

The Activity Calendar - User's guide

Contact

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Activities

If you would like to publish an activity on the Jönköping Student Union website all you have to do is fill in a simple web form, which is sent to the Student Union Communications Coordinator, who then publishes the activity on the website. The quick guide below takes you through the steps.

Step 1 - find your way to the web form

You'll find the web form via the following link:

www.jonkopingsstudentkar.se/english/activities/share-your-event

Step 2 - fill out the web form

Filling out the the web form takes about two minutes. An example of a filled out form is available on the next page. Keep these things in mind when filling out the form:

1. The first three fields (Given name, Surname and E-mail) refer to the person filling out the form.
2. The field "Who arranges the event? Association?" - Here, you state whether it is a Student Association, a committee, or an association that organizes the activity.
3. The field "Contact person for the activity (e-mail or phone number)" - Always include a contact person with an e-mail address or phone number to whom students can turn with questions regarding the activity.
4. The field "Date and time for the event" - Make sure to include both the starting and ending time of the event. If the event does not have an exact ending time, make a rough estimation of the duration of the activity.
5. The "Place" field - The Activity Calendar links to Google Maps, so state where the event will take place. This way, it will be easy for the students to find their way to your event
6. The "Cost?" field - A simple question which is answered either by 'Free admission' or with the exact cost to participate.
7. The field "Describe the event" - As is shown in the example of the filled out web form on the last page, activities are published with a picture and a caption, an introduction, and a description; thus, start the description with the caption, and then continue with a description of the activity. Include links to, for example, a Facebook event, if you have created one.
8. Include a picture that represents the activity when it is published.

SHARE YOUR EVENT

Do you or your association have an activity that you want to share with your fellow students? On this page, you can write down some brief information about your activity by filling out the form below. After that the activity will be added to the calendar.

Given name:	Surname:
Victor	Lund
E-mail:	
information@karen.hj.se	
About the event	
Who arranges the event? Association? *	
Jönköpings Studentkår	
Contact person for the activity (E-mail or phone number) *	
Victor Lund, Information@karen.hj.se	
Date and time for the event *	
Begins 2015-01-02 at 12.00 and ends 2015-01-02 at 14.00	
Place *	
Student House	
Cost? *	
Free event	
Describe the event *	
Fika for <u>everyone!</u>	
Attach picture	
Välj fil Ingen fil har valts	
Submit	