SemoEvents.com How-to Guide

We're launching a new version of SemoEvents.com that is simpler, easy to use, and better suited for mobile devices. This guide explains how to submit events on the new system.

User accounts

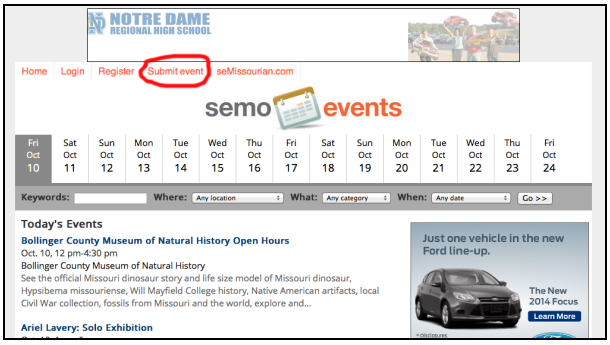
If you were an active user on the old SemoEvents.com website, then you should receive instructions and a new password for logging in to the new system.

If you already have a username for seMissourian.com or Semoball.com, you may use that to login to SemoEvents.com as well. Otherwise, you can create a new account by going to the "Register" link at the top of every SemoEvents.com page.

If you don't have an account, and you don't wish to register, you can still submit events, but you won't be able to make future changes to your events once you've submitted them. It may also take longer for our staff to verify and approve your events.

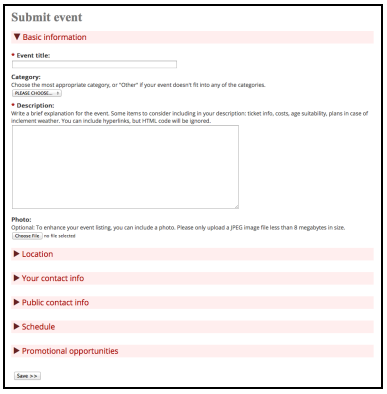
Submitting events

Look for the "Submit event" link near the top of every SemoEvents.com page.



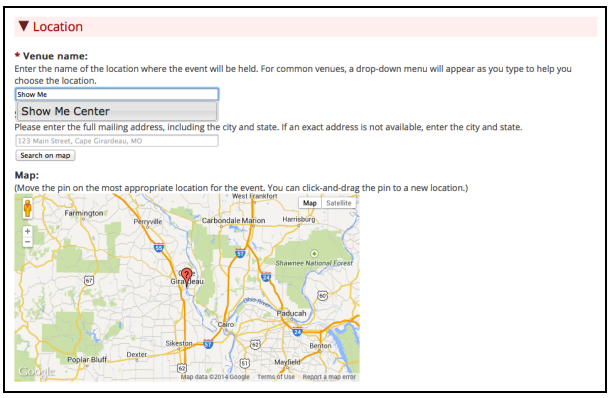
If you aren't already logged in, the system will then ask if you want to login, register for a new account, or post an event without registering.

Next, you will see the form to fill out with your event details. Required fields are marked with a red asterisk.



Location

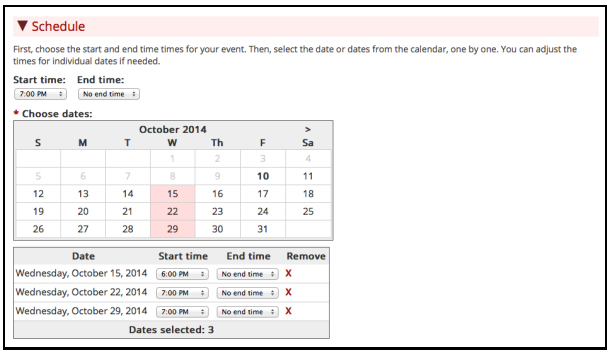
When you reach the location section of the form, first start typing the name of the venue where the event will be held. The system will try to autocomplete the name based on venues that we already have in our database. If you see the correct venue in the pop-up menu, select it, and then the street address and location on the map will be automatically entered for you.



If you don't see your venue listed, type in the complete name and enter the street address. The location will be plotted on the map if the address can be found.

In cases where the event doesn't have a particular venue or street address, enter as much information as possible so the general location can be found on the map. If needed, you can then left-click on the map marker to drag it to the best location. You can also right-click on the map to jump the marker to a completely different location. (For mobile devices, tap on the marker and then slide your finger to drag it elsewhere.)

Schedule



Under the Schedule section, you can enter multiple dates and times for your event. First, select a Start and End time. If in doubt, you can choose "All Day" for an event that doesn't have set times, or "TBA" if the time is To Be Announced later.

Next, click or tap on dates from the monthly calendar to select them. Your selected dates and times will appear in the list below. You can remove dates by clicking the red "X" next to the list, or by clicking the date again on the monthly calendar. The start and end times for each day can be manually adjusted if needed.

Saving the event

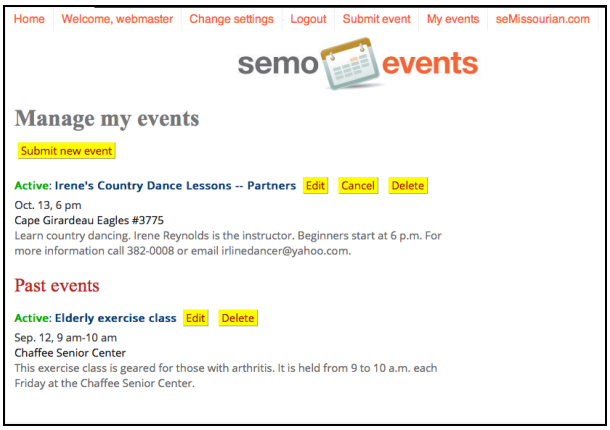
After completing and saving the form, you will see a thank you message along with a link to preview how the event will appear online after it has been approved by our staff. If you are logged in, you will also have the

opportunity to make changes to the event if you catch any mistakes.

You will receive an email confirmation when the event is submitted and then again when the event is reviewed by our staff.

Managing your events

If you are logged in, look for the "My Events" link at the top of every page. This will show the events that you have previously submitted.



From here, you can check the status (Unreviewed, Approved, Rejected, etc.) of your events and also make changes if needed. To edit an event details, follow the "Edit" link. Note: If your event has already been approved, any changes you make will need to be reviewed by our staff again.

In cases where an event is canceled or postponed, use the "Cancel" button. Your event will still be listed, but it will be clearly marked as "Canceled." You can also quickly update the description to share any important announcements.

If you wish to remove an event entirely from the website, click the "Delete" button and then confirm that you are sure about deleting it.

Your past events are also shown, so if you want to re-schedule a prior event, you can click "Edit" and then adjust the schedule to include future dates.

Getting help

If you have questions or need help with something on SemoEvents.com, please contact us at calendar@semissourian.com or call Renda Eggimann at 573-388-3638 or Katherine Webster at 573-388-3646.