

# Web Calendar Tutorial

## How to operate the self-updateable calendar

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### Accessing WebCalendar

Your Web Calendar Admin is located at: \_\_\_\_\_

You will be prompted for a user name and password to access your Web Calendar.

Your user name is: \_\_\_\_\_ Your password is: \_\_\_\_\_

Your public Web Calendar is located at: \_\_\_\_\_

### Web Calendar Main Admin View



This is the main view of your Web Calendar's administration feature. From here you may add, delete or modify entries.

When you have completed your session with Web Calendar, click **Log Out** to close your session. We also recommend closing all browser windows and re-opening your browser to ensure that your login is not cached.

### Posting an Event

Select **Post an event** from the main admin view and fill in the fields as follows:

- 1) Select the date of your event. For reoccurring events, enter the start date.
- 2a) Select whether the event will be reoccurring
- 2b) If the event is reoccurring, select the terms under which the event will reoccur
- 2c) Enter the number of days, weeks or months the event will reoccur
- 3) Enter the title of the event
- 4a) Enter a URL relating to the event. For example, if you are posting a trade show, you may want to add the URL of the trade show's website **or**
- 4b) Enter copy for the event, such as the location, directions, costs, etc.
- 5) Select if the event is active or not. If "no" is selected, the event will remain in the Web Calendar until it is activated. It will not appear on your website's public calendar.

Click **Submit** to post the event.

## Deleting an Event



Select **Delete a currently posted event** from the main admin view.

Next, select the month in which the event occurs. If the event is recurring, select any month that the event is occurring in. Click **Goto Month's Events**.



Last, click on the event name in the list of events. The event will be deleted *immediately*. Events with dates listed in **green** are events active on your public calendar. Events listed in **red** are not listed on your public calendar.

## Modifying an Event

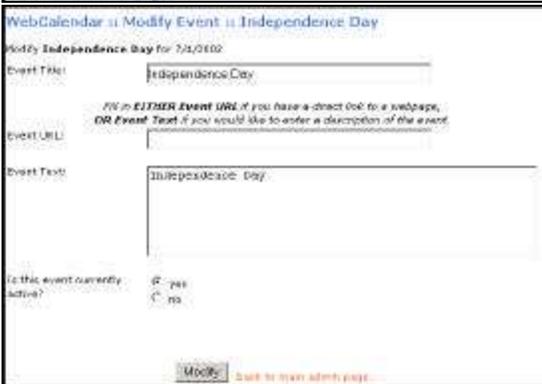


To modify an event, select **Modify a currently posted event** from the main admin view.

Next, select the month in which the event occurs. If the event is recurring, select any month that the event is occurring in. Click **Goto Month's Events**.



Now, click on the event name in the list of events. Events with dates listed in **green** are events active on your public calendar. Events listed in **red** are not listed on your public calendar.



Finally, enter your changes in the fields provided. When your changes are complete, click **Modify** to record your changes.

Please note that the dates and recurring settings of events cannot be modified. To change these factors, delete the event and re-enter it as a new event.

For assistance with Web Calendar, please contact us at 262.820.8201 (800.747.3399 outside greater Milwaukee). We are happy to help you!