RTF Calendars - Instructions

There are so many calendars! What do I do?

COLLEGE - Moody College Calendar

Events for the Moody College can be found here: http://moody.utexas.edu/events
To receive notification of events, you can select specific events and choose “Add to My Calendar.” Or, click on “Subscribe” if you would like to receive weekly emails, RSS or Atom Feeds, or receive iCalendar feed.

To submit events: https://wikis.utexas.edu/display/comm/Event+Calendar

UNIVERSITY - UT Austin Calendar

The UT calendar, "Texas Today," lists campus-wide events.
Click on “Submit an Event” to submit.
You can also subscribe to receive info on events or RSVP for events to have them appear on your personal calendar.

DEPARTMENT - RTF Department Calendars

1. Website - The RTF website lists news and events.
2. Google Calendars - See below for more info.

RTF Dept. Google Calendars

(Opt in.) To subscribe to these calendars, you need to have a Gmail account. It is recommended that RTF faculty subscribe to multiple calendars, as they are additive, serve different functions, and do not overlap. (See details below).

To subscribe: if you have a gmail account, send marisa.campos@austin.utexas.edu your gmail address and request the specific calendars you’d like to receive.

• Public events are on the "RTF Department" calendar.
  All faculty are encouraged to subscribe to this.

• Faculty-specific events are on the "RTF Faculty" calendar.
  All faculty are encouraged to ALSO subscribe to this.

• Media studies area-specific activities (such as meetings and deadlines) are on the "RTF Media Studies" calendar.
  Please note that activities (such as faculty meetings) are NOT listed on this calendar, but rather on the RTF Faculty calendar.
  All media faculty are encouraged to ALSO subscribe to this.

Suggestions for which calendars to subscribe to are directly below. Details about what each calendar covers and directions on how to subscribe are listed further down the page. If you wish to add an event to a calendar or have problems subscribing, please contact Elana Wakeman.

Production faculty: Recommended minimum calendars to subscribe to are both of the following:

1. RTF Department calendar
2. RTF Faculty calendar

Studies faculty, staff, and area heads/directors: Recommended minimum calendars to subscribe to are all three of the following:

1. RTF Department calendar
2. RTF Faculty calendar
3. RTF Media Studies calendar

"RTF Department" Calendar

(Note: embedded lower on this page.) Open to the public, the "RTF Department" calendar lists public-facing RTF-sponsored events such as screenings, conferences, colloquium talks and guest lecturers.

To subscribe, you need a gmail account:
1. Log in to Google and go to the "Calendar" page.
2. Click the down-arrow next to Other calendars.
3. Select Add by URL from the menu.
4. Enter the address in the field provided: https://www.google.com/calendar/embed?src=rtfdepartment%40gmail.com&ctz=America/Chicago
5. Click the Add Calendar button. The calendar will appear in the Other Calendars section of the calendar list to the left.
"RTF Faculty" Google Calendar

The "RTF Faculty" calendar is only for faculty and staff and does not include the bigger public events listed on the RTF Department calendar. You can subscribe:

1. Through gmail: Send marisa.campos@austin.utexas.edu your gmail address and information about which calendars you’d like to subscribe to, and Marisa will invite you to subscribe.

2. Through a feed: https://www.google.com/calendar/embed?src=c94cnnsdvpd5urbd72o07ipcpc%40group.calendar.google.com&ctz=America/Chicago

"RTF Media Studies" Calendar

This calendar lists items specific to media studies faculty, including meetings and deadlines.

1. Through gmail: Send marisa.campos@austin.utexas.edu your gmail address and information about which calendars you’d like to subscribe to, and Marisa will invite you to subscribe.

2. Through a feed: https://www.google.com/calendar/embed?src=6ts05l17emhpckfvp8kflvqs%40group.calendar.google.com&ctz=America/Chicago

RTF Department Calendar

This displays the public-facing events.