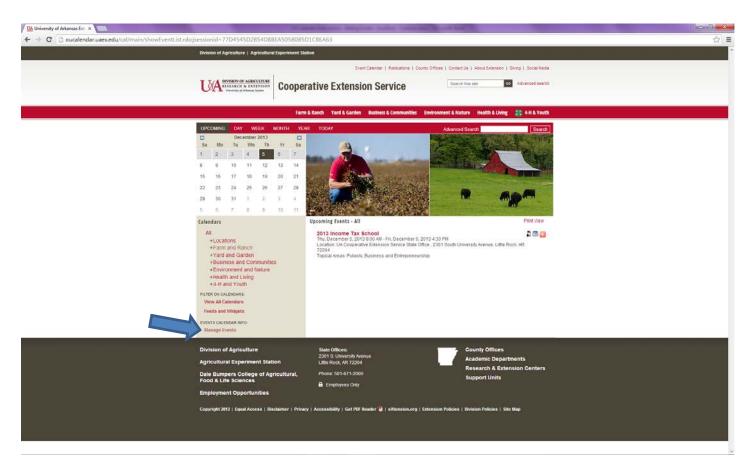# UAEX New Calendar
Adding & Managing Events

IMPORTANT: Not all events should be entered into the Calendar, such as regular club activities. Acceptable club events would be special events or at least county-wide events. Examples of acceptable events: county 4-H award banquet, a large club fundraiser, district O'Rama, etc.

Employee Only (internal events) will be entered by Super Administrators only for district-wide, state-wide, national events, etc.

Events that are multi-county or multi-department should be entered by whoever is hosting the event to avoid duplicates in the Calendar.

NOTE: The event location and contact information must already be present in the calendar software before adding the new event. The county extension offices, LRSO, UA System Office, research centers, and many other locations have already been added. See instructions for Adding & Managing Locations & Contacts before adding a new event.
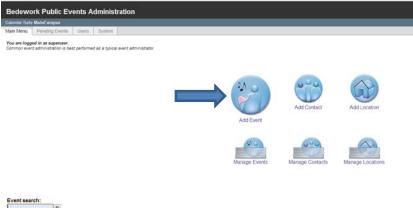
To link to the main calendar page, open an Internet browser and in the URL address enter oucalendar.uaex.edu.
You should see a screen similar to the one below. Click on Manage Events at the bottom of the left-hand column.

Log in using your user name and Active Directory password.

To add a new event: Click on the Add Event button.

Title: Enter the Title for your event and select **Calendar**: **cals/MainCal**.

Date & Time: Enter the date and time for the event and how long it is going to last. If an event lasts until a specific date and time, you can select that option. If it has no duration or end date, you can select that option as well.

Recurring Events:

If the event is recurring, select the recurring option and select **show advanced recurrence rules**.

When you click on the *Frequency* option, you can select to repeat the event a number of times, on specific days, within certain months, etc.

With the show advanced recurrence rules checked, you have additional options under *Interval* for each selection.

Selecting "daily" allows you to repeat until a certain date or a number of days in certain months, etc.

Selecting weekly allows you other options.

Monthly options:

Yearly options:

Recurrence and Exception Dates:

The Recurrence and Exception Dates section is to add occurrences of the event that may not meet the date and time criteria. For example, if the event occurs the same time on Friday and Saturday but at a different time on Sunday, you would add the Sunday instance specifying the time in this section.
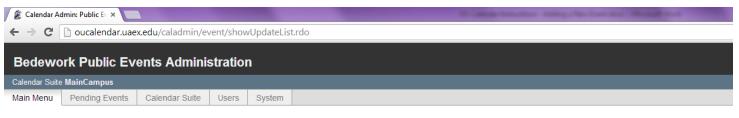
If you need to delete an occurrence because it falls on a holiday or a weekend, then you would delete that instance through the Manage Events screen and not through Recurrence and Exception Dates.

Select the event by clicking on the Title.

Click on the Delete Event button on the right-hand side of the screen.

Status: confirmed, tentative, canceled:
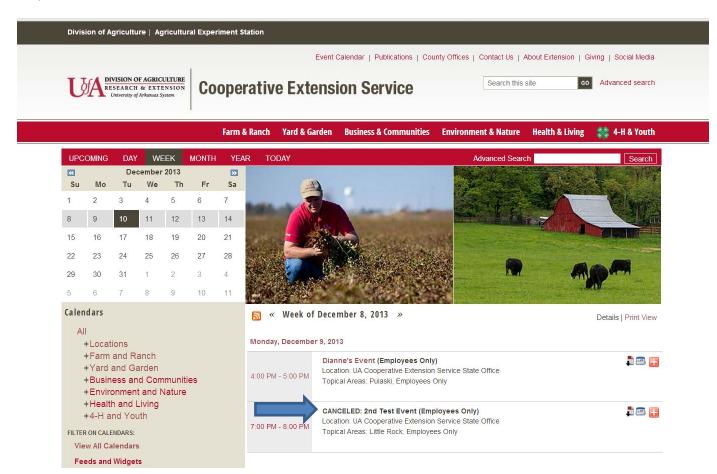
Select whether the event is confirmed, tentative, or canceled. If you have selected tentative or canceled, this will display before the event title.

For events that have been canceled, go to Manage Events, select the event, check the canceled option, and update the event.
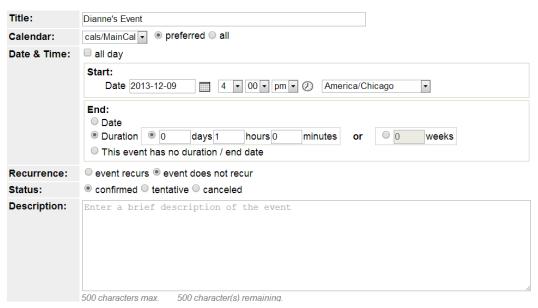
The event will remain on the calendar with CANCELED: displayed before the title. If someone searches for the event, they will see that it was canceled.

Description:

Enter the description for the event and include all pertinent key words that someone would use to search for your event – 500 characters max.

Cost: (Optional) If there is a cost include place to purchase tickets.

Event URL: (Optional) URL for more information regarding event.
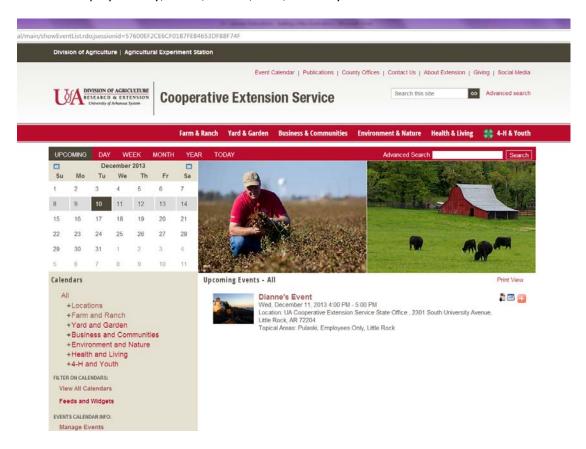
Image: You can enter an Image URL (max image width and height limit 200 pixels each) that will display in the event listing.

You can enter a Thumbnail URL (max thumbnail width 80 pixels) that will display beside the event Title on the main calendar page for "Upcoming" events.
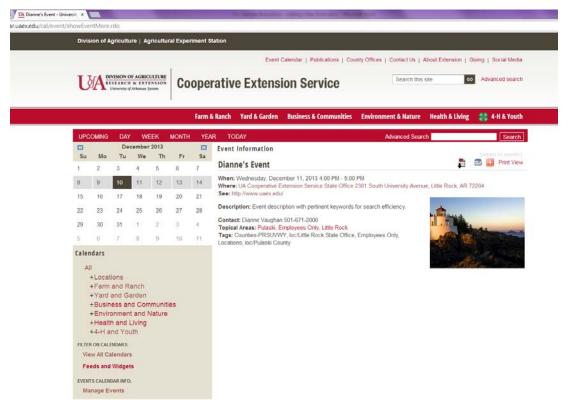
Or you can choose to upload an image from your files (max image width and height limit 200 pixels each) and that image will update both the Image URL and Thumbnail URL. Valid file types include JPG, PNG, or GIF.

The thumbnail image displays on the main calendar when Upcoming View is selected. Currently, the thumbnail image does not display for Day, Week, Month, Year, or Today views.
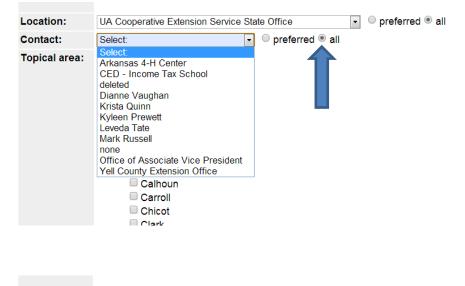
The larger image displays in the detailed event listing.

Location: Select "all" to see the list of all locations currently in the calendar system. Once you have added an event, the location updates your "preferred" locations list and will display the next time you enter an event.

Contact: Select "all" to see the list of all contacts currently in the calendar system. The contact you select will update your "preferred" contact list and will display the next time you enter an event.

Topical area: You will tag your event using the selections in the Topical areas (expand by clicking on the + symbol). You must select at least one Topical area but can select multiple areas that relate to your event.

Locations:	Counties, Districts, Little Rock, Research and Extension Centers, and Fayetteville Area
Program Areas:	Farm and Ranch, Yard and Garden, Business and Communities, Environment and Nature, Health and Living, and 4-H and Youth
Internal:	Employees Only (added and managed by Super Administrators only)

Topical area:

- 🖼 Locations
  - 📁 Counties A to C
    - ☐ Arkansas
    - ☐ Ashley
    - ☐ Baxter
    - ☐ Benton
    - ☐ Boone
    - ☐ Bradley
    - ☐ Calhoun
    - ☐ Carroll
    - ☐ Chicot
    - ☐ Clark
    - ☐ Clay
    - ☐ Cleburne
    - ☐ Cleveland
    - ☐ Columbia
    - ☐ Conway
    - ☐ Craighead
    - ☐ Crawford
    - ☐ Crittenden
    - ☐ Cross
  - 📁 Counties D to J
    - ☐ Dallas
    - ☐ Desha
    - ☐ Drew
    - ☐ Faulkner
    - ☐ Franklin
    - ☐ Fulton
    - ☐ Garland
    - ☐ Grant
    - ☐ Greene
    - ☐ Hempstead
    - ☐ Hot Spring
    - ☐ Howard
    - ☐ Independence
    - ☐ Izard
    - ☐ Jackson
    - ☐ Jefferson
    - ☐ Johnson
  - 📁 Counties L to O
    - ☐ Lafayette
    - ☐ Lawrence
    - ☐ Lee
    - ☐ Lincoln
    - ☐ Little River
    - ☐ Logan
    - ☐ Lonoke
    - ☐ Madison
    - ☐ Marion
    - ☐ Miller
    - ☐ Mississippi
    - ☐ Monroe
    - ☐ Montgomery
    - ☐ Nevada
    - ☐ Newton

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- ☐ Ouachita

- 🗁 Counties P to Y
  - ☐ Perry
  - ☐ Phillips
  - ☐ Pike
  - ☐ Poinsett
  - ☐ Polk
  - ☐ Pope
  - ☐ Prairie
  - ☐ Pulaski
  - ☐ Randolph
  - ☐ Saline
  - ☐ Scott
  - ☐ Searcy
  - ☐ Sebastian
  - ☐ Sevier
  - ☐ Sharp
  - ☐ St. Francis
  - ☐ Stone
  - ☐ Union
  - ☐ Van Buren
  - ☐ Washington
  - ☐ White
  - ☐ Woodruff
  - ☐ Yell

- 🗁 Districts
  - ☐ Delta
  - ☐ Ouachita
  - ☐ Ozark

- ☐ Little Rock
- ☐ Research and Extension Centers/Stations
- ☐ Fayetteville Area

📖 Farm and Ranch
- ☐ Animals and Forages
- ☐ Crops and Commercial Horticulture
- ☐ Economics and Marketing
- ☐ Pest Management

📖 Yard and Garden
- ☐ Fruit, Nuts and Vegetables
- ☐ Landscape and Lawns
- ☐ Master Gardeners

📖 Business and Communities
- ☐ Government Contracting and Procurement
- ☐ Business and Entrepreneurship
- ☐ Government, Public Policy and Voter Education
- ☐ Leadership and Strategic Planning

📖 Environment and Nature
- ☐ Air, Water and Soil Quality
- ☐ Disaster Preparedness and Recovery
- ☐ Energy Education
- ☐ Forestry and Wildlife Education

📖 Health and Living
- ☐ Childcare Provider Education

☐ Extension Homemakers
☐ Food Safety
☐ Health, Food and Nutrition
☐ Personal Finance
☐ Personal and Family Well Being

▣ 4-H and Youth
☐ Camps and Conferences
☐ Multi-State Events
☐ O-Ramas
☐ Project Activities
☐ Staff and Volunteer Resources
☐ Statewide Activites

▣ Internal
☐ Employees Only

[Add Event] [Cancel]

Bedew   Website | show XML | refresh XSLT

Click on Add Event.

The main calendar will be updated with your new event immediately.