



University of Idaho

Division of Student Affairs

Trumba Event Submission Forms

Trumba is the third-party calendaring system we use within our website to store and promote upcoming university events. Only U of I-affiliated or sponsored events are allowed on U of I calendars.

If your university unit is holding an event, please submit it to our calendar system using the submission form for your college or department. If you are unsure of what submission form to use, please reach out to your [Web Team Member](#).

Submitting Events

There are a variety of fields available on our event submission form. These fields help identify events and ensures that they are placed on the correct calendar. Please consider each field carefully when submitting your event to avoid confusion and ensure that your event provides the necessary information for users.

Custom Template

Please select the template used by your department. This will allow you to filter events by type or access custom fields that are unique to each program. These templates are created by your [Web Coordinator](#).

If your department does not have a custom template set up, please use the University of Idaho template (either University Location or Non-University Location).

Event Name

Event names should be somewhat obvious: If the title of the event does not make it clear what kind of event it is, help it out. However, event titles do not need to say everything - that is what the description is for.

Examples:

Bad: "Just in Time."

Better: "Health Care Seminar: Just in Time."



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Bad: "CNR Presents Third Annual Wildlife Series Featuring Dr. Indiana Jones."

Better: "Wildlife Series: Dr. Indiana Jones"

Owning Calendar/Department

Select the main calendar for your department. This option is used to determine what calendar hosts the event. Just because an event is hosted on one calendar, does not mean that the event cannot show up on other calendars. For more information on how to get events to show up on other calendars, please see the "Events for Multiple Calendars" section below.

Event Details

- Start Date – Notes what day the event starts.
- Time - Notes when the event begins on the start date (automatically set to Pacific Time). If the event lasts all day, please check the "All Day" box.
- End Date – Notes what day the event ends. If the event occurs one day, double-check to make sure the start and end date match. If you selected the "All Day" box, you will no longer see the end date option.
- Time – Notes when the event ends on the end date (automatically set to Pacific Time).
- Repeat – If this event repeats on a regular interval, select an option from the drop-down (Daily, Weekly, Monthly, Annually). If the event repeats on a random interval, you will need to resubmit the event on different dates.
- University Location – If the event occurs at a university location, you can select the room/building using this drop-down field (Note: the number next to the location is the room number). Every event must have a location – if your event location is not showing up, switch to the University of Idaho – Non-University Location template and input an address into the location field. If online, use the Non-University Location template and type "online" or "virtual" into the location field.

Audience Field

This field is not required but may be included if you would like. If you choose to use the Audience field, use it in a strict/conservative way, vs. a liberal, "add any group who might be interested" way.



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For example, when entering a music recital or a lecture on archeology, do not select “Alumni” unless there is an obvious reason alumni might come. For instance, if the event is scheduled during homecoming.

- Admitted Students — For events specifically targeting admitted students.
Examples: Housing move-in date, Week of Welcome Events
- Alumni — For events specifically targeting alumni.
Examples: Alumni gathering in Nampa, homecoming events, Jazz Fest
- Community Members — For events that community members are likely to attend.
Examples: Movie at the Kenworthy, lectures open to the public, festivals, and parades
- Current Students — For events that students are likely to attend
Examples: De-stress Fest, Daytime Distractions, on-campus events
- Donors — For events specifically targeting donors
Examples: Fundraisers, Vandal Giving Day Events
- Faculty — For events that faculty are likely to attend
Examples: Recreation courses, lecture series, on-campus events
- First-Year Students – For events targeted to those new to campus
Examples: Intramural sign-ups, Recruitment events, Palousafest
- High School — For events targeting high schoolers
Examples: CAA High School Art Exhibit, FTC Robotics, UIdaho Bound
- Non-Traditional Students — For events targeting students who may, for example, have an age different than the typical college student, may study part-time, be post-military (GI Bill), be interested primarily in online programs, etc.
Examples: Financial Planning workshops, Children's Center events, online events
- Parents and Families — For events targeting parents and families
Examples: Recruiting events that can include parents, Family Weekends, Sports Games
- Prospective Students — For events targeting prospective students
Example: UIdaho Bound, Jazz Fest, Summer Workshops
- Staff — For events that staff are likely to attend
Examples: Recreation courses, lecture series, on-campus events



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- Transfer Students — For events targeting prospective & incoming transfer students
Examples: Online program demonstrations, Recruiting Events, Campus Tours

Type of Event

As with the Audience field, use these tags conservatively. Think about the main purpose or goal of the event and select a tag that best represents that goal. Limit your selection to a maximum of two event tags.

- Academic Events — Events related to credit-earning courses or scholarly research.
- Arts and Cultural — Events related to fine arts, performing arts, exhibits of cultures of different societies, etc.
- Diversity — Events exploring major differences such as class, race, gender, nationality, sexuality, disability, etc.
- Equity and Social Justice – Events focused on raising awareness or addressing social justice issues and promoting equality on our campus, our country, or our society.
- Health and Wellness — Events related to physical, mental, and emotional wellbeing.
- Recreation — Events related to activities unrelated to the other categories: Camping, hiking, rafting, gaming, recreational sports, hobbies, crafts, non-academic, non-athletic competitions, etc.
- Welcome to Campus – Events focused on welcoming new students to campus or recruiting students to attend the university.
- Workshops and Training — Events not related to academic (credit-earning) courses, including professional, administrative, continuing, applied, adult education, etc.

Featured Events

Leave this field blank – we do not currently utilize this feature in our Trumba Calendars.

Participate Online

If the event being submitted is virtual, include a link to the Zoom meeting, Skype session, or



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Webinar in this field. If users must register to attend the virtual event, include a link to the virtual registration form here instead.

Website for More Info

Include a link to a corresponding website or news release where audiences can get more information on this event. This also helps when the item is run in the Daily Register or My UI newsletters.

Description

Descriptions should be short and informative: Do not rerun the news release or Register submission. Give more information about the speaker, topic, costs, etc., but do not write an essay. Do not paste in the entire web page content.

All descriptions should be written in AP Style. If you have questions about AP Style, please refer to the [AP Style Guide provided by the university](#).

Events for Multiple Calendars

If the event could be included on multiple calendars, please indicate that in the description field. For example, if submitting an item to the CLASS calendar about a panel discussion that includes faculty from CNR and CALS, say in the description, "Also add to CNR and CALS calendars." The approver will review the description, add the event to the other calendars, and delete the instruction from the description.

Best Practices

- Before submitting a calendar item, check that it has not already been submitted. This helps avoid duplicate postings.
- Submit the event as early as you know about it.
- The group that owns/runs/sponsors the event should be the one in charge of submitting it. For example, if it is a CALS event, it should not be submitted by Student Affairs. If they have not submitted the event, reach out to your Web Coordinator before you submit so it does not get double-posted.



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- If an event is held in multiple locations (such as via webcast), the physical location of the event should be the one in the location, with the webcast locations noted in the description. Then select the event to also appear on the webcast location's calendars. Example: If an event is in Boise, and webcast in Idaho Falls, "Boise" should be the location, but it should also appear on the Idaho Falls calendar and the webcast location noted in the description.
- If an event is held in another time zone (Mountain time), please put a note in the description. "This event is XX p.m. Mountain time" – or something similar. Times change depending on what/how you are looking at it, and this practice helps ease confusion.

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