

Adding a WebCalendar Event

This tutorial explains how to add an event to their calendar. To be able to do this, they must have successfully logged into their calendar.

Step One: Log into your calendar or use the general event submission link

- If you are a **calendar manager**, [log in](#) to your calendar.
- If you **do not have a calendar**, you can [click on the 'submit an event' link](#) at the top of any WebCalendar page.

Step Two: Enter the Main Category Information

Department of Physics 1.

webstaff@wiu.edu Last Login: Tue, October 18, 2005 at 01:56:13 PM. 2.

Step 1 Are you uploading an image with this event? (Image will be resized) Yes No

Event Information

Note: * denotes a required field

Category *	User-defined Categories
Can be used to generate specific category displays on your web site	<input checked="" type="checkbox"/> Physics Colloquia
	Base Categories
	<input type="checkbox"/> Announcements
	<input type="checkbox"/> Arts & Entertainment
	<input type="checkbox"/> Conferences, Camps & Workshops
	<input type="checkbox"/> Cultural Experiences/Diversity
	<input type="checkbox"/> General Events
	<input checked="" type="checkbox"/> Lectures, Colloquiums & Research Presentations
	<input type="checkbox"/> Personnel Information, Development & Training
	<input type="checkbox"/> Public Service & Events
	<input type="checkbox"/> Student Life
	<input type="checkbox"/> University Governance & Councils
	<input type="checkbox"/> WIU-Quad Cities

1. If you select two dates you will see some Monday-Sunday options below.
2. You then need to select what days you want your event to fall on between the

1. **Calendar Name**- contains the name of the calendar this request is being submitted to. If this is not correct, then you should log out, and re-log back in.
2. **Image Option**- allows uploading of an image. Image must be either .gif, .jpg or .jpeg. You should try to keep images 72 dpi (screen resolution), and less than 15k, or the image will take too long for people to load it onto their computer.
3. **Category Selection**- Selecting the appropriate categories will help your entry target audiences interested in specific topics.
 - User-defined Categories- Each calendar can have separate sub-categories. For instance, a department can have categories for 'faculty/staff info' and 'Extra-curricular Opportunities'
 - Base-Categories- These are used to post to different areas of interest around the WIU Web. These are audience specific. The more categories you post to, the wider your potential audience.

Details of Event

The image shows a screenshot of an event creation form. The fields are as follows:

- Title ***: Carbon Nanotubes: Introduction, Properties, Applications and Research Findings (Callout 1)
- Short Title**: Physics Colloquia: Carbon Nanotubes (Callout 2)
- Start Date (YYYY-MM-DD)***: 2005-09-16 (Callout 3)
- End Date (YYYY-MM-DD)**: (Callout 4)
- All Day Event?**: (Click to set as all day event.) (Callout 5)
- Start Time ***: 7:00 pm (Callout 6)
- End Time**: (Callout 7)
- Select Multiple Days ***: (Callout 7)
- Location ***: Write out building names (Callout 7)

1. **Title-** The whole title of the event.
 - o Guidelines: Avoid Acronyms. You might know what NCATE means, but chances are, the public does not. Spell it out.
 - o Use proper names. "The Department of Health Sciences", not "Health Sciences Department".
 - o Check spelling and grammar.
2. **Short Title-** Try to keep it on two lines or less.
3. **Start Date-** Required. If the event is only on one day, the date of the event.
4. **End Date-** Not required, but good for repeating event.
5. **Location-** Be specific. Give proper names of buildings and room numbers.
6. **Start Time-** Required. Make certain this is filled out correctly, including whether or not the event is 'am' or 'pm'. Please note- many mistakes in entries are due to this item being mis-entered.
7. **End Time-** Not required.

Detailed Contact Information

1. **Description-** Ideally, this should be the same information you would expect to see on a press release.
 - o Note- NEVER ENTER HTML CODE IN THIS INFORMATION. This will cause your entry to throw a server error and be unreadable/uneditable.
2. **Contact name-** A contact name should ALWAYS be entered so viewers/press members know who to go to for further information.
3. **Contact Phone-** Should almost always be a WIU number.
4. **Contact e-mail-** Should be a department email whenever possible.
5. **URL-** You must include the http:// in the url or it will not be linked properly.
6. **URL Display Text-** Use proper names.
7. **FYE Request-** If you want this to be evaluated for FYE credit, please allow 2 - 3 weeks for processing.
8. **Add Event-** Posts this to your calendar. CHECK YOUR INFORMATION FIRST before hitting this button.

NOTE: Adding an Event to the WIU Homepage

Events can only be added to the WIU home page by University Technology – Web Services. By default, events are automatically submitted for approval. If you wish to have an event appear on the homepage, submit it to the calendar.