Instructions for adding calendar events in the IEG web or any of the programme calendars.

There is a calendar on the IEG-web front page as well as calendars on some of the programme pages.

Instructions
1. Log on to the employee portal – Medarbetarportalen (or InfoGlue if you have access to it).
2. Go to the tab “MY PAGE”
3. In the right column under "My System", click on "Calendar, add event".
   a. If this option is not in the list, click on the cog beside “MY SYSTEMS”, and check "Calendar, add event" and press save at the bottom of the list
   UNFORTUNATELY THE FORM IS IN SWEDISH, BUT YOU CAN MAKE IT FOLLOWING THE INSTRUCTIONS BELOW. HOPEFULLY THEY WILL TRANSLATE IT SOON. I HAVE REPORTED THE PROBLEM.
4. Click on ”Nytt evenemang” (New event)
5. Choose the calendar you want your event to be shown in in the list of events. Currently available in IEG are:
   a. “Institutionen för ekologi och genetik” = IEG (Department of ecology and genetics)
   b. “Plant Ecology and Evolution”
   c. “Limnologi”
6. Always select "Svenska" as language in the creation of an event. If you just want to create the event in English, write in English in the Swedish version and then make the version that will show on the English page afterwards with just a couple of clicks.
7. Fill in the information about the event

- **NB**: do not use "Anmälningsformulär" (form for registration). It causes problems.
- Under "Ämnesområden" (areas) and "Evenemangstyp" (type of event) you can select multiple rows by holding down the Ctrl key on Windows or the Command key on the Mac.

8. Check the box at the end and click "Spara"

9. In next page click the link "Skapa en ny språkversion av detta evenemang" (Create a new language version of this event) to add the information in English.

10. And in the page after that click on the link of the image below:

11. If you wrote it in English in the first place you just have to go to the bottom of the resulting page and click on the “spara” button.

12. Now you have completed one version to be shown on the Swedish calendar page on the web and one for the English. Now you just have to click on the button in the image below:
13. And last: send an email to the person responsible for publishing of
the calendar you have submitted your event to:
   a. “Institutionen för ekologi och genetik” = IEG
      i. elisabeth.langstrom@ibg.uu.se
   b. “Plant Ecology and Evolution”
      i. laura.parducci@ebc.uu.se or
         bengt.carlsson@ebc.uu.se
   c. “Limnology”
      i. annika.linkhorst@ebc.uu.se

If this instruction does not work, please send an e-mail to
elisabeth.langstrom@ibg.uu.se
They are working on the system to improve it 😊