FYI.MICA.EDU AND FYI: THIS WEEK AT MICA POLICIES (As of September 2010):

MICA has created a new events calendar website called fyi.mica.edu. This is a dynamic online destination where the variety of on-campus events can be easily promoted by the members of our MICA community. Every event listing is geocoded on Google Maps for easy directions, there is connectivity with Facebook for cross promotion, and users can add events to their own personal calendar complete with reminders before the event.

Going forward we are creating our weekly e-newsletter FYI: This Week at MICA (previously Cobalt Soup) based on the events on fyi.mica.edu.

For staff and faculty at MICA, fyi.mica.edu is an excellent opportunity to raise the profile of any event your department organizes on campus.

Reserve Your Room...Then Promote on FYI
After you have completed the process for reserving a room on campus for your event (through the MyMICA’s R25 Calendar Reservation page) and received confirmation from Office of Events, fyi.mica.edu should be your next stop.

Logging in to FYI
When you come to the landing page for the first time there is no need to “join”...just hit login and use your official MICA username and password (no need for the @mica.edu when you put in a username).

Your Personal Information and Calendar
Once you’re logged in, you’ll see a “dashboard” of personal options below the main site navigation. This is where you can do things like manage your profile. Once you’ve said you are “going to events” you will see a personal events calendar here. Any event you say you are going to will also generate a reminder email the day before the event.

Promoting an Event
If you are responsible for an event and want to promote it online, you (or a designated staff person in your department) are responsible for adding it to fyi.mica.edu. (For our website CMS users: this system takes the place of adding “news” about events on our website).

If you want to promote an event for your department, go to the landing page of fyi.mica.edu. Below the visual calendar on the right column you will see a box that says ADD AN EVENT. Click for the event submission tool.

This form will ask you for key information like the title, description and location of the event. You can also add a related photo and the event type (lecture, exhibit, workshop) and sponsoring department. It really does only take about a minute.

Once you submit the event, it will go into a pending queue for approval before publication to the live site.

Please note: the Office of Communications will not automatically take additional promotional action, such as marketing or media outreach, on items entered into fyi.mica.edu. Email news@mica.edu for further publicity support, and read the Earned Media/News Deadlines, Guidelines and Policies form for more details.

Assuring Your Event Will Be in FYI: This Week at MICA
Since this calendar will be the basis for generating our weekly events e-newsletter, any event you would like featured in the Friday newsletter needs to be added to fyi.mica.edu by end of day Wednesday of that week. FYI: This Week at MICA will feature the following week’s events.