

OVERVIEW OF PLANIT PURPLE

The Department of Mathematics Event Calendar is hosted in [PlanIt Purple](#), the central repository for events happening throughout the entire Northwestern community.

Each event belongs to one “Group”. A group has “Contributors” (add/edit/delete events) and “Managers” (contribute + edit group details). Each seminar (and other type of event) has a corresponding “Group” managed by the lead organizer of the seminar. **Ask your seminar organizer for “Contributor” access. Include your netID.**

LOG INTO PLANIT PURPLE USING NETID

Visit <https://planitpurple.northwestern.edu/> and select “[ADD/MANAGE EVENTS](#)”.

GRANTING “CONTRIBUTOR” OR “MANAGER” ACCESS

1. Log into PlanIt Purple.
2. Select the name of the appropriate group under “My Groups”.
3. Select the [Add Manager] or [Add Contributor] buttons to grant access.

EDIT OR ADD AN EVENT

To edit an existing event in PlanIt Purple:

- a) Access the appropriate group from the Dashboard, navigate to the “Upcoming Events” section, and select [edit] next to an existing event. Make the necessary changes, and then save the event.

There are three ways to add a new event in PlanIt Purple:

- a) Directly from your Dashboard: select [ADD AN EVENT] next to the appropriate group.
- b) Access the appropriate group from the Dashboard, and then select [+ ADD AN EVENT] under the “Upcoming Events” section.
- c) Edit an existing event, and select [Duplicate event] at the top of the page; this creates a new copy of the event that you can edit and save.

Note: For event titles, follow the format “Seminar Name | Speaker (Institution)”. This will keep our seminar calendar looking somewhat uniform!

PROTIP: The default reservation for the seminar will appear under the seminar title once you access the group from the dashboard. Refer to this when scheduling events.

PROTIP: Room details can be tedious to enter. Instead of creating a new event from scratch, it is often easier to duplicate an event and then edit the copy.

Caution: PlanIt Purple is not a room reservation system. If you wish to schedule an event with an unusual time or room, you will need to work with the staff to make a reservation.

SUBSCRIBE TO A FEED USING A CALENDAR APPLICATION

To subscribe to a feed using the iCal protocol, use a link of the form

<https://planitpurple.northwestern.edu/feed/ical/XXXX>

where XXXX is one of the following 4-digit numbers:

- 2229 – Seminar Calendar (all events)
- 2230 - Algebraic Geometry Seminar
- 2231 - Analysis Seminar
- 2232 – Colloquium
- 2233 – Dynamical Systems Seminar
- 2234 – Geometry/Physics Seminar
- 2235 – Graduate Student Seminar
- 2236 – Informal Dynamical Systems Seminar
- 2237 – Informal Geometric Analysis Seminar
- 2238 – Number Theory Seminar
- 2239 – NUMS
- 2240 – Probability Seminar
- 2241 – Sheaf Quantization Seminar
- 2242 – Special Lectures
- 2243 – Topology Seminar