How to use the Webtools Calendar
A Step-by-step guide

www.webservices.uiuc.edu

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To begin using the calendar, you must login to Web Services.

Located on the left side of the main page is The Toolbox. Click on Login to The Toolbox.

You will then be prompted to enter your NetID and your NetID (bluestem) password.

The page will be redirected to the Communicator’s Toolbox.
To use the Event Calendar

Creating a New Calendar

After logging in, you will be directed to this page.

Go to the left menu “Toolbox home”.
To create/edit a calendar, click Create/edit.

* Boxed in red in the picture on the left.
Creating a New Calendar

Then click on Create a new calendar.

You should now be able to enter calendar information.

When creating a new calendar, there are three sections to fill:

General
Enter basic calendar information. (*Illustrated Example: Page 6*)

Category Types
Select calendar type. (*Illustrated Example: Page 7*)

Includes
Select other related calendars. Other calendar’s events will appear in this calendar. (Optional)

Remember to save your calendar!
### Illustrated example - Creating a calendar: General

**What is the calendar’s name?**

Enter a calendar name.

**Event Sharing**

- Should other calendars be able to include your events? Select **yes**, if you wish events to appear on other UI calendars. Otherwise select **no**.

- What audience does your Calendar target? Select an audience from the drop-down menu.

**Calendar Directory**

- Publish this calendar in the directory listing? Select **yes**, if you would like the calendar to be searchable from the UIUC website. Otherwise, select **no**.

**Please describe your calendar below.**

Enter a description of the calendar.

**How many events should be displayed on the Event Listing screen?**

Enter number of events to be display on calendar home. Default is set at 20 events.
# Creating a New Calendar

**Illustrated example - Creating a calendar: Category types**

**Academic**
- Colloquiums
- Conferences
- Lecture
- Panel Discussion
- Symposiums

**Placement**
- Career Fair
- Company Presentation
- Interviews
- Job Talk

**Recreation**
- Off-Campus Recreation
- On-Campus Recreation
- Wine tasting

**Sports - Mens**
- Baseball
- Basketball
- Cheerleading
- Cross Country
- Football
- Golf
- Gymnastics
- Tennis
- Track & Field
- Wrestling

**Sports - Womens**
- Basketball
- Cheerleading
- Cross Country
- Golf
- Gymnastics
- Soccer
- Softball
- Swimming/Diving
- Tennis
- Track & Field
- Volleyball

**Entertainment**
- Comedy
- Dance
- Exhibit
- Exploring the Arts
- Film
- Music
- Opera
- Public Tour
- Theater

**Alumni**
- Feature
- News
- Special Events

**Office**
- Faculty Meeting
- Labor Education/Union Programs
- Lunch
- Personal
- Reception

Select relevant Calendar type. If no calendar type is suitable, click [Request a new category type](#).
Creating a New Calendar

Click Save to create calendar.

<table>
<thead>
<tr>
<th>General</th>
<th>Category Types</th>
<th>Includes</th>
<th>Security</th>
<th>Appearance</th>
<th>Privileges</th>
<th>Other</th>
</tr>
</thead>
</table>

**Your calendar has been saved**

After saving calendar, new tabs will appear.

**Event Sharing**

Should other calendars be able to include your events?
- [ ] yes
- [x] no

**Calendar Directory**

Publish this calendar in the directory listing?
- [ ] yes
- [x] no

What audience does your Calendar target?
- Faculty/Staff

Please describe your calendar below.

*Atlas Demonstration Calendar*

How many events should be displayed on the Event Listing screen?
- 20

**Link to the calendar**

*Calendar event listing*

http://webtools.uiuc.edu/calendar/Calendar?callId=1004

*Calendar Grid*

http://webtools.uiuc.edu/calendar/CalendarGrid?callId=1004

**RSS (optional)**

For most calendars, you will most likely have to edit settings for:
- Security
- Appearance
- Privileges
Creating a New Calendar

**Security preferences**

<table>
<thead>
<tr>
<th>Security setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public</td>
<td>The calendar will be public and no login is required. Anyone on the web can view, access and search this calendar.</td>
</tr>
<tr>
<td>University Secured</td>
<td>This type of calendar is secured via HTTPS and bluestem. It can be accessed by anyone at the university with a bluestem netid.</td>
</tr>
<tr>
<td>Group Secured</td>
<td>This type of calendar is secured via HTTPS and bluestem, as well as being required to be part of the selected group. It can be accessed by anyone at the university that is in the pre-defined group.</td>
</tr>
</tbody>
</table>

*(For instructions on How to create a pre-defined group, refer to “Creating groups using the Group Manager”)*

**Other preferences**

Other privileges list additional URLs that can be used to find listings of calendars. For most calendars, *Other preferences* will not require changes.
Creating a New Calendar

Appearance preferences

Below is a dropdown list of calendar skins. When you select a skin from the dropdown list it will give you a preview of what the skin looks like. If you do not see your unit, college or department skin please contact either your webmaster or Web Services.

<table>
<thead>
<tr>
<th>Skin</th>
<th>Screens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urbana-Champaign</td>
<td>apply</td>
</tr>
</tbody>
</table>

**Skin**

Using the drop-down menu, you can select a different skin for your calendar layout.

<table>
<thead>
<tr>
<th>Save</th>
<th>Cancel</th>
<th>View</th>
<th>Grid</th>
<th>ATLAS Demonstration Calendar</th>
</tr>
</thead>
</table>

**Screens**

Screens allow you to add introductory and closing comments to individual screens within the layout by clicking on the blue links.

- **Event List**
  - This screen displays a list of events that result from a search or day, month, or week view.

- **Event Detail**
  - This screen displays the details of an event from every view.

- **Error**
  - If an error is encountered while processing a URL, this screen displays that error and who to contact.
Creating a New Calendar

Privileges preferences

<table>
<thead>
<tr>
<th>Save</th>
<th>Cancel</th>
<th>View</th>
<th>Grid</th>
<th>ATLAS Demonstration Calendar</th>
</tr>
</thead>
</table>

Your calendar has been saved

How to fill in the fields

enter exactly: netid@uiuc.edu, netid@uic.edu or netid@uis.edu

Allow the following individuals to manage the Calendar

add privileges for

Managers

Managers will appear in this box.

Managers have access to add/edit events only.

Enter email for managers.

allow

delete

Allow the following individuals to edit the Calendar

add privileges for

Administrators

Administrators will appear in this box.

Administrators have access to add/edit events and calendar settings.

Enter email for administrators.

To transfer calendar ownership, enter new calendar owner’s email address here.

Transfer ownership of the Calendar to

new owner

re-enter new owner

owner: jmwu2@uiuc.edu

original creator: jmwu2@uiuc.edu
Creating a New Calendar

Remember to save after making all your changes. You can then click View or Grid to see finished calendar in a new window.

View
Shows the calendar layout users will see.

Grid
Shows the calendar in Grid format for the entire month.

Clicking cancel will now return you to the Event Calendar Create/edit main page. You should see the newly created calendar.
Creating/Editing a Calendar

Once the calendar is created, it should appear under Event Calendar > Create/edit. You can return and edit or delete the calendar at any time.

About the calendar tool

This tool creates event calendars that are accessed over the web. Calendars can be managed and/or edited by assigned users. This Calendar tool is not scientific and may be used only for University of Illinois related purposes.

Create a new calendar

The next step is to add and manage calendar events.

Managing events

Select Manage Events under the Event Calendar on the left menu.

The calendar you created should appear. Click add/edit.
Managing events

Under Manage events, you can add, edit, delete and search for events.

<table>
<thead>
<tr>
<th>Search</th>
<th>Privileges</th>
</tr>
</thead>
</table>

**SEARCH FIELDS**

Keyword

Start date

category type

- Show calendar and included calendars' events
- Show this calendar's events only

Filter

Clear

**EVENTS**

<table>
<thead>
<tr>
<th>RSID</th>
<th>Start Date</th>
<th>Start Time</th>
<th>Event Name</th>
<th>Privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>07/21/2006</td>
<td>9:30 am</td>
<td>Example event #1</td>
<td>edit, delete</td>
</tr>
<tr>
<td></td>
<td>07/21/2006</td>
<td>All Day</td>
<td>Example event #2</td>
<td>edit, delete</td>
</tr>
</tbody>
</table>

Note: Do not use the browser’s back button. Click Back on the menu.

**Searches**

You can search through keyword, dates or category type. The more data you enter the more specific the search. Once you enter all the search terms, click Filter. Events will only show events matching the criteria you have searched for. To return to main page, click Back (located near the top of the page).

Example

Start date 7/21/2006 to ________ – lists all events from 7/21/2006 forward.

**Privileges**

Privilege preferences are the same as privilege preferences set for the whole calendar.
Managing events

Adding a New event

To add a new event click on Add (located at top-right corner).

You will be taken to a new page which will allow you to enter the new event data.

When creating new events, you will be prompted to enter the following:

- * Event short title – Event short title will be listed as event title unless Event title field is filled out
- Event title
- Publish event
- Share event
- * Start date
- End date
- Display date
- Time
- End time label
- * Event type
- * Sponsor
- Location
- Search terms
- Event title link
- Registration label – default set as “Registration”
- Registration URL
- Contact phone
- Contact email

Fields marked with a * are required fields. The other fields are optional and can be left blank.

Note: Remember to click Save (top-right corner).
Adding a New event

If event recurs, select the Recurrence tab.

<table>
<thead>
<tr>
<th>Event short title</th>
<th>Enter event short title (for reference)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event title</td>
<td>Enter event title</td>
</tr>
<tr>
<td>Publish event</td>
<td>Yes (with other calendars)</td>
</tr>
<tr>
<td>Share this event?</td>
<td>No (only display in this calendar)</td>
</tr>
<tr>
<td>* Start date</td>
<td>Enter event date(s). Select display date if event date is to be posted on calendar.</td>
</tr>
<tr>
<td>Time</td>
<td>Choose category from drop-down menu</td>
</tr>
<tr>
<td>* Sponsor</td>
<td>Enter sponsor – usually a Department</td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Search terms</td>
<td></td>
</tr>
<tr>
<td>Event title link</td>
<td></td>
</tr>
<tr>
<td>Registration label</td>
<td>Registration</td>
</tr>
<tr>
<td>Registration URL</td>
<td></td>
</tr>
<tr>
<td>Contact phone</td>
<td></td>
</tr>
<tr>
<td>Contact email</td>
<td></td>
</tr>
</tbody>
</table>
Managing events

Adding a New event

Select event occurrence – Weekly or Monthly
Enter **Start Date**
End limit – i.e. number of occurrences
Or **End date**
Then click, **Save Occurrence**

Once you have saved the new event, you can click on:

- Copy – to copy event details for another event
- New – to create another new event
- Cancel – to cancel any edits
- Back – to return to main page
- Calendar – to view calendar
  *Illustrated example on next page*
- Grid – to view calendar in grid format (for the month)
  *Illustrated example on next page*
Managing events

Clicking on Calendar view

ATLAS Demonstration Calendar

Managing events

Clicking on Grid view
Managing events

Illustrated example: Adding a New event

Example: Entering the following event data will create the event below.

<table>
<thead>
<tr>
<th>Event short title</th>
<th>ATLAS Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event title</td>
<td>Atlas Demonstration Exercise Event</td>
</tr>
<tr>
<td>Publish event</td>
<td>yes</td>
</tr>
<tr>
<td>Share this event?</td>
<td>Yes (with other calendars)</td>
</tr>
<tr>
<td>Start date</td>
<td>07/25/2006 to 07/25/2006</td>
</tr>
<tr>
<td>Time</td>
<td>12:00 pm to 1:30 pm</td>
</tr>
<tr>
<td>Event type</td>
<td>Social</td>
</tr>
<tr>
<td>Sponsor</td>
<td>ATLAS Department</td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Search terms</td>
<td></td>
</tr>
<tr>
<td>Event title link</td>
<td></td>
</tr>
<tr>
<td>Registration label</td>
<td></td>
</tr>
<tr>
<td>Registration URL</td>
<td></td>
</tr>
<tr>
<td>Contact phone</td>
<td>(217) 333-6750</td>
</tr>
<tr>
<td>Contact email</td>
<td><a href="mailto:atlas-web@uiuc.edu">atlas-web@uiuc.edu</a></td>
</tr>
</tbody>
</table>

Demonstration Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Jul 25, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>12:00 pm - 1:30 pm</td>
</tr>
<tr>
<td>Sponsor</td>
<td>ATLAS Department</td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:atlas-web@uiuc.edu">atlas-web@uiuc.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td>(217) 333-6750</td>
</tr>
<tr>
<td>Event type</td>
<td>Social</td>
</tr>
</tbody>
</table>
Managing events

When you return to the main page, the events should appear. You can edit and delete existing events from here.

Editing events
Click edit next to the event. You will be taken to the page containing the Event details. Make your changes and then Save.

Deleting events
Click delete next to the event. You will be prompted to confirm you wish to delete the event. Click ok and the event will be deleted.

Summary

Once you have finished creating your calendar and events, you can log out of Toolbox by clicking logout (bottom left-hand menu).

If you have any other questions, please contact atlas-web (atlas-web@uiuc.edu).