

UAEX New Calendar Adding & Managing Locations & Contacts

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.

The screenshot shows the UAEX Cooperative Extension Service website. The main content area includes a calendar for December 2013, a list of upcoming events, and a sidebar with navigation links. A blue arrow points to the 'Manage Events' link in the sidebar. The event '2013 Income Tax School' is listed for December 6, 2013, from 8:00 AM to 4:30 PM at the UA Cooperative Extension Service State Office, 2301 South University Avenue, Little Rock, AR 72204.

Log in using your user name and Active Directory password.

The screenshot shows the Public Events Administration login page. The page features the bedework logo and a login form with fields for UserID (dvaughan) and Password, and a login button.

IMPORTANT: 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.

To avoid entering duplicates, first click on [Manage Locations](#) to review the list of locations and then on [Manage Contacts](#) to review the list of contacts to determine if you need to add a new location and/or contact for your event.

Bedework Public Events Administration
Calendar Suite MainCampus

Main Menu | Pending Events | Users | System

You are logged in as superuser.
Common event administration is best performed as a typical event administrator.

Add Event **Add Contact** **Add Location**
Manage Events **Manage Contacts** **Manage Locations**

Event search:
[input field] [go]
Limit: today forward past dates all dates

Review the list of Locations.

Bedework Public Events Administration
Calendar Suite MainCampus

Main Menu | Pending Events | Calendar Suite | Users | System

Manage Locations

Select the location that you would like to update: [Add new location](#)

Address	Subaddress	URL
Arkansas 4-H Center	No. 1 Four-H Way, Little Rock, AR 72223	https://maps.google.com/maps?q=No.+1+Four-H+Way+Little+Rock+AR+72223&hl=en&ll=35.851213,-91.952133&spn=0.381238,0.891953&hnear=1+Four+H+Way,+Little+Rock,+Arkansas+72223&t=m&z=16
Arkansas Agricultural Experiment Station	AFIS Building, 1120 W. Maple Street, Fayetteville, AR 72701	https://maps.google.com/maps?q=1120+West+Maple+Street,+Fayetteville,+AR&hl=en&ll=34.773988,-92.340491&spn=0.012073,0.027874&oq=1120+W+MAPLE+STREET,+Fayetteville,+AR&hnear=1120+W+Maple+St,+Fayetteville,+Arkansas+72701&t=m
Arkansas Agricultural Research and Extension Center	495 Campus Drive, University of Arkansas, Fayetteville, AR 72701	https://maps.google.com/maps?q=495+Campus+Drive,+University+of+Arkansas,+Fayetteville,+AR+72701&ic=UTF-8&hq=&hnear=0x87c96ec74aad40d.0x12ed6b52e178f9ae.495+Campus+Dr,+Fayetteville,+AR+72701&gl=us&ei=FBAAUwK-HbyQGw4DI
Arkansas County Extension Office - DeWitt	1009 Liberty Drive, DeWitt, AR 72042	https://maps.google.com/maps?q=1009+Liberty+Drive,+DeWitt,+AR+72042&hl=en&ll=34.751928,-92.131378&spn=8.156655,16.864014&hnear=1009+Liberty+Dr,+DeWitt,+Arkansas,+72042&t=m&z=17
Arkansas County Extension Office - Stuttgart	Rice Research and Extension Center, 2900 Hwy 130 East, Stuttgart, AR 72160	https://maps.google.com/maps?q=Rice+Research+and+Extension+Center,+2900+Hwy+130+East,+Stuttgart,+AR+72160&hl=en&ll=34.475312,-91.418426&spn=0.007995,0.016469&hnear=2900+Arkansas+130,+Crocketts+Bluff,+Arkansas+72038&t=m&z=

To add a new location from the [Manage Locations](#) menu, click on the [Add new location](#) or if you are at the [Main Menu](#) screen, you can click on the [Add Location](#) button.

To return to the [Main Menu](#) from any screen, just click on the [Main Menu](#) tab as shown above.

Enter the Primary Address (name of facility or building and room number). Spell out Room or Suite. Make sure the Primary Address is stated in terms our CLIENTS will understand.

Enter the Subaddress (street address). For directions within an address use abbreviations for north, south, southeast, etc. (N. – S. – SE); spell out street, avenue, or drive; use brief descriptions, such as First Floor Main Building, if applicable; use AR for Arkansas and only the 5-digit zip code.

Location's URL - Enter the link from Google Maps (optional).

Calendar Admin: Public E | x
oucalendar.uaex.edu/caladmin/location/showModForm.rdo

Bedwork Public Events Administration

Calendar Suite MainCampus

Main Menu Pending Events Calendar Suite Users System

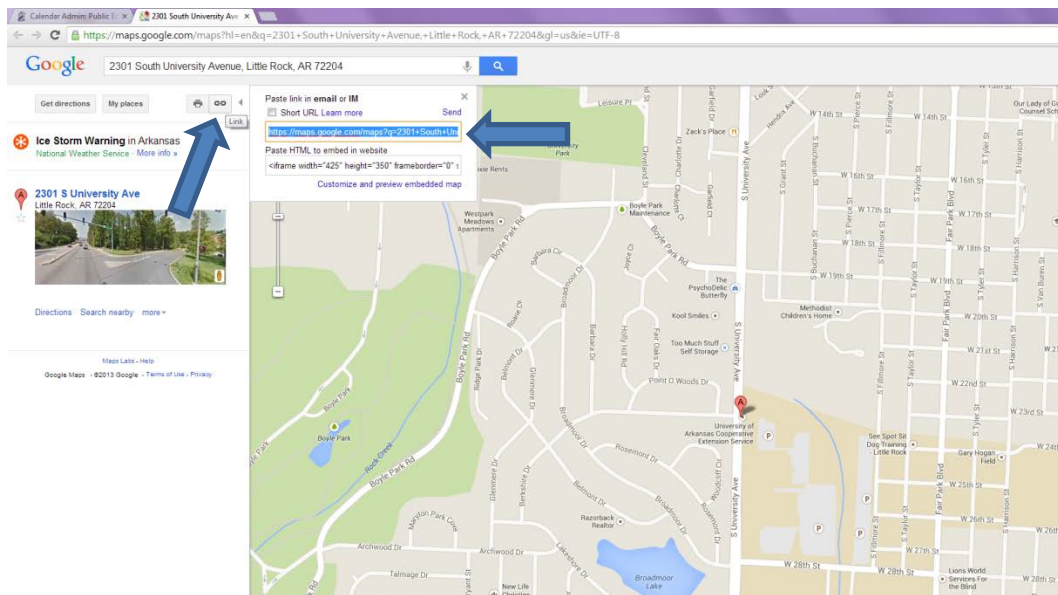
Add Location

Primary Address: *include building and room when appropriate*

Subaddress: *(optional)*

Location's URL: *(optional)*

To get the location URL, go to <https://maps.google.com>, enter the address, click on the link icon (chain link), copy and paste the URL to link in "Location's URL."



Click Add Location.

Calendar Admin: Public E... x

oucalendar.uaex.edu/caladmin/location/showModForm.rdo

Bedework Public Events Administration

Calendar Suite MainCampus

Main Menu | Pending Events | Calendar Suite | Users | System

Add Location

Primary Address: *include building and room when appropriate*

Subaddress: *(optional)*

Location's URL: *(optional)*

Bedework Website | show XML | refresh XSLT

To make changes to a location: From the Main Menu, go to [Manage Locations](#).

Calendar Admin: Public E... x

oucalendar.uaex.edu/caladmin/location/showUpdateList.rdo

Bedework Public Events Administration

Calendar Suite MainCampus

Main Menu | Pending Events | Calendar Suite | Users | System

Group: calsuite MainCampus change | Logged in as: draveghan, app.ozf

Manage Locations

Select the location that you would like to update:

Address	Subaddress	URL
Arkansas 4-H Center	No. 1 Four-H Way, Little Rock, AR 72223	https://maps.google.com/maps?q=to+1+Four-H+Way+Little+Rock+AR+72223&hl=en&ll=35.651213,-91.952133&spn=0.381236,0.891953&hnear=1+Four+H+Way,+Little+Rock,+Arkansas+72223&hl=en&sz=16
Arkansas Agricultural Experiment Station	AFLS Building, 1120 W. Maple Street, Fayetteville, AR 72701	https://maps.google.com/maps?q=1120+West+Maple+Street,+Fayetteville,+AR&hl=en&ll=34.773688,-92.540491&spn=0.012073,0.027674&coq=1120+W+MAPLE+STREET,+Fayetteville,+AR&hnear=1120+W+Maple+St,+Fayetteville,+Arkansas+72701&hl=en&sz=16

Scroll down until you find the correct location and click on it.

Stone County Extension Office	205 Martin Street, Mountain View, AR 72560	https://maps.google.com/maps?q=205+Martin+Street,+Mountain+View,+AR+72560&hl=en&ll=35.864572,-92.110265&spn=0.000594,0.001148&stl=36.2159,-91.60684&sspn=0.009539,0.015936&stl=h&hnear=205+Martin+St,+Mountain+View,+Arkansas+72560&hl=en&sz=16
UA Cooperative Extension Service State Office	2301 South University Avenue, Little Rock, AR 72204	https://maps.google.com/maps?hl=en&q=2301+South+University+Avenue,+Little+Rock,+AR+72204&gl=us&ie=UTF-8
UA Campus	110 University Court, Monticello, AR 71656	https://maps.google.com/maps?q=110+University+Court,+Monticello,+AR+71656&hl=en&ll=34.773688,-92.540491&spn=0.012073,0.027674&coq=110+University+Court,+Monticello,+AR+71656&hl=en&sz=16
University Extension Office	307 American Road, Suite 101, El Dorado, AR 71730	https://maps.google.com/maps?q=307+American+Road,+Suite+101,+El+Dorado,+AR+71730&hl=en&ll=34.044676,-94.367416&spn=0.096429,0.196209&hq=307+American+Road,+Suite+101,+El+Dorado,+AR+71730&radius=15000&hl=en&sz=16

Enter the changes and click Update Location.

Calendar Admin: Public E... x

oucalendar.uaex.edu/caladmin/location/showModForm.rdo

Bedework Public Events Administration

Calendar Suite MainCampus

Main Menu | Pending Events | Calendar Suite | Users | System

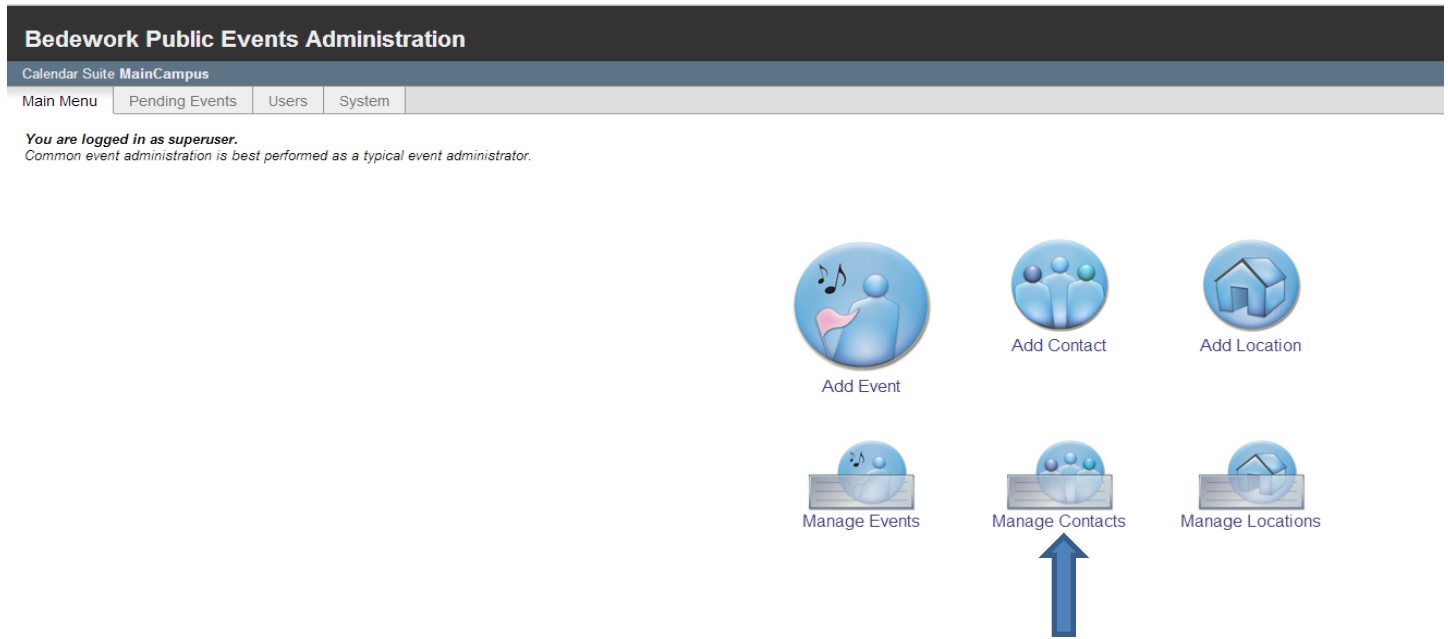
Update Location

Primary Address: *include building and room when appropriate*

Subaddress: *(optional)*

Location's URL: *(optional)*

To check for a contact from the [Main Menu](#), click on the [Manage Contacts](#) button.



Review the list of contacts.

Calendar Admin: Public E x

oucalendar.uaex.edu/caladmin/contact/showUpdateList.rdo

Bedework Public Events Administration

Action canceled.

Calendar Suite MainCampus

Main Menu Pending Events Calendar Suite Users System

Manage Contacts

Select the contact you would like to update:

Name	Phone	Email	URL
Arkansas 4-H Center	501-821-4444	bblake@uaex.edu	
CED - Income Tax School	501-671-2081	kmagee@uaex.edu	
deleted	Used as a replacement when the owner of a public sponsor used by others deletes the sponsor		
Krista Quinn		krista.quinn@yahoo.com	
Kyleen Prewett			
Leveda Tate	870-368-4293	ltate@uaex.edu	
Mark Russell	501-671-2190	mrussell@uaex.edu	
none			
Office of Associate Vice President	501-671-2001	ahedges@uaex.edu	
Yell County Extension Office	(479) 229-4441	yell@uaex.edu	

To add a new contact from **Manage Contacts** menu: Click on the Add new contact button or if you are at the **Main Menu** screen, you can click on the **Add Contacts** button.

Calendar Admin: Public E... x

oucalendar.uaex.edu/caladmin/contact/showUpdateList.rdo

Bedework Public Events Administration

Action canceled.

Calendar Suite MainCampus

Main Menu Pending Events Calendar Suite Users System

Manage Contacts

Select the contact you would like to update:

Name	Phone	Email	URL
Arkansas 4-H Center	501-821-4444	bblake@uaex.edu	
CED - Income Tax School	501-671-2081	kmagee@uaex.edu	
deleted	Used as a replacement when the owner of a public sponsor used by others deletes the sponsor		
Krista Quinn		krista.quinn@yahoo.com	
Kyleen Prewett			
Leveda Tate	870-368-4293	ltate@uaex.edu	
Mark Russell	501-671-2190	mrrussell@uaex.edu	
none			
Office of Associate Vice President	501-671-2001	ahedges@uaex.edu	
Yell County Extension Office	(479) 229-4441	yell@uaex.edu	

Enter the Contact name, Contact Phone Number (optional), Contact's URL (optional), and the Contact Email Address (optional); and click the Add Contact button.

Calendar Admin: Public E... x

oucalendar.uaex.edu/caladmin/contact/showModForm.rdo

Bedework Public Events Administration

Calendar Suite MainCampus

Main Menu Pending Events Calendar Suite Users System

Contact Information

Contact (name): *e.g. name, group, or department*

Contact Phone Number: *(optional)*

Contact's URL: *(optional)*

Contact Email Address: *(optional)*

Bedework Website | show XML | refresh XSLT

To make changes to a contact, go to [Manage Contacts](#) from the [Main Menu](#) screen, scroll down until you find the contact and click on the name.

Calendar Admin: Public E x

oucalendar.uaex.edu/caladmin/contact/showUpdateList.rdo

Bedework Public Events Administration

Contact updated

Calendar Suite MainCampus

Main Menu Pending Events Calendar Suite Users System

Manage Contacts

Select the contact you would like to update: [Add new contact](#)

Name	Phone	Email	URL
Arkansas 4-H Center	501-821-4444	bblake@uaex.edu	
CED - Income Tax School	501-671-2081	kmagee@uaex.edu	
deleted	Used as a replacement when the owner of a public sponsor used by others deletes the sponsor		
Dianne Vaughan	501-671-2006	dvaughan@uaex.edu	
Krista Quinn		krista.quinn@yahoo.com	
Kyle Prewett			
Levell Tate	870-368-4293	ltate@uaex.edu	
Mark Russell	501-671-2190	mrrussell@uaex.edu	
none			
Office of Associate Vice President	501-671-2001	ahedges@uaex.edu	
Yell County Extension Office	(479) 229-4441	yell@uaex.edu	

Make the changes and click on the Update Contact button.

Calendar Admin: Public E x

oucalendar.uaex.edu/caladmin/contact/showModForm.rdo

Bedework Public Events Administration

Calendar Suite MainCampus

Main Menu Pending Events Calendar Suite Users System

Contact Information

Contact (name): *e.g. name, group, or department*

Contact Phone Number: *(optional)*

Contact's URL: *(optional)*

Contact Email Address: *(optional)*

Bedework Website | [show XML](#) | [refresh XSLT](#)

To return to the [Main Menu](#) from any screen, just click on the Main Menu tab as shown above.