on Public Calendar” will open your booking’s live calendar page in a new browser tab.

Back to Calendar

**Sample Event**

Wednesday, January 29, 2020  
9:00 AM - 10:00 AM (ET)  
DC DC 001 Main Lounge

**Event Type**  
Meeting

**Contact**  
Doe, John  
[no-reply@haverford.edu](mailto:no-reply@haverford.edu)

**Department**  
Conferences, Events, and Campus Center

**Link**  
<https://MasterCalendar/EventDetails.aspx?EventDetailId=44473>

This is my event description.

**Haverford COLLEGE**

Calendar  
General Public (for open, high-profile events)

Calendar  
All Public Events

Email Add Set Reminder