

Weill Cornell Medical College



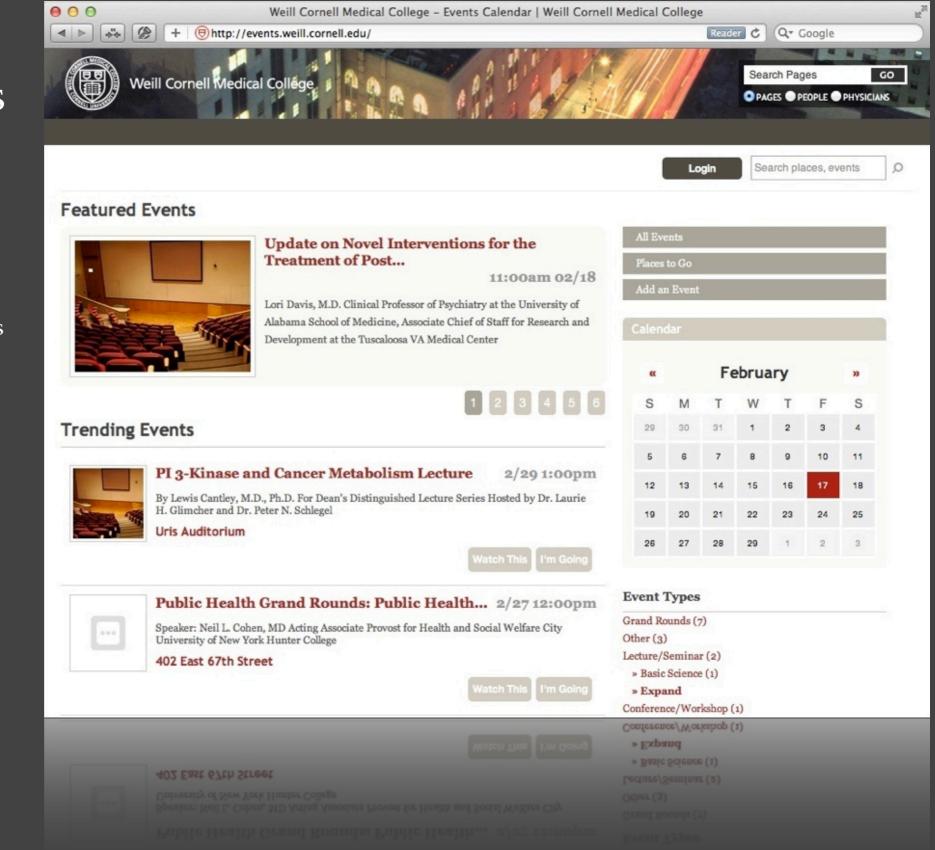
Welcome to Weill Cornell Events

Weill Cornell Events is a public event system for Weill Cornell faculty, staff and students. It can be used to create events, attend events, invite people to events and much more.

The address for Weill Cornell Events is <u>http://events.weill.cornell.edu</u>

It is accessible on-campus and offcampus.

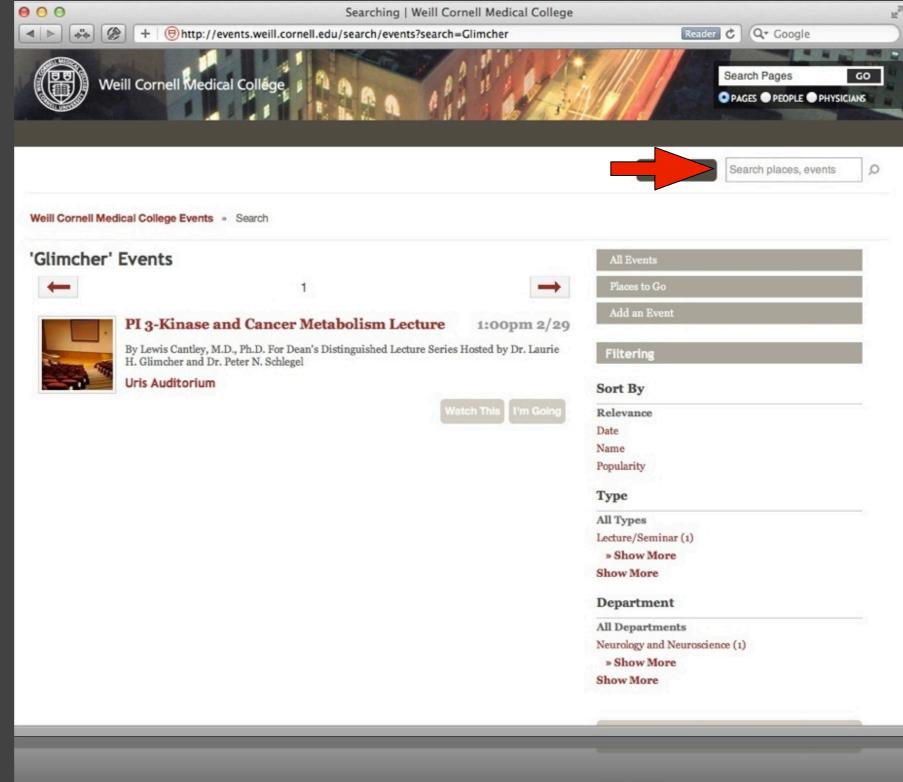
You can use Weill Cornell Events without having to log in to view information about events and public profiles.





Searching

Use the search field in the top right corner to search for events and places.



All Departments Neurology and Neuroscience (1 » Show More Show More

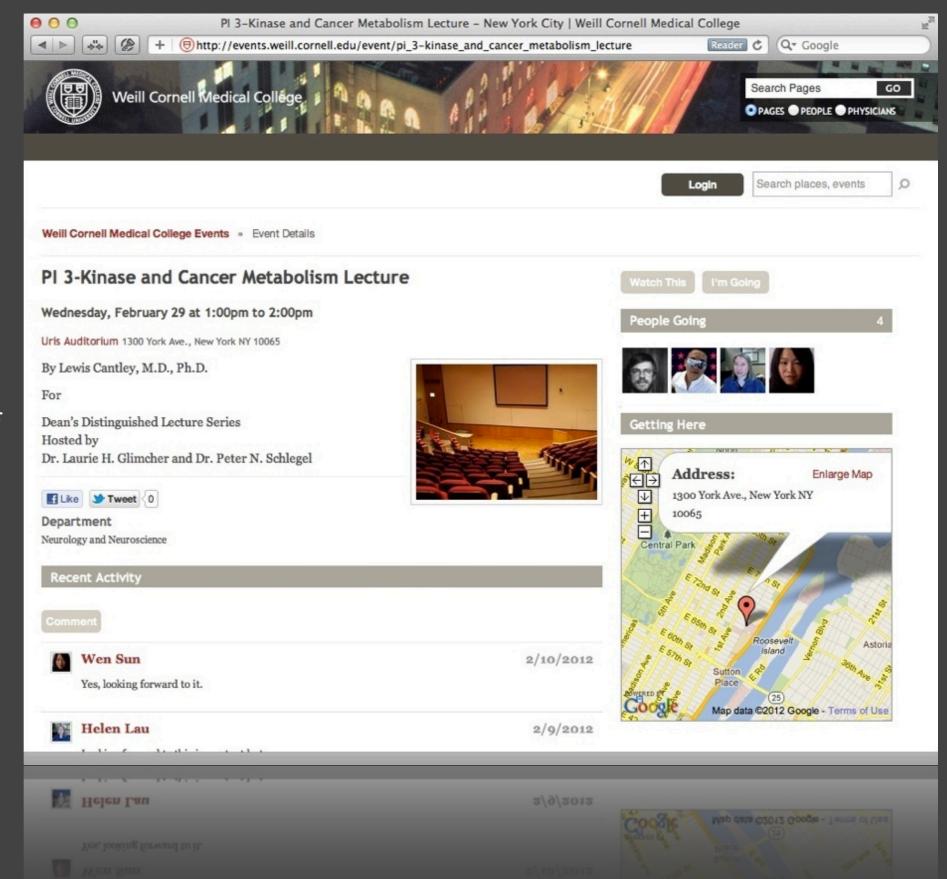


Event Details

Click on an events title to view more information about the event including location, who is going and any recent comments.

If you are logged in, you can click the "Watch This" or "I'm Going" buttons to add this event to your calendar.

If you are not logged in and click on of these buttons, you will be directed to the log in page.

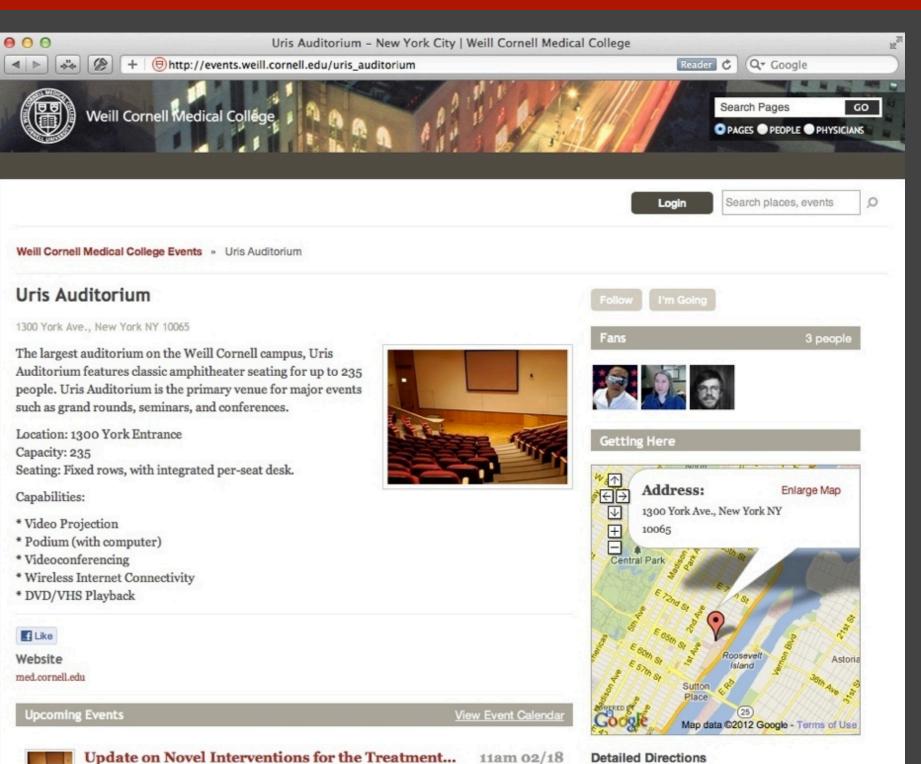


INFORMATION TECHNOLOGIES & SERVICES



Location Details

Click on a location title to view more information about the location including directions, capacity, and events happening there.



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Detailed Directions

BY CAR Approaching from south of East 68th Street - Take the

Approaching from south of East 68th Street - Take the BY CAR



Associate Chief of Staff for Research and Development at...

Lori Davis, M.D. Clinical Professor of Psychiatry at the University of Alabama School of Medicine, Associate Chief of Staff for Research and Development at...

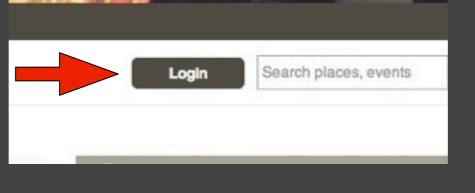


Logging On

At any time while browsing the Weill Cornell Events site, click on the "Login" button to access the rest of the features of the Events site.

You will be asked to input your CWID and password.

Once logged in, you will be directed to your Dashboard.





WELCOME TO WEILL CORNELL MEDICAL COLLEGE FEDERATED LOGIN SYSTEM

This system is used to access federated resources listed in the ITS federation services page.

To log out, you must exit or quit your browser.

		1 1
events.weill.	cornel	I.edu

You have asked to login to events.weill.cornell.edu

The web site above has asked you to log in with your WCMC CWID and Password.

CWID:	CWID	
Password:	•••••	
	Login	

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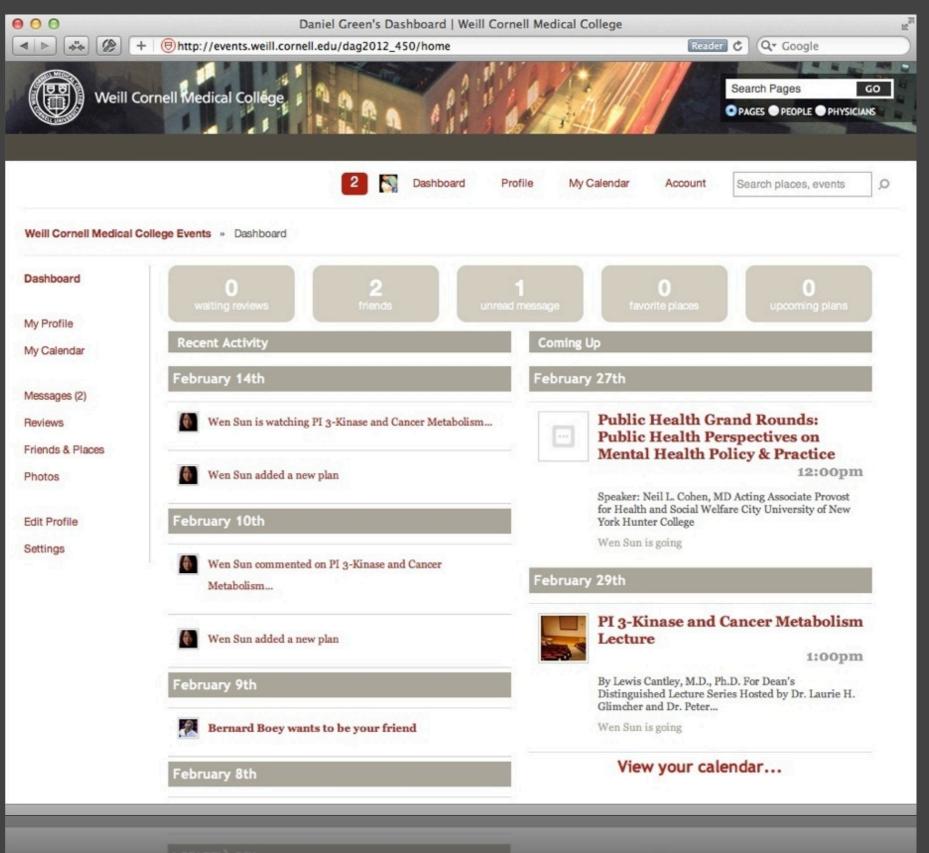
Dashboard

Your dashboard is the first thing you will see after logging in.

From here you can see any events coming up that you are attending, activity on events you are attending or watching, and respond to messages and friend requests.

You can use the navigation across the top and sides to visit other areas of the Events system.

The red box with a number inside is you notifications. This will let you know if you have any new messages or friend requests.



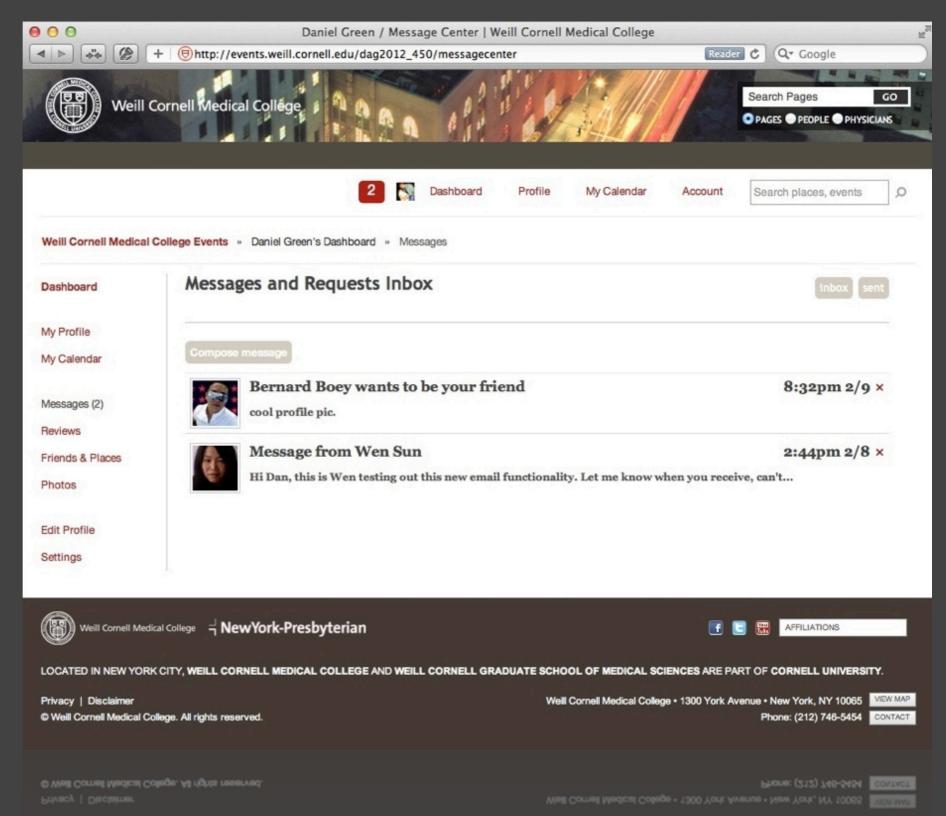
View your calendar...

INFORMATION TECHNOLOGIES & SERVICES



Messages

Here you can approve or deny friend requests and read and reply to any messages.



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LOCATED IN NEW YORK CITY, WEILL CORNELL MEDICAL COLLEGE AND WEILL CORNELL GRADUATE SCHOOL OF MEDICAL SCIENCES ARE PART OF CORNELL UNIVERSIT

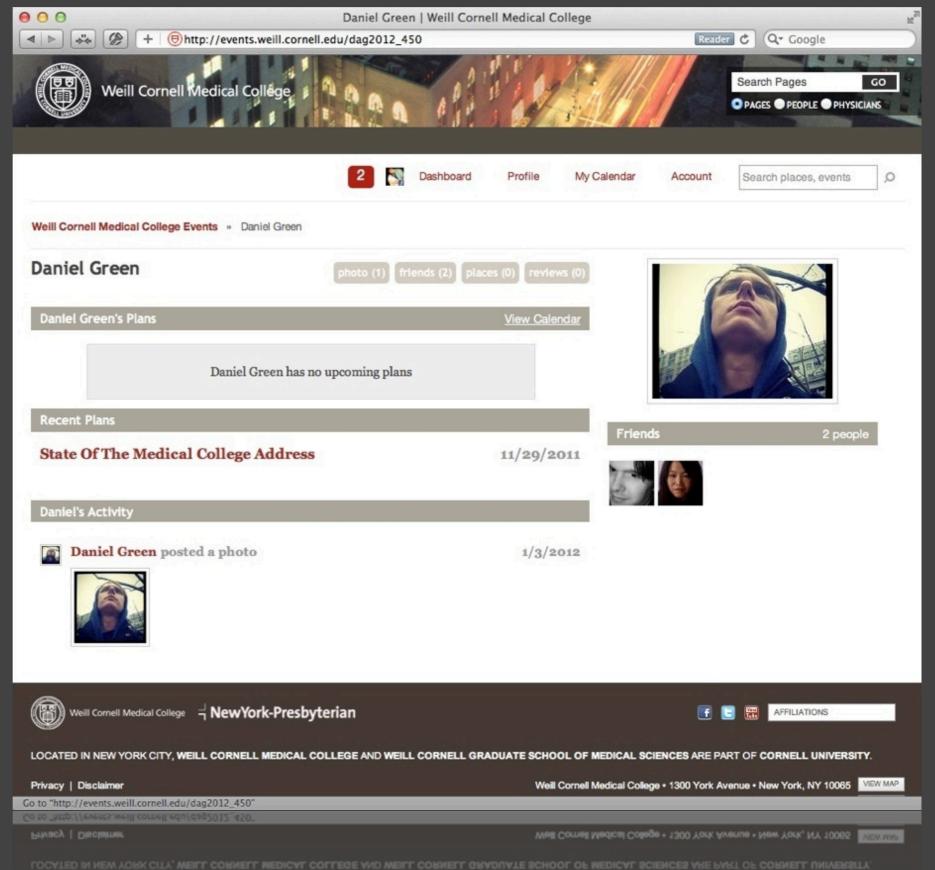
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Profile

This is where you can view your public profile. It will show your upcoming events, friends and recent activity.

You can control what is shown publicly via the Privacy Controls under your account.

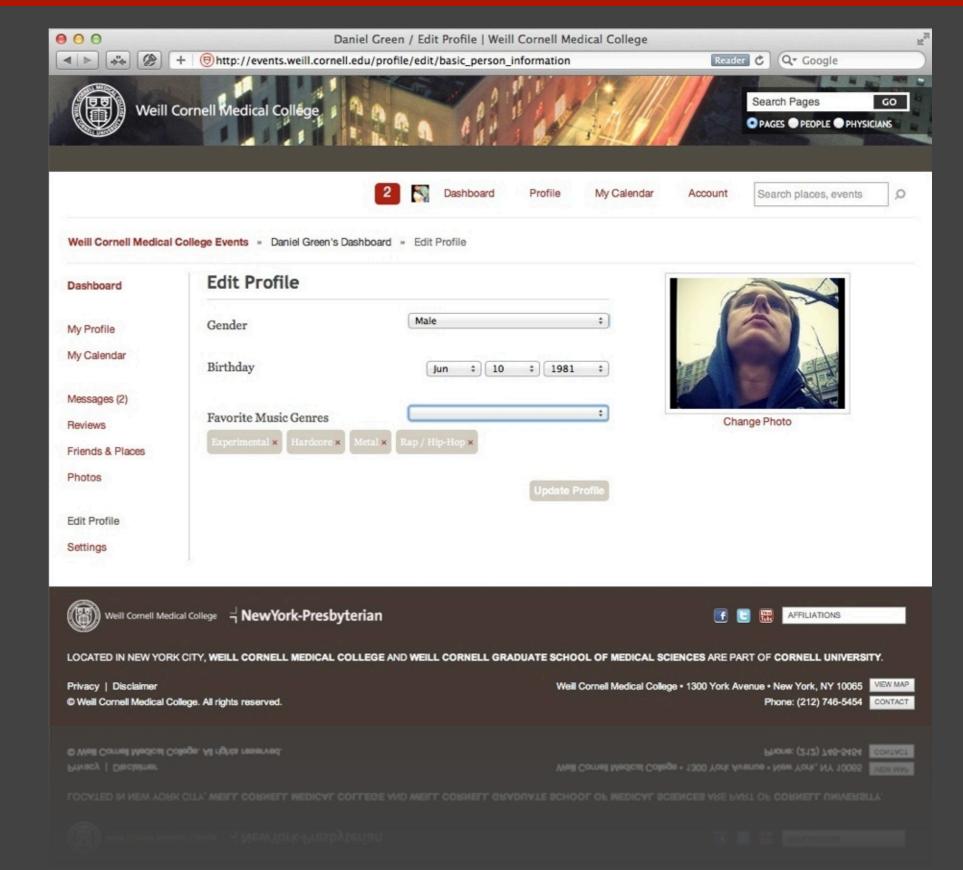




Edit Profile

When logged in, you can edit your profile by clicking the "Edit Profile" link on the left.

All of this info is optional.

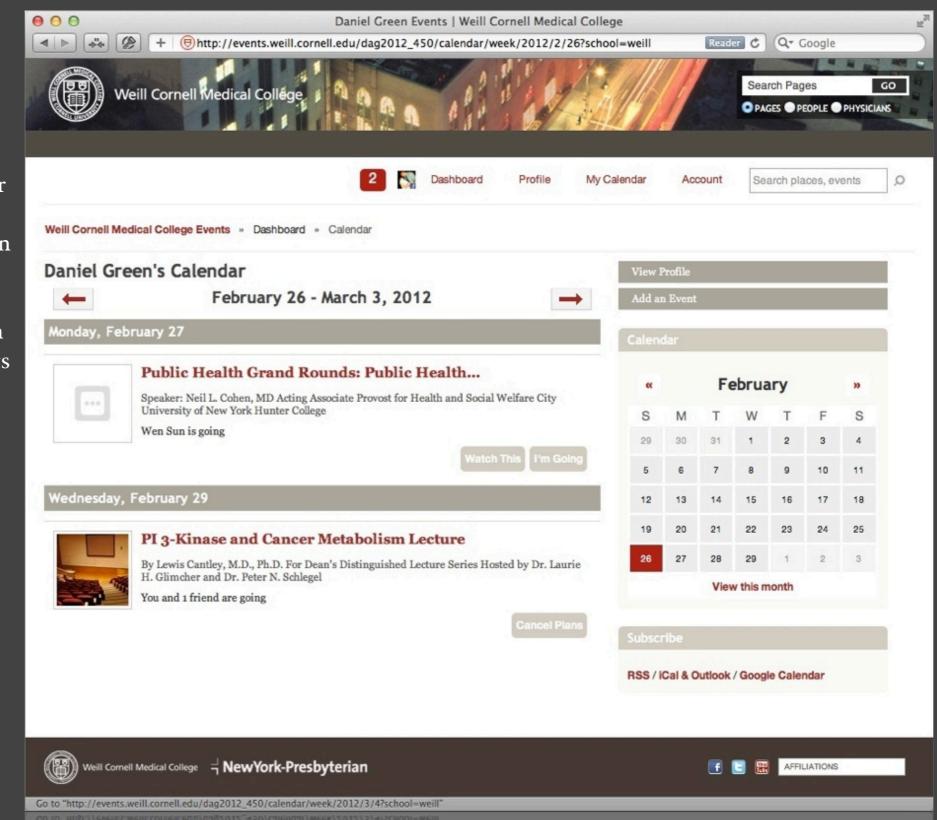




My Calendar

My Calendar will show you a quick view of events that you are watching or attending. You can use the arrows to navigate by week or use the calendar on the right to navigate by month.

You can also use the Subscribe links on the bottom right to import your Events calendar into your system of choice.

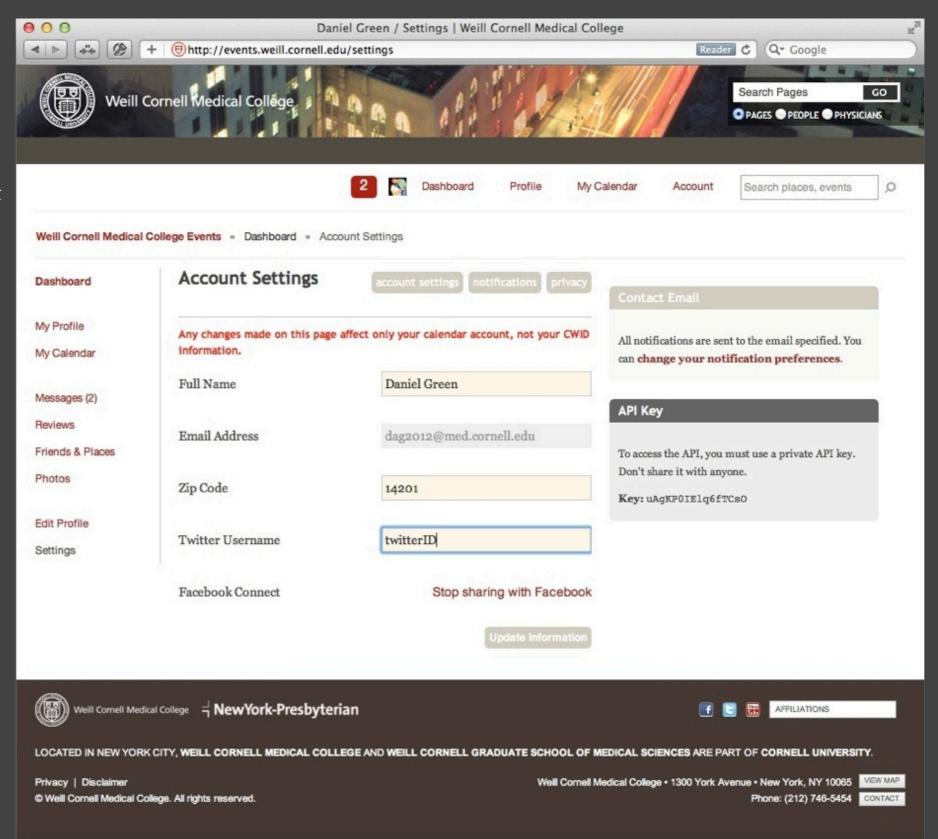






Account Settings

This is where you can update your location, Twitter username and connect to Facebook.





Notifications

Clicking on the Notifications button will bring you to your notification preferences.

Here you can choose which system events will trigger an email notification.

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Dashboard	Notifications account settings notifi	cations	What-ifications?
My Profile			If something exciting happens, you can get an email
/ly Calendar	Message Center Message, request, or invitation received	٢	about it. Uncheck any actions you don't need to know about.
lessages (2)			
eviews	A request has been accepted		Not getting emails?
riends & Places			
Photos	Comment received on		Make sure the email specified in your account settings is the right one.
	Aphoto		settings is the right one.
Edit Profile			
Settings	Aplan	۷	
	My profile	Ø	
	An event	۲	
	Plans and Events		
	A friend is joining you at a plan or event	۷	
	Details changed on a plan or event I am attending	۷	
	Details changed on event I am attending	٢	
	Newsletters		
	Upcoming plans reminder	٢	
	Waiting reviews reminder		
	Weekly events newsletter	٢	



Privacy

Clicking on the Privacy button will bring you to your privacy preferences.

From here you can specify the visibility of your profile including your events, your photos and your main profile.

The visibility options are as follows:

-Everyone: viewable to anyone who visits the Events site

-Just my Friends: viewable only to those who you have made friends in the Events system

-Nobody: only viewable to yourself when logged in



Weill Cornell Medical College Events » Dashboard » Account Privacy

			Profile Visibility
My Profile My Calendar	Main Profile	Everyone	 You can specify who can see specific areas of your profile by selecting the drop-downs. To make your
Messages (2)	Where I'm Going	✓ Everyone Just my friends Nobody	entire profile private, select Nobody or Just my friends from the drop-down under "Main Profile"
Reviews	Where I've Been	Everyone	Contact
Friends & Places Photos	My Places	Everyone	Prevent specific accounts from searching for your
Edit Profile	My Friends	Everyone	profile, or just limit their available actions.
Settings	My Recent Activity	Everyone	\$
	My Photos	Everyone	\$
		Update Privacy	y Options

LOCATED IN NEW YORK CITY, WEILL CORNELL MEDICAL COLLEGE AND WEILL CORNELL GRADUATE SCHOOL OF MEDICAL SCIENCES ARE PART OF CORNELL UNIVERSITY.

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Add an Event

From the Events home page, click on the "Add an Event" button. This will take you to the Event submission form.

Fill out as much information as you can. The following sections are required:
-Event Title
-Description
-Date of Event

The location can be pulled from the preset Weill Cornell locations. Just start typing the name and select the location you want when it pops up.

If the event requires that attendees purchase tickets, uncheck the "This event is free" box and you'll be presented with areas to fill out ticket information.

When everything is filled out, click on the "Add Event" button.

	-	Dashboard Profile	My Calendar	Account	Search places, events
red Events					
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	, Alcoholism Risk:	From	Places		
-	LJohn H. Krystal, M.D. Rob	ert L. McNeil, Jr. Professor of Translor	Add an	i Event	
Store 1	Research; Chair, Departme Medicine	nt of Psychiatry, Yale University School of	Calend		
Weill Cornell Medical	College Events » Daniel Green's Dashboa	rd » Add a public event			
Dashboard	Event Title *	Events Training			
1172-1171	Description *	This event is going to be awesome!	Adding an e		
My Profile My Calendar				nter as much informa Event'. We'll take ca	
				changes to any event	
Messages (2)	Date of Event *	3/10/12		ed by our staff.	b y ou dud dirtit
Reviews Friends & Places	Start Time	4pm	_		
Photos	End Time	6pm	Batch Event	Add	
	Scheduled Date Satu	rday, March 10, 2012 4:00 PM - 6:00 PM	Need to add a for instruction	bunch of events at or	nce? Contact us
Edit Profile		Add Another Date		a.	
Settings	Location of Event	Uris Auditorium			
	Room				
	Address	1300 York Ave., New York NY 1006			
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	Add a Photo	Choose File no file selected			
	Event Type	:			
	Other x Conference/Workshop x				
	Department	:	0		
	Information Technologies & Services ×				
	This event is free	-			
		2			



Share with Facebook

If you have connected your account to Facebook, after you create an event you can share that event with Facebook.

