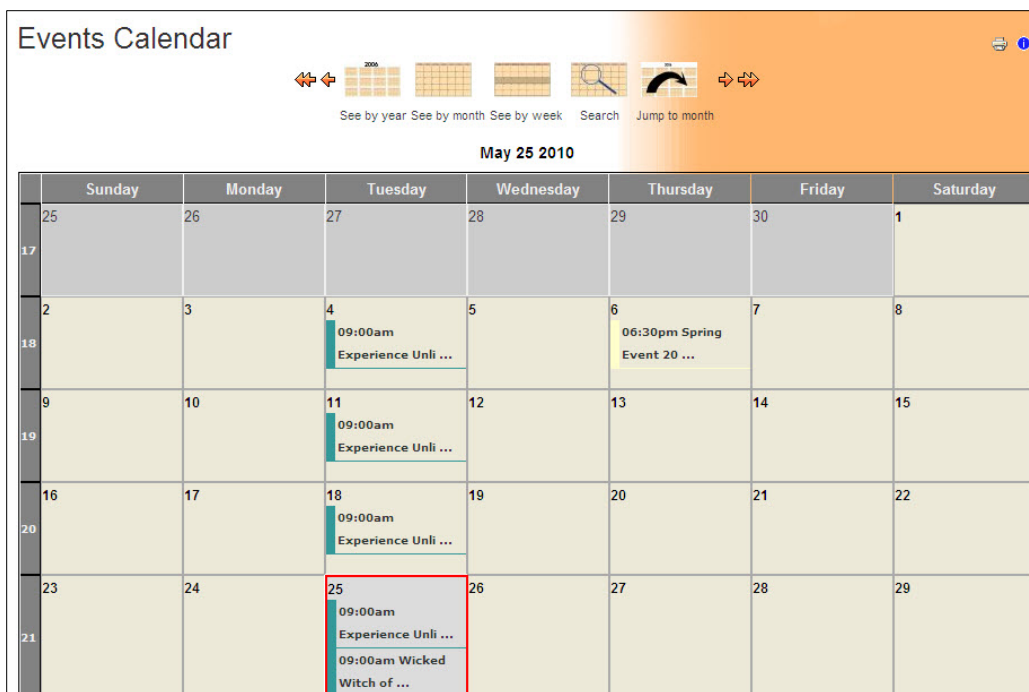
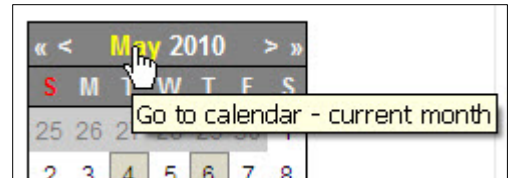
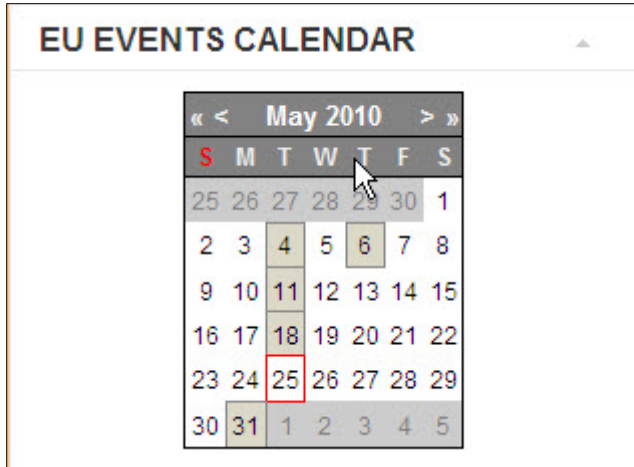


**Editing/Entering Calendar events**

1. Log in to EUCCC.org using your ADMIN ID and password
2. Get to the Calendar page by clicking on the Month name of the calendar displayed on the right side of the screen.



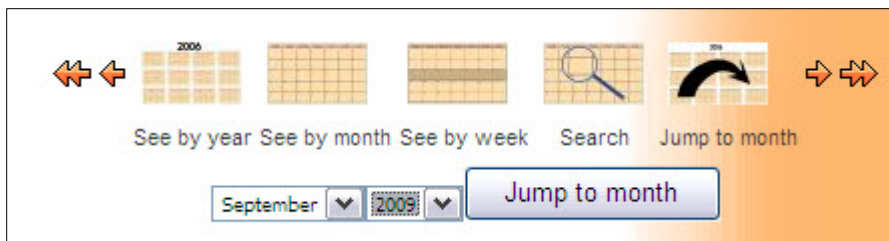
**The weekly general meeting entry**

This is a recurring event and is automatically repeated in the calendar every Tuesday of every month. There generally will be no need to change this entry.

### Navigating the Calendar



This is the calendar navigation bar, with choices on how to view entries, a search feature to find a specific event and a “jump to month” selection. The single and double arrows at the left and right sides will move to the previous month (left single arrow) or year (left double arrow) or to the following month (right single arrow) or year (right double arrow.)

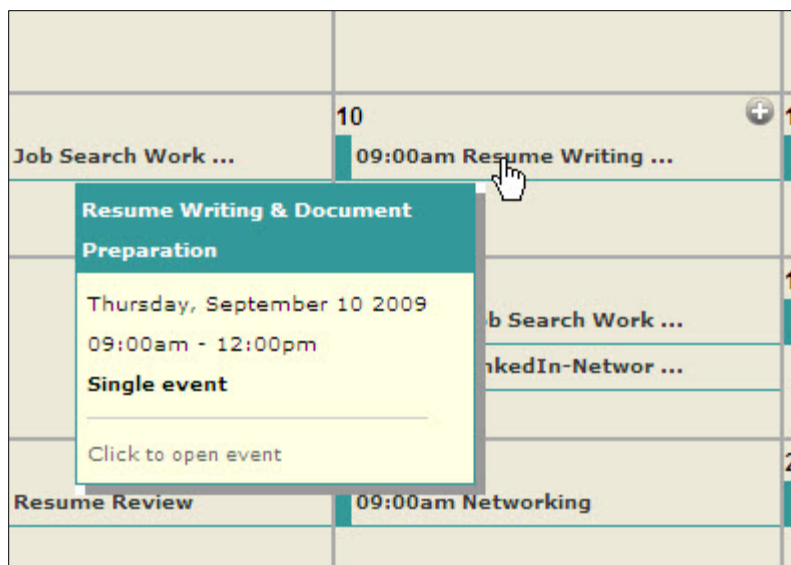


Jump to month asks you to select the month and year of the calendar you want to view.

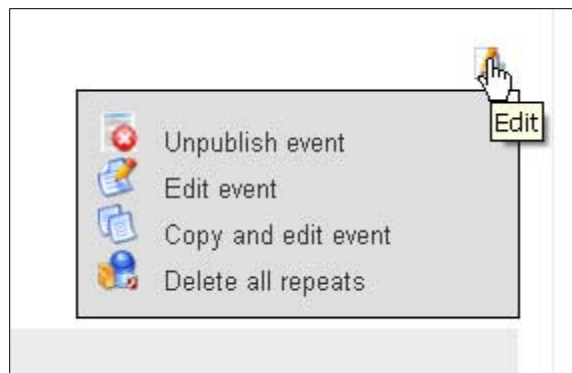
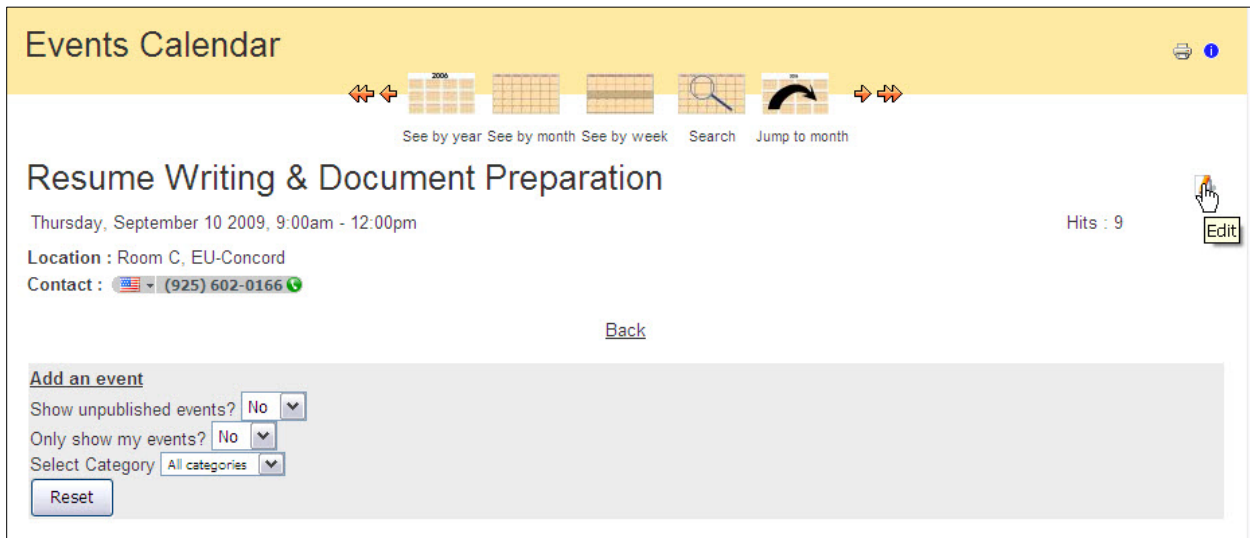
### The EU Workshops entries:

#### Set up a new date for a previously entered workshop

1. Find the most recent entry for that same workshop on the current calendar
2. Click on the entry to open it



- Click on the edit icon (page with pencil) and select "Copy and edit event" from the drop down list.



- This brings you to the JEvents Editor with the entry for the workshop completed

This is the full calendar edit screen

The screenshot shows the 'JEvents Edit Event' interface. At the top, there is a navigation menu with links like Home, About Us, Benefits, Getting Started, FAQ, Useful Links, Contact Us, Employers / Recruiters, and Login/Logout. Below the menu is a header with the 'JEvents Edit Event' title and 'SAVE' and 'CANCEL' buttons. The main content area is titled 'Common' and contains several form fields: 'Subject' (Resume Writing & Document Preparation), 'Categories' (Workshops), 'Event Colour' (Choose Colour), 'Activity' (with a rich text editor), 'Path' (Room C, EU-Concord), 'Location' (Room C, EU-Concord), 'Contact' ((925) 602-0166), and 'Extra Info'. Below these fields are sections for 'Start, End, Duration', 'Start date', 'End date', and 'Repeat type'. Purple arrows point to the 'Access Level' dropdown (Public), the '12 Hour' duration option, the 'Room C, EU-Concord' location field, and the '12 Hour' duration option. Annotations include 'Tells you that you're editing a copy' pointing to the main title, 'access level don't change' pointing to the Access Level dropdown, and 'May need to change room' pointing to the Location field. The footer contains a list of navigation links and status indicators for CSS and XHTML.

Path:

Location: Room C, EU-Concord

Contact: (925) 602-0166

Extra In:

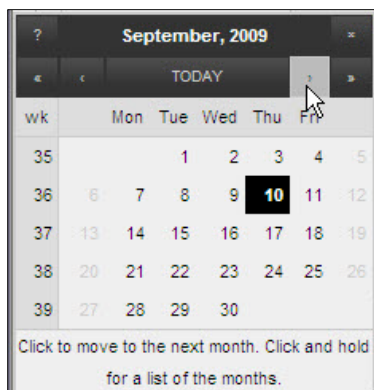
Start duration: All day  or Unspecified time  12 Hour

Start date: 2009-09-10 Start Time: 09:00 am pm

End date: 2009-09-10 End Time: 12:00 am pm  No specific end time

Repeat type:  No Repeat  Daily  Weekly  Monthly  Yearly

5. Scroll down through the screen and change the "Location" entry IF NEEDED.
6. Change the Start Date (enter manually in yyyy-mm-dd format, or click on the calendar icon -- NOTE: changing Start Date, will automatically reset End Date at the same time!



Calendar pop up

Start date: 2009-10-14 Start Time: 09:00 am pm

End date: 2009-10-14 End Time: 12:00 am pm  No specific end time

Start/Stop date changed

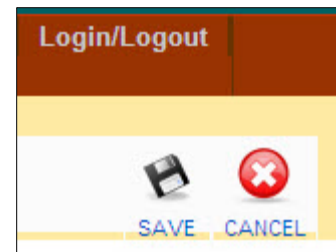
7. Change the Start Time (in h:mm format) IF NEEDED (note button selections for am/pm)
8. Change the End Time (in h:mm format), IF NEEDED

The screenshot shows two sections: 'Start date' and 'End date'. The 'Start date' section includes a date field with '2009-10-14', a calendar icon, a 'Start Time' field with '09:00', and radio buttons for 'am' (selected) and 'pm'. The 'End date' section includes a date field with '2009-10-14', a calendar icon, an 'End Time' field with '12:00', radio buttons for 'am' and 'pm' (selected), and a checkbox for 'No specific end time'.

9. Repeat Type defaults to No Repeat, no need to change

The screenshot shows the 'Repeat type' section with five radio button options: 'No Repeat' (selected), 'Daily', 'Weekly', 'Monthly', and 'Yearly'.

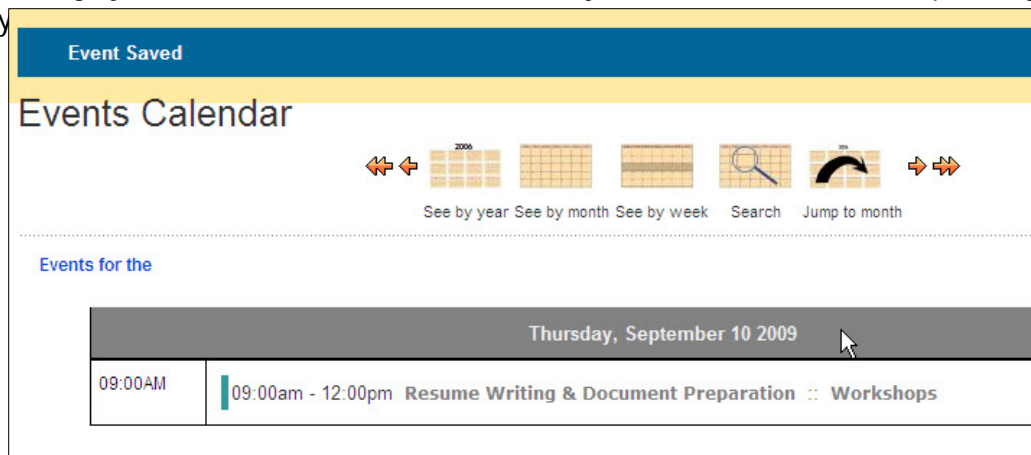
10. Scroll back up to the top of the page and click Save



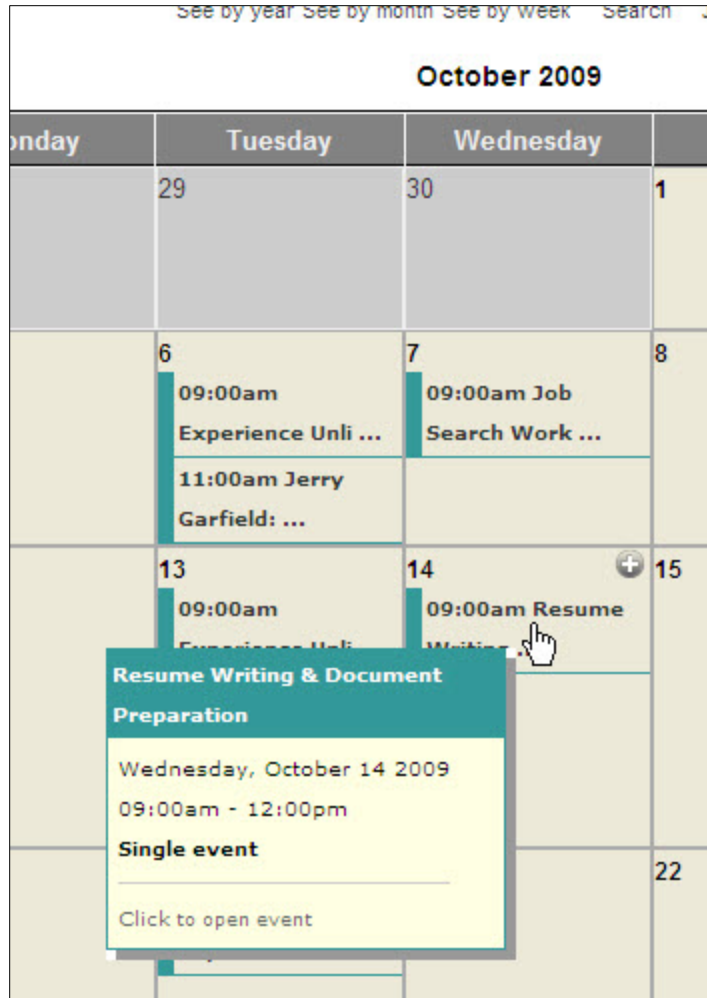
11. Pop up asks if you're certain that you want to do this, click OK.



12. Editor brings you back to the ORIGINAL Date Entry, with a blue bar at the top noting that y



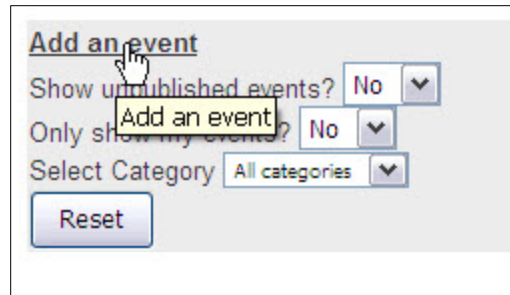
- To check your work, go back to the HOME page and look at the calendar, click on the day of your new entry.



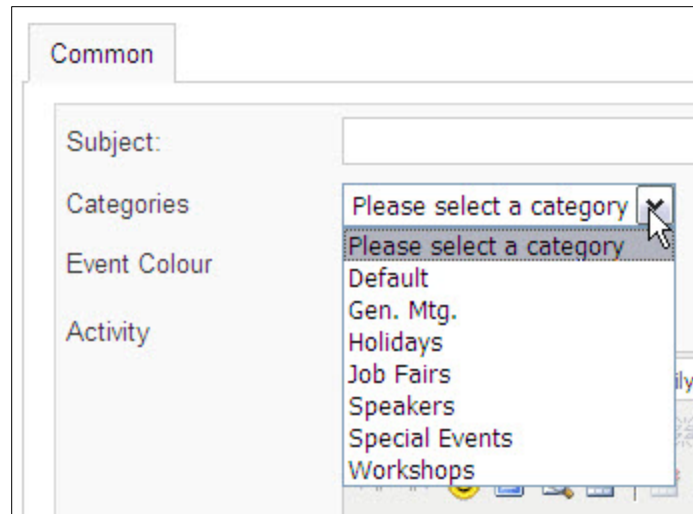
Your existing event has been copied to the new date.

**Add a new entry (entry for a speaker, for example):**

1. At the bottom of any calendar screen there is an "Add an event" link. <screen cap> Click it.

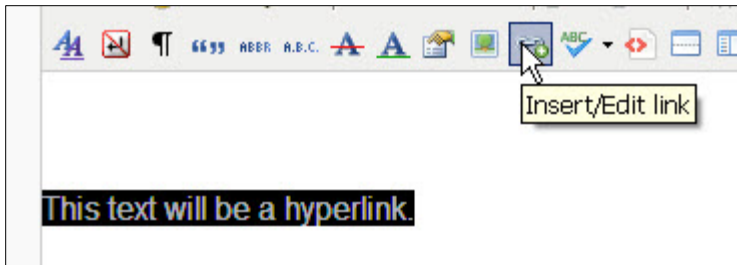


2. Enter a subject (ie: speaker's name and talk title)
3. Access Level: select Public (default)
4. Select a Category Choices are: Gen. Mtg., Holidays, Job Fairs, Speakers, Special Events, Workshops.

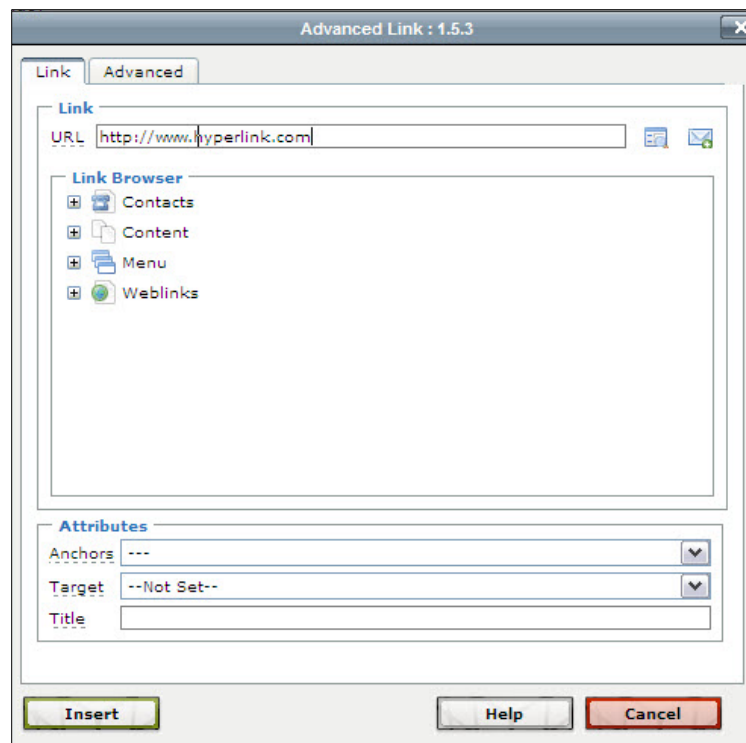




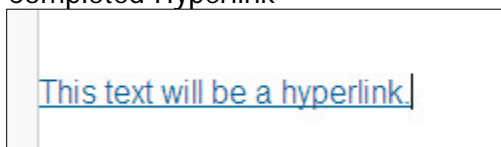
5. In "Activity" you can enter more detail on the talk subject or the speaker's web site URL.
  - a. To enter a URL, just type it in: <http://www.websitename.com>
  - b. The editor will automatically turn anything beginning with www or http:// into an active link
  - c. If you want to just enter a title and have it become an active link:
    - i. type in the text
    - ii. select the text
    - iii. click the "hyperlink" icon <screen cap>
    - iv. enter the full URL for the link (<http://whatever>) in the "URL" box
    - v. click "Insert"



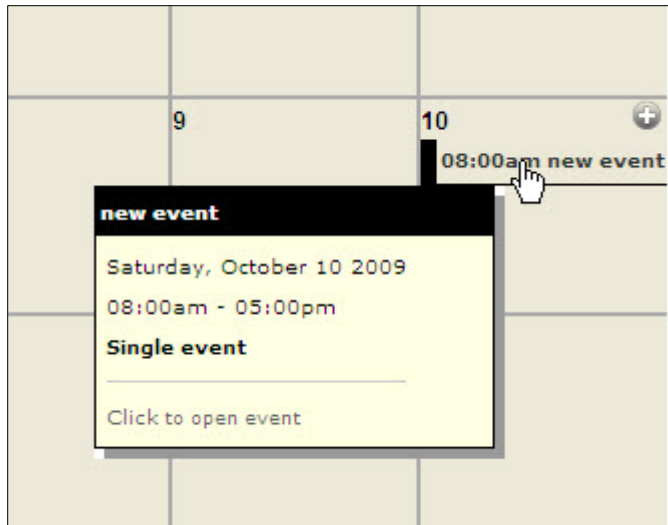
Enter the actual URL in the URL box, click Insert



Completed Hyperlink



6. If there's Location or Contact information, enter that in the boxes provided
7. Extra Info as needed in the box provided
8. Enter Start date in yyyy-mm-dd format (End date will be automatically filled in)
9. Enter Start time in hh:mm format (am/pm is handled by clicking a radio button)
10. Enter End time in hh:mm format (am/pm is handled by clicking a radio button)
11. Leave Repeat Time set at No Repeat
12. Scroll back to the top of the screen and click Save.
13. You are back at the original screen (NOT the entry you just made)
14. To check your entry, go to the date you set it up for.



NOTE: the color coding of calendar events is related to the Category chosen.