SUBMIT AN EVENT ON UCCO

BEFORE YOU SUBMIT

Use this checklist to ensure you have all required details to complete the SUBMIT AN EVENT. Download a copy of the checklist.

☐ Title for the event (60 characters or less including spaces)
☐ Sub-title that serves as a teaser or a tagline drawing attention to the event (255 characters or less including spaces)
☐ Full description of the event, including URLs to hyperlink webpages within the body of the Event Article
☐ Image that will be used for advertising the event in JPG or PNG format (up to 200KB/1MB)
☐ Event date and time
☐ Location information including venue name and address
☐ Contact information for the event coordinator including name, degree, email and/or phone number
☐ Registration information including capacity, ticket prices, and when registration closes

Choose Firefox!
Firefox is the only compatible browser for submitting events. Below are some common errors that occur when submitting content outside of Firefox:
- Broken images
- Broken widget (location, time, and date will not display)
- Submission not being accepted—your entry will be lost!

Reference the Event Listing Guidelines
With more and more UChicago Alumni Club and Affinity Group events taking place around the world, it is increasingly crucial that events listed on and submitted to UChicago Community
Online (UCCO) sites are consistent. Download and read the Alumni Association’s recommended standards for event listings. Event Articles should demonstrate:

- **Accuracy**—quadruple-check every logistical detail before you submit the event article to be published
- **Editorial Quality**—event articles should be original content with citations for any quotes and references
- **Consistent Formatting**—adhering to the standards for Event Articles contributes to a cohesive experience for our community

**Public Image Disclaimer**
Photos you did not take with your own personal camera are likely covered by intellectual property laws, and therefore require permission to use. Often, there will be no issue if permission is requested. Other instances might require inclusion of a photo credit or copyright message. [UChicago images available for use for UCCO platform](#).

**Login**
Navigate to the specific UCCO site the where the event will be advertised (i.e. for a Twin Cities event, navigate to tc.uchicagoalumni.org; for an LA event, navigate to la.uchicagoalumni.org) and then click **LOGIN**.
HOW TO SUBMIT

1. Choose Firefox!
2. After logging in, click EVENTS to expand the menu.
3. Click SUBMIT AN EVENT.

4. Fill out the form with the information gathered using the Event Details Checklist. All fields are required unless noted.

**Title:** This field is 60 characters or less. Title should be concise and intriguing, communicating immediately some key details of the event.

**Sub-title:** This is the subhead for the event and event teaser. This line will show up on newsletters. This field is 255 characters or less. Sub-titles should be succinct but engaging. Consider this the tagline to the event title, giving a further glimpse into the event itself and sharing a few more key details.

**Description/Article Content:** Describe the event and provide additional details in this section. The body of the listing (event description) should be between one and three short paragraphs describing the event. Volunteers should hyperlink any University articles and references, as well as the websites of any venues or speakers involved.
**Article Image:** Drag and drop a JPG or PNG image up to 200K into the article image box with the swirling gray circle to be uploaded. **Optional:** Enter a caption (255 characters or less).

**Event Parameters:** Select the appropriate start and end date and time. Time zone is prepopulated—no need to adjust. When selecting the time, be mindful that the event system uses military time.

**Location:** Provide location name, street address, city, state/province, zip.
**Contact Information:** The person that submitted the event or is the event coordinator. Event contact name, degree (e.g. AM’98, MBA’07, JD’13), email and/or phone number.

**QUICK TIP: Listing academic degrees**
Use degrees for UChicago alumni only. List degrees in chronological order, with no periods and no space between the degree and apostrophe. Make sure the apostrophe is curled away from the year. Use AB, SB, AM, SM after names, but use BA, BS, MA, MS in running text. Janet Rowley, LAB’42, PhB’44, SB’46, MD’48, is presenting on Cuneiform in Ancient World.

**Registration Information:** Select the “Yes” button to handle registration through UCCO. Select “No—link to offsite registration” and provide the link in the box if event registration is being handled by a third-party site (e.g. Eventbrite, Brazen, etc.).

Registration/attendance collection is required for all club/group hosted event.

Enter the cost for the event tickets (e.g. $5.00 or a range like $5.00-$20.00). If there is no cost for the event, please indicate by putting in “complimentary.” If there is tiered pricing (e.g. back row tickets, $5.00; front row tickets, $20.00), include the details in the “Special Instructions” box, shown in the next section. If a limited number of tickets is available, select “Yes” and indicate the number in the box.
Special Instructions: Enter details about tiered pricing, registration deadline, and number of available spaces (capacity) if applicable. Example: Event limited to 16 spaces and tickets are nonrefundable.

Verification Checkbox: You must select the checkbox to indicate that you have permission to use the images you uploaded and to submit the event.

Click the Submit for review button at the very bottom of the form.

5. After the form is submitted, a confirmation page will appear. The submission will be reviewed and published by Regional Alumni Club/Affinity Group volunteers or Alumni Association staff.

Thank you for your submission!

All content will be reviewed by club leadership, who may contact you with additional questions before publishing.

Events may take up to five business days to appear online. If you have any questions about this form, please email UCCOSupport@uchicago.edu.