Getting Started with Localist

Localist is a new event calendaring system that will replace the Campus Connection News and Events system. With Localist, students, faculty, staff, and the public can easily view and sort through a list of upcoming campus events, and take advantage of built-in social media functionality to engage the community. In addition to social media integration, you will see the following improvements with Localist:

- A simple, streamlined user-interface
- The ability to enter your events into Localist and have them appear on your website
- The ability to create events that require registration and/or payment, with integrated credit card processing

This document will go over the Localist basics, including how to login to Localist, view events, track events, and share events on Facebook.

Viewing Events

Localist can be accessed from the “Campus Events” tab on www.depaul.edu or at http://events.depaul.edu.

The top of the home page shows the upcoming Top Featured Events. Underneath that section, you will see a listing of upcoming events sorted chronologically by date. You can also click the “Most Popular Events” link to re-sort the list of events by popularity.

There are other ways to sort through events as well. You can:

- Click “All Events” to see all events happening today
- Click on a date on the calendar to see all events happening on that particular day
- Click on an event type to see all events with that event type
- Click on a department name to see all upcoming events held by a particular department
- If you are logged in, click “My Calendar” to see the events you are tracking

You can click on the title of any event to view the complete event details.
Tracking an Event, “Watch This” and “I’m Going”

To indicate your interest in an event, click on “Watch This” or “I’m Going”. When you click either button:

- You will be prompted to login to Localist
- You will receive a reminder email the day before the event
- You will see the event listed when you click “My Calendar”

When you click “I’m Going”, you will be counted in the total number of attendees for the event.

You can also click “Like” to share the event on Facebook.
Logging into Localist

Certain actions like clicking “Watch This” or “I’m Going” will prompt you to login to Localist. You can also click the Login button to authenticate.

If you have a Campus Connection User ID and password, click Login with Campus Connect.

If you do not have a Campus Connect login, click on the Facebook tab, and then click “Login with Facebook”.

If you do not have a Campus Connect login, click on the Facebook tab, and then click “Login with Facebook”.
Enter your email address and password for Facebook. Then, click Log In.

On the following dialog window, verify that the email address listed is where you wish to receive information about events you have signed up to attend, then click the “Allow” button.
See the Dashboard and Account Settings Training Guide for more information on utilizing and managing your Localist account.