Using the Master Calendar

Suggesting/Submitting Events Using the Submissions Client

1. Go to the main page for the calendar you with to submit an event to
2. Click on the **Submit an Event** link to go to the login page
3. Login with the same username and password you use to login to WebAdvisor. This is typically the same as you use to login to the computer.
   - If you have trouble logging in, make sure you can login to WebAdvisor and your Computer. If you still can't get it, please call the help desk.
4. Read the notes about entering events. Especial about checking if the event you want to submit already exists!
5. Click on the **Start** link on the right to begin.
6. Type in a title for the event.
7. Select **all day** if this is an all-day event.
8. If you haven't selected all day:
   - Select a start date
   - Select a start time
   - Select an end date for the event
   - Select an end time or duration, or select **this event has no duration or end date**.
9. Enter more details about the event in the description. *You must add something here*.
10. (Optionally) enter a cost for the event.
11. (Optionally) enter a URL for the event, if you have a web page with more information about it.
12. (Optionally) enter a URL for an image (jpeg, for example) to be displayed with the event details. This must be hosted on some other website at this time.
13. Click **Next**
14. Select a Location from the drop down. If you can't find a suitable location, fill out details for the location in the gray box at the bottom of the page.
15. Click **Next**
16. Select a Contact from the drop down. If you can't find a suitable contact, fill out details for the contact in the gray box at the bottom of the page.
17. Click **Next**
18. Select what topical area this event would fit under. If you can't find a suitable topical area, please describe the type of event in the gray box at the bottom of the page.
19. Click **Next**
20. Please provide a contact email address as well as any notes for the event manager for your event.
21. Click "Submit for approval".

Administering the Calendar

Login to the Administrative Web Client

22. Go to the main page for the calendar you with to administer
23. Click on the **Manage Events** link to go to the login page
24. Login with the same username and password you use to login to WebAdvisor. This is typically the same as you use to login to the computer.
    - If you have trouble logging in, make sure you can login to WebAdvisor and your Computer. If you still can't get it, please call the help desk.
25. If you have access to multiple calendars, you will be asked to **Choose your Administrative Group**. Choose the group that corresponds to the calendar you want to manage.
26. If you want to change your group, there is a **Change** link in the upper right in *italics* right next to your current group.

Add a non-recurring event

1. Select the **Add Event** link under the **main menu** tab.
2. Type in a title for the event.
3. You may be presented with a **Calendar** choice. You should have limited choices. Usually it will be either "cal/MainCal" (for the Master Calendar) or one that matches the department calendar. You shouldn't have to set it more than once.
4. Select **all day** if this is an all-day event.
5. If you haven't selected all day:
    a. select a start date
    b. select a start time
    c. select an end date for the event
    d. select an end time or duration, or select **this event has no duration or end date**.
6. Under recurrence leave at this event does not recur. See the next section for recurring events.
7. Leave the event status as confirmed, or if the event is likely to be updated, select tentative. If an event has been canceled, select canceled; this will display a cancellation notice in the event title.
8. Enter more details about the event in the description. *You must add something here*.
9. (Optionally) enter a cost for the event.
10. (Optionally) enter a URL for the event, if you have a web page with more information about it.
11. (Optionally) enter a URL for an image (jpeg, for example) to be displayed with the event details. This must be hosted on some other website at this time.
12. Select a location for the event. For a more comprehensive list of locations, click on **all**. **preferred** lists locations you've already used.
13. Select a contact for the event. For a more comprehensive list of contacts, click on **all**. **preferred** lists contacts you've already used.
14. Select the topical area(s) with which you want to tag the events. This affects what categories the event will appear under.
15. Select the **add event** button

Add a recurring event

1. Follow steps 1 through 5 above
2. Select **event recurs**
3. Select how often the event recurs under frequency. For example if the event recurs every month, select monthly.
4. Leave at **forever** -or-
    Select **times** and type in a number to specify how many times you want the event to recur -or-
    Select **until** and add an end date. *Note: the end date you specify here is different from the end date you specified earlier for the event. The end date here is the date you want the recurrence to stop and not the end date for the event.*
5. For more advanced options, click **show advanced rules**. You might need to re-select **monthly** (or frequency of your choice) to see the advanced rules.
    a. If you want the event recurring every other month type in 2 under the **interval** label or any interval of your choice.
    b. You can specify how you would like the event to recur.
    c. You can also create exceptions for your recurring events. For example, if there is a public holiday on a Monday you have designated your event to recur. Create an exception by deleting the recurrence instance of the event after it is created.
    d. You can also create one-off recurrences for the event. Select a date under the **recurrence and exception dates** field and select the **add recurrence** button.
6. Follow steps 8 through 15 above to add the event.

To Edit/Delete an event

1. Select **manage events** under main menu. Alternatively you can search for the event by typing the event name under **event search** in the main menu.
2. You can show all events or active events or you can filter events by selecting a category.
3. To edit an event, select the event under the **Title** column or, if the event recurs, click on **master** under the **Description** column. Changes you make to the master affect all instances of the event. To edit or delete a single instance of an event, click on **instance** under **Description**.
4. When you are done with your changes click on **update event**.

Processing Submitted Events in the Administrative Web Client

To administer a submitted event

1. Log into the administration client
2. Select the **Pending Events** tab
3. Select the event title link under the **title** column

Under **Event Information** you can see details about the event. If the user who submitted the event has suggested a location for the event, you can create the new location under **Add Location** in the **Main Menu** tab. You can hide the event comments by clicking **show/hide**. You can also edit the other fields on the form. For example, you might click on a topical area.

- To claim the event, click on **Claim Event**. A claimed event becomes the property of the currently active group. Only members of that group (and superusers) will be able to update, delete, or publish that event.
- To publish the event, click on "**Publish Event**". If your set up includes more than one calendar you will need to select a calendar to publish the event. If you are editing the master calendar, this would be "cals/MainCal".   Once an event is published, it will appear on the public calendar.
- You may also **Update** the contents of the event while leaving it in the queue or **Delete** it.