

FAQ for Localist

1. How can I setup an account in Localist?

Localist requires that you have either a Facebook or DePaul Campus Connect Account to login.

2. Why should I have an account in Localist?

Once you have an account in Localist, you can:

- a. Track events in which you are interested in by clicking "Watch This" or "I'm Going"
- b. Receive reminder emails about events you are watching or going to
- c. Share information about events on your Facebook wall
- d. Comment or review events you attended
- e. Use the "My Calendar" functionality to see a personalized calendar of events

3. Can I limit who sees what events I am going to?

Yes, Localist allows you to control what information is shared with the community by adjusting your privacy settings. See the "Your Dashboard and Account Settings" Training Guide.

4. How do I post an event to the calendar?

Log into Localist, and from the Home page click on "Add Event". Once your event is submitted, it will go through a centralized approval process. You will receive an email notification once the event is approved and posted on the calendar.

5. My department needs events posted to Localist immediately. Can we post events ourselves?

Yes, you can. Event creators in your department can be given permissions to add events automatically in Localist. Contact mpt@depaul.edu to arrange a training session. After training, a person can be added as a "trusted user" and can directly add events into the system.

6. My department sets up events in Orgsync. Will these events be put into Localist?

There is a nightly feed from Orgsync event system into Localist. Please note that if you change the date or title of an event, or if you cancel an event, you will need to make that change in both Org Sync and Localist.

7. I have a paid event. Since Localist does not have a mechanism for collecting payments, how do I do this?

We have another system called Eventbrite that can handle such requests. Please contact events@depaul.edu to get started with setting up an EventBrite account. Any

events you setup in Eventbrite will be fed into Localist nightly. You can set up your Eventbrite account to use Authorize.net for the payment processor, and any credit card fees associated with the event will be paid for by the University, not your individual department. EventBrite also charges a fee of .99 cents + 2.5% of the ticket cost, which will be charged to your department. See the Eventbrite Training Guide for more info.

8. My event is free but I need to issue tickets. How do I do this?

Eventbrite can also be used to create events that require registration or tickets. Any events you setup in Eventbrite will be fed into Localist nightly. Please contact events@depaul.edu to setup your EventBrite account, and see the Eventbrite Training Guide for more info.

9. I have a DePaul Collage or SharePoint site. How do I put Localist event information on my web site?

This can be done using the Localist widget builder, which generates html code you can add to your website. See the Localist Widget Builder Training Guide.

10. How do I change the e-mail address for Localist e-mail notifications?

You can update your Campus Connect preferred e-mail address, which is the address Localist uses to send you e-mail notifications. If you update your preferred e-mail address in Campus Connection, that will be updated in Localist the next time you login to Localist. If you do not have a Campus Connect user ID, you can log in using Facebook, and Localist will send e-mails to the e-mail address associated with your Facebook account. You cannot update your e-mail address directly in Localist.

11. When I create an event, I am not seeing the building name, or specific department, or the specific event type I am looking for. Can this be added to the system?

Yes, you can e-mail events@depaul.edu with requests to add or change new building locations, departments, or event types.

12. I have many events to add to Localist. Is there a batch upload feature?

Yes, you can e-mail events@depaul.edu to get started with this.

13. I want to add a “keyword” to my event to help pull that event into my event list for my website. How do I do that?

You can e-mail events@depaul.edu for help with this.