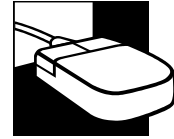


Ohio University
Computer Services Center
July, 2004



Event Calendar Reference Guide

Event Calendar

The purpose of Ohio University's Event Calendar is to communicate accurate, timely and comprehensive information to all users (students, faculty, staff, community members, visitors, guests, media and the general public) about events and activities at Ohio University.

- Generally, only events held at Ohio University (including regional campuses) and open to the public will be listed.
- University Communication and Marketing is responsible for the calendar, and reserves the right on behalf of the University to edit or refuse any submission.
- All submissions from student organizations require approval from the Office of Student Activities in order to be listed.
- Student organizations submitting event information must be registered and in good standing with the Office of Student Activities in order to receive approval for events to be listed.
- Event information submitted via the Event Calendar website will be forwarded automatically to the appropriate editor, and once approved, added to the calendar of events.
- If a submission is denied for any reason, the submitter will be notified via email as to the reason for denial.

Questions regarding the calendar should be addressed to University Communication and Marketing (Lisa Rudy, 593-1016 or rudyl@ohio.edu).

Student organization questions should be addressed to the Office of Student Activities (Anne Lombard, 593-4025 or lombard@ohio.edu).

1. In your Web browser, please visit:
<http://www.ohio.edu/calendar/>

Note: To Add an Event requires Internet Explorer 5.x, Netscape 6.x or higher, or Mozilla 1.4 or higher. Your browser must be set to allow pop-ups.

Navigating the Event Calendar

The *Browse the Calendar by Day of Month* icon will allow you to navigate to a specific date so you can view the events on that date.

1. In the *Browse the Calendar by Day of Month* icon, single click on the desired date.
2. Click the << **Previous** OR >> **Next** icon to navigate to a different month.



Search the Calendar by Key Word

The *Key Word* feature will allow you to search for an event based on a specific word.

1. Click the insertion point in the **Search the Calendar by Key Word** field.
2. Enter the key word you would like to search for (subject, holiday weekend, etc.).
3. Click the **Find** button.



Advanced Search

The *Advanced Search* feature will allow you to search for events that occur between a specific date range. You can also search by event type.

1. Click the *Advanced Search by date, event type, and/or text* button.
2. Click to select the **Include Dates as Criteria** checkbox.
3. Specify the date range you would like to search for by clicking to select the appropriate *Day* and *Month* OR you may click the **Popup Date Selector** icon to click the desired date.



Popup Date Selector [Close Window](#)

July 2004

[<<] [<] [Print] [Today] [>] [>>]

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

4. In the *Search Word or Phrase* text search field, enter a word or phrase you would like to search for.
5. Click to select an *Event Type* (multiple selections are allowed).
6. Click the **Find** button.

View an Event

There are several ways to view an event.

1. Click the **Title** of the event. This will give you a full description of the event.
2. Click (**Website**). This will take you directly to the website pertaining to the event.
3. You may also *Browse By Week* by clicking on the buttons at the top of the page:

Browse by Week



4. Click the **Date** located on the green day tab. This will give you a list of all of the events on that date including a full description for each event.

CALENDAR [Add Event](#)

Thursday, Feb 26
 Daily 08:00 AM till 09:00 AM
 Jan 28, 2004 - Feb 29, 2004



Featured Events Banner

These ads appear at the bottom of the left side navigation. If you would like to submit a request to have your event featured in the Featured Events banner, please submit your request to University Communications and Marketing (Lisa Rudy, 593-1016 or rudyl@ohio.edu).



Your E-Mail request should include the details of your event (or reference a pre-existing event in the calendar). Please include any artwork (along with rights/permission to use) in JPEG or GIF format. Be sure to include the timeframe you want the ad to appear and a specific date when you want the ad removed from the banner.

Create a New Event Request

1. Click the **Add Event** button.



Note: To Add an Event requires Internet Explorer 5.x, Netscape 6.x or higher, or Mozilla 1.4 or higher. Your browser must be set to allow pop-ups.

2. Enter your **Oak ID** and **Password** and click **Submit**.
3. Click **Yes**.
4. Enter the **Title** of the event.
5. Enter the **Location** of the event.
6. Under *Event Duration*, click to select **Single Day** or **Multiple Day**.
7. Click to include Saturdays, Sundays, and Holidays.
8. If the event is a single day event, click to select the desired date *OR you may click the **Popup Date Selector** icon to click the desired date.*



Popup Date Selector [Close Window](#)

July 2004

[<<] [<] [Print] [Today] [>] [>>]

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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25	26	27	28	29	30	31

9. Under *Event Time*, click to select **Input** if you wish to enter the time of the event. Click to select **TBA** if the time of the event is unknown and will become available later on. Click to select **Varies** if the time of the

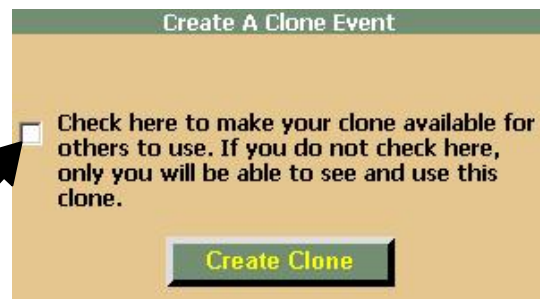


event varies because it is a multiple day event.

10. If you selected *Input*, click to specify the **Time** of the event.
11. Enter the **Duration** of the event.
12. Click to select the campus where the event will take place (multiple selections are allowed).
13. Under *Organization Type*, click to select **Student organization OR University department or unit**.
14. Click to select the *Event Type*. *To select more than one Event Type, press and hold the Ctrl key on your keyboard and click to select multiple event types simultaneously.*
15. Enter a complete description for the event in the *Event Details* field. If the time of the event varies because it is a multiple day event, be sure to include the various times in the description. You should also include special details, such as *Cost* and *Parking Information*.
16. Enter the **Sponsors & Co-Sponsors** of the event (department or organization).
17. Enter **Key Words** pertaining to the event separated by commas. (A key word is not required, however this might be an additional word that is not included in the description which describes this event. If a viewer types this word into the *Search the Calendar by Key Word* field, the search would yield your event as a result of the key word search.)
18. Enter a **URL to Event Page** if there is a specific Web site that provides additional details about the event.
19. Enter the name of the contact person for the event.
20. Enter the E-Mail address of the contact person for the event.
21. Click the **Preview and Review Event** button.

22. In the *Preview Event Times & Dates* window, verify the event information is correct.

If this is a meeting that will occur again in the future, click the **Clone Event** button to save the event information as a template. If you choose to clone your event, you will be asked if you want to make the clone available for others to use. *If multiple people in your office will be adding or modifying event requests, it is recommended to make your clone available for others to use.*



22. If the event information is correct, click the **Submit Event** button.

Your request will be sent to *University Communications and Marketing OR Student Activities* pending approval. Your event will **NOT** be displayed on the Event Calendar unless it is approved by one of these administrative bodies. If your event is rejected, you will receive an automated E-Mail message.

For more information, please contact:
Anne Lombard, *Student Activities*:
593-4025 or lombard@ohio.edu
Lisa Rudy, *University Communications and Marketing*: 593-1016 or rudy@ohio.edu



Create an Event Request Using the Clone Bank

The *Clone Event* feature is useful if you want schedule an event that occurs multiple times throughout the year. Since many event details repeat from one event to the next, you can use the *Clone Event* feature to save the event details as a template. This will save time when you have to enter event data in the future.

1. Click the **Add Event** button.
2. Enter your **Oak ID** and **Password** and click **Submit**.
3. Click **Yes**.
4. In the upper left corner, click **Clone Bank**.
5. Click to select the event you would like to modify.
6. Edit the event details.
7. Click the **Preview and Review Event** button.
8. In the *Preview Event Times & Dates* window, verify the event information is correct.
9. If the event information is correct, click the **Submit Event** button.
10. If you would like to return to the main page, click **Main Calendar** in the upper left corner.

Edit an Existing Event

1. Click the **Add Event** button.
2. Enter your **Oak ID** and **Password** and click **Submit**.
3. Click **Yes**.
4. In the upper right corner, click **Edit Events**.
5. Click to select the event you would like to modify.
6. Edit the event details.
7. Click the **Update Event Info** button.



8. Click the **Close Window and Continue** button.
9. In the upper left corner, click **Main Calendar** to return to the main page.

Add A Date

1. Click the **Add Event** button.
2. Enter your **Oak ID** and **Password** and click **Submit**.
3. Click **Yes**.
4. In the upper right corner, click **Edit Events**.
5. Click to select the event you would like to modify.
6. Scroll down to the bottom of the page. Under *Add A Date*:, click to select the new date you wish to add *OR you may click the Popup Date Selector icon to click the desired date*.



7. Click the **Add This Date** button.



8. Click the **Close Window and Continue** button.
9. In the upper left corner, click **Main Calendar** to return to the main page.

Edit A Date

1. Click the **Add Event** button.
2. Enter your **Oak ID** and **Password** and click **Submit**.
3. Click **Yes**.
4. In the upper right corner, click **Edit Events**.



5. Click to select the event you would like to modify.
6. Scroll down to the bottom of the page. Under **Edit a Date**, click to select the date you want to edit or delete.
7. Click to select a different date and click **Change Date** OR if you want to delete the date, click **Drop this Date**.

8. Click the **Close Window and Continue** button.
9. In the upper left corner, click **Main Calendar** to return to the main page.

Delete an Event

1. Click the **Add Event** button.
2. Enter your **Oak ID** and **Password** and click **Submit**.
3. Click **Yes**.
4. In the upper right corner, click **Edit Events**.
5. Click to select the event you would like to delete.
6. In the upper left corner, click **Delete Event**.



7. Confirm that you want to delete the event by clicking **OK**.
8. In the upper left corner, click **Main Calendar** to return to the main page.

Delete a Clone

1. Click the **Add Event** button.
2. Enter your **Oak ID** and **Password** and click **Submit**.
3. Click **Yes**.
4. In the upper left corner, click **Clone Bank**.
5. Click to select the clone you would like to delete.
6. In the upper right corner, click **Delete this Clone**.
7. In the upper left corner, click **Main Calendar** to return to the main page.

