UAEX New Calendar Adding & Managing Events

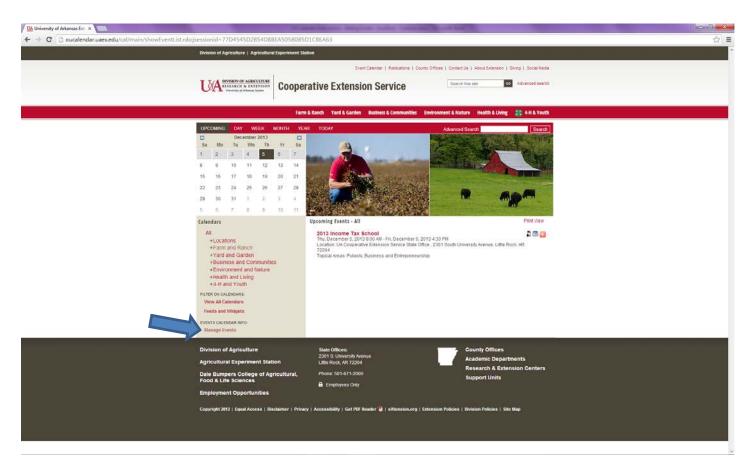
IMPORTANT: Not all events should be entered into the Calendar, such as regular club activities. Acceptable club events would be special events or at least county-wide events. Examples of acceptable events: county 4-H award banquet, a large club fundraiser, district O'Rama, etc.

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.

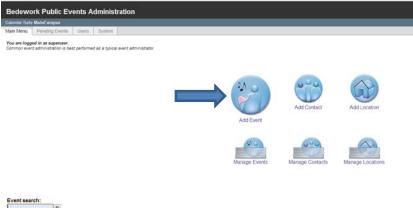
To link to the main calendar page, open an Internet browser and in the URL address enter <u>oucalendar.uaex.edu</u>. You should see a screen similar to the one below. Click on <u>Manage Events</u> at the bottom of the left-hand column.



Log in using your user name and Active Directory password.



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



Limit @ today forward ① past dates ③ all dates

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

🌋 Calendar Ad	min: Public El 🗙			
← ⇒ C'	oucalendar.uaex.edu/caladmin/event/showModForm.rdo			
Bedewo	rk Public Events Administration			
Calendar Suite	MainCampus			
Main Menu	Pending Events Calendar Suite Users System			
Event In	formation Cancel Copy Event			
Title:	Dianne's Event			
Calendar:	cals/MainCal 💌 💿 preferred 🕥 all			
Date & Time	: 🗌 all day			
Start: Date 2013-12-09 4 00 pm ?? America/Chicago •				
	End: © Date © Duration © 0 days 1 hours 0 minutes or © 0 weeks © This event has no duration / end date			

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.

Bedewo	k Public Events Administration					
Calendar Suite	<i>lainCampus</i>					
Main Menu	Pending Events Calendar Suite Users System					
	formation					
Update Ever	Cancel Copy Event					
Title:	Dianne's Event					
Calendar:	cals/MainCal 🗨 💿 preferred 💿 all					
Date & Tim	🗖 all day	🗖 all day				
	Start: Date 2013-12-09 4 • 00 pm • America/Chicago •					
	End: Date Duration O days 1 hours 0 minutes or 0 weeks This event has no duration / end date					
Recurrenc	event recurs ○ event does not recur					
	Recurrence Rules Show advanced recurrence rules					
	Frequency: Repeat: Поле forever daily weekly Interval: every day					
	weekly Interval: every 3 day(s) monthly in these months: jan Feb Mar Jul Aug Sep Oct Nov Dec					

Selecting weekly allows you other options.

Recurrence:	Recurrence	s [©] event does not recur Rules ed recurrence rules
	Frequency: none daily weekly monthly yearly	Repeat: forever 1 time until 2013-12-31 Interval:every week(s) on Sun Mon Tue Week Week start: Sun

Monthly options:

Recurrence Rules
show advanced recurrence rules

Frequency: Repeat:	
none forever 1 time until 2013-12-31 daily	
Uarry Weekly Interval:every 3 month(s) Interval:every 3 month(s) Interval:every 3 month(s) Interval:every 4 month(s) Interval:every 4 month(s)	

Yearly options:

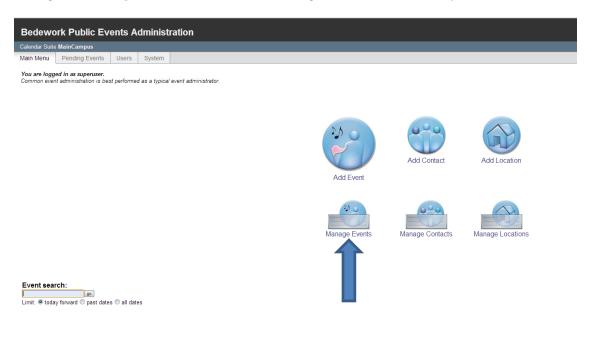
Recurrence:	● event recurs event does not recur		
	Recurrence I	Rules ed recurrence rules	
	Frequency: onne odaily weekly omonthly overly	Repeat: ◎ forever ◎ 1 time ● until 2013-12-31	
		Interval:every 1 year(s) on none Sun Mon Tue Wed Thu Fri Sat	
		in these months:	
		on these days of the month:	
		in these weeks of the year:	
		on these days of the year:	
		Week start: Sun 💌	

Recurrence and Exception Dates:

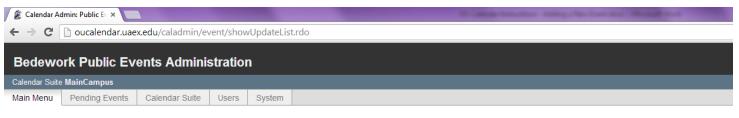
The Recurrence and Exception Dates section is to add occurrences of the event that may not meet the date and time criteria. For example, if the event occurs the same time on Friday and Saturday but at a different time on Sunday, you would add the Sunday instance specifying the time in this section.

Recurrence:	event recurs	s [©] event does not recur				
	Recurrence F	Rules ed recurrence rules				
	Frequency: Onone daily	Repeat: © forever © 1 time until 2013-12-31				
	 weekly monthly vearly 	Interval: every 3 day(s) ☑ in these months:				
		□ Jan □ Feb□ Mar□ Apr □ May□ Jun □ Jul □ Aug□ Sep□ Oct □ Nov ☑ Dec				
	Recurrence and Exception Dates					
	20131215	02 • 00 • ② America/Chicago • add recurrence				
		ates e TZid 0 America/Chicago remove				
	Exception date	es may be created by deleting an instance of a recurring event.				

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.



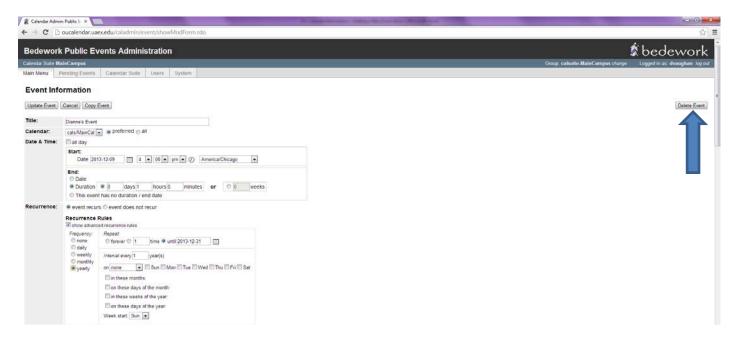
Manage Events

Select the event that you would like to update: Add new event

Start Date: 2013-12-09 Days: 10 - Filter by: select a category -						
Title	Start	End	Topical Areas	Categories	Description	
Dianne's Event	12/9/13 4:00 PM	12/9/13 5:00 PM	/0Locations/Counties P to Y/Pulaski /Internal/Employees Only	Counties-PRSUVWY Employees Only Locations loc/Pulaski County	Test event.	
2nd T Event	12/9/13 7:00 PM	12/9/13 8:00 PM	/0Locations/Little Rock State Office /Internal/Employees Only	loc/Little Rock State Office Employees Only Locations	Test listing.	

Bedework Website | show XML | refresh XSLT

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



Status: confirmed, tentative, canceled:

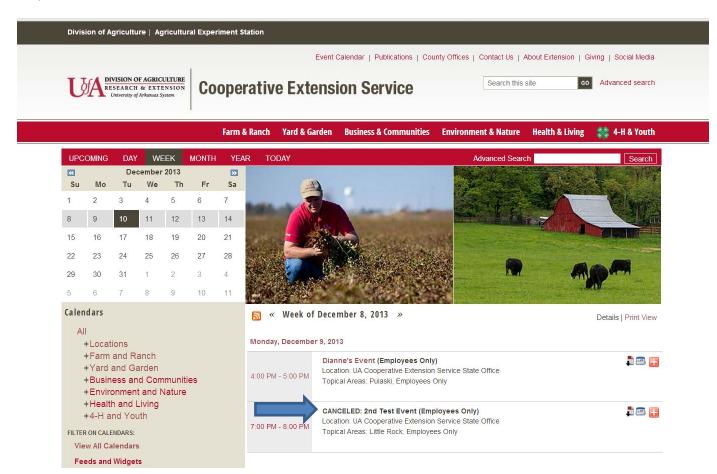
Select whether the event is confirmed, tentative, or canceled. If you have selected tentative or canceled, this will display before the event title.

Status:	onfirmed tentative canceled
Description:	Enter a brief description of the event
	500 characters max

For events that have been canceled, go to Manage Events, select the event, check the canceled option, and update the event.

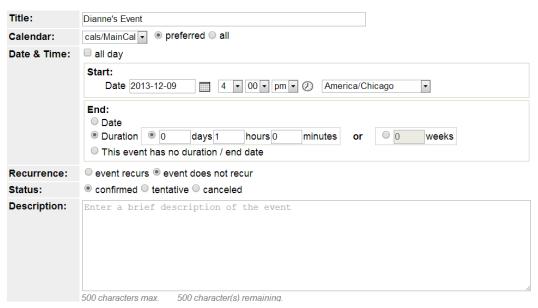
Title:	2nd Test Event
Calendar:	cals/MainCal 💌 💿 preferred 💿 all
Date & Time:	all day
	Start: Date 2013-12-09 7 00 pm Ø America/Chicago Image: Chicago Image: Chicago
	End: Date Duration 0 days 1 hours 0 minutes This event has no duration / end date
Recurrence:	◎ event recurs
Status:	○ confirmed ○ tentative i canceled

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.



Description:	Enter a brief de	escription of the event	
	500 characters max.	500 character(s) remaining.	
Cost:	optional: if any, and place to purchase tickets		
Event URL:	http://www.uaex.edu/		
lmage:	Image URL: Thumbnail URL: -or- Upload image:	optional link to image for event description optional link to thumbnail for event lists, 80px wide Choose File No file chosen Uploads can be JPG, PNG, or GIF and will overwrite the image and thumbnail URLs.	
Location:	UA Cooperative Exten	nsion Service State Office 💌 💿 preferred 🔍 all	
Contact:	Dianne Vaughan	▼ ● preferred ○ all	

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

Event URL: (Optional) URL for more information regarding event.

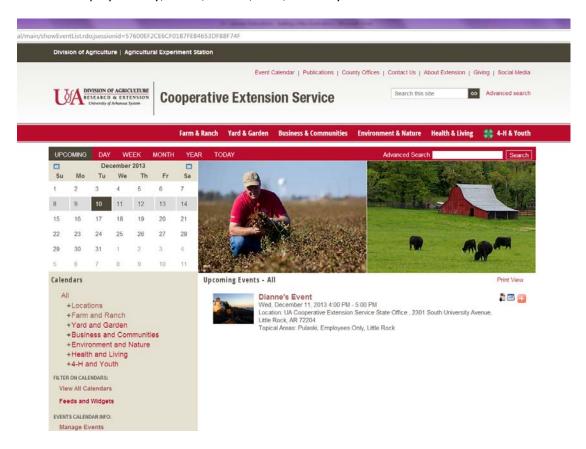
Image: You can enter an Image URL (max image width and height limit 200 pixels each) that will display in the event listing.

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.

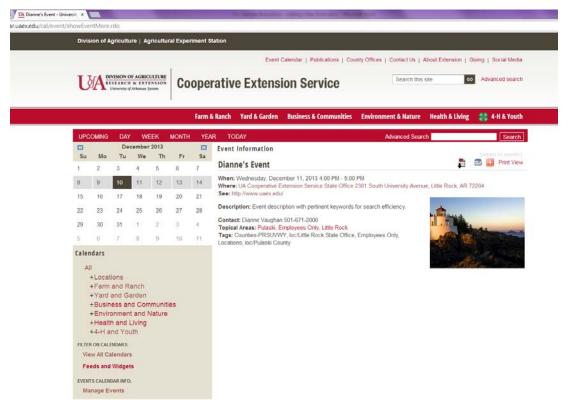
Or you can choose to upload an image from your files (max image width and height limit 200 pixels each) and that image will update both the Image URL and Thumbnail URL. Valid file types include JPG, PNG, or GIF.

Description:	Event description	n with pertinent keywords for search efficiency.	
	500 characters max.		
Cost:	optional: if any, and pl	ace to purchase tickets	
Event URL:	http://www.uaex.edu/		
Image:			
	the states		
	1		
	Alla Martin		
	in Chiefe and		
	Image URL:	/public/images/Lighthouse.jpg	
	Thumbnail URL:	/public/images/Lighthouse-thumb.png	
	-or- Upload image:	Choose File No file chosen Overwrite	
		Uploads can be JPG, PNG, or GIF and will overwrite the image and the	ımbnail URLs.
		ſ	remove images
Location:	UA Cooperative Extens	sion Service State Office	
Contact:	Dianne Vaughan	💌 🔍 preferred 🖲 all	
- · ·			

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.



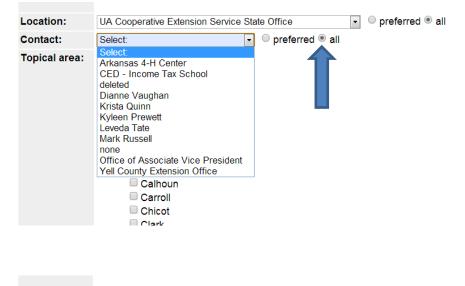
The larger image displays in the detailed event listing.



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.

Location:
Contact:
Contact.
Topical area:

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.



Location:	UA Cooperative Extension Service State Office	•	preferred eall
Contact:	Dianne Vaughan		
Topical area:			
	E Locations		
	Counties A to C		
	Arkansas		
	Ashley		
	Baxter		
	Benton		
	Boone		
	Bradley		
	Calhoun		
	Carroll		
	Chicot		
	Clark		

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
	Chicot
	Clay
	Conway
	Craighead
	Crittenden
	Cross
	Concerning Data I
	Counties D to J
	Desha
	E Faulkner
	Garland
	Grant
	Greene
	Hempstead
	Hot Spring
	Howard
	Jackson
	JOHNSON
	Counties L to O
	Lafayette
	Lawrence
	Lee
	Logan
	Madison
	Madison
	Manon
	Ministration Ministration
	Montgomery
	Nevada
	Newton

🔲 Ouachita

Counties P to Y

Phillips

Pike Poinsett

Polk

Pope
Prairie

Prairie

Randolph

Saline .

Scott Searcy

Sebastian

Sevier

Sharp St. Francis

Stone

Union

Van Buren

Washington

White

Yell

Districts

Delta

Ozark

Little Rock

Research and Extension Centers/Stations

Fayetteville Area

E Farm and Ranch

Animals and Forages

Crops and Commercial Horticulture

Economics and Marketing Pest Management

Pard and Garden

Fruit, Nuts and Vegetables

Landscape and Lawns

Master Gardeners

Business and Communities

Government Contracting and Procurement

Business and Entrepreneurship

Covernment, Public Policy and Voter Education

Leadership and Strategic Planning

Environment and Nature

Air, Water and Soil Quality

Disaster Preparedness and Recovery

Energy Education

E 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 			
Add Event Ca	ncel			
Bedew Website show XML refresh XSLT				

Click on Add Event.

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

