

IMMEDIATE CHANGES TO THE UNIVERSITY CALENDAR

As you are aware, Indiana State University has launched two distinct websites for the University:

1. **Indiana State University Website**

indianastate.edu

- Open to the public, this website will continue to serve as the digital front door of Indiana State University.

2. **Sycamore Root Website** sycamoresindstate.sharepoint.com/sites/SycamoreRoot

- Accessible exclusively to current faculty, staff, and students, Sycamore Root will house internal resources, tools, and communications tailored to our campus community.
- Sycamore Root is split into two sites—one for Students & one for Employees.

Changes to the University Calendar

To align with the website updates, the University Calendar is now split into three separate calendars:

- **University Calendar (Public Events)** - (accessible on the main website)
<https://indianastate.edu/events>
 - This calendar will be maintained by the Office of Information Technology (OIT).
 - It will feature events open to the public, such as performances, lectures, and athletics events.
- **Sycamore Root Calendars** (accessible on Sycamore Root)
STUDENTS—<https://sycamoresindstate.sharepoint.com/sites/SycamoreRoot-STU>
EMPLOYEES—<https://sycamoresindstate.sharepoint.com/sites/SycamoreRoot-EMP>
 - These calendars will be maintained by individual colleges, departments, and student organizations.
 - They will focus on events for the Indiana State University community, such as campus events, professional development workshops, and student organization activities.

With these changes, University Communication will no longer control any of the University Calendars.

Next Steps

Starting immediately, the instructions below must be used to enter any new event into either calendar.

- 1. Public Events on the University Calendar (Public Events).** Post events at this url: <https://indstate.teamdynamix.com/TDClient/1851/Portal/Requests/ServiceDet?ID=54869>
- 2. Internal Events on the Sycamore Root Calendars.** Post events on your college's, department's, or student organization's Sycamore Root sites—student & employee. They will automatically populate to the top of the respective Root site.

Events open to both students and employees will need to be entered into each Root site separately.

Unfortunately, the internal events that were posted on the university's old events calendar were unable to transfer to the Root calendar. Colleges, departments, and student organizations will be responsible for submitting them again.

If you need assistance with posting Sycamore Root events, have not set up a Root site for your college, department, or student organization, or need training on creating or modifying Root pages, please contact OIT at x2910 or it-help@indstate.edu.

University Communication
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