PUBLISH AN EVENT ON FYSIK.LU.SE

Login with your Lucat-ID on Indico: [https://indico.lucas.lu.se/](https://indico.lucas.lu.se/)

CREATE LECTURE – follow the three steps

1. Step 1: Choose a category. Always choose the Event calendar fysik.lu.se at the Browse button.

2. Step 2: Enter basic information about the lecture Only fill in Title, Date (and) duration, Timezone – Europe/Stockhom, Location (and) room.

   The title becomes a link on the web which the visitor can click on for more information.

3. Click on Show advanced options. A frame opens – Here you can publish a short abstract, links etc.

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?

Need help? Send an email to: [kommunikation@fysik.lu.se](mailto:kommunikation@fysik.lu.se)  updated 14-10-13
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Click on the top **Home** on the left hand side.

Choose **Event calendar at fysik.lu.se**. Here all the events are published by date. Click on your event.

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 (e.g. 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*