MetaCalendars Tutorial

How to operate MetaCalendars website calendars

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Overview

MetaCalendars is a self-updateable website calendar. Using MetaCalendars, you can add events to your website and integrate your events on other websites' calendars.

How do I log in to my calendar administration?

Your MetaCalendars admin is located at: _____

You will be prompted for a Username and Password to access MetaCalendars.

Your Username is: _____   Your Password is: _____

Click the Proceed to Calendar link on the next page. You will be taken to the calendar's homepage.

You will now see two new links at the bottom of the calendar: Add New Event and Admin Panel. Click Admin Panel to access calendar admin.

How do I set up my calendar?

The first step you must complete before entering events is creating categories for the events. To do this:

1. Click the Categories link at the top of the administration page

2. Click Add New Category

3. Fill in these fields:

Add New Category Form
Name: Community Events
Description: Events happening in ou
Color: # FF0048   Please see HexHelp.com for a list of color codes.
Highlight Color: # FF6D48   Please see HexHelp.com for a list of color codes.
Edit
Back

   Name: Enter a brief title for the category (i.e. Concerts, Trade Shows, Seminars)
   Description: Enter a brief description describing the events that will be shown in this category.
   Color: Select a color for the category. All events in this category will show on the calendar with this color as a background. The text will be white so dark colors are recommended, such as FF0048 for bright red. Enter colors in HEX values.
   Highlight Color: Enter a hex color similar to the one you selected for the Color value. This color will show when a user mouses over an event on the calendar. For example, FF6D48 is a dark orange that compliments FF0048.

4. Click Add to save the category. You can start entering events once you have created at least one category.

What are HEX colors?

In HTML, six digit numbers are used to represent colors. See http://www.hexhelp.com for a list of color HEX values. When you find a color you like, copy its six digit number and enter the whole number into the Category Color fields.

HexHelp.com has the numbers written in both black and white over each color so you can see what colors work best as backgrounds for black or white text. 004824 is a dark green that works well with white text, 91FF24 is a pale green that makes white text nearly invisible.

How do I edit or delete a category?

To edit a category:

1. Click the Categories link at the top of the administration page

2. Click Edit next to the category

3. Change the content or colors

4. Click Edit to save your changes

Categories

ID	Category Name	Description	Imported	Admin
25	Bands	Bands playing at BuBs	No	Edit Delete
30	Community Events	Events happening in our area	No	Edit Delete
27	Food & Drink Specials	Great deals on food and drinks	No	Edit Delete
28	Private Events	Weddings, parties, fundraisers - book your event at BuBs!	No	Edit Delete

To delete a category:

Click the Categories link at the top of the administration page and click Delete next to the category. Please Note: If you have events in the deleted category, they will still appear on the calendar but will not have a color associated with them. We recommend moving the events to other categories or deleting them entirely before deleting a category.

How do I enter an event?

1. Go to the calendar's homepage at www.samplenamehere.com/calendar (replace samplenamehere.com with your website's address)

2. Click Add New Event

3. Fill in these fields:

> Event Name: Enter a brief title for the event (i.e. Internet Marketing Seminar, The Gufs Concert)
> Event Description: Enter extensive details about the event - speakers, topics, RSVP information, costs, etc.
> Event Location: Enter the name of the venue where the event will take place
> Address and Apt/Suite: Enter the venue's address
> City: Enter the venue's city
> State: Select the venue's state from the drop-down
> Zip: Enter the venue's zip code

After the address, city and zip have been entered, the map will automatically add a marker where the venue is located. If the marker is not in the correct place, please see My map marker is in the wrong place. How do I correct this? on page 3 in this tutorial.

> Link: If the event has a website, enter the address here (i.e. http://www.summerfest.com). You must add http://.
> Category: Select a category for the event
> Date: Enter the event's date; for reoccurring events enter the starting date
> All Day Event: If the event occurs over a 24 hour period or occurs over several days with varying start and end times, check this box. You can enter specific details about times in the Event Description field.
> Start Time and End Time: If the event has specific starting and ending times, enter the starting and ending times for the event.
> Reoccurrences: If the event reoccurs, set the reoccurrence settings here.
> Until: If you have entered a reoccurring event, you must enter an end date. For an event that doesn't have a specific end date (i.e. a Friday Fish Fry), enter a date far into the future like 12/30/2017.
> Attachments: You can upload 3 PDFs, JPGs, GIFs or PNGs that relate to the event. Enter a Title that briefly describes the file. Click Browse to locate the item on your computer and attach it to the event.

4. Click Add New Event to save the event.

How do I edit or delete an event?

To edit an event:

1. Go to the calendar's homepage and locate the event

2. Click on the event's title. The full event page will display.

3. At the top of the next page, you will see the event title with (Edit) and (Delete) next to it. Click Edit.

4. Make your changes. If you need to remove an attachment, check the Remove box and upload a new PDF or image.

5. Click Edit Event to save your changes.
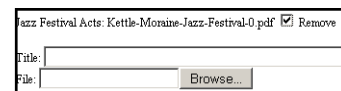
To delete an event:

Click Delete next to the event's title. A box will pop up asking "Are you sure?" Click OK to delete the event. Click Cancel to cancel deletion.

My map marker is in the wrong place. How do I correct this?

When you enter a venue address, the map will estimate the location and create a marker. If the marker is in the wrong place, do the following:

1. Hover over the red map marker. An icon that looks like a hand will appear.

2. Click your mouse in the map marker and drag the marker in the map window to the correct location.

3. Let go of the mouse to release the marker.

Other map tips:

Click the **+** to zoom in and the **-** to zoom out

To drag the map itself, click the arrows or click anywhere on the map and drag your mouse

You can alter the map when entering a new event or editing an existing event.

The map puts OnYourMark, LLC northeast of its actual location.

We can change the location of the map marker by dragging it to the correct location.

How do I make my events show on other calendars?

Some versions of MetaCalendars have the ability to import your calendar's events into other calendars. If you calendar has this ability, you will see a Send to other MetaCalendars area when you add events. Calendars you can import events to will be listed. Check the box next to the calendars you want your event to appear on.

Your events will go live on the selected calendars when each calendar's administrator approves them.

Can other users add events to my calendar?

Your calendar will come with an administrator log in provided by OnYourMark, LLC. You can add other users to your calendar. These users can enter events but the administrator will have to approve the events to make them live.

1. Click the Users link at the top of the administration page

2. Click the Add New User link

3. Fill in these fields:
 Name: Create a name for the user. Lowercase names with no spaces are best (i.e. marysmith, packer_fan)
 Email: Enter the user's email address
 Password: Create a password for the user
 Level: This defaults to "2" which allows the user to enter events but not make them live.

4. Click Save.

5. You must inform the user of his/her username and password

How do I approve events submitted by other users?

1. Click the Moderate New Events link at the top of the administration page

2. Events submitted by your users will be listed in the table. To approve an event, select Approve and click the Moderate button. The event will now be live on the calendar.

To disapprove an event, select Deny and click the Moderate button. The event will be deleted and not appear on the live calendar.

More Questions?

If you have questions on MetaCalendars please email websupport@onyourmark.com or call. We are happy to help!