Pure

Edge Hill University

Add an Event to Your Content

This feature is available to all personal users.

- When you create an activity, impact, output, or other content you may reach a point where you are asked to add an event to the record.

Always click **Save** or **Create** or **Update** where you see them before you close a window or section, or your changes will not be saved.

Add an existing event that already exists in Pure

- You should first search to see if the event already exists in our Pure system.
- You can search by event title or abbreviation.
- If it exists, it will be offered as a suggestion for you to select:
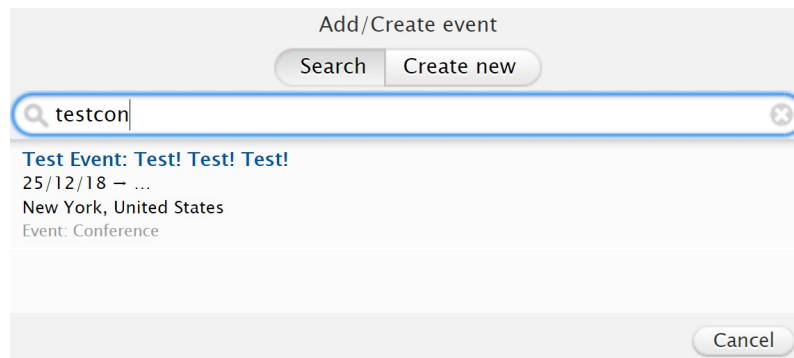
Add an event that does not already exist in Pure
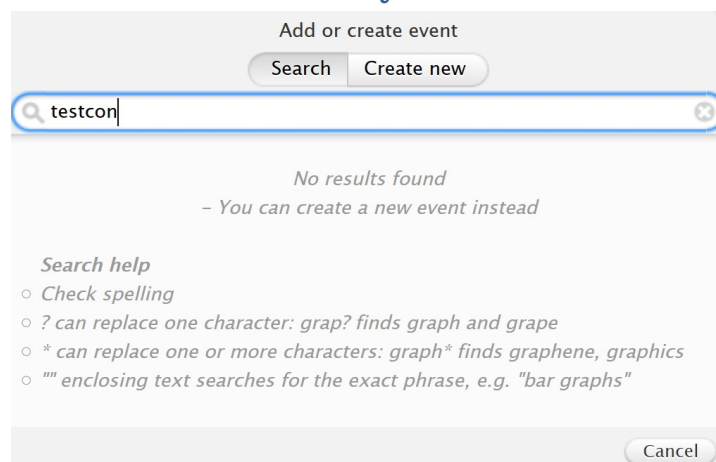
- If the event does not already exist in our system, you can click on **Create new**.

Event information you **should** add

- **Type**. If you feel a common type is missing from the list, please let us know.
- **Title** should be the full title of the event e.g. *Test Event*.
- **Abbreviated title** is where you can use an acronym or abbreviation the event might be better known as e.g. *TestCon*.
- **Start date** needs the full date. If you do not remember the specific date, use the last day of the event month.
  - If you do not remember the month, use Christmas day of the event year to help identify events with definite start dates if the need arises.
- **End date** is only needed for events that lasted more than a day.
- **Degree of recognition**
- **Location of event** is the venue, not the town.
- **City**
- **Country**. Some countries give you a sub-division field (e.g. state).
  - Country can help populate the collaborations map on the repository.

Optional event information

- Subtitle of the event.
- Conference number.
- Link e.g. the official website of the conference.

What happens to the new event record?

- After you save the content you are adding this event to (e.g. activity, output), the new event will be available to you and all other EHU Pure users to select when next searching for that event.

You do not need to add that event again.

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