

Ithaca College Events Calendar

Viewing, Creating, and Modifying Events on Events Calendar

Overview

Ithaca College Events Calendar is an interactive web-based event scheduling program designed to allow the campus community to post, view, and search for events at Ithaca College. Use a Web browser to go to www.ithaca.edu/calendar to view the calendar, or www.ithaca.edu/calendar/login to create or modify events. Please remember that all events on this calendar should be "real" events.

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Using Events Calendar

Views and Modes

The View Icons

The view icons are used to change the number of days displayed by Ithaca College Events Calendar. Month, week, or day views can be selected.



The Mode Icons

The mode icons will change the way Events Calendar displays schedules and event information. Grid Mode is the default setting for Events Calendar, and displays a normal calendar view. Click on List Mode to change the display to a list of events. List Mode has the advantage of displaying all available data about an event, including description, start and end times, and contact information.

Selecting Calendars, Categories, and Dates

Events Calendar is set to display events in all calendars and categories when it is first started. To limit the information Events Calendar displays to a particular department, click on the drop down arrow in the Select a calendar field to display a list of all available departments, then select a department from the list by clicking on it once. Categories are types of events such as conferences, sports events, or music events. Select a category by clicking on the Select a category drop-down list and choosing the desired type of event to be displayed.



- To find an event by date, use the date drop down menus, then click Go.
- To return to today's date, click on the Jump to Today's Date link.
- Use the Previous and Next links to go to the next day, week, or month, depending on what view is currently being used.

Quick Guide

Searching for Events

To search for an event by keyword, click once on the Search icon on the bottom right of the window. In the dialog box that appears, enter a keyword and set the From and To fields to make sure the time frame will contain the desired event, then click on the Search button. Events Calendar will search all categories of the Master Calendar by default. To narrow the search to a more specific calendar or category, select the desired department or type of event from the respective drop down lists.

Search the Calendar

Note that specific departments may be selected from the **Calendar** drop down list, and different types of events may be selected from the **Category** drop down list.

The Search Window

Administrator Functions

The administrator interface for Web Event Calendar adds three icons to the normal window. Login from www.ithaca.edu/calendar/login using an administrator username and password to view this interface. The three added buttons are Modify Calendar, Admin Logout, and Change Password. Admin Logout will change the interface to a normal "user" mode. Change Password will bring up a simple three-field dialog box to change the administrator's password, and Modify Calendar will change the screen to contain the following interface:

Modify Calendar: School of Music

Notice that the number of days displayed by Events Calendar can still be changed by using the drop down list and **Change View** button next to **Calendar View**.

Week of January 2, 2000

Select a date: Jan 3 2000

[Jump to Today's Date](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5 8 p.m. - 10 p.m. (not telecast)	6	7	8

Day Selected Today

Modify Calendar: School of Music

Add New Event: Jan 3 2000 Add new event

Calendar View: Week Change View

Return to view-only mode

Notice that the number of days displayed by Events Calendar can still be changed by using the drop down list and **Change View** button next to **Calendar View**.

Week of January 2, 2000

Select a date: Jan 3 2000 Go

< Previous Jump to Today's Date Next >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5 8 p.m. - 10 p.m. (Sat) / (Sat) / (Sat)	6	7	8

Day Selected Today

Adding Events

To add a new event, first select the day for the event to occur. This can be done either by selecting a date using the drop down lists next to Add New Event, or by clicking on the number of the correct day in the grid based calendar at the bottom of the interface. If the correct day is not displayed in this calendar, simply navigate to that Numbered List

Change the time frame using the Previous, Next, or Jump to Today's Date links or use the Week of... drop down lists. Clicking on the Add new event button after the correct date has been selected will bring up a dialog box that asks for information about the event. Fill in the information that should be posted to Events Calendar, then click on the Add new event button at the bottom of the dialog box. The Add new event button will add the event to Events Calendar and restore the Modify Calendar window. Note that a category must be selected for the event. Clicking on the Cancel button will restore to the Modify Calendar window, without adding any events to the calendar. From the Modify Calendar window, another event may be added, or the calendar may be viewed by clicking on the Return to view-only mode button.

Modifying and Deleting Events

To modify an event, click once on the Modify Calendar button in the administrator Events Calendar interface. Navigate to the date of the desired event using the buttons or drop down lists in the bottom half of the interface, then select the event you wish to modify from the calendar by clicking on it. Edit the desired information, then click once on the submit button next to Change this event. To delete the event select Delete this event from the same drop down list, then click the Submit button.

Tips and Tricks

Use Different Views to Navigate

Try switching between day, week, and month view to find dates more quickly, or to display more information. Use day view or click on the event title to display details about an event. These details can also be copied to the clipboard and pasted into documents or emails.

Select a Calendar before Using the Modify Calendar Button

Events Calendar will ignore presses to the Modify Calendar button unless a valid calendar is selected. An administrator must have access rights to a particular calendar to be able to modify it.

Ithaca College Events Calendar Guidelines

The focus of the Ithaca College Events Calendar is that entries should be made for events that are of potential interest to the campus community at large or a sizable segment thereof, and/or the public. This

includes all events for which there might be broad interest or impact across campus, such as concerts, theatrical performances, intercollegiate athletic events, and major lectures, as well as meetings that are of broad appeal and wide impact. Normally, entries would not be included for departmental or governmental meetings, and other small events (25 people or less) that are not of broad appeal and have little impact on event planning and scheduling across campus. Off-campus events, such as away games for intercollegiate athletics, or major alumni events in other cities, should be included. Off campus events should be noted as such when doing event scheduling. There will be only one Master Schedule for the Events Calendar, and all scheduled events will appear there.

For More Information

For more information about Ithaca College Events Calendar, go to <http://www.ithaca.edu/calendar/support/index.php> or contact the ITS Helpdesk at 4-3282.