

## Module Preview: Managing Calendar Events

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The Event Calendar helps promote meetings, training events, and other events that occur once or on a recurring basis. You can even add a detail page that links to your agenda, event flyer, or other essential information.

### Module Objectives

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Upon completion of this module,  
You will master the skills necessary to:

- A. Schedule an event
- B. Add event details
- C. Schedule recurring events
- D. Delete events

### Tips

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When working in Site Manager, don't get confused by the Event Calendar and the CALENDAR.

**Event Calendar**, located under LEFT NAVIGATION, is used to add a statement to the calendar page such as, "To schedule an event, contact Ann."

**CALENDAR**, located in a separate category, is the tool used to schedule events.

## Exercise A: Schedule an Event

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### Step by Step

1. From Site Manager, click **CALENDAR**
2. Click **Add Content** to schedule calendar events
3. In Calendar Detail page, add the information displayed in Figure 6.1
4. At the bottom of the screen, click **Add Event**
5. Click **OK** to return to Calendar page

### Additional Information

- Calendar Search page opens
- Calendar Detail page opens
- Message displays, “Event was inserted” along with an **OK** button
- Check the public view of your Web site to see your changes

The screenshot shows a web form for scheduling an event. The fields are as follows:

- Event Name: Winter Training Event
- Location: Wyndham Hotel
- Start Day: February 20, 2006
- End Day: February 20, 2006
- Start Time: 10:30 AM
- End Time: 5:00 PM
- Event type: General
- Cost: \$30
- Detail Page: No

(If this option is selected - there will be No Link on the calendar for this event.)

Figure 6.1 Schedule an Event

## Exercise B: Add Event Details

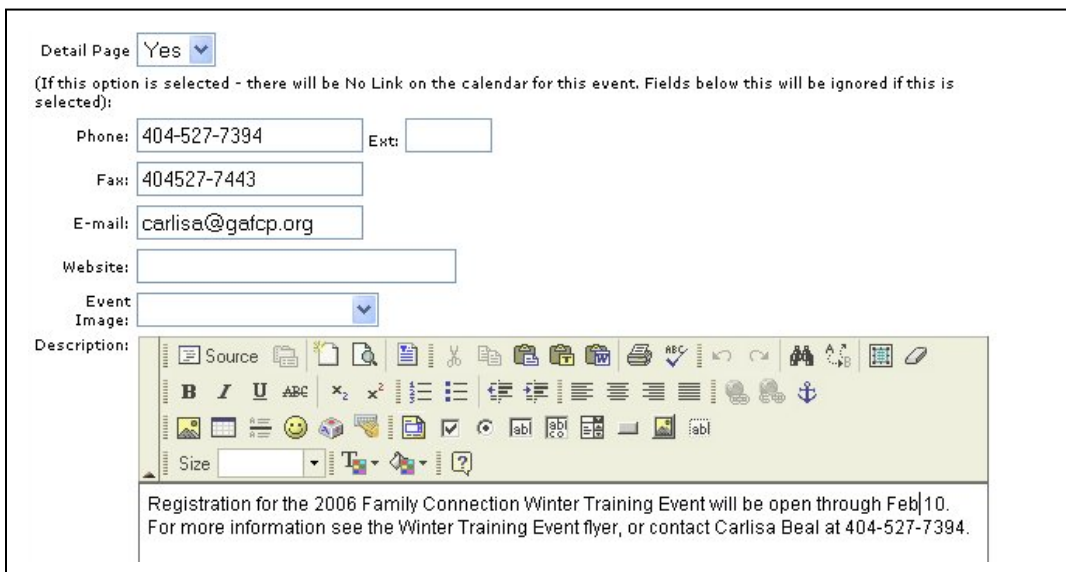
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### Step by Step

1. From Site Manager, click CALENDAR
2. Click Winter Training Event to open and modify the event
3. In **Detail Page** list box, click **Yes** to add details to the event
4. In the text boxes below Detail Page list box, add event details as illustrated in Figure 6.2
5. Click **Update Event** to save the changes
6. Click **OK** to return to Calendar page

### Additional Information

- Calendar Search page opens
- Winter Training Event opens
- Details will display as a link on the Event Calendar page
- Message displays, “Event was updated” along with an **OK** button. The event displays as a link in the public view calendar.
- Check the public view of your Web site to see your changes



Detail Page **Yes** ▼

(If this option is selected - there will be No Link on the calendar for this event. Fields below this will be ignored if this is selected):

Phone: 404-527-7394 Ext:

Fax: 404527-7443

E-mail: carlisa@gafcp.org

Website:

Event Image:

Description:

Registration for the 2006 Family Connection Winter Training Event will be open through Feb 10. For more information see the Winter Training Event flyer, or contact Carlisa Beal at 404-527-7394.

Figure 6.2 Add Event Details

Exercise C: Schedule Recurring Events

Step by Step

1. From Site Manager, click CALENDAR
2. Click **Add Content** to schedule calendar events
3. In Calendar Detail page, add the following information as displayed in Figure 6.3
4. Click **Add Event** to schedule the event on the Event Calendar
5. Click **OK** to return to Calendar page

Additional Information

- Calendar Search page opens
- Calendar Detail page opens
- Clicking **Monthly (Day of Event)** gives the option of scheduling on the same day for consecutive months. Clicking **Monthly (Date Based)** gives the option of scheduling on the same date for consecutive months.
- Message displays, “Event was inserted” along with an **OK** button. Recurring events are added to the Event Calendar.
- Figure 6.4 appears on Calendar page  
Figure 6.5 appears in the Public View

Event Name: Monthly Staff Meeting

Location: Atlanta Office

Start Day: September 5 2006

End Day: September 5 2006

Start Time: 10:00 AM

End Time: 12:00 PM

Event type: Meeting

Cost:

Detail Page: No

(If this option is selected - there will be No Link on the calendar for this event. Fields below selected):

**Recurrence (note: End Date)**

None

Weekly

Monthly (Date Based) (Event will occur on the same date each month.)

Monthly The first Tuesday of the month for 3 month(s). (Day of (Event will occur on the same day of week each month.) Week)

Figure 6.3 Schedule Recurring Events - Day of Week

Schedule Recurring Events, Continued

Event	Start Date	End Date	Delete
Monthly Staff Meeting	11/7/2006	11/7/2006	<input type="checkbox"/>
Monthly Staff Meeting	10/3/2006	10/3/2006	<input type="checkbox"/>
Monthly Staff Meeting	9/5/2006	9/5/2006	<input type="checkbox"/>

Figure 6.4 Site Manager ► Calendar Page  
After Adding Recurring Events (Day of Week)

<table border="1"> <thead> <tr> <th>August</th> <th colspan="5">September 2006</th> <th>October</th> </tr> <tr> <td></td> <td colspan="5">September ▼ 2006 ▼ Search</td> <td></td> </tr> <tr> <td>Sun</td> <td>Mon</td> <td>Tue</td> <td>Wed</td> <td>Thu</td> <td>Fri</td> <td>Sat</td> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5 Monthly Staff Meeting 10:00 AM</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> </tbody> </table>							August	September 2006					October		September ▼ 2006 ▼ Search						Sun	Mon	Tue	Wed	Thu	Fri	Sat						1	2	3	4	5 Monthly Staff Meeting 10:00 AM	6	7	8	9	<table border="1"> <thead> <tr> <th>September</th> <th colspan="5">October 2006</th> <th>November</th> </tr> <tr> <td></td> <td colspan="5">October ▼ 2006 ▼ Search</td> <td></td> </tr> <tr> <td>Sun</td> <td>Mon</td> <td>Tue</td> <td>Wed</td> <td>Thu</td> <td>Fri</td> <td>Sat</td> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3 Monthly Staff Meeting 10:00 AM</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> </tbody> </table>							September	October 2006					November		October ▼ 2006 ▼ Search						Sun	Mon	Tue	Wed	Thu	Fri	Sat	1	2	3 Monthly Staff Meeting 10:00 AM	4	5	6	7	8	9	10	11	12	13	14
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Figure 6.5 Public View ► Event Calendar  
After Adding Recurring Events (Day of Week)

**Notes:** When entering recurring weekly meetings, the system ignores the end date. This means you cannot schedule a two-day, recurring weekly meeting (Mar 1-2, Mar 8-9, Mar 15-16).

When entering recurring monthly meetings, the system does not ignore the end date. This means you can schedule a two-day, recurring monthly meeting. (Mar 1-2, Apr 1-2, May 1-2).

Use the recurring (day of week) option to schedule on the same day each month.  
Use the recurring (date based) option to schedule on the same date each month.

Exercise D: Delete Events

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**Step by Step**

**Additional Information**

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|---|---|
| <ol style="list-style-type: none"> <li>1. From Site Manager, click CALENDAR</li> <li>2. In the <b>Delete</b> check boxes, check the events listed in Figure 6.4</li> <li>3. Click <b>Delete Selected Events</b></li> <li>4. Click <b>OK</b> to return to Calendar page</li> </ol> | <p>Calendar Search page opens</p> <p><b>CAUTION:</b> Events cannot be recovered once they are deleted.</p> <p>Message displays, “Selected events were deleted” along with an <b>OK</b> button. The selected events are removed from the Event Calendar.</p> <p>Selected events are now removed from Calendar page</p> |
|---|---|

Event	Start Date	End Date	Delete
FC Day Breakfast	2/21/2006	2/21/2006	<input type="checkbox"/>
Winter Training Event	2/20/2006	2/20/2006	<input type="checkbox"/>
Staff Meeting	1/24/2006	1/24/2006	<input checked="" type="checkbox"/>
Staff Meeting	1/17/2006	1/17/2006	<input checked="" type="checkbox"/>
Staff Meeting	1/10/2006	1/10/2006	<input checked="" type="checkbox"/>
Staff Meeting	1/3/2006	1/3/2006	<input checked="" type="checkbox"/>

Figure 6.6 Delete Events