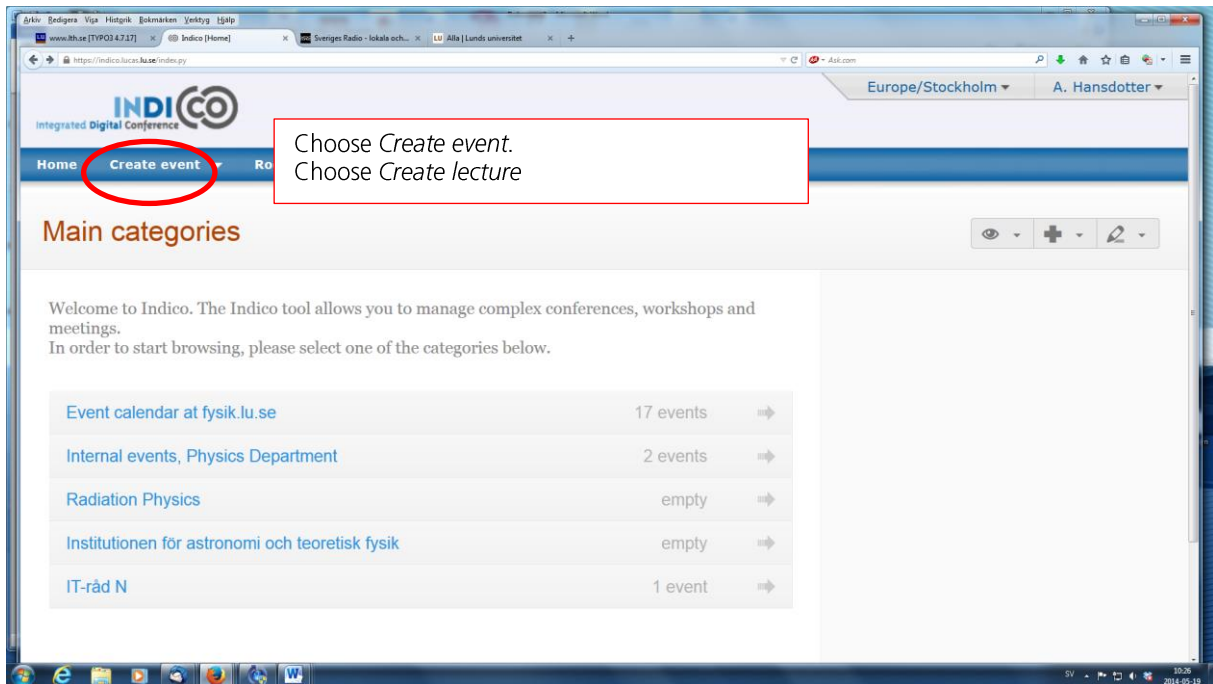
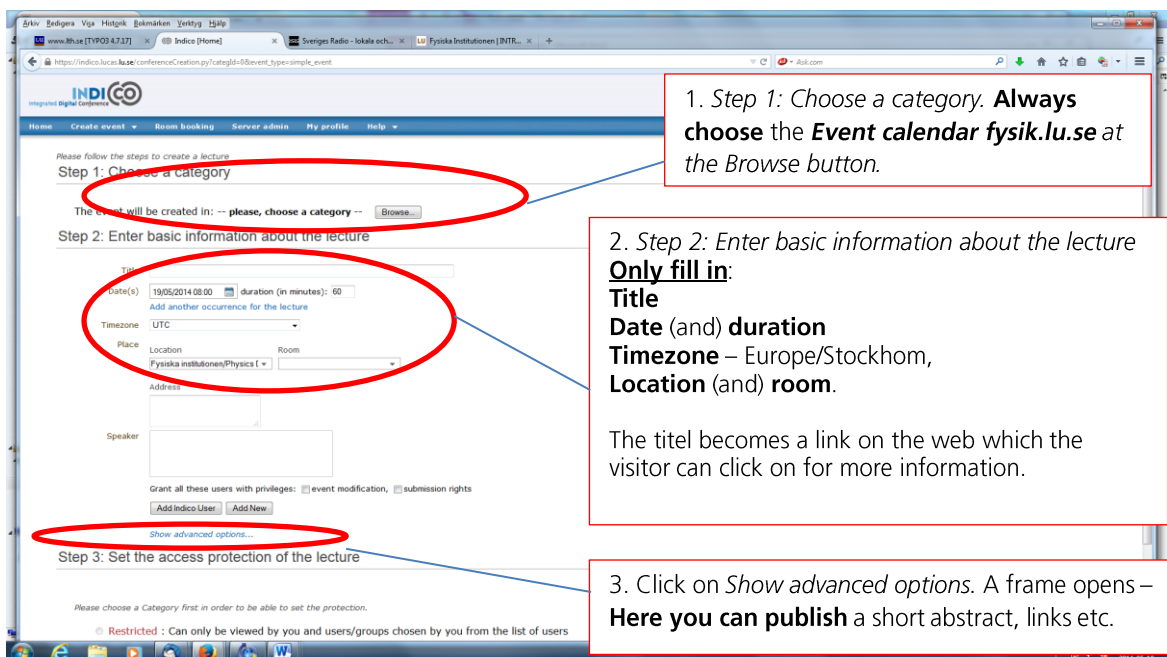


PUBLISH AN EVENT ON FYSIK.LU.SE

Login with your Lucat-ID on Indico: <https://indico.lucas.lu.se/>



CREATE LECTURE – follow the three steps



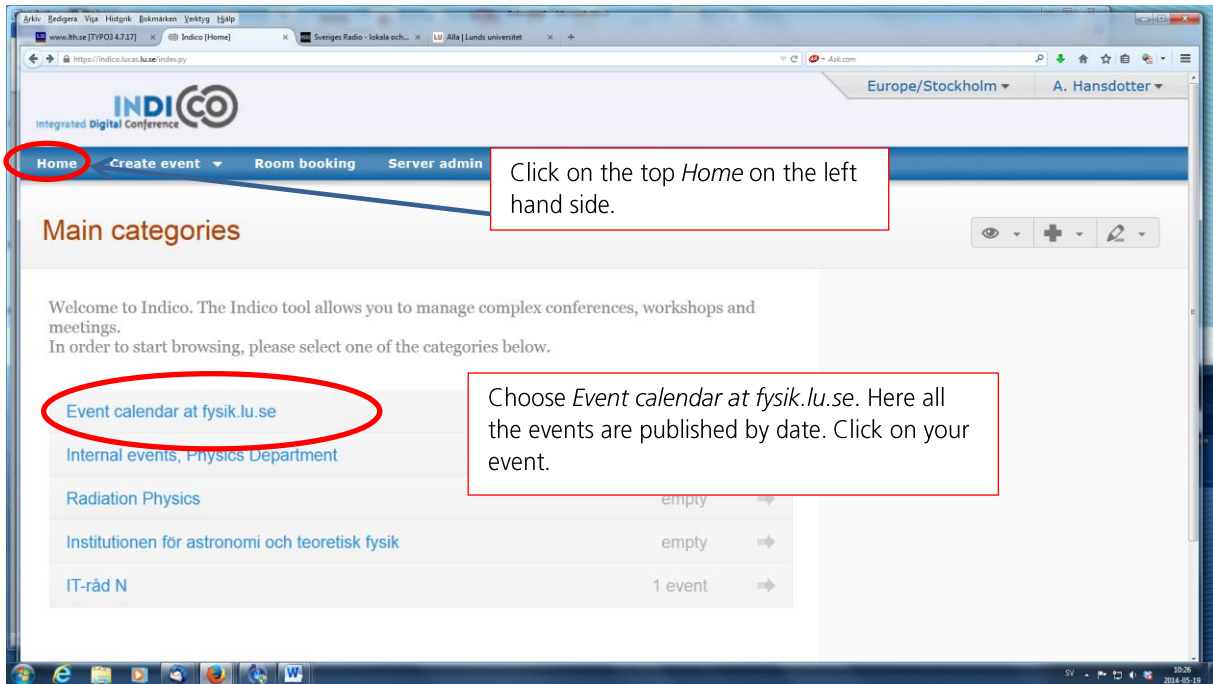
Do not forget to click on *Create lecture* at the bottom to save!

The event is now created and will be shown at fysik.lu.se

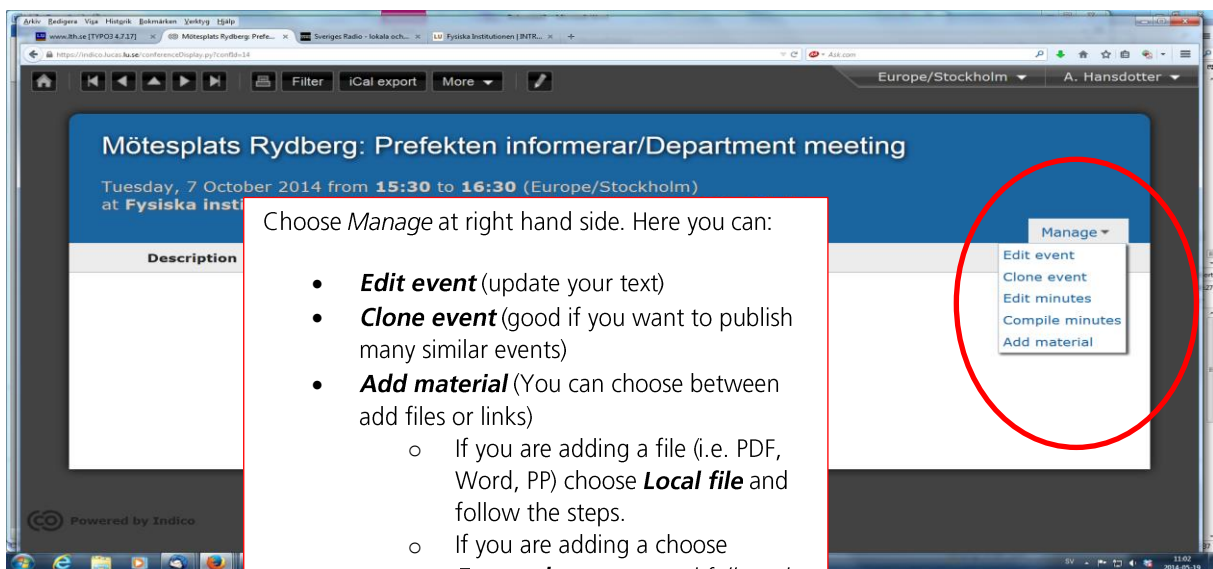
Note: Do not use the fields marked: address, speaker, add indico user, add new, default layout style eller keywords. Also do not use: Step 3: Set the access protection of the lecture.

DO YOU WANT TO EDIT, DOUBLE OR ATTACH DOCUMENTS OR LINKS?

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The screenshot shows the Indico website interface. The top navigation bar includes 'Home', 'Create event', 'Room booking', and 'Server admin'. The 'Home' link is circled in red. A callout box points to it with the text: 'Click on the top Home on the left hand side.' Below the navigation bar, there is a 'Main categories' section. The first category, 'Event calendar at fysik.lu.se', is circled in red. A callout box points to it with the text: 'Choose Event calendar at fysik.lu.se. Here all the events are published by date. Click on your event.'



The screenshot shows an event page titled 'Mötesplats Rydberg: Prefekten informerar/Department meeting'. The event details are: Tuesday, 7 October 2014 from 15:30 to 16:30 (Europe/Stockholm) at Fysiska insti... On the right side of the page, there is a 'Manage' dropdown menu, which is circled in red. The menu options are: 'Edit event', 'Clone event', 'Edit minutes', 'Compile minutes', and 'Add material'.

Choose *Manage* at right hand side. Here you can:

- **Edit event** (update your text)
- **Clone event** (good if you want to publish many similar events)
- **Add material** (You can choose between add files or links)
 - If you are adding a file (i.e. PDF, Word, PP) choose **Local file** and follow the steps.
 - If you are adding a choose **External resource** and follow the steps.

Important! Choose: **Public: Can be viewed by everyone.**

Note: Do not use *Edit minutes* och *Compile minutes*