Building an Event Digest Email

Table of Contents
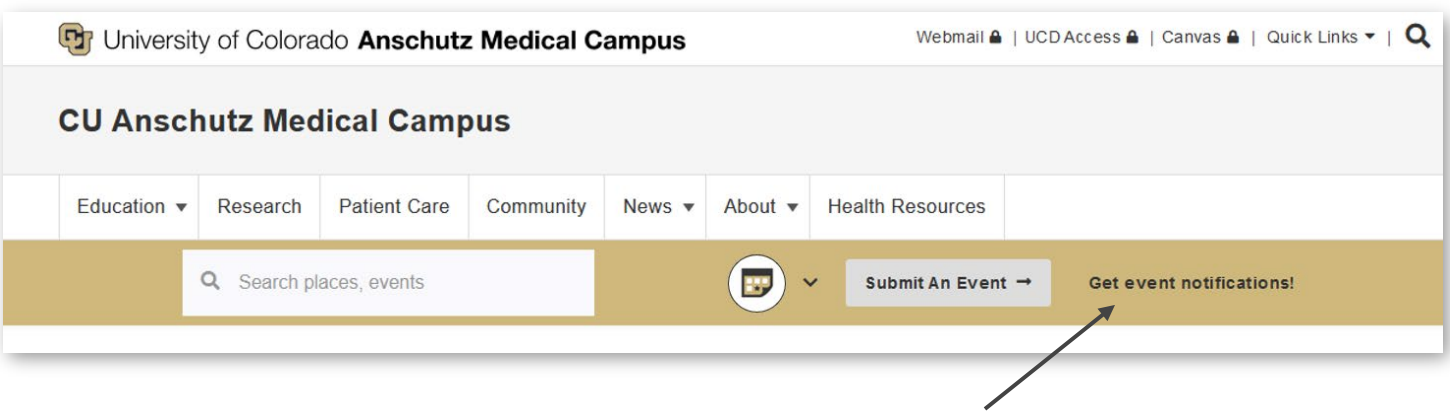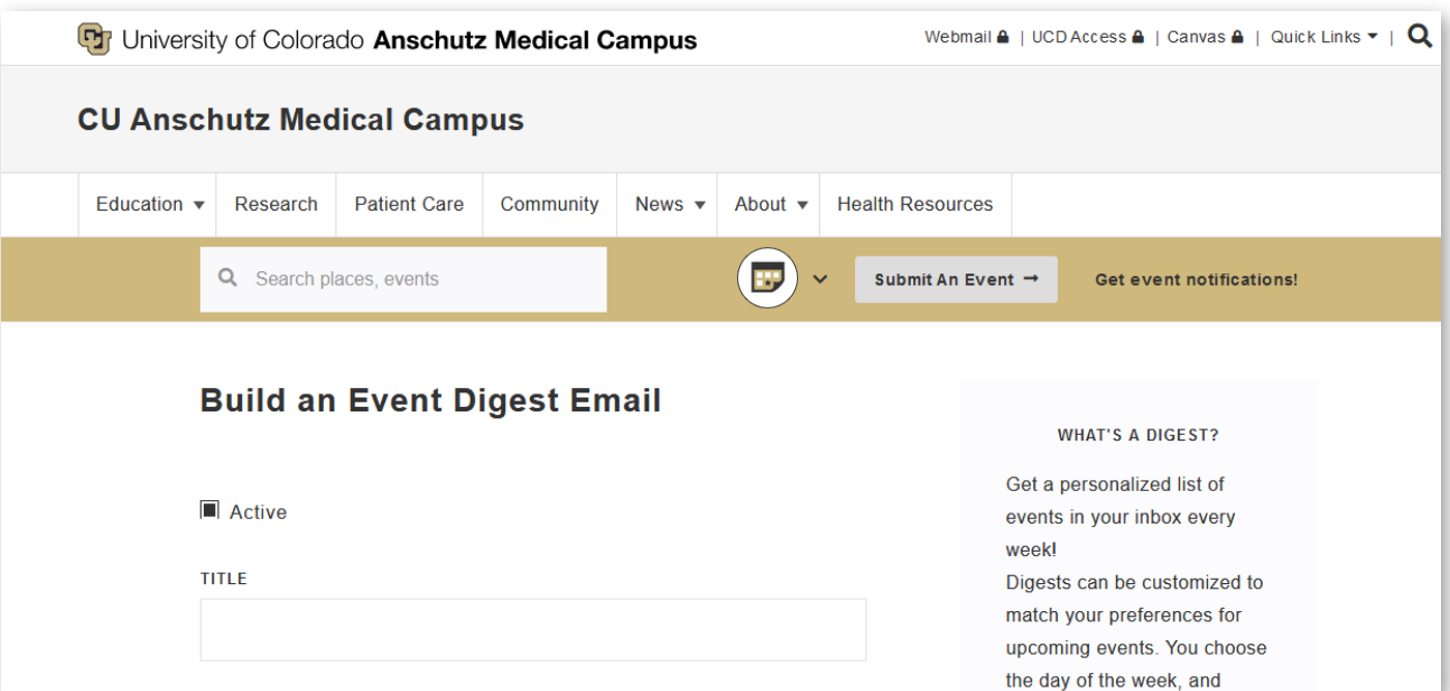
Building an Event Digest Email

A digest is a list of events automatically emailed to the creator based on the criteria selected.

Users must first log in to build an event digest. See the Event Administrators Calendar Access Guide for access and login assistance.
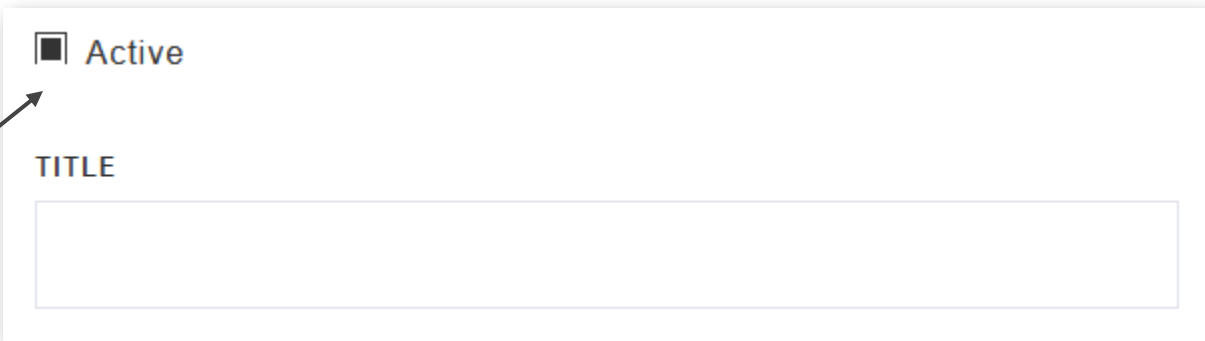
Once logged in click on "Get event notifications!"

The "Build an Event Digest Email" page should look like this.
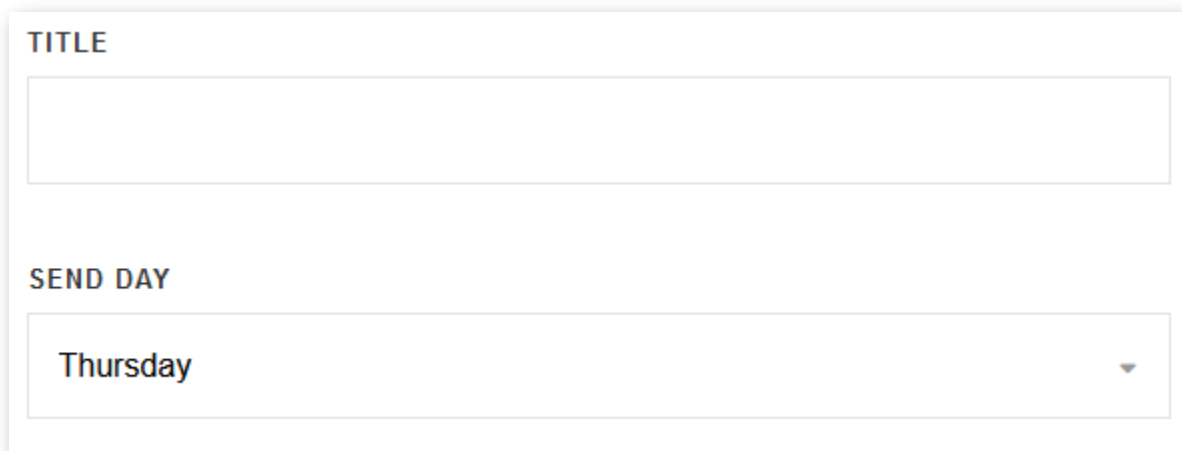
Building an Event Digest Email Continued

Users can build and manage multiple digests. Only "Active" digests will be emailed to users.

Make sure the "Active" checkbox is selected and appears black.

Next, enter a Title for the digest.

The "Send Day" is the date the email will be sent to the email address on the account.

Select a "Send Day".

Building an Event Digest Email Continued

Select how many items (results) each email digest should contain. The maximum number is 50.

NUMBER OF RESULTS ❓

50

Enter how many Days Ahead the digest should look for events. The maximum number is 365.

DAYS AHEAD ❓

31

Note: If you choose to look 365 days ahead and there are 200 results, but the number of results is set at 50, the digest will only include 50 results.

Likewise, if you choose 50 results, but only look 2 days ahead and there are only 3 events, the digest will only include 3 events.
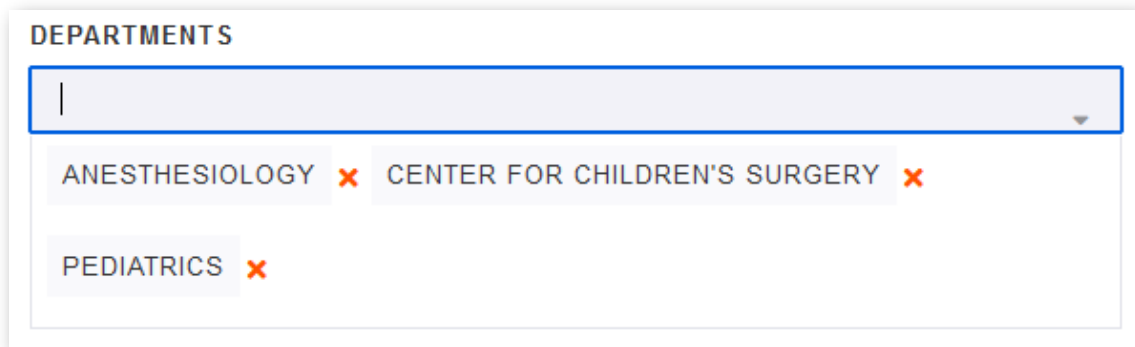
Content

When events are added to the calendar the end user selects several classifications to identify which school, college, or department is hosting the event, where the event will be held, what type of event it is, what type of audience would benefit from attending, and the topic or area of interest.

When creating an event digest, selections are made from the same lists of classifications used to create events, each of them is reviewed below. None of the content fields are required, only use those fields necessary to capture the events needed for the digest.

> **Note**: The system uses all criteria selected and the structure used in the "Content Must Match" field to generate the digest. The more items chosen the less likely it is to receive results. Try creating multiple digests to receive all the items of interest.

Departments

 "Departments" is the catch-all term for different units across the university and identifies who is putting on the event. Select the Department(s) that host(s) events to be included in the digest.
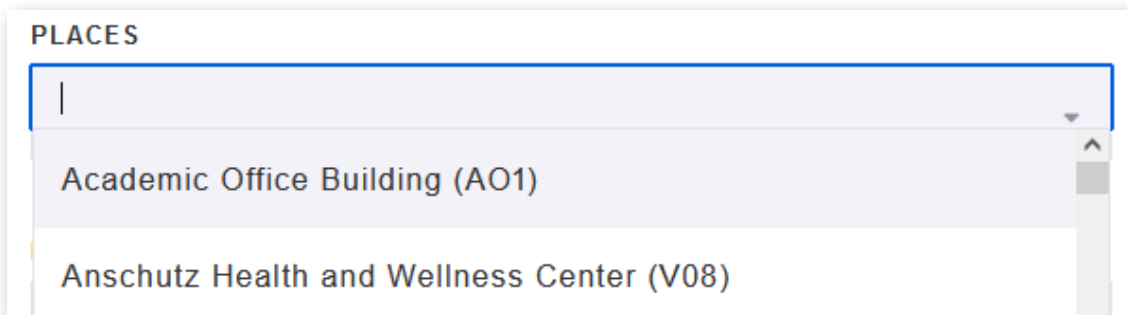

Places

"Places" refers to the buildings on campus where events are held. To receive a digest of events in a particular building or multiple buildings, select them here.
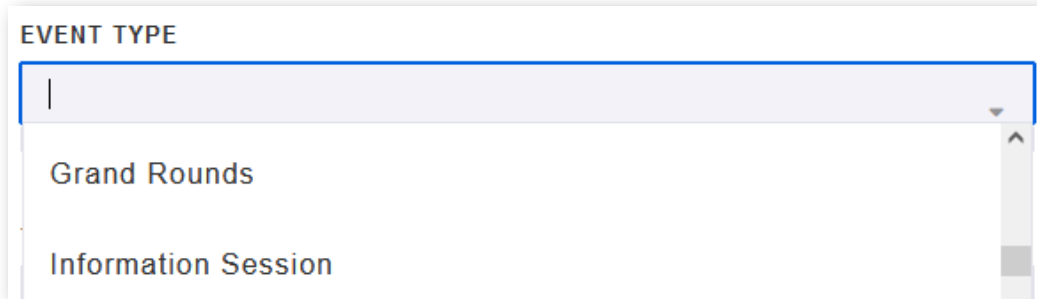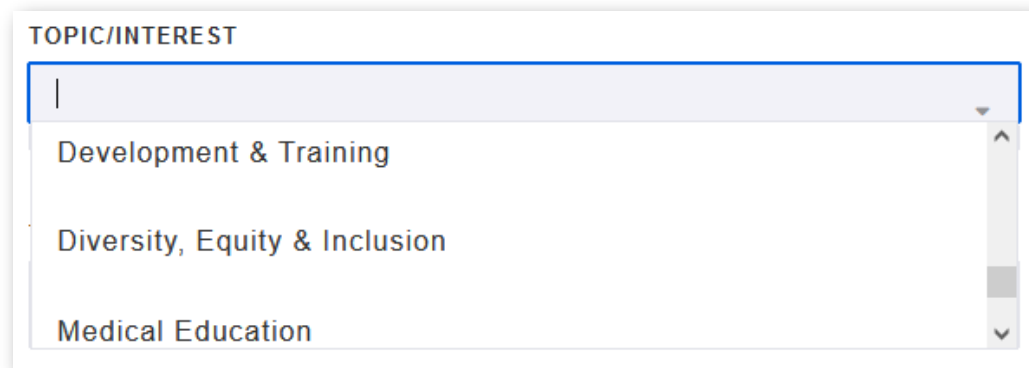
Event Type

Select the types of events to be included in the digest.

EVENT TYPE

|

Grand Rounds

Information Session
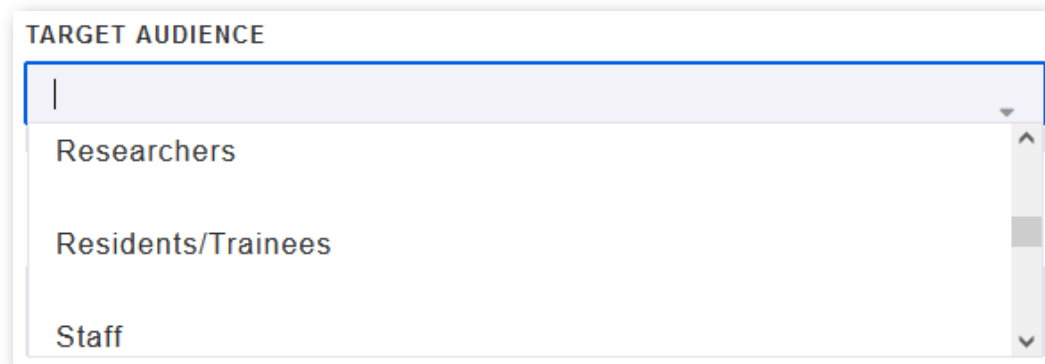
Topic/Interest

Select the Topic/Interest areas to be included in the digest.

TOPIC/INTEREST

|

Development & Training

Diversity, Equity & Inclusion

Medical Education

Target Audience

When events are created for the calendar, the user selects the audience that would benefit most from attending the event. To include items in the digest that are relevant for a particular audience select the Target Audience here.

TARGET AUDIENCE

|

Researchers

Residents/Trainees

Staff

Schools and Colleges

On a broader level than "Departments", this field will return results that are hosted by a particular school/college or that may simply be of interest to people associated with that school/college. To include events from specific schools or colleges select them here.
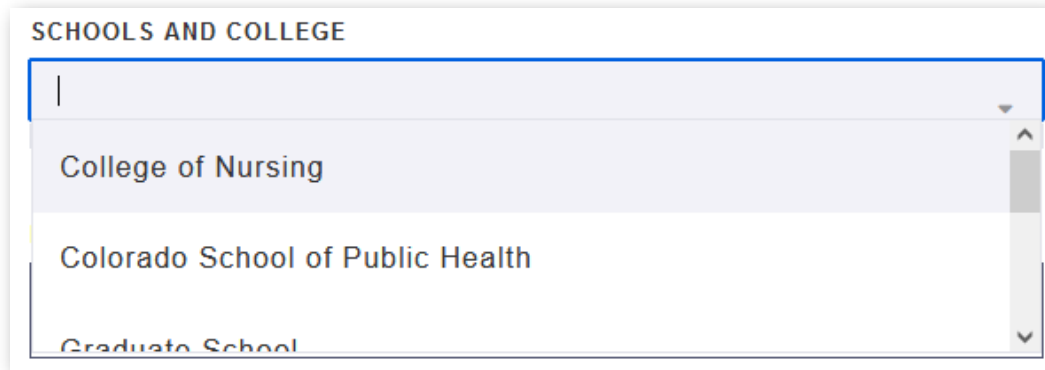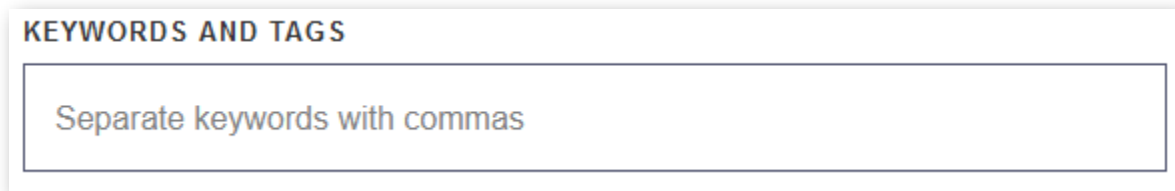

Keywords and Tags

To include events that use specific keywords or tags enter them here.

The next three options are not recommended for use.

If the "Only Show Featured" box is checked only events that are given the "Featured" designation and match all selected criteria will be included in the digest.

The campus does not use the "Sponsored" option in the calendar.

By default, only the first instance of a recurring event will be included. If the "Include All Matching Instances" box is checked, all instances matching the date range specifications will be included.

Content Must Match

The Content Must Match field has four phrases that tell the calendar system how to use the criteria that have been selected to generate the digest. Please note that "group" refers to Department in the following phrases. It is suggested to leave the default selection until the first digest is received and then adjust the selection as needed if you want to narrow the results.

Any Place, Group, Keyword, Tag, <u>or</u> Filter item

This is the default option. By selecting this phrase, the calendar system will search the posted calendar events using the items selected matching ANY place, group, keyword, tag, or filter item selected and include them in the digest. The system is looking for any event that matches the place field, OR, the group field, OR, the keyword and tags field, OR any other field selection.

Example: Selecting Department of Surgery (Group) and Grand Rounds (Event Type) will display all Department of Surgery events and all Grand Rounds for all departments.

At least one Place, Group, Keyword or Tag, <u>and</u> one Filter item

By selecting this phrase, the calendar system will search the posted calendar events and match the content selected in at least one of the following fields: place, group, keyword or tag, AND matching one other filter item chosen. This option is somewhat more selective than the default.

Example: Selecting Department of Surgery (Group) and Grand Rounds (Event Type) will display only Grand Rounds for the Department of Surgery.
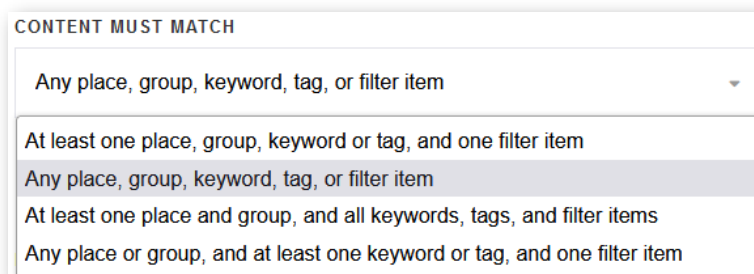
At least one Place and Group, <u>and</u> all Keywords, Tags, and Filter items

Returning even narrower results, the selection of this phrase directs the calendar system to search the posted calendar events and match at least one place and group, AND all keywords, tags, or filters chosen. This is useful if more than one place or group has been selected.

Example: Selecting Department of Surgery (Group) and Grand Rounds (Event Type), Faculty (Target/Audience) and DEI (Topic/Interest) will display only those events that meet all criteria for each Group identified.

Any Place or Group, <u>and</u> at least one Keyword <u>or</u> Tag, <u>and </u>one Filter item

This phrase works to match three items, ANY place or group selected, AND at least one keyword or tag selected, AND one other filter item.

CONTENT MUST MATCH

| Any place, group, keyword, tag, or filter item | ▾ |

At least one place, group, keyword or tag, and one filter item
Any place, group, keyword, tag, or filter item
At least one place and group, and all keywords, tags, and filter items
Any place or group, and at least one keyword or tag, and one filter item

Excluded Content

Sometimes it is easier to identify the content that isn't of interest and doesn't need to be included in a digest. These filters allow the selection of items to be excluded from the digest.

Be aware that these filters are also part of the criteria that the "Content Must Match" option uses to find events for the digest.
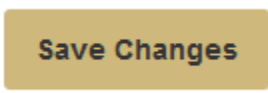
EXCLUDED CONTENT

KEYWORDS AND TAGS

Separate keywords with commas

EVENT TYPE

TOPIC/INTEREST

TARGET AUDIENCE

SCHOOLS AND COLLEGE

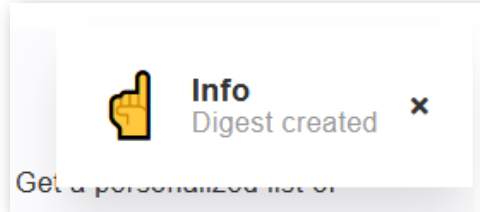# Save

After selecting the criteria for the digest click "Save Changes"

A pop-up box will appear stating the digest has been created.

Locating Saved Digests

To view or edit saved digests click the drop-down arrow next to the icon and select "Communications". Then select "Digest".

This concludes this instructional guide on building an event digest.