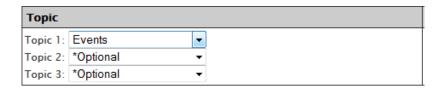


When you choose an article topic of 'Events' in AlumniMagnet you will be promted to add an event type code. The Event Type Field is used to aggregate events on the <u>Harvard Alumni event hub</u>.

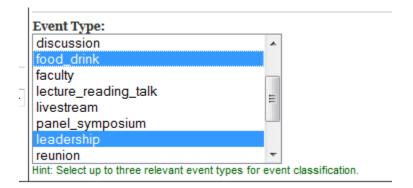
Event Type is required when you choose 'Events' as your article topic.



The new Event Type selector is located in the 'Event-related' section of your article.



Click on an event type to highlight it in blue and assign it to your event. If you wish to select multiple event types, you may do so by holding down your 'Crtl' key while clicking on a second or third event type.



Please choose at least one event type categorization per event. If applicable, you may wish to select two event type categorizations. For instance:

- An annual dinner with a faculty speaker could be tagged as 'faculty' and 'food\_drink'.
- A camping trip could be tagged with 'social' and 'tour'.
- Outing to a baseball game could be tagged with 'athletic' and 'social'.
- A panel of faculty speakers at an event could be tagged 'panel symposium' and 'faculty'.
- A lecture from a Harvard faculty member could be tagged 'lecture\_reading\_talk' and 'faculty'.
- A Book Club could be tagged 'discusion' and 'social'.

Category	<b>Event Type</b>	Examples
Arts	arts	Theater, concert, gallery events and openings
Athletic	athletic	Recreational sports, run or bike races or meet-ups, Harvard Athletic events, group outings to see local teams
Career & Networking	career_networking	Global Networking Night events, happy hour networking, Welcome to Your City event
Discussion Group	discussion	More informal events including discussion groups around certain topics, brainstorming meeting, book club
Food & Drink	food_drink	Wine tasting, picnic, dinner, cooking class, annual dinner
Harvard Faculty	faculty	Speaking events by Harvard faculty, annual meeting with Harvard faculty speaker
Lecture/Reading/Talk	lecture_reading_talk	Book signing, workshop, dinner with speaker
Live Stream Event	livestream	Commencement livestream
Panel/Symposium	panel_symposium	Moderated panel discussions
Presidential/ Leadership	leadership	Board meetings, events including President Faust
Reunion	reunion	Reunion events and open houses
Social Event	social	Luncheon, camping trips, auction, cocktail reception, mixer
Tour	tour	International and domestic travel opportunities, tours of government buildings
Volunteer Opportunity	volunteer	Day of service, food kitchen, Early College Awareness event