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.

Log in using your user name and Active Directory password.

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.

Review the list of Locations.

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).

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."
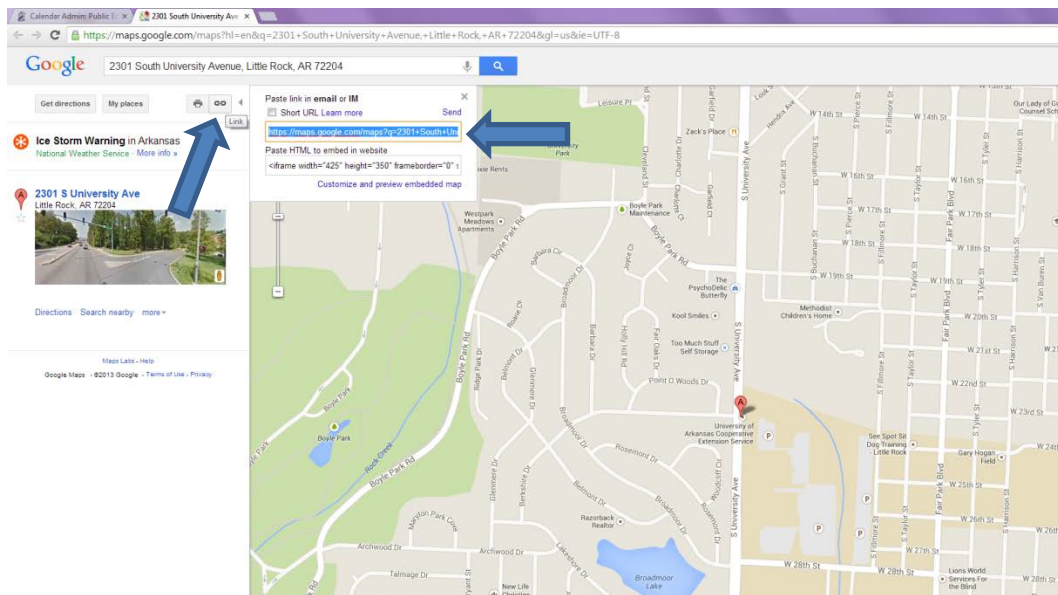
Click Add Location.

To make changes to a location: From the Main Menu, go to Manage Locations.

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

Enter the changes and click Update Location.

To check for a contact from the Main Menu, click on the Manage Contacts button.
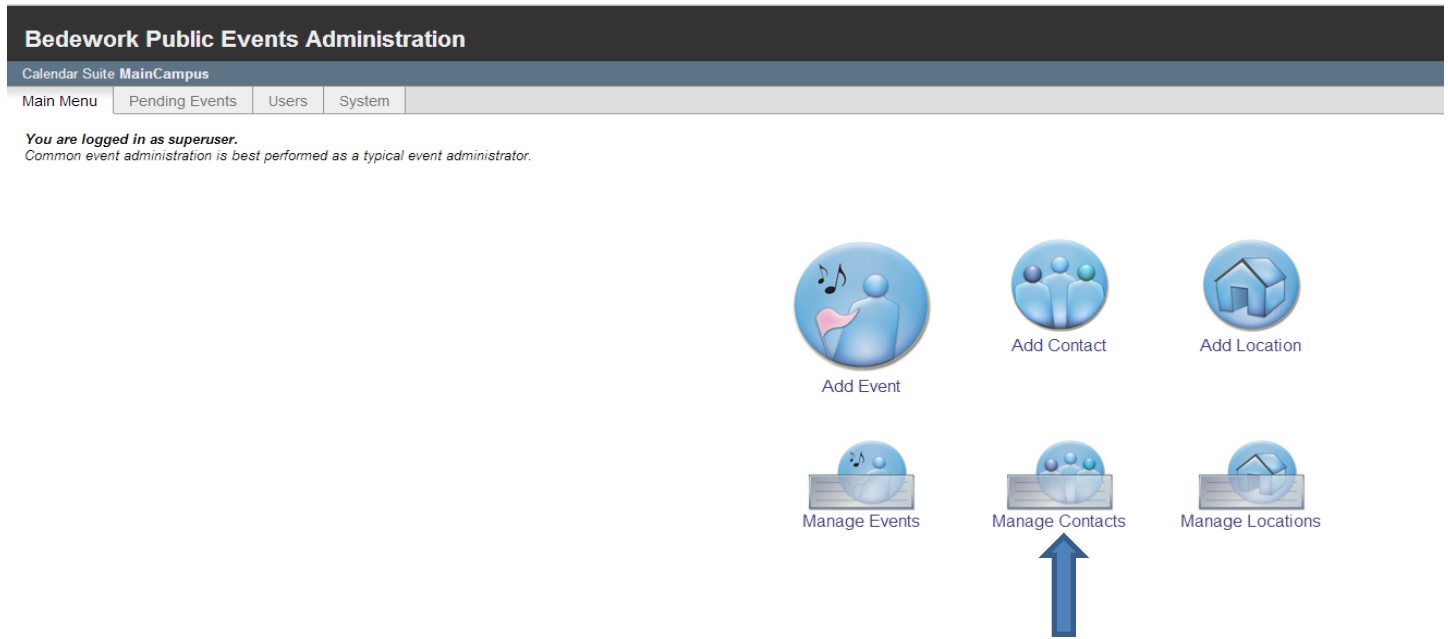
Review the list of contacts.

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		
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	

Bedework Website | show XML | refresh XSLT

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.

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

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.

Make the changes and click on the Update Contact button.

To return to the Main Menu from any screen, just click on the Main Menu tab as shown above.