

Pellissippi State Community College Calendar

Active Data Exchange Software Training

<http://pscal.pstcc.edu/calendar/>

Or

Site Directory
Students
Faculty and Staff
Community
Future Students
Admissions
International Program
Financial Aid
Safety & Security
Help/Information

Online Services
P.S. Web (Online Registration)
Web Mail
Online Courses (WebCT)
Web for Faculty
Employee Self Service

Pellissippi Homepage

[College Calendars & Events](#) | [Exam Schedule](#) | [Pellissippi Press](#)

Or

<http://mypellissippi.pstcc.edu>

myPELLISSIPPI

Welcome Tracy Smith
You are currently logged in.

Content/Layout | e-mail | calendar | gr

Welcome | Courses | Campus Life | My Library | Academic Info | PSTCC Info | Tutorial | Tracy's Tab | Employees

Campus Announcements
Give Us Your Campus Photos
Give Us Ideas for New Channels

Personal Announcements
You currently have no personal announcements

College Events Calendars
Last Day of Classes (4/28/2007)

College Events Calendars
Last Day of Classes (4/28/2007)
Exam Period Begins (4/30/2007)
Exam Period Ends (5/3/2007)
Commencement (5/4/2007)
Deadline to Pay Fees for Priority Registration (5/21/2007)

Go to the [College Calendar site](#) (opens a new page) or [RSS](#)
Add the calendar to your own RSS reader.

Before you can manage events or administer your calendar you'll need to login to the calendar administration menu. A Login ID and Password will have been supplied to you by Active Data Exchange, or your calendar administrator. You'll use this information for logging into the calendar.

Calendar Login

From the main view of the calendar you can proceed to the login area by clicking on the **Submit Events** link. (Below is an example of the screen.)

The screenshot shows the main calendar interface for Pellissippi State Technical Community College. At the top left is the college logo. On the right, there are navigation links: [home](#), [search](#), [myPellissippi](#), and [help](#). Below the logo, there are sections for "Expand All Grid" and "All Categories". A "Submit Events" link is circled in red. There are also "Display Options" and "Advanced Search" sections with various dropdown menus and input fields. At the bottom, there is a calendar grid for May 2007 with event listings for each day.

1. You'll be presented with the main login screen of Active Data Calendar (note if you've previously logged into the calendar you may bypass the login screen since user data is stored in the browser session). Your Login ID and password is required to continue. (Below is an example of the screen.)

The screenshot shows the "Login to the Calendar" page. It features the college logo at the top left and navigation links at the top right. The main heading is "Login to the Calendar". Below the heading, there is a message: "If you are a registered user, please enter your login information below. If not, click [here](#) to obtain more information about submitting events." There are two input fields: "Login Id:" and "Password:". Below these fields is a "Submit" button. At the bottom, there is a link: "Forgot your username or password? Contact the helpdesk@pstcc.edu". The footer contains the "getconnected" logo and additional navigation links: [search](#), [a-z directory](#), [maps](#), [contact](#), and "print version". The copyright notice is "©2006 Pellissippi State Technical Community College".

3. Enter your Login ID and Password and then click **Submit** or press enter to continue. If your Login ID and Password cannot be found in the Calendar and you are unable to login, you can contact the helpdesk at helpdesk@pstcc.edu.

Enter/Edit and Event

View Available Categories for Events

Add Event Location Here Prior to Entering Event Information

The screenshot shows the 'active data CALENDAR' logo in the top left. The top navigation bar includes links for PUBLIC CALENDAR, MAIN MENU, HELP, LOGOUT, and ABOUT. Below this is a sub-menu with 'Events', 'Categorization', and 'Locations'. A welcome message for Tracy Smith is displayed, along with a date and a set of action links: Add - Modify/Cancel/Delete - Download - Email. The main content area is titled 'Calendar Administration Main Menu - Select an Option' and features a section for 'Your Upcoming Events - Status'. This section contains a table with columns for Status, Event Name, Start Date/Time, and Action. A message below the table states: 'You currently do not have any upcoming events to review at this time.' The footer contains copyright information and the 'POWERED BY active data exchange' logo.

active data
CALENDAR

[PUBLIC CALENDAR](#) [MAIN MENU](#) [? HELP](#) [LOGOUT](#) [ABOUT](#)

Events **Categorization** **Locations**

Welcome Tracy Smith! Today is April 26, 2007. [Add](#) - [Modify/Cancel/Delete](#) - [Download](#) - [Email](#)

Calendar Administration Main Menu - Select an Option

Your Upcoming Events - Status

Status	Event Name	Start Date/Time	Action
You currently do not have any upcoming events to review at this time.			

Copyright 2007. Powered by [Active Data Calendar](#), an events planning and marketing calendar solution from [Active Data Exchange](#). POWERED BY [active data exchange](#)

Locations

Add Location (Locations, Building, Rooms)

To navigate to the Add Location functionality, click on the LOCATIONS tab and then select the LOCATION: ADD link.

Use the following information to complete adding your Location.

The only required field is **Location Name**. Other information you may choose to include is:

- **Location Address** (Address 1 & 2, City, State & Zip): This information displays along with the Location Name on the Event Details screen for any event that is taking place at this location. If you have chosen to enable International Options, then an additional field will display for selecting Country. Also, some other field names may be slightly different to accommodate International options. (i.e. State/Province/Prefecture)
- **Phone:** Phone information will display on the front-end Event Details view screen for events that are taking place at this location.
- **Internet Address:** Internet Address will display on the front-end Event Details view screen for events that are taking place at this location.
- **Internal Notes:** This open text field allows you to enter notes about the location which will be viewable for users adding and managing events but will not appear on the front-end view screens available to visitors.

[PUBLIC CALENDAR](#) [MAIN MENU](#) [HELP](#) [LOGOUT](#) [ABOUT](#)

Events Categorization **Locations**

[Location - Add - Modify/Delete](#) [Building - Add - Modify/Delete](#) [Room - Add - Modify/Delete](#) - [Move](#) - [View](#)

Add Location

*Location Name:

Location Address

Address 1:

Address 2:

City:

State:

ZIP/Postal Code:

Phone:

Internet Address:

Internal Notes:

Add Buildings

Location Name:

Add Building Name: Address

Add Building Name: Address

Add Building Name: Address

Add Building Name: Address

Add Building Name: Address

***NOTE:** When an event is added or modified you will also have the ability to enter in a Room # and Room Link to further refine your event location information.

Add Rooms

Location Name:

Building Name:

Please select the room list to import.

NAVIGATION OPTIONS WITHIN THIS AREA You will still need to click the **FINISH** button at the bottom of the screen to completely finish/finalize your

Add Rooms

Location Name:

Building Name:

addition. You can also use the **CANCEL** button at the bottom of the screen to cancel out of this action but you will be navigated back to the Main Menu and none of your information will be saved. The **BACK** and **NEXT** buttons are disabled on this screen.



ACTIVE DATA CALENDAR LOCATION MANAGEMENT SET-UP

Overview

The location management features available through Calendar can help you provide valuable tools for:

- **Site Visitors:** Who can search and sort events by location -down to the room level. Location information can also include links to other sites, MapQuest maps/directions and campus map attachments.
- **Calendar Administrators:** Who can easily view conflict notification warnings if events are being scheduled for the same date and time and at the same location/building.
- **Event Planners/Managers:** Who can check the live Calendar to see if other events are taking place in the same locations or buildings and plan events on dates where they can achieve optimal attendance.
- **Facility Planners:** Who can be notified of internal requests related to events and respond accordingly. Calendar can help bridge the gap between event planning, marketing and facilities scheduling.

Definitions

Before you can take full advantage of Location Management in Calendar, it is important to understand how Calendar defines each element of location setup. Examples of each of these location terms can be found later in this tips & tricks document.

- **Locations:** Main locations and/or areas where buildings are clustered.
- **Buildings:** Buildings, centers or areas at a defined location.
- **Rooms:** Rooms are located inside buildings, centers, or areas at a defined location.

Set-Up

As a three tiered approach, locations, buildings, and rooms are important features to set up because they affect how the public will view your Calendar and how conflict notification is utilized.

Location Views

In Calendar 3.3, your organization can select to enable or disable the "View by Location" display option. In addition you can choose to enable or disable the location search option within "Advanced Search" which is included on every visitor view screen. If you choose to maintain the "View by Location" and/or the "Search by Location", you can select how that location information is searchable and listed. Select any combination of these three search criteria (location, building, room) to show up as the location view and search options.

Example Location List View Search and Associated Display Option

Location(s):

Select

Select All

Select Multiple

Main Campus

- Academic Hall
- Computer Lab Room
- English Writing Room
- Psychology Room
- J. Johnson Stadium

Student Center

Off Campus

- Art Museum
- Community Center
- Hilton Hotel

South Campus

- Music Hall
- Blithe Voice Room
- Piano Room
- Science Center

Location View		August 1 - 31, 2006
Highlighted Events		
Main Campus - Registrar's Building - Registration Hall		
Start Date and Time	Event Name	
Friday, August 25, 2006		
All Day	Fall Registration Begins	
Main Campus - Fraternity House		
Start Date and Time	Event Name	
Saturday, August 26, 2006		
All Day	Fall Fraternity Rush	
Sunday, August 27, 2006		
All Day	Fall Fraternity Rush	
Monday, August 28, 2006		
All Day	Fall Fraternity Rush	
Main Campus - Registrar's Building - Registration Hall		
Start Date and Time	Event Name	
Friday, August 25, 2006		
All Day	Fall Registration Begins	
Off Campus - Community Center		
Start Date and Time	Event Name	
Wednesday, August 30, 2006		
1:00 PM - 5:00 PM	Tutor a Child - Community Service Project Sign-Ups	

Events

Adding an Event

To navigate to the ADD EVENT wizard, click on the EVENTS tab and then select EVENTS: ADD.

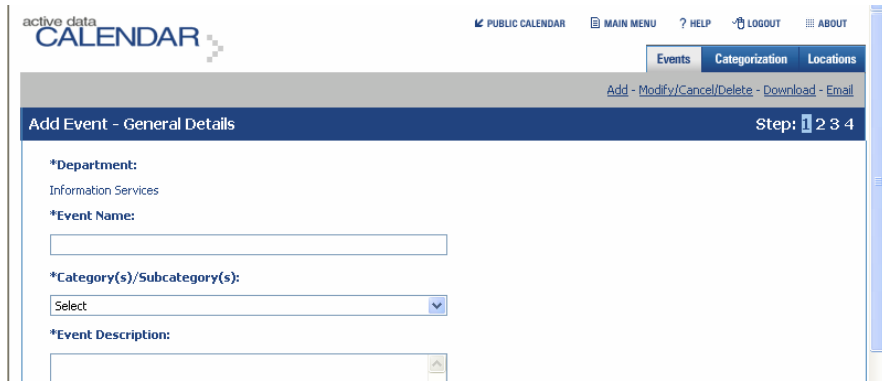
There can be up to four steps included within the Add Wizard with a final Preview/Finalize Event Screen:

Step 1: General Details

The number of steps that appear in this area depend on what privileges a user has been granted. If granted the ability to upload images and attachments, there will be 4 steps instead of 3.

The WYSIWYG Editor can be enabled or disabled for individual user accounts. If enabled, the WYSIWYG lets you create your event description text in the normal WYSIWYG mode or HTML mode. You can also easily "Preview" the text by selecting the preview tab option. If the WYSIWYG is not enabled for a user, then they will see a standard text field.

- **Department:** Displays a drop-down including all of the Departments that the User Account has been given Permission. If a user only has permission to one department, then the department name will display as the default and will not require the user to make a selection. **(This is a required field/selection)**
- **Event Name:** Alpha-numeric, open-text field that allows for up to 100 characters maximum. This field allows you to enter HTML tags, though it is not recommended since it may cause formatting issues on the front-end visitor display screens and in emails sent to your visitors with links to this event. **(This is a required field)**
- **Event Type:** Displays a drop-down including the following Event types (Private/Public/Both). This drop-down only displays if the Calendar license includes the Private Module and if the User has been granted the privilege to Add/Modify/Delete and View Private Events.
- **Highlight an Event:** This checkbox only displays if a User Account has been given the privilege to highlight events.
- **Category(s)/Subcategory(s):** Displays a drop-down box including: Select, Select All, Select Multiple, Category Name(s) and then indented under each Category, each Subcategory added within that Category. This is a required field and at least one Category or one Category/Subcategory combination must be selected for each event. If the User Account selects "Select All", then the event will be added within each Category/Subcategory classification area. If "Select Multiple" is chosen, then the User Account will be presented with a new function window on the right hand side of the screen where they will see a breakdown of all available Category(s) and Subcategory(s) and then can use checkboxes in order to select multiple.



Categories that are displayed with an asterisk in front of them denote a Private Only Category. If you select Public as your Event Type then Private categories will not display as options. Any Category that has a locked status will display with (Locked) on the end of the Category name.

Note: Please review below how to use functionality of this feature.














- **Event Description:** This field may display as either a WYSIWYG editor or as an open text field. The type of field/options that display are dependent on the privileges that have been granted to a user account.
 - **WYSIWYG Editor:** The user can create and edit their event description in WYSIWYG mode or HTML mode. There are tabs along the bottom of the editor that allow the user to easily tab between the two view/edit panes. There is also a third tab option for "Preview" which if selected allows the user to preview what the event description display would look like if submitted as it is currently entered.

For help understanding what any of the WYSIWYG editor options allow you to perform, click the help icon in the upper right hand corner of the menu and toolbars area of the WYSIWYG editor.

Menus and Toolbars



Menu/Button	Function Description
Preview	preview the current page
Find and replace	find and replace the text in the editor's content area
Spell	launch the spell checker
Cut	perform normal function of cutting
Copy	copy the current selection and store it in the clipboard
Paste	insert content from the clipboard into the editor at the selected position
Paste Plain Text	paste the plain text (no formatting) into the editor
Paste from word	paste the content copied from the microsoft word and remove the web-unfriendly tags
Delete	delete the current selection
Undo	undo the last operation in the editor
Redo	redo the last operation in the editor
Break	insert the line break
Paragraph	Insert a paragraph
Insert current date	Insert the current date. The date format used is the date format configured on the clients machine
Insert current time	Insert the current time. The time format used is the time format configured on the clients machine
Special Chars	insert a special character from a predefined list
Universal Keyboard	Universal Online Keyboard
Insert Image	insert a local image from the image gallery folder; thumbnail images are dynamically created; Supports upload new images
B Bold	bold the selected text
<i>I</i> Italicize	italicize the selected text
<u>U</u> Underline	underline the selected text
Left Justify	align the selected content to the left
Center	center the selected content
Right Justify	align the selected content to the right
Justify None	Justify Full

	Insert Link	add a link to the text on your page
	Remove Link	remove the hyperlink from the selected content
	Font Color	change color of the selected text
	Highlight	highlight the selected text
	Ordered List	insert an ordered list
	Unordered List	Insert an unordered list
	Indent	indent the selected content
	Outdent	outdent the selected content
	Subscript	change the selected text to subscript
	Superscript	change the selected text to superscript
	Strike Through	strike through the selected text
	Insert Rule	insert a horizontal rule at the selected position in the editor
	Remove Format	remove format of the selected text

The

WYSIWYG editor allows you to enter up to 10,000 characters to allow for the characters required for HTML formatting code/tags.

- o **Open Text-Box:** The user can enter an event description of up to 1,000 characters. This field is alphanumeric and allows for HTML tags to be entered. You can also enter a hypertext link in this field using "http://", "https://" or "www." and the hypertext link will be automatically created for you on the front-end view of the Calendar details. **(This is a required field)**

Category/Subcategory Selection Function Box

This function box, when first opened, will show all Categories listed with checkboxes available beside of each. To the left of each Category name there is a possibility of the following

- **Nothing displays except the Checkbox for Selection** – this means that there are no Subcategory(s) available within that Category for selection.
- **A (-) displays beside the Checkbox for Selection** – if a Category includes Subcategory(s), and the Category list has been expanded, then the (+) becomes a (-) so that the User Account can click the (-) in order to collapse the Category list of Subcategories. Using this (-) does not remove any of the checkbox selections made within that area, it is simply a way to expand and collapse the view of that list within that function window.
- **A (+) displays beside the Checkbox for Selection** – this means that the User Account can click on the (+) in order to expand that selection and see the list of Subcategories available for selection.



Once all of the selections have been made from the “Select Multiple” Category/Subcategory function window, the user can select from the following buttons within that function window:

- **Cancel:** Cancels out of the window, does not save any of the selections, closes the function window and brings the user back to the Add Event main wizard screen.
- **Deselect All:** Deselects any selections currently made on the function window and resets all of the checkboxes back to not being selected.
- **Select All:** Automatically expands all Categories that have Subcategory selections and shows all Category/Subcategory selections as checked.
- **Submit:** Submits the form contents, saves the selections and displays the selections back on the main Add Event – General Details screen, under *Category(s)/Subcategory(s).

Once the user “Submits” their selections, the area within the Add Event – General Details form where the Category/Subcategory drop-down selection appeared, there will now be a un-editable list box/text box that displays those Category(s)/Subcategory(s) chosen, along with a “Change” button to the right, so that the user can click the “Change” button to launch the “Select Multiple” Category/Subcategory function window and change their selections.

Rules of Categorization Selection and Display of Events for visitors in the visitor list views:

1. If a Category checkbox is selected, then the event is added at the highest classification level (the general Category) and not added to any Subcategories below. This event only displays if the Category is selected. It does not display for any of the Subcategories within that Category.
2. If a Category/Subcategory is selected, then the event is added to the Subcategory and the general Category classification. So, this event will display if the visitor to the Calendar selects the Category or the Category/Subcategory combination.

NAVIGATION OPTIONS WITHIN THIS WIZARD To **CANCEL** out of the Add Event Wizard, click the **CANCEL** button and you will be returned to the main menu of Calendar and no event data will be saved.

Continue to the next step of the Add Event process by clicking the **NEXT** button. If there have been fields that have not been completed correctly you will receive an error message indicating the fields that must be changed before finishing the process. Please correct these and click **NEXT**.

The **BACK** button is not enabled on this screen. Click **FINISH** to complete your event entry and navigate to the Preview and Finalize Event screen. On the Preview and Finalize Event screen you can either **SAVE** your event as it is currently entered or **RELEASE** the event live to the Calendar or for processing by the appropriate administrator(s) or category owner(s).

Step 2: Images & Attachments

Images & Attachments

Upload Image: This function provides the ability to browse and upload an image that will display along with the other event details within the Calendar front-end interface. The image must be either a .GIF or a .JPG and the maximum file size should not exceed 80K. The maximum pixel size of an uploaded image when displayed to the visitor on any screen is 280 X 280 pixels. The aspect ratio of any image that you upload will remain constant.

Image Alt Text: This text field allows you to enter Image Alt Text if an Image has been uploaded. The image alt text is required if any image has been uploaded. (The maximum character limit is 75 characters).

You must click the **ADD** button in order to finalize adding your image to the event and then the image and alt text will display with the following capabilities:

- Click on the Image Name to open a preview of the image.
- Click the **DELETE** button beside the image in order to delete it from the event and add a new image.
- Change the Image Alt Text within the editable text field.

The upload field is disabled once you have already uploaded an image file. It is not re-enabled unless you select the **DELETE** button.

Upload Attachments: This function provides the ability to browse and upload three different attachment files that will display as links within the event details screen on the Calendar front-end interface. The attachments can be any of the following document types: .doc, .xls, .wav, .wmf, .wma, .jpg, .gif, .pdf, .avi, .mp3, .ram, .qt, .swf. Each attachment cannot exceed 5 MB.

Attachment Link Text: This is a text field where you can enter in text that will serve as the link that a Visitor sees on the Calendar front-end interface and that they can select in order to download/open the attachment file. The Attachment link text is not required. (The character limit is 75 characters).

You must click the **ADD** button in order to finalize the addition of your attachment to the event and then the attachment filename and link text will display below the upload box and you will have the capability to:

- Click the **DELETE** button beside the attachment in order to delete it from the event and add a new attachment.
- Reorder the attachments for how they will display on the Event Details screen. By default, the first attachment assumes the first position and then each attachment thereafter takes the next available position. However, you can use the drop-down boxes to re-order the attachments.
- Change the Attachment Link Text.
- Click on the Attachment Name to open a copy of the attachment.

The upload field is disabled once you have uploaded the third attachment. It is not re-enabled until after you have selected to **DELETE** at least one of the three attachments.

NAVIGATION OPTIONS WITHIN THIS WIZARD To **CANCEL** out of the Add Event Wizard, click the **CANCEL** button and you will be returned to the main menu of Calendar and no event data will be saved.

Select the **BACK** button to navigate back to the previous screen in the wizard and make changes. All current information entered about the event will be maintained.

Continue to the next step of the Add Event process by clicking the **NEXT** button. If there have been fields that have not been completed correctly you will receive an error message indicating the fields that must be changed before finishing the process. Please correct these and click **NEXT**. Click **FINISH** to complete your event entry and navigate to the Preview and Finalize Event screen. On the Preview and Finalize Event screen you can either **SAVE** your event as it is currently entered or **RELEASE** the event live to the Calendar or for processing by the appropriate administrator(s) or category owner(s).

The screenshot shows a web form titled "Add Event - Images & Attachments". It is divided into two main sections: "Upload Image" and "Upload Attachment(s)".

Upload Image Section:

- Header: **Upload Image**
- Instructions: (Image size should not exceed 350 pixels wide. Image file size cannot exceed 80k)
- Form: "Image Filename:" with a text input field and a "Browse..." button.
- Form: "Image Alt Text:" with a text input field and an "ADD" button.

Upload Attachment(s) Section:

- Header: **Upload Attachment(s)**
- Instructions: (Limit of 3: Each file cannot exceed 5Mb. Attachments will display in the order entered below.)
- Form: "Attachment Filename:" with a text input field and a "Browse..." button.
- Form: "Attachment Text:" with a text input field and an "ADD" button.

At the bottom of the form, there are four buttons: "CANCEL", "BACK", "NEXT", and "FINISH".

Step 3: Schedule

Schedule Options

This function includes options for selecting the schedule for the new Event that you are entering into the Active Data Calendar program. The Schedule of the event is broken down into the event date(s), event time and recurrence schedule (if applicable).

Active Data Calendar allows users to create a variety of different event schedules. Event recurrence options are designed to easily integrate with third party personal calendaring solutions!

The screenshot shows the 'Modify Event - Schedule' page in the Active Data Calendar application. The page title is 'Modify Event - Schedule' and it is 'Step: 1 2 3 4'. The interface includes a navigation bar with 'Events', 'Categorization', and 'Locations' tabs, and a sub-menu with 'Add - Modify/Cancel/Delete - Download - Email'. The main content area has four radio button options for event types: 'One Time Event (Single or Multi-Day)', 'Recurring Single Day Event (Series)', 'Recurring Multi-Day Event (Continuous Duration)', and 'Custom Event Series'. Below these are date pickers for '*Start Date:' and '*End Date:' set to May 15, 2007. Two calendar grids for May 2007 are displayed, with the first date (May 1st) highlighted in both. Below the calendars is an 'All Day Event' checkbox and 'Start Time' and 'End Time' pickers set to 10:00 AM and 11:00 AM respectively. At the bottom are 'CANCEL', 'BACK', 'NEXT', and 'FINISH' buttons. Annotations include a box pointing to the radio buttons with the text 'Refer to the Following Documentation to Determine Which Type Event to Choose' and another box pointing to the calendar grids with the text 'Choose Date and Time in these Fields'.

active data
CALENDAR

PUBLIC CALENDAR MAIN MENU ? HELP LOGOUT ABOUT

Events Categorization Locations

Add - Modify/Cancel/Delete - Download - Email

Modify Event - Schedule Step: 1 2 3 4

One Time Event (Single or Multi-Day)
 Recurring Single Day Event (Series)
 Recurring Multi-Day Event (Continuous Duration)
 Custom Event Series

*Start Date: 5 15 2007 *End Date: 5 15 2007

May 2007							May 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5	29	30	1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30	31	1	2	27	28	29	30	31	1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9

All Day Event

Start Time: 10 :00 AM End Time: 11 :00 AM

CANCEL BACK NEXT FINISH

Refer to the Following Documentation to Determine Which Type Event to Choose

Choose Date and Time in these Fields



ACTIVE DATA CALENDAR 3.3 MAXIMIZING EVENT SCHEDULING

Overview

Active Data Calendar allows users to create a variety of different event schedules. Event recurrence options are designed to easily integrate with third party personal calendaring solutions!

Types of Events - Descriptions

Single Day One-Time Event

- An event that happens one time and starts and ends on the same calendar date.

NOTE: This is the most frequently used event schedule type by users.

Multi-Day One-Time Event

- An event that happens one time, but starts and ends on different calendar dates.
- The Start Time selected for the event will be the time the event starts on the Start Date.
- The End Time selected will be the time the event ends on the End Date selected.
- The event is considered in continuous duration between the start and end dates/times.

NOTE: This will not be used frequently by users as most events do not have a continuous duration between the starting and ending dates.

Single Day Recurring Event

- An event that is a single-day event that repeats based off a set pattern. Patterns may include Weekly on set days of the week, Monthly, Yearly, etc. (Ex: Friday, Saturday, Sunday).
- Each occurrence of the event is a single event that can be attended by visitors.
- The start and end time for each day in the series will begin and end on the same day.

NOTE: This is a frequently used event schedule type by users.

FEATURE TIP: Individual occurrences can be modified under Modify/Cancel/Delete Events. You can use this feature to further customize specific occurrences within your series (including event time) Example: A theater production occurring on Friday, Saturday and Sunday may have a different start time for the Sunday matinee production.)

Multi-Day Recurring Event

- An event that starts and ends on different calendar dates.
- The Start Time selected for the event will be the time the event starts on the Start Date.
- The End Time selected will be the time the event ends on the End Date selected.
- The event is considered in continuous duration between the start and end dates/times.
- The difference between this option and the standard multi-day event is that this option allows you to setup a recurrence pattern. This can be used if your multi-day event happens to recur on a set pattern based off the options provided (Monthly, Yearly, etc.)

NOTE: This will be the least frequently used event schedule option by users.

Custom Event Schedule

- An event that is a single-day event that repeats but follows no specific pattern. This type of event can be setup by clicking on a random set of dates from various interactive calendar grids provided.

NOTE: These series cannot be easily imported into other third party calendar programs





Sample Events by Schedule Type - Matrix

Event Type	Example	Pattern	New to 3.3
Single Day (One-Time)	<ul style="list-style-type: none"> • Bookstore Sale • Faculty/ Staff Meeting • Drop Add Date 	Non-Recurring	
Multi-Day (One-Time)	<ul style="list-style-type: none"> • Dance-a-Thon • All Night Campout for Charity • Spring Break 	Non-Recurring / Continuous Duration	
Single Day (Recurring - Series)	<ul style="list-style-type: none"> • Theatre Production - Friday, Saturday, Sunday • Speaker Series – Every Wednesday 	Recurring / Series	
Multi-Day (Recurring - Series)	<ul style="list-style-type: none"> • Dance-a-Thon • All Night Campout for Charity • Spring Break 	Recurring/ Continuous Duration / Recurs on same dates every month, year, etc.	
Custom Event Schedule (Recurring-Series)	<ul style="list-style-type: none"> • Faculty Speaker Series • Semester Review Meetings • Athletic Team Game Schedules <p>(A random selection of games/ season playoffs)</p>	Event that has a random series pattern	X

Additional Tips

- Events can be modified at the individual occurrence level within a series to reflect times, dates and descriptions that do follow the overall series pattern.
- Events can be cancelled and rescheduled at the individual occurrence level within a series. Calendar web visitors are able to click on cancelled occurrences and see that an event has been rescheduled and then jump to the rescheduled event via a link.
- Events can be permanently deleted at the individual occurrence level within a series.
- Multi-Day Start and End Times display differently than single day (one-time or recurring) events. For a multi-day event the start time is the time the event begins on the first day of the multi-day sequence and the end time is the time that the event concludes on the last day of the event in the multi-day sequence. It is a continuous duration between those two dates. An example of how this type of event will display is below.

Example Multi-Day Event (Most Infrequently Used Event Schedule Type)

4 <u>Start Time 8:00 PM</u> Student Dance-A-Thon to Raise Money for Cancer Multi-Day Event	5 <u>All Day</u> Student Dance-A-Thon to Raise Money for Cancer Multi-Day Event	6 <u>End Time 8:00 AM</u> Student Dance-A-Thon to Raise Money for Cancer Multi-Day Event
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Support Please contact Product Support at (610)-997-8100 or support@activedatax.com for further assistance.

190 Brodhead Road Suite 300 Bethlehem, PA 18017 Voice: 610.997.8100 Fax: 610.866.7899 www.activedatax.com



NAVIGATION OPTIONS WITHIN THIS WIZARD To **CANCEL** out of the Add Event Wizard, click the **CANCEL** button and you will be returned to the main menu of Calendar and no event data will be saved.

Select the **BACK** button to navigate back to the previous screen in the wizard and make changes. All current information entered about the event will be maintained.

Continue to the next step of the Add Event process by clicking the **NEXT** button. If there have been fields that have not been completed correctly you will receive an error message indicating the fields that must be changed before finishing the process. Please correct these and click **NEXT**.

Click **FINISH** to complete your event entry and navigate to the Preview and Finalize Event screen. On the Preview and Finalize Event screen you can either **SAVE** your event as it is currently entered or **RELEASE** the event live to the Calendar or for processing by the appropriate administrator(s) or category owner(s).

Step 4: Contact/Location Information

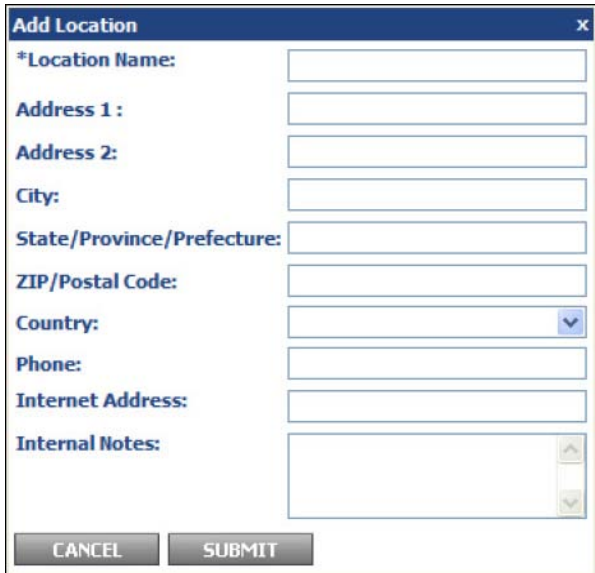
This function includes options for setting up location and contact information for the new Event that you are entering into the Active Data Calendar program.

Use the following instructions to complete Step 4:

There are no required fields on this screen. You can select the **NEXT** button to bypass this screen and go directly to the preview and finalization of your event. Or, you can complete any of the following fields to enter additional details for your event.

Location Information

- **Location Name:** Drop-down selection box that includes a combination of Location Name(s) and Building Name(s). If nothing is selected, then the location name does not display as a field on the front-end event details screen.



FUNCTION WINDOW FOR ADDING NEW LOCATIONS

This function box, when opened in the right hand area of the screen will allow you to enter in a new Location which will then become available system wide. The only required field that must be entered within this function window is Location Name. Once the Location information has been entered, you can click the **SUBMIT** button to save the new location and return to the main Add Event: Contact & Location Information screen. You can also choose to **CANCEL** out of this function window at any time and you will be returned to the main Add Event: Contact & Location Information screen and the new location information will not be saved.

The location that you add from this function-window will become the default value displayed in your location drop-down on the main Add Event - Contact/Location Information screen.

There is also a similar function window for entering in a new Building and a New Room. Each function window allows you to create a new Building or Room which becomes available system wide. The required fields on each of those screen is noted by the asterisk (*) before the field name.

- **Room Number:** If a Location and Building are selected, then a drop-down will be displayed with all available rooms for selection within that Building. If nothing is selected, then the room name does not display as a field on the front-end event details screen.
- **Room Link:** This field can be used to enter a hyperlink if a room is selected. This field can handle up to 255 alpha-numeric characters.

Contact Information

- **Name:** This field is auto-populated with the department contact name that was entered for the Department that the event is being added within. However, this field can also be modified. If a contact name was not entered for the Department during the Add/Modify Department process, then this field will be empty as the default. However, you can enter up to 100 alpha-numeric characters.
- **Phone:** This field is auto-populated with the phone number entered for the Department that the event is added within.

However, this field can also be modified. If a phone number was not entered for the Department during the Add/Modify Department process, then this field will be empty as the default, however, you can enter up to 20 numeric characters.

- **Email:** This field is auto-populated with the e-mail address entered for the Department that the event is added within. However, this field can also be modified. If an email was not entered for the Department during the Add/Modify Department process, then this field will be empty as the default, however, you can enter up to 255 alpha-numeric characters.

NOTE: If visitors to your Calendar choose to "Add to My Calendar", they will be downloading an iCal file to their personal email program in order to have a personal copy of the event information. iCal files require an email address for each event regarding event contact information. If you elect to leave this field blank and a visitor adds this event to their personal calendar using iCal, then your user email address will display as the default for the event contact information email address.

Other Event Information

- **"Custom Multi-Line Text Box":** The name and type of field displayed here is dependent on what was entered in the Super User Configuration area. If no custom field name was provided, then the name of this field will be displayed as **"Admission Info"**. The default "Admission Info" field is an open text field that can contain up to 500 alpha-numeric characters. This default field allows you to enter HTML tags for additional formatting options. You can also enter a hypertext link in this field using "http://", "https://" or "www." and the hypertext link will be automatically created for you on the front-end view of the Calendar details.

.Other field options include the ability to customize this field name as well as select a different field type including a drop-down selection box where you may select only one option from the drop-down list, or checkboxes where you may select as many options as you need from the provided list.

- **"Custom Multi-Line Text Box":** The name and type of field displayed here is dependent on what was entered in the Super User Configuration area. If no custom field name was provided, then the name of this field will be displayed as **"Other Details"**. The default "Other Details" field is an open text field that can contain up to 500 alpha-numeric characters. This default field allows you to enter HTML tags for additional formatting options. You can also enter a hypertext link in this field using "http://", "https://" or "www." and the hypertext link will be automatically created for you on the front-end view of the Calendar details.

.Other field options include the ability to customize this field name as well as select a different field type including a drop-down selection box where you may select only one option from the drop-down list, or checkboxes where you may select as many options as you need from the provided list.

- **"Custom Multi-Line Text Box":** The name and type of field displayed here is dependent on what was entered in the Super User Configuration area. If no custom field name was provided, then the name of this field will be displayed as **"Ticket Order Internet Address"**. The default "Ticket Order Internet Address" field is an open text field that can contain up to 500 alpha-numeric characters. This default field allows you to enter HTML tags for additional formatting options. You can also enter a hypertext link in this field using "http://", "https://" or "www." and the hypertext link will be automatically created for you on the front-end view of the Calendar details.

.Other field options include the ability to customize this field name as well as select a different field type including a drop-down selection box where you may select only one option from the drop-down list, or checkboxes where you may select as many options as you need from the provided list.

- **"Custom Multi-Line Text Box":** The name and type of field displayed here is dependent on what was entered in the Super User Configuration area. If no custom field name was provided, then the name of this field will be displayed as **"Remarks"**. The default "Remarks" field is an open text field that can contain up to 500 alphanumeric characters. This default field allows you to enter HTML tags for additional formatting options. You can also enter a hypertext link in this field using "http://", "https://" or "www." and the hypertext link will be automatically created for you on the front-end view of the Calendar details.

.Other field options include the ability to customize this field name as well as select a different field type including a drop-down selection box where you may select only one option from the drop-down list, or checkboxes where you may select as many options as you need from the provided list.

- **Internal Notes:** This field will not display on any front-end interface. Use this field within the Add Event or during the Modify Event process to enter in notes regarding the event, such as number of tickets or spaces available, number of attendees from previous years, materials required for the event, or other important items regarding the overall event planning/history. This allows other users administering the calendar or viewing event information in the download to be able to have historical or current information that they do not want externally viewable. This field allows for a maximum of up to 1,000 alpha-numeric characters.

Event Registration

- **Enable Registration:** Users who have been granted the privilege to enable event registration will see a checkbox at the bottom of the Add Event - Contact/Location Information screen. If selected, then the registration icon will be enabled on the

can click the registration icon to complete an

- **Maximum Number of Registrants:** In addition to enabling registration for the event, you may also select to set a maximum number of event registrants and if the number of available registration spaces should display on the event details screen. The maximum number of registrants is based off the number of approved registrations in the administration area.

Enable Registration: Users who have been granted the privilege to enable event registration will see a checkbox at the bottom of the Add Event - Contact/Location Information screen. If selected, then the registration icon will be enabled on the event details screen and visitors to the event details can click the registration icon to complete an interactive form requesting registration for the event.

Maximum Number of Registrants: In addition to enabling registration for the event, you may also select to set a maximum number of event registrants and if the number of available registration spaces should display on the event details screen. The

Event Details

Weekly Open House: Tour with the President

There are 25 registration spaces remaining for this event.

Start Date: 4/7/2007 Start Time: 8:00 AM
End Date: 4/7/2007 End Time: 5:00 PM
This event recurs on Monday, Friday and Saturday every week until 7/3/2007. [Click here to see the series dates.](#)

Event Description
Join us for free food and a great tour!

Location Information [\(View Map\)](#)
South Campus - Science Center
Northampton, PA 18072
Phone: 610-997-8100

Contact Information
Name: Sue
Phone: 610-997-8100
Email: sue@activedatafx.com

Admission Information
Cost is \$30,000 per year.

NAVIGATION OPTIONS WITHIN THIS WIZARD To **CANCEL** out of the Add Event Wizard, click the **CANCEL** button and you will be returned to the main menu of Calendar and no event data will be saved.

Select the **BACK** button to navigate back to the previous screen in the wizard and make changes. All current information entered about the event will be maintained.

Continue to the next step of the Add Event process by clicking the **NEXT** button. If there have been fields that have not been completed correctly you will receive an error message indicating the fields that must be changed before finishing the process. Please correct these and click **NEXT**.

Click **FINISH** to complete your event entry and navigate to the Preview and Finalize Event screen. On the Preview and Finalize Event screen you can either **SAVE** your event as it is currently entered or **RELEASE** the event live to the Calendar or for processing by the appropriate administrator(s) or category owner(s).

Preview and Finalize Event

This screen allows you to preview your new Event before "Finishing" the Add Event Wizard. There are various other options available from this screen and some of the functionality depends on your department permissions.

Add Event - Preview and Finalize Event

Event Details

Save Event
 Release Event
 Go to Event Notification Page

Categorization:
Athletics Pending

Department: Athletics
Event Type: Public
Highlight Event: No

Internal Notes:

Start Internal Comments Log

Event Details

notify me add to my calendar email a friend Go Back

Women's Field Hockey vs. County College

Start Date: 10/14/2006 **Start Time:** 2:00 PM
End Date: 10/14/2006 **End Time:** 5:00 PM

Event Description
Come and support the Women's field hockey team. Wear your green and gold and help the team make it to District Finals!

Location Information
South Campus - The Quad
Northampton, PA 18072
Phone: 610-997-8100

Contact Information
Name: Bob Smith
Phone: 610-997-8100
Email: bsmith@cityu.edu

Admission Information
Free to current students with valid ID.

CANCEL BACK NEXT **FINISH**

The **Internal Comments Log** allows you to enter in notes/text about an event that can be viewed and appended by an other administrator, super user, category owner or third party recipient that you send this event to during the planning process. Enter your comments in this box and when the FINISH button is selected, you will have started the event's internal comments log.

***NOTE:** There is no way to edit or delete comments once they have been entered about an event. All comments include the individual's name who submitted them and also the date/time stamp for when the comment was added.



TIP: When sending email notices to other calendar users or third party recipients don't forget to click the checkbox for "Include Internal Notes and Comments" if you would like for the recipient to be able to view the comments log and add their own comments as well!

Options from the Preview/Finalize Event Screen

Save Event: If selected and you click the **FINISH** button, the event will be stored in the database in a "Saved" status. This means that for Calendar Administrators the event is not released live to the Calendar and for User Level Accounts it is not submitted to the Department Administrator(s) or Category Owner(s) for approval. If an event is "Saved", you will need to go to Modify/Cancel/Delete Events in order to find the event in order to change the status to "Release".

Release Event: If selected and you click the **FINISH** button, for Calendar Administrators the event is released live to the Calendar and for User Level Accounts it is submitted to the Department Administrator(s) or Category Owner(s) for approval. If the user releasing the event has an administrator role for the Department to which the event was added, but they also selected to classify the event in at least one locked category, then the event will only be released live for the unlocked categories. The Category Owner(s) for the locked category(s) will still need to process the event before it goes live within the locked category(s).

Go to Event Notification Page: If this checkbox is selected and you click the **FINISH** button, then regardless of the action you selected for either saving or releasing your event, on completion of that action you will be navigated directly to the "Send Event Email Notice" screen for that particular event.

Start Internal Comments Log: Text can be entered in this field and when the event action is finalized (**FINISH** button is selected), the Internal Comments will be logged for the user who is adding the event, along with the date and time of the comment.

All other event details entered will display on this final preview also.

Once the event has been finalized you can use the **FINISH** button to either post your event live to the Calendar(s) or send it for approval and processing by an Administrator(s) and/or Category Owner(s).

This is the final screen in the Add Event process. You can preview an actual copy of how the event will appear on the Visitor's front-end "Event Details" screen. You can use the **BACK** button to navigate back through the Add Event Wizard in order to make any necessary changes before finalizing your event.

Calendar Tips

- Make sure you always click **Finished or Submit** when working in an Event or Location!
Otherwise all your work will be lost!

Help Information

Tracy Smith ext. 7223 , tbsmith@pstcc.edu

Helpdesk ext. 6537, helpdesk@pstcc.edu

Active Data Calendar Website: <http://www.activedatacalendar.com/>

If you would like a copy of the **User Guide 3.4. pdf** file, Please let me know and I will get you a copy.