



Nighthawk Hub Events Calendar

A Simple Guide to Hub Groups and Events

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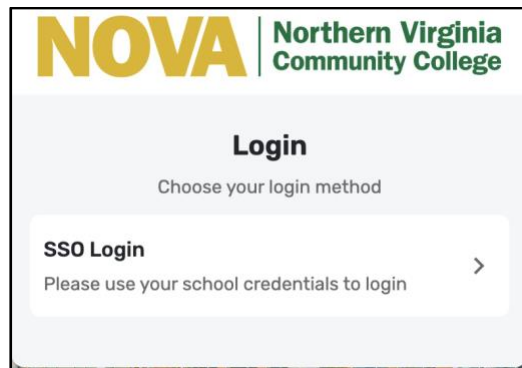
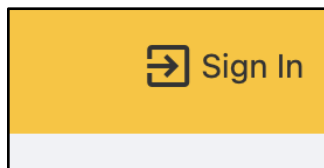
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View the Public Events Calendar

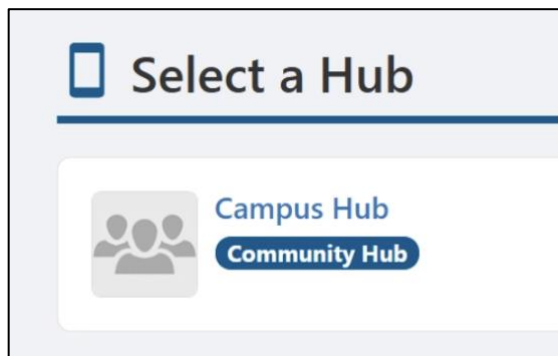
- ▶ Go to <https://nighthawkhub.nvcc.edu/events>

Log into the Hub

1. Click **Sign In** at the top right, then click **SSO Login**.
2. Then login using your **VCCS (MyNOVA) credentials**.



3. If you have any trouble logging in, [submit a request to be added to the Hub](#). Please provide your VCCS/myNOVA credentials and whether you are NOVA faculty or staff.
4. Under **Select a Hub**, click **Campus Hub** (this will only appear the very first time you log into the Hub).

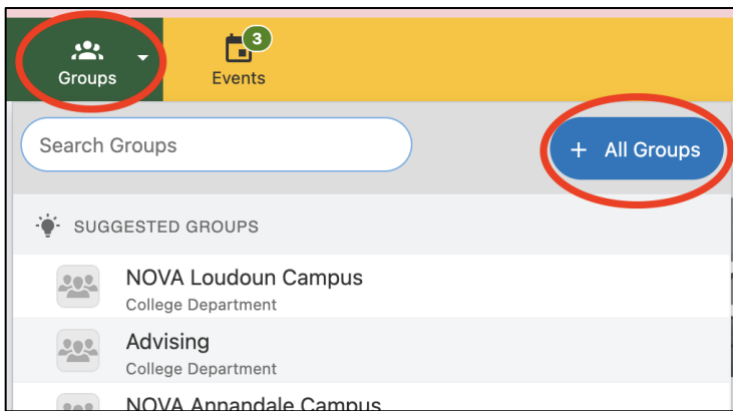


Join or Create a Group

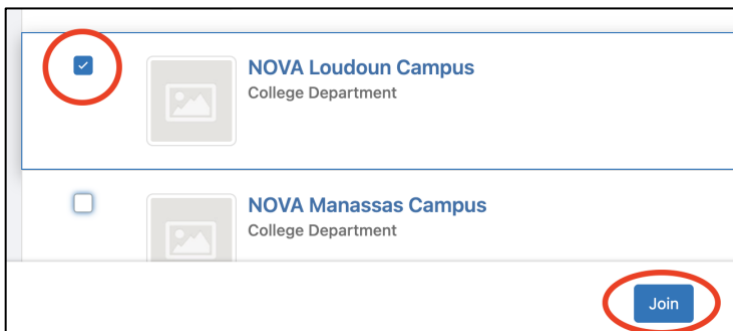
To add events to the Nighthawk Hub Events Calendar **you must first be a member of a Hub Group**. Groups represent NOVA **departments, teams, clubs and organizations**. Before you create a group, please **check to see if one has already been created**. If you do create a new group, it will need to be **approved** before you can add events to the calendar.

Join a Group

1. In the navigation bar at the top of the screen, click **Groups**, then click **+ All Groups**.



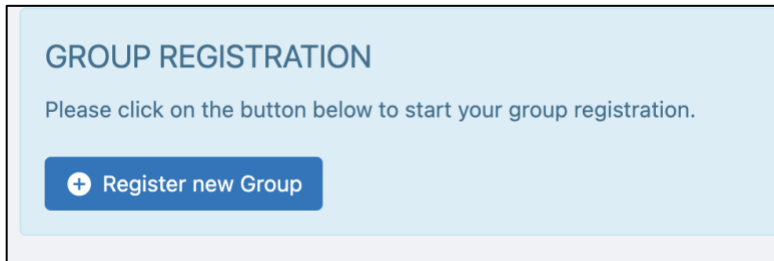
1. If you see your group, click on the **checkbox** to the left, then click **Join**. You can check to join as many groups as you want before clicking **Join**.



2. Your request(s) will be submitted, and you will receive a notification when you've been approved. At that time, you will be able to post events to the calendar for that group.

Create a New Group

1. If you don't see your group in the list on the **Groups** page and would like to add one, click **Register New Group** at the top of the page.



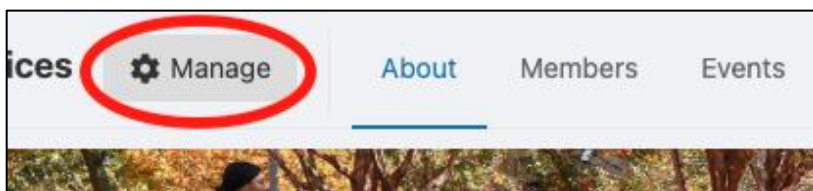
1. Fill out the form with your group information. Ignore the sections that aren't relevant unless they are required.
2. Click **Submit form for approval**.
3. Your request will be submitted, and you will receive a notification when your new group has been approved. At that time, you will be able to manage your group and post events to the calendar (see **Events Calendar** on page 8).

Manage your Group

- ▶ You must be assigned as an **Officer** to make any changes to the group. If you are not an officer, please check with the owner of the group.

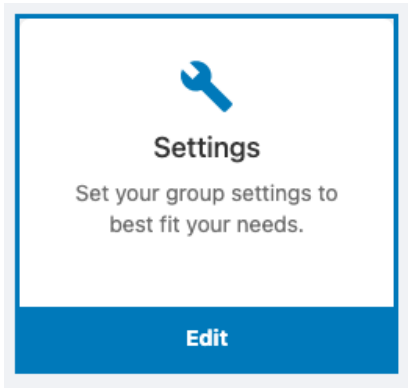
View the Group Dashboard

- ▶ Click **Manage** at the top of your group landing page to see all the tools available in your group dashboard.



Update the Group Name or Information

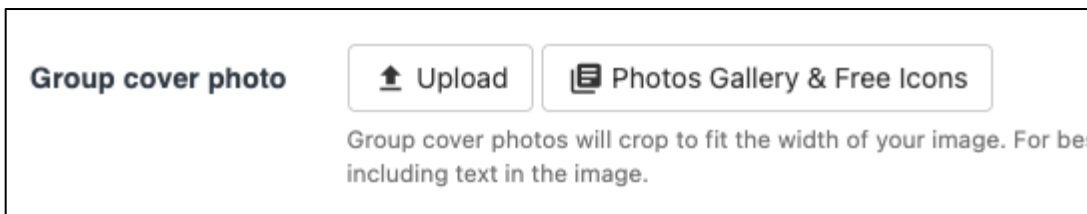
1. From the group **dashboard**, find the **Settings card** and click **Edit**.



2. Update items under the **Basics**, **Group Information**, or **Basic Settings** headings.
3. Click **Save**.

Replace the Banner Image

4. In the **Settings** screen, scroll down to the **Branding** heading.
5. Next to **Group cover photo**, either click **Photos Gallery & Free Icons** for a stock photo or click **Upload** to add your own photo.

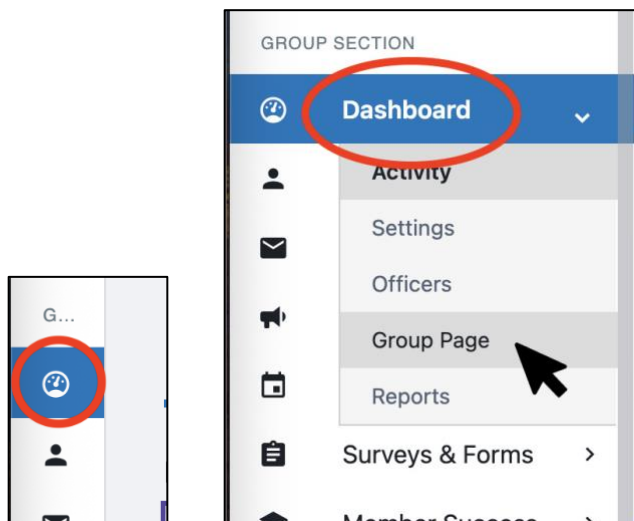


6. If you add your own photo, the dimensions should be **2280 px wide by 400 px high***.
7. Click **Save**.

* Do you need help resizing and cropping images. Try the [Chrome Image Resizer Extension!](#)

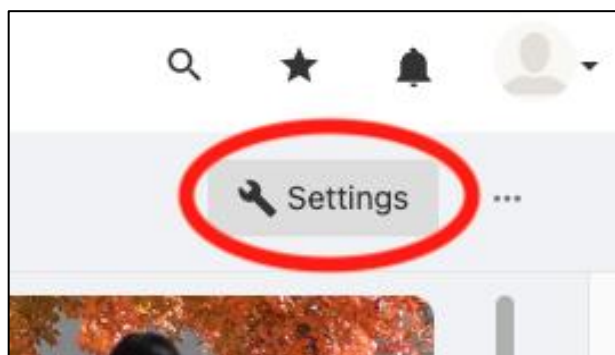
Return to the Group Landing Page

- ▶ Click **Dashboard** on the left menu and click **Group Page**.



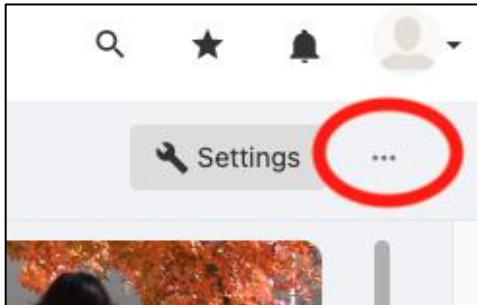
Update Settings for the Group Landing Page

- ▶ Click **Settings** at the top right of the group landing page.



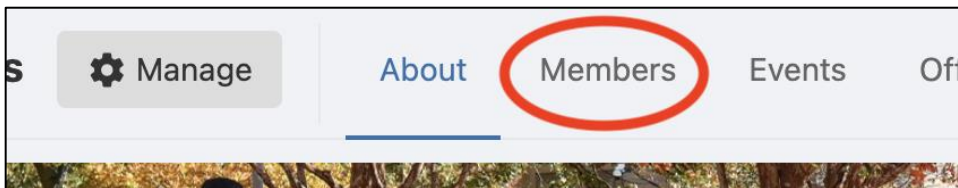
Update your Notification Settings

- ▶ Click the **three dots** to the right of the Settings button at the top right of the group landing page.

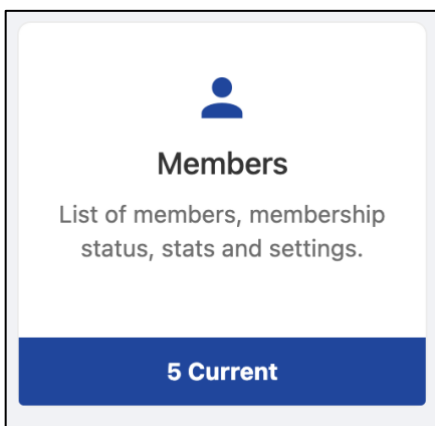


Add Members to the Group

1. From the group **landing page** click **Members**.



2. Or, from the group **dashboard** click the **Members** card.

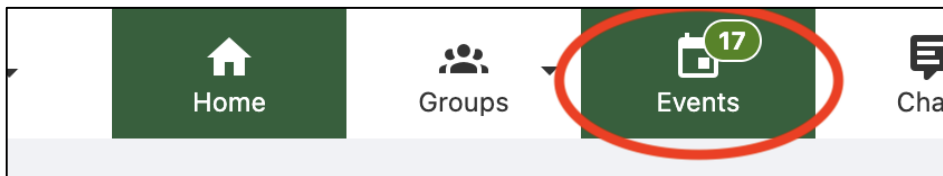


Events Calendar

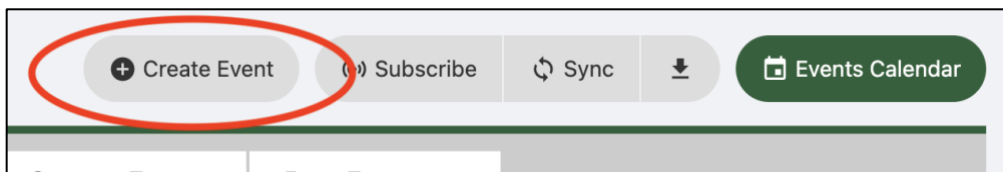
- ▶ To add events to the Nighthawk Hub Events Calendar **you must first be a member of a Hub Group**. To do this go to **Join or Create a Group** on page 3.

Create an Event

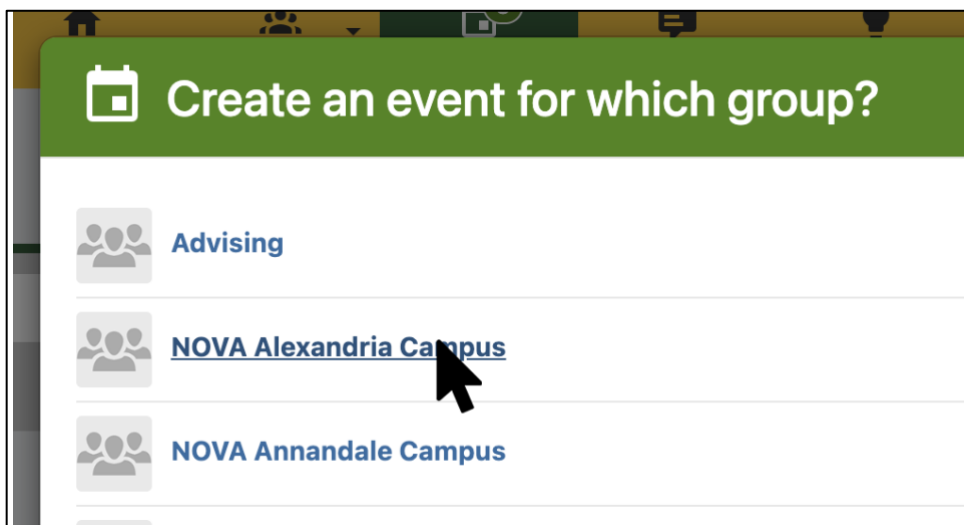
2. In the navigation bar at the top of the screen, click **Events**.



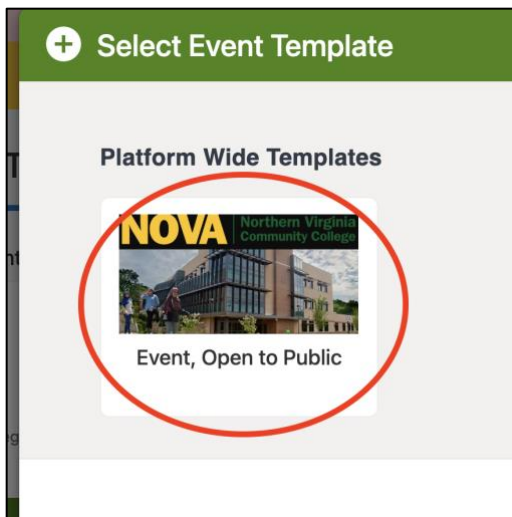
3. Click **Create Event** in the events navigation bar.



4. Select the group you want to create the event for.



5. Under **Select Event Template**, click on **Event, Open to Public**.

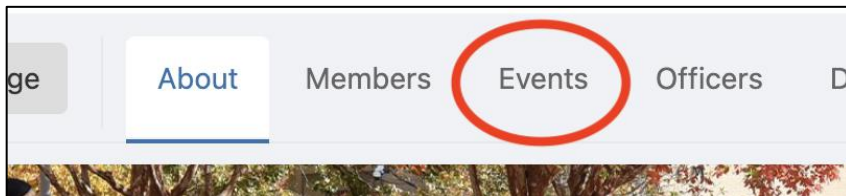


6. Fill out the form fields and answer the questions. Ignore the sections that aren't relevant unless they are required.
7. If adding an image, the dimensions should be **1520 px wide by 760 px high***.
8. Click **Create Event**.
9. Your event will be submitted for approval.

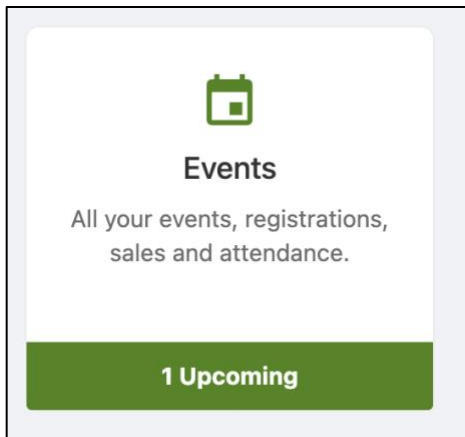
* Do you need help resizing and cropping images. Try the [Chrome Image Resizer Extension!](#)

Edit or Delete Your Events

1. From your **group landing page**, click **Events** in the top menu.

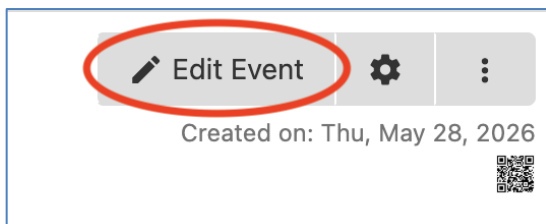


2. Or, from your group **dashboard**, click on the **Events card**.



Edit the Event

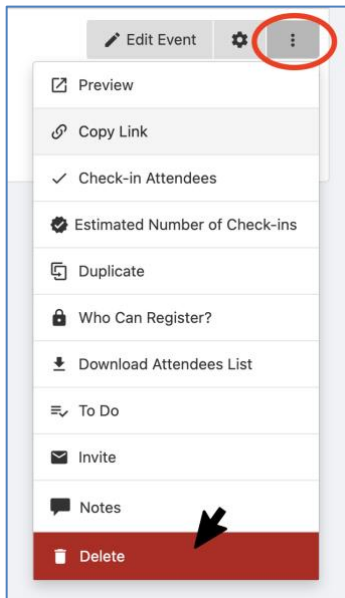
1. To the right of the event, click **Edit Event**.



2. Make the updates you need, then click **Save**.

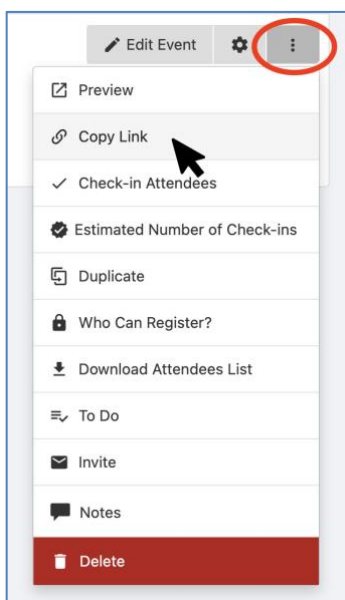
Delete the Event

To the right of the event, click the **three dots** then click **Delete**.



Share a Link of your Event

1. To the right of the event, click the **three dots**, then click **Copy Link**.



2. **Paste** the link into an email, Teams Chat, or wherever you want to share it!

More Questions?

For more information on working with the Nighthawk Hub groups and events, view the knowledge base.

1. Click the **question mark** at the bottom right of the screen.
2. Click **Go to Help Center**.

