

# Mount Sinai Health System Concept 3D Events Calendar

Reference Guide for Posting  
and Editing Events



**Mount  
Sinai**

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# The Basics

Events Calendar url - <http://events.mountsinaihealth.org/>

To log in, click LOGIN (located at top of the page) and then enter the USERNAME (work email address) and PASSWORD assigned to you by the Digital and Social Media Team.

The screenshot displays a web browser window with the URL [events.mountsinaihealth.org](http://events.mountsinaihealth.org/). The page header features the Mount Sinai logo on the left, a search bar in the center, and two buttons on the right: "Log in" (highlighted with a red box) and "SIGN UP →". Below the header is a large blue banner with the text "EVENTS HOME" and a background image of Central Park in New York City at dusk. Underneath the banner are two buttons: "FILTER EVENTS" and "SELECT A DATE". At the bottom of the page, there are three portrait photos of men, each with a pink "GRAND ROUNDS" label overlaid. The Windows taskbar at the bottom shows various application icons and the system clock indicating 5:18 PM on 12/3/2025.

Once logged in, Select the “Administration” link to access the application’s dashboard

The screenshot displays the user interface of the Mount Sinai Events application. At the top left is the Mount Sinai logo, followed by the word "Events". A search bar with a magnifying glass icon and the text "Search" is positioned in the center. On the right, there is a user profile icon (a smiley face) with a dropdown arrow, and a "SUBMIT AN EVENT" button. A blue banner across the top contains the text "EVENTS HOME". Below this banner is a large image of Central Park in New York City at dusk. A dropdown menu is open from the user profile icon, listing "Administration" (highlighted with a red box), "Dashboard", "Settings", and "Log Out" with an external link icon. At the bottom, there are two buttons: "FILTER EVENTS" with a filter icon and "SELECT A DATE" with a calendar icon.

# Dashboard

- On the Dashboard's Left side panel, select the "Events" tab to access all event items.
- Select "Add Event" to create a new event.

Mount Sinai Health System Events Calendar Admin Dashboard

Localist Events

Jaime Chu

Dashboard

Events

Add Event

Add Conference

Pending (0)

Live

Classifications

Metrics

Mount Sinai Health System Events Calendar Admin

VIEW LIVE CALENDAR

All Events Search all events

79 Upcoming Events

0 Pending Events

58% EventReach

8,195 Users

5 Reactions

Manage Events + ADD EVENT

My Events PENDING UPCOMING RECENT

NAME	DATES	PLACE	EVENTREACH
There are no Pending events found in My Events			

JUST LAUNCHED: EVENT CONFERENCES

Conferences are multi-day events that often include scheduled sub-events or sessions. This may also apply to festivals, workshops, trainings and other special series.

Available now for customers using our Emphasis theme.

[Learn more about Conferences](#)

[Learn more about recent updates in our Feature Log](#)

LOCALIST SUCCESS RESOURCES

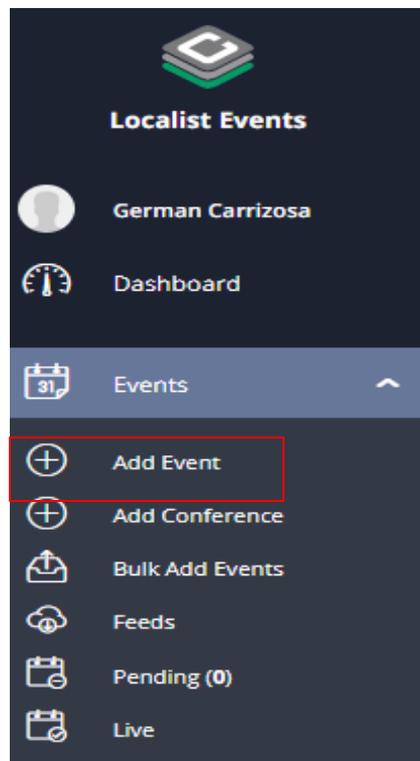
Knowledge Base

Public Widget Builder

Best Practices

# Adding an Event

- An event is anything that is associated with a date, therefore, an Event Name and Date are the minimum requirements when posting to the calendar.
- To create an event, within the Admin dashboard, navigate via Events > Add Event
- Fill in all applicable Event Form Fields and when you're done, click Save Changes.



Fill out all required fields and save the new event.

Mount Sinai Health System Events Calendar > Admin Dashboard > Events > Add an Event Contact Support / powered by Concept3D

### Add an event

1. BASIC INFORMATION ▲ 2. DETAILS 3. TICKETS & REGISTRATION 4. ATTENDEE ENGAGEMENT 5. PUBLISH

#### Event Listing Info

The basic information we will use to help your community find this event.

**Event Name\***  
Enter an event name to let attendees know what's happening

**Event Name is required.**

Event Owner  
jaime.chu@mssm.edu

#### Description

Styles - **B** **I** **U** Source

#### Schedule

Let attendees know when the event starts and ends, and whether there will be repeats of this event.

**Start Date\***  
'Tomorrow' or 'Next Friday' or '4/10'

**EVENTREACH ?**

**0% Reach**

- Description at least 160 characters
- Date more than 7 days away
- Location
- Linked to place page
- Photo
- Filters
- Ticket URL
- Keywords or tags
- Hashtag
- Website
- Featured or sponsored
- Allows user interaction
- Included in trending

**CANCEL** **SAVE**

# Event Form Fields

**Name:** (required) Displayed as the name of the event in the main listing and on corresponding details pages.

**Description:** No character limit.

**Start Date:** (required) There are several ways you can enter a date: Oct 3, October 3, 10/3, 10/3/14, etc.

**Start / End Time:** Use “6pm” etc.

**Repeating:** By default events are set to never repeat, but you have the option of daily, weekly or monthly.

**Event Place:** You can either select to manually enter a place name + address or select a saved address.

**Room:** This can be words or numbers.

**Photo:** The calendar icon is your default photo image. You may upload a photo or browse previously uploaded photos (this pool is not searchable).

**Classifications:** Select all filters that apply.

**Keywords:** (not displayed) Used for SEO purposes or for hidden tagging.

**Tags:** Groups like events that do not warrant a designated filter, such as “Homecoming”.

**Event Website:** Can be any website.

**Vanity URL:** This will give your event a custom URL.

**Exclude from Trending:** Checking this flag will prevent an event from appearing in the trending list.

**Visibility:** Events can be visible to everyone, visible only to logged in users or 100% hidden from the calendar.

**Sponsored:** Posts the event at the top of the trending list.

# Filters (Classifications field)

- Filters enable you to divide and assign events to various categories.
- There are currently eight (8) filters: Experience, Event Types, Audience, Campus, Education, Departments, Centers, and Institutes, and Groups.
  - The Groups filter is only one not listed within the right rail of the landing page and is currently only applicable to events associated with the nine PhD training areas or multidisciplinary training areas (MTAs).
- When creating your event(s), you may use as many filters as applicable. For example, one event may require several Event Types, such as Academic, Lecture/Seminar, and CME.

## Classifications

Information to help organize this event on the calendar, and lead users to easily find it.

# Adding Events for Professionals Audience only

- These events will only show on <https://events.mountsinaihealth.org/professionals>
- Events will need to be tagged with one of the following Audience tags: Faculty, Healthcare Professionals, Housestaff, Postdocs, Staff, and Students.

## Classifications

Information to help organize this event on the calendar, and lead users to easily find it.

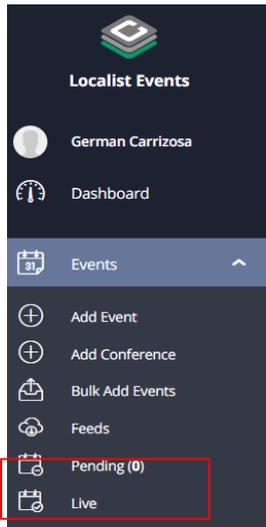
Event Type  
Event Type

Audience  
Audience

- Alumni
- Community
- Caregivers
- Parents
- Seniors
- Faculty**
- Prospective Faculty
- Health Care Professionals
- Housestaff

# Editing Events

- Once an event has been created, you can edit the event details via Events > Live. Search for the event by scrolling through the event list or using the Search Events field.



Mount Sinai Health System Events Calendar > Admin Dashboard > Events > Live Events Contact Support / powered by Concept3D® / Recent Update

### Live Events

Events that are live on the calendar.

1 2 3 4 5 6 7 8 9 ... 200 Next > 1 to 50 of 9,993 events

NAME	DATE	PLACE	EVENTREACH	OWNER	
<b>Nephrology Journal Club</b>	5/21/2109	Icahn School of Medicine at Mount Sinai	55%	erikamera_167	
Gun Violence Support Group	4/30/2025 - 3/31/2039	5 East 102nd Street NY, NY 10029, USA	73%	ariannyramirez_664	
Adaptive Boxing Class	11/8/2024 - 6/2/2034		73%	ariannyramirez_664	
SCI Peer Support Group	11/8/2024 - 6/2/2034		73%	ariannyramirez_664	
SitGrit! Fitness Class	11/7/2024 - 6/1/2034		55%	ariannyramirez_664	

#### REFINE RESULTS

SEARCH EVENTS

OWNER

All Events

SHOW ONLY

Approved

DATE RANGE

All Events

- Click on the event title to access the Editing Event screen to update date, description, filters etc.

Mount Sinai Health System Events Calendar > Admin Dashboard > Events > Edit an Event Contact Support /

The basic information we will use to help your community find this event.

Event Name\*  
Nephrology Journal Club 38 chars / 150 max

Event Owner  
erika.mera@msm.edu

Description

Niralee Patel, MD Nephrology Fellow

Schedule

Let attendees know when the event starts and ends, and whether there will be repeats of this event.

- Description at least 160 characters
- Date more than 7 days away
- Location
- Linked to place page
- Photo
- Filters
- Ticket URL
- Keywords or tags
- Hashtag
- Website
- Featured or sponsored
- Allows user interaction
- Included in trending

# Copying Events

- The Editing Event screen can also be used to copy an event.

Mount Sinai Health System Events Calendar > Admin Dashboard > Events > Edit an Event Contact Support / powered by Concept3D ® / Recent Updates

## Edit Nephrology Journal Club

DELETE EVENT Metrics **COPY EVENT** VIEW CONFIRMED TICKETS Customize Layout VIEW EVENT

1. BASIC INFORMATION 2. DETAILS 3. TICKETS & REGISTRATION 4. ATTENDEE ENGAGEMENT 5. PUBLISH Published

### Event Listing Info

The basic information we will use to help your community find this event.

Event Name\*  
Nephrology Journal Club [36 past](#) / [1 future](#)

Event Owner  
erika.mera@mssm.edu

### Description

Styles **B I U** [Icons] Source

Niralee Patel, MD Nephrology Fellow

### Schedule

Let attendees know when the event starts and ends, and whether there will be repeats of this event.

Start Date\*  
'Tomorrow' or 'Next Friday' or '4/10'

### EVENTREACH ?

95% Reach

- Description at least 160 characters
- Date more than 7 days away
- Location
- Linked to place page
- Photo
- Filters
- Ticket URL
- Keywords or tags
- Hashtag
- Website
- Featured or sponsored
- Allows user interaction
- Included in trending

### SOURCE

The current owner is erika.mera@mssm.edu.

**SAVE**

# Creating a Fixed Repeating Event

The platform defines a Repeating Event as an event series in which all elements remain constant on a daily, weekly, or monthly basis.

If your event is consistent with this definition, then select the event's frequency from the **Repeating** drop-down menu.

## Schedule

Let attendees know when the event starts and ends, and whether there will be repeats of this event.

Start Date\*

'Tomorrow' or 'Next Friday' or '4/10'

Start Time

6pm

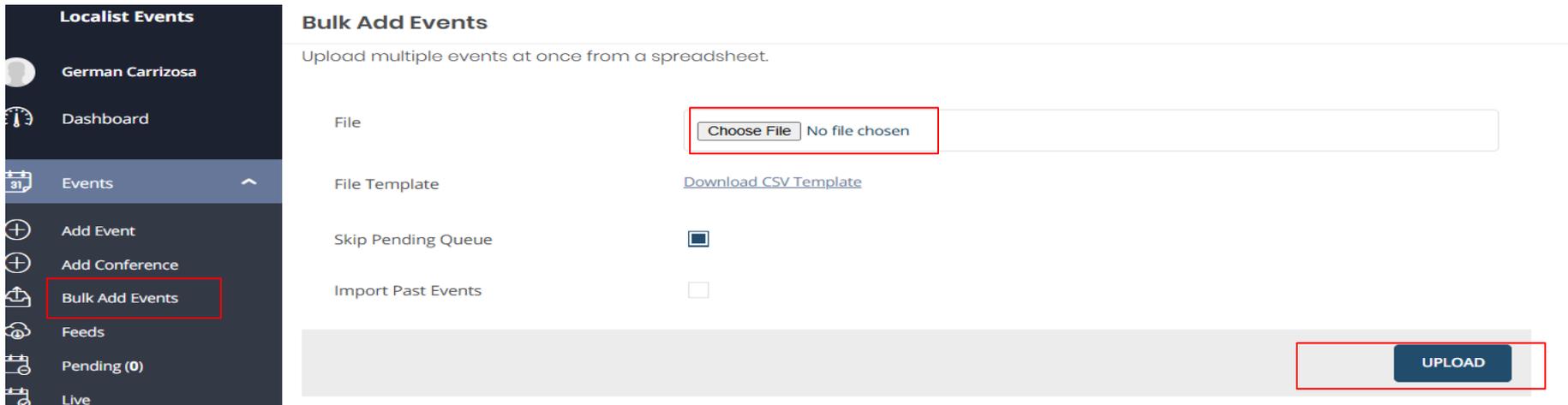
End Time

Repeating

Never

# Bulk Event Uploads (Only for Admins)

- Use the Bulk Event Upload feature to upload multiple events at once.
- In the Admin dashboard, select Events > Bulk Add Events, then select **Download CSV Template**. This template is pre-populated with headers that match the filters used in the Add an Event page.



The screenshot shows the 'Bulk Add Events' interface. On the left is a dark sidebar with a menu: 'Localist Events', 'German Carrizosa', 'Dashboard', 'Events' (highlighted), 'Add Event', 'Add Conference', 'Bulk Add Events' (highlighted with a red box), 'Feeds', 'Pending (0)', and 'Live'. The main content area is titled 'Bulk Add Events' and contains the instruction 'Upload multiple events at once from a spreadsheet.' Below this are several form fields: 'File' with a 'Choose File' button and 'No file chosen' text (highlighted with a red box); 'File Template' with a 'Download CSV Template' link; 'Skip Pending Queue' with a checked checkbox; and 'Import Past Events' with an unchecked checkbox. At the bottom right, there is a large blue 'UPLOAD' button (highlighted with a red box).

- Please note that you will need to select at least one Event Type, Audience, and Campus and the naming conventions/spellings must be identical to what is listed within the platform.
- Most common bulk event uploading errors include:
  - The headers and/or data is not formatted properly
  - Past events are included, but Import Past Events is not checked
  - An event name and/or start date is not provided
- Please contact the Digital Marketing team at [WebFeedBack@mountsinai.org](mailto:WebFeedBack@mountsinai.org) if you need help with this feature.

# Metrics

The following metrics are available for each event:

- People Interested
- Insights
- Audience Geography
- Page Views
- Admin Activity

The screenshot shows a management interface for an event titled "Edit Neurosurgery Grand Rounds". At the top right, there are buttons for "DELETE EVENT", "Metrics ^", and "COPY EV". Below this is a navigation bar with five tabs: "1. BASIC INFORMATION" (which is underlined), "2. DETAILS", "3. TICKETS & REGISTRATION", "4. ATTENDEE ENGAGEMENT", and "5. PUBLISH". On the right side, a dropdown menu is open, listing the following metrics: "PEOPLE INTERESTED", "INSIGHTS", "AUDIENCE GEOGRAPHY", "PAGE VIEWS", and "ADMIN ACTIVITY". Below the navigation bar, the "Event Listing Info" section is visible, with the subtitle "The basic information we will use to help your community find this event." A text input field for "Event Name\*" contains the text "Neurosurgery Grand Rounds". At the bottom right of the input field, it says "122 next / 1 future". To the right of the input field, there is a green checkmark icon and the text "Description at least 160 characters".

# Additional Resources

- Knowledge Base - <https://help.concept3d.com/hc/en-us>