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

WebCalendar :: Administration

velcome to the WebCalendar administration utilities.

· Peet an event

· Delete a currently posted event. · Rodfy a currently posted event.

Log Out? and return to WebCalandar.

| 1 | In order to | ensure | a secure | logout | you must | close | your | browser | Mindow |
|-----|-------------|--------|----------|--------|----------|-------|------|---------|--------|
| 1.1 | | | | | | | | | |

Posting an Event

| WebCalendar 11 Ac | d Entry |
|--|--|
| b) I visual like to post an event in | |
| Za) (s this point to be a nacumus aventi | 97 ne issie to step 2) Γ γes |
| (b) (?) is recarring, proofy daily, weekly, b-weekly, or monthly. | iP duit C viewlity ⊂ triventity ⊂ mountity |
| 2c) Specify How many Dwys/Weeka/Northe the event will recept: | T invation |
| 3) Cotar the tale of the coloridar event. This will be what ownork use as the coloridar. | F |
| (4a) Enter URL to the page | A first world life in write a decorption of the event. Intoll |
| the event is on. This will go deputy to the mebaog the event is on: | |
| (b) Enter the copy for the event. This will span is a pack which will be obst pacpin see when they dok as on event the (in TWK tags can be used here as well.) | |
| S) is this event currently active? | 97 yee (Zafadi) (* ne |
| | Signt |

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

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

ensure that your login is not cached.

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

| WebCalenda | r n Delete Event | | | |
|--|---|---|--|--|
| Use this interface to recorning every | to delete an eventity picking a mont which upons several months, part pick | h and year in which your event occurs. If it's any of the appropriate months. | | |
| Created lice to delete an event during: | | [Jul] [2602] | | |
| | Goto NorrNo Evenio | lack to men extrem page | | |

| WebCalendar :: Delete Event | |
|---|---|
| Olds on this event balow that you nancto delete. If an outprix (*) appears after the avait, this indicates that R is part of a series of recurring events. Deleting a specific recurring event will after of the associated avaits. | 1 |
| EVENT NOT ACTIVE | |
| 7-inditional Independence Day | |

Modifying an Event

| WebCalendar n N | Addity Evant | | |
|---|--|---|------------------------------|
| Use this interface to eac It's a recurring event of optics lists you change (| dify as event by picking a lich spars several months, twest Active/flot Active sta | encekth and year in which year event occurs. If Just pile are of the appropriate months. This tur, URL, and Event Newage. | |
| r would live to availably | an avent during: | 110 2 [7002 2] | |
| . 1 | Goto Month's Events | Such to man adver page | |
| WebCalendar | :: Modify Event | | |
| Click on the event I indicates that it is p all of its associated | alow that you want to art of a sories of recu events. | > madify. If an automix (*) appears after the ming events. Modifying a specific recurring e | e event, thi event will a |
| EVENT NOT ACTIVE | | | |
| • 7/4/2002 D | dependence Day | | |
| Bask to main admin | pager | | |
| WebGalendar 11 N | fodify Event is Ind | ependence Day | |
| Notly Independence | Bay for 7/1/2602 | | |
| Event Title: | Independence Day | | |
| PIC 2 OR Ex | EITHER Event URL it yo ant Text if you would blo | u have a direct look to a webpage, to order a description of the event | |
| EventUNL | | | |
| Event Text | Independence Day | | |
| Fe this event currently active? | 67 - уна С град | | |
| | Mocify Sunt | te man admit page | |

Select **<u>Delete a currently posted event</u>** from the main admin view.

Next, select the month in which the event occurs. If the event is reoccurring, select any month that the event is occurring in. Click <u>Goto Month's Events</u>.

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.

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 reoccurring, select any month that the event is occurring in. Click <u>Goto Month's Events</u>.

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 <u>Modify</u> to record your changes.

Please note that the dates and reoccurring 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!