# Table of Contents

General ............................................................................................................................................................................. 2  
Supported Browsers ............................................................................................................................................................................. 2  
Log in ............................................................................................................................................................................... 2  
   Figure 1 – MHC Events Calendar Home Page ............................................................................................................. 3  
Entering, Modifying, and/or Deleting Events ................................................................................................................... 3  
Entering New Events ................................................................................................................................................................. 3  
   Figure 2 – Submit Event ......................................................................................................................................................... 3  
   Figure 3 – Multi-day Event .................................................................................................................................................... 7  
Modifying or Deleting an Event ............................................................................................................................................. 7  
   Figure 4 – Manage Events – Search for Events ................................................................................................................... 8  
   Figure 5 – Manage Events – Search Result ......................................................................................................................... 9  
   Figure 6 – Manage Events – Multi-day Event Listing ..................................................................................................... 10  
Changing Your Password ....................................................................................................................................................... 10  
Miscellaneous Notes ............................................................................................................................................................. 10  
Known Issues ................................................................................................................................................................. 11  
Contact ........................................................................................................................................................................ 11
General

This document provides instructions for individuals that manage events via the MHC Events Calendar.

Effective September 2006 Mount Holyoke College (MHC) released a new events calendar that provides a centralized location to view the College's public events. There are a number of calendar views on the MHC Events Calendar and also links, where deemed appropriate, to related Web sites.

This events calendar includes information from two primary sources:

1. EMS (Event Management System), the software used on campus to manage events that require campus-reserved space, and;
2. Events entered directly into the MHC Events Calendar by authorized users.

The majority of campus space continues to be reserved via EMS by the Conference & Event Services Coordinator. For additional information, please refer to the Conference & Event Services Web site at the following link:

http://www.mtholyoke.edu/offices/conference/event

Events originating from EMS are added/updated/deleted automatically from MHC Events Calendar on a nightly basis around 4:00 a.m. Events entered directly by authorized users into MHC Events Calendar are shown immediately. Only events held in space that is not reserved through EMS (e.g., an exhibition held in the Art Museum) can be directly entered in the MHC Events Calendar.

For those authorized to maintain events within the MHC Events Calendar, use this link to access it:

http://www.mtholyoke.edu/go/calendar

Supported Browsers

The MHC Events Calendar can be viewed using a number of different browsers, but adding or editing events is another matter. If you're using a PC, please use Internet Explorer or Firefox to enter and/or modify events. If you're using a Mac, please use Firefox. Other browsers are not supported at this time.

Log in

To log in to the MHC Events Calendar, click on Admin Login at the bottom of the left navigation section, under the About the Calendar heading. Enter in your email address (e.g., jblack@mtholyoke.edu) in the User ID/Email field and your password in the Password field, and then click on the Log In button. Below is a screen shot of page accessed once you have logged in:
You should notice two things once you log in (see Figure 1):

1. A new black menu bar is available at the top with a number of menu options to choose.
2. Your name should appear in the black menu bar at the far right next to the Log Out button.

Entering, Modifying, and/or Deleting Events

You can enter new events, edit existing events, and delete existing events that you are authorized to maintain.

The Workshops, Seminars, & Training calendar view will be used below as a reference.

Entering New Events

If you want to enter a new event, click on the Submit Event menu in the black menu bar

- Click on the applicable calendar(s) from the list of Available Calendars on the left
- Click on the right-pointing arrow to move the calendar(s) to the Selected Calendars area
- Click the Continue button

and a page like that below will be displayed.

Figure 2 – Submit Event
Tip: If you are only authorized to maintain one calendar view and you need to either add or maintain an existing event, it’s a bit more efficient click on that calendar view first (e.g., Workshops, Seminars, & Training). Doing so will take you directly to Figure 2 below.

Most of the data entry fields are self-explanatory, but some are worth defining in greater detail including instructions on how to use and/or items worth noting.

- **General**
  - Data entry fields marked with a red asterisk are required.

- **Event Title**
  - Up to 200 characters are allowed.

- **Priority**
  - Use the default of Medium.
  - Use Low if the event is an Exhibition so it sorts to the bottom of the events listed on date in which other events are listed.

- **Contact info**
Will default to your user information initially defined when your access was set up. You can change where appropriate.

- **Location**
  - For consistency throughout the events calendar, please use the following format for entering locations: Building, Room Name
  - Free-form text, but if you add Locations via the Admin | Configuration | Locations item, you have the option of selecting from a dropdown list instead of having to type them in. This allows for great consistency and helps prevents typos.

- **Location URL**
  - Enter a URL if there’s a picture or other important location information available for the location in which the event will take place. This is NOT the place to add a link to other web pages that may describe the event in more detail. See Event Description below for more information on that topic.

- **Event Description**
  - It’s highly suggested to either type in the description directly or copy and paste the description from a program that does not add extraneous HTML code to it. Examples of the latter include WordPad on a PC and TextEdit on a Mac. If you have text in a Word document, do NOT copy directly from Word. Doing so will add the extraneous HTML code and that may garble the formatting. Instead copy the information into WordPad or TextEdit first, and then into this field. Yes it’s clunky, but it will save a lot of headaches in the long run.
  - Do not use a large font for the description. It’s recommended to use a Size of 2 (see dropdown) for events for consistency with other events in the events calendar.
  - Please use links to reference other web pages applicable to your event. The links should be the full link. For example
    - [http://www.mtholyoke.edu](http://www.mtholyoke.edu)
    - See the Known Issues section below on how to resolve.
  - Checking the View Source checkbox beneath the Event Description will allow you to see the HTML code. Use this only if you are familiar with HTML code.

- **Add Image**
  - Only thumbnail images should be added. This is not the place to add large images. Use a 170x170 pixel thumbnail. If you have questions, see the Contact section below.

- **Event Times**
  - You have three options
    - Timed event (default)
    - Untimed event
      - Most events are timed events (i.e., they have at least a start time and usually an end time). If you don’t know the start time but do know the start date, you can still enter the event, but choose Untimed event instead. Once you do know the start time, don’t forget to modify this value accordingly.
    - All Day event
      - Rarely used.

- **Date – Single Day Event**
  - The default value for an event is a single day. Notice the Single day radio button in this section. With that in mind enter either the date of the event in the Date field or click on the calendar icon and select the date.

- **Start Time**
  - Enter the start time of the event (e.g., 3:00 pm).

- **End Time**
  - Enter the end time of the event (e.g., 4:30 pm).
  - If you don’t know the end time or it’s an open-ended event, click on the (no end time) checkbox.
  - If the end time spans into the next day (e.g., event lasts from 11:00 pm to 1:00 am), click on the
Some events occur over the course of multiple days or are the same event that recurs throughout a time period. If that's true, first select the Multi day radio button. This expands this section to view two months in calendar grid format. Here’s the suggested way to proceed.

- Enter the Start Time and End Time (assuming it’s known)
  - Ignore the Date field for now, but see below.
- Click on the Date Pattern button.
  - The section expands to allow you to determine the pattern desired.
- Click on the Month | Year dropdown to select the month in which the event starts.
  - Notice that the two months shown below have changed to start in that month.
- Enter the Start Date and/or End Date values
- Under the Days of Week column, chose the days of the week the event will be held
- Under the Occurrence column, choose the frequency of the event
  - These values can be used in combination with one another to cover any pattern you’re interested in creating.
- Click on the Apply Pattern button to see the results and the following should happen
  - The two month listing of the calendar should highlight which days have been selected.
    If what you see isn’t desired, just reenter the applicable information.

Here’s more detail about the individual fields with an example below that for an event that’s held on M and W starting M 3/12 and ending W 5/16.

- **Date**
  - Not really needed, because it’s being entered below.
- **Start Time**
  - Enter the start time of the event (e.g., 3:00 pm).
- **End Time**
  - Enter the end time of the event (e.g., 4:30 pm).
  - If you don’t know the end time or it’s an open-ended event, click on the (no end time) checkbox.
  - If the end time spans into the next day (e.g., event lasts from 11:00 pm to 1:00 am), click on the (end time goes into the next day) checkbox.
- **Start Date**
  - The date the event starts. Either enter the date or choose it from the calendar icon.
- **End Date**
  - The date the event ends. Either enter the date or choose it from the calendar icon.
- **Days of Week**
  - On which days of the week does your multi-day event occur? Select the appropriate one(s).
- **Occurrence**
  - For the days of the week chosen and the Start Date and End Date chosen, what’s the date pattern?
    - Does it occur on every day of the Days of Week chosen for that period? So if the event occurs on M and W over the course of 2 weeks, you’d choose Every since you want it to occur EVERY M and W during that time period.
    - If it only occurs every second M of the time period, just check that instead.
    - It may take a bit to get the hang of this, but actually it’s quite flexible.
Figure 3 – Multi-day Event

- **Sponsor**
  - Some events are sponsored by organizations different from the event owner. This field allows you to acknowledge those sponsors.

- **Custom Fields and Emails Tabs**
  - These are not being used at this time, so please ignore.

Click on the Submit button to save the event. Keep in mind that as soon as you save this event, it shows up immediately in the events calendar.

**Modifying or Deleting an Event**

If you want to modify or delete an existing event, click on the Admin menu in the black menu bar and then click
on the Manage Events link under the Events & Special Dates section. This will take you to a page that looks like this:

**Figure 4 – Manage Events – Search for Events**

![Image of Manage Events page](image-url)

The fields on this page can be used to find your event(s). Brief descriptions of those fields are provided below.

- **Start Date**
  - Entering a date here will find all events that start on or after this date.

- **End Date**
  - Entering a date here will find all events that end on or after this date.
  - Using both the Start Date and End Date fields will find all events for that date range, including the dates entered.
- **Keyword**
  - Enter a word or partial word to find events with that word either in the title or in the description.

- **Location**
  - If you know the location of the event, enter it here. This field is less useful than the others because the location value may include abbreviations that are less well known than expected.

Entering data in 2 or more fields will find events that have those criteria in common, in essence reducing the search result of the events you're trying to find.

Once you've entered the applicable value(s) click on the Search button.

At this time, besides Manage Events, please do NOT use the other menu items under the Admin menu. If you have questions about these items, see the Contact section below.

Below is an example search result using the Start Date of 1/1/2007.

**Figure 5 – Manage Events – Search Result**
A few things are worth noting on this page.

1. The Edit column shows a couple of different icons depending upon if an event occurs once or has multiple dates associated with it.
   a. If it is an event held on a single day the pencil icon is displayed.
   b. If the event has multiple dates associated with it, the filing cabinet icon is displayed.
      i. Clicking on the + sign next to the filing cabinet icon will expand that section to show all the days in which the event will be held. See Figure 5 below.

Figure 6 – Manage Events – Multi-day Event Listing

<table>
<thead>
<tr>
<th>Multi-Cultural Student Forum</th>
<th>2/2/2007</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-Cultural Student Forum</td>
<td>2/5/2007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Cultural Student Forum</td>
<td>2/16/2007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Cultural Student Forum</td>
<td>2/23/2007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Cultural Student Forum</td>
<td>3/2/2007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Cultural Student Forum</td>
<td>3/16/2007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Cultural Student Forum</td>
<td>3/30/2007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Cultural Student Forum</td>
<td>4/6/2007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Cultural Student Forum</td>
<td>4/10/2007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Cultural Student Forum</td>
<td>4/20/2007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Cultural Student Forum</td>
<td>4/21/2007</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This shows that the event is being held on the dates above and that each date could be modified to provide specific information for that date.

Note: that if you search for only one date of a multi-day event, you only see that particular day. You don’t see any reference to the other associated bookings. If you search for a partial date range, you only see events in that range. If you accidentally search for the wrong date range and make changes to your event, you might accidentally miss a date.

2. Once you click on the applicable icon to edit an event, the same entry form will be shown as in Figure 2.

3. Events can be deleted by clicking on the checkbox next to the event and then clicking on the Delete button or, if it’s a multi-day event, by clicking on the trashcan icon next to that event.

Changing Your Password

It’s recommended that you change your password at least once every 6 months.

Miscellaneous Notes

- Events imported from EMS can be identified per the following:
  o If you try to edit an event and you CANNOT edit the Title, that’s an indicator that the source of this event is EMS.
  o Please do NOT update events that come from EMS. If you need to make a change to an event that was imported from EMS, please contact Conference and Event Services (see Contact section below).

- Special dates are used for a very specific purpose, namely Religious holidays and Academic Calendar
entries. If you feel there’s a need to enter a special date, see the Contact section below.

- If you haven’t read the MHC Events Calendar FAQ document, please take some time to do so by going to the Links | MHC Events Calendar FAQ on the black menu bar.

**Known Issues**

- Entering a link(s) using the Firefox browser may not appear as clickable links. To correct this use the Insert Link button to add the link instead of typing it in directly.

**Contact**

Questions or comments about the MHC Events Calendar should be directed to this email address: eventsservices@mtholyoke.edu.