

Entering Events - VCE Unit Office Calendar System

In this module, we will review how to enter events into the VCE Calendar system.

Before being able to enter events onto your calendar, you will need to login. On your calendar, there is a login link at the bottom right of the screen:

The screenshot displays the Washington County Virginia Cooperative Extension calendar system. At the top, there are logos for Washington County Virginia Cooperative Extension, Virginia Tech (Invent the Future), and VSU. Below the logos is a navigation menu with links: Home, Programs, Staff, Get Involved, **Calendar**, Links, News, Contact Us, and VCE Home. A secondary navigation bar shows the year 2010 and months from Jan to Dec, with 2012 at the end.

The main content area is titled "November 2011" and shows a calendar grid. The days of the week are listed at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday. The calendar grid shows dates from 30th of October to 3rd of December. Events are listed in the following cells:

- Friday, Nov 4: Middleburg AREC Animal Agriculture **Holiday Card Appreciation Design Contest**
- Monday, Nov 14: Middleburg AREC Animal Agriculture **MARE Center Holiday Card Design Contest**
- Tuesday, Nov 15: Middleburg AREC Animal Agriculture **Animal Emergency Preparedness**
- Thursday, Nov 17: Animal Agriculture **Cattle Handling Demonstration - Beef Quality Assurance**
- Sunday, Nov 20: Smyth County Animal Agriculture **Smyth Washington Cattleman's Meeting**

At the bottom of the calendar, there are two dropdown menus: "Select an Office Calendar" and "Select a Topic Calendar". To the right of these is an "RSS Feed" link. Below the dropdowns are "Display:" options for "Month" and "Block". On the far right, there is a "System Options:" section with a "Login" link.

On the login page, enter your PID username and password. Once you have logged in, you will be redirected back to the Unit calendar from where you logged in.

The first two things you need to know before entering any event is the physical location of the event and the locations of the intended audience. Knowing this

information and using it when entering an event will ensure that the event is posted correctly in the calendar.

There are three scenarios you may run into regarding event location that you need to be aware of when posting an event:

- 1) **An event being held in your in your unit, intended for your unit's residents:** In this case, you simply post the event to your unit calendar and tag any other units that should also have this meeting notification on their calendar.
- 2) **An event being held in a unit other than your own, and both your unit and their unit's residents are part of the intended audience:** For this case, the event should be posted on the unit calendar of the unit in which the event is taking place, and then tagging any other units for which the event applies, including your own.

An example of this would be if an FCS agent based on Floyd County were delivering a program in Montgomery County where the intended audiences live in Montgomery, Floyd, Pulaski, and Giles Counties. The event should be added to the Montgomery County calendar, since that is the physical location of the event, but also be tagged for inclusion onto the Floyd, Pulaski, and Giles County calendars as well.

- 3) **An event is being held in another unit, but that unit's residents are not part of the intended audience for that event:** In this case, post the event on your unit calendar, and not the calendar of the unit in which the event takes place.

An example of this would be if Montgomery County 4-H were holding an event at the Skelton 4-H Center, but the intended audience is only for Montgomery County 4-H members. This event should be added to the Montgomery County calendar even though the event is physically taking place in Franklin County.

A good rule of thumb may be this:

- 1) Are the residents of the unit in which the event is physically taking place part of the audience for that event? If so, then the event should be added to the calendar of the unit in which the event is taking place.
- 2) If #1 isn't the case, the event should be posted on the calendar of the unit who is organizing the event, even if it is being hosted at another unit.

Entering Events

First, you must navigate to the unit calendar on which you need to enter the event. You can get there by either going to that unit's website and clicking on their calendar link or by choosing the unit from the "Select an Office Calendar" dropdown at the bottom of the page.

Next, click the date on which you wish to create the event. If you need to click to a future month or year you may do so. You may also click on any date, and then change the date on the event edit form. The event edit form will open:

Thursday, November 24, 2011

View t w t f s s m t w t f s s m t w t f s s m t w October
Calendar 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 December

Add New Event

Calendar Instructions
All fields in red are required

Date:
November 24, 2011 [Date Selector](#)

Event Title:

Start Time: None AM AM PM
End Time: None AM AM PM

Select Topic:

Add to other office calendar(s):
Accomack County
Albemarle County
Alexandria
Alleghany County
Alson H. Smith, Jr. AREC

Event Description:

Event Location:

Contact Name:
Contact E-mail:
Contact Phone:
Event Sponsor:
Event Cost:
Event Website:
Enter Web Addresses like <http://www.webaddress.com/>

Repeat Information (Optional) [Hide]

Don't Repeat
 Repeat Every Day (Bannered) Skip Weekends
 Repeat on the **Thursday** every month

Repeat until
 November 25, 2011 [Date Selector](#)
 Forever!

The fields on the form include:

- **Date (required):** Enter the date for the event. By default, this will be the date on the calendar that you clicked on. However, if you need to change the event date, you can use the drop down menus or you can click on “Date Selector” and use the calendar to select the date.
- **Event Title (required):** Enter the title of the event.
- **Select Topic (required):** You must select one of the topic areas from the drop down menu. This will label this event with that topic and also add the event to that topic’s calendar.
- **Start Time and End Time (required):** Enter the starting and ending times of the event. If an event does not have a definitive start or end time, choose the times that are most reasonable. For example, an “all day” event may be marked from 8 A.M. to 5 P.M.
- **Add to other office calendar(s):** If you wish to tag the event with other unit offices so that this event will display on those units, select the units here. If you need to select on multiple units, hold down the control (Ctrl) key and click on each county that you wish to add. The option to place your event on other unit calendars requires careful thought about who the intended audience is. If the event is truly a District-wide event, you can select every unit in the district by selecting that district at the bottom of the list.
- **Event Description:** You can add more detail about the event including its purpose, intended audience, registration details, or more specific information about the time of the event. You can also add links to registration forms or program brochures in this field as well. While there is no character limit for this field, you should still strive to be concise.
- **Event Location:** Be as precise as you can while entering the event location. For example, just listing the county Extension office as the location may not be enough. You might want to include street addresses and specific directions.
- **Contact Name, Email, and Phone:** You should list the person or persons who can be contacted to provide additional information on the event. You can also enter more than one email address and more than one phone number.
- **Event Sponsor:** If the event is being conducted with the assistance of other groups or agencies, you should list your unit and the name of the collaborators.

- **Event Cost:** List any costs associated with participation in the event. If there is no cost to attend the event, you may leave this field blank, but you may also wish to explicitly state that there is no cost.
- **Event Website:** If your event has a specific website, such as on your unit's website, add the link to page here.
- **Repeat Information:** If this event is a repeating event, add that information here so that you do not need to add the event in more than once. This is only applicable if all of the information in all of the above fields, except for the event date, is going to be the same for all instances of the event.

Use the drop downs to select how often the event should repeat, and until when the event should repeat. If the event is being held on an irregular schedule, you may find that you may ultimately still need to enter the event into the calendar more than once.

When everything looks complete and accurate, click "Create Event."

You will return to the Add New Event page, which now includes a list of existing events. Click on the event title to see the event listing as the public will see it.