



When you choose an article topic of ‘Events’ in AlumniMagnet you will be prompted to add an event type code. The Event Type Field is used to aggregate events on the [Harvard Alumni event hub](#).

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

Topic	
Topic 1:	Events
Topic 2:	*Optional
Topic 3:	*Optional

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

Event-related	
Start Date and Time: 2015 3 20 20 : 00	<input type="checkbox"/> Feature this event <small>Hint: Checking this box will make this event appear at the top of the Events list on the home page.</small>
End Date and Time: 2015 3 20 22 : 00	
Hints: 1. Use military time. (i.e. 13:00 for 1pm). 2. For "Save The Date" use 00:01 for the event time. 3. For "Date TBD" use 2037-01-01 00:00 for the event date/time.	<input type="checkbox"/> Exclude from Master Calendar <small>Hint: This feature applies to Enterprise Sub-licensees only.</small>
Timezone: Eastern Standard Time/Central Daylight Time (EST/CDT GMT-5:00)	Event Type: arts athletic career_networking discussion food_drink faculty lecture_reading_talk livestream <small>Hint: Select up to three relevant event types for event classification.</small>

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 ‘Ctrl’ key while clicking on a second or third event type.

Event Type:
discussion
food_drink
faculty
lecture_reading_talk
livestream
panel_symposium
leadership
reunion

Hint: Select up to three relevant event types for event classification.

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	Event Type	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