

## EVENT CALENDAR

The Event Calendar allows you to display event information either on your organization's Calendar page, the What's New column of your organization's home page, and/or the main page of the County website.

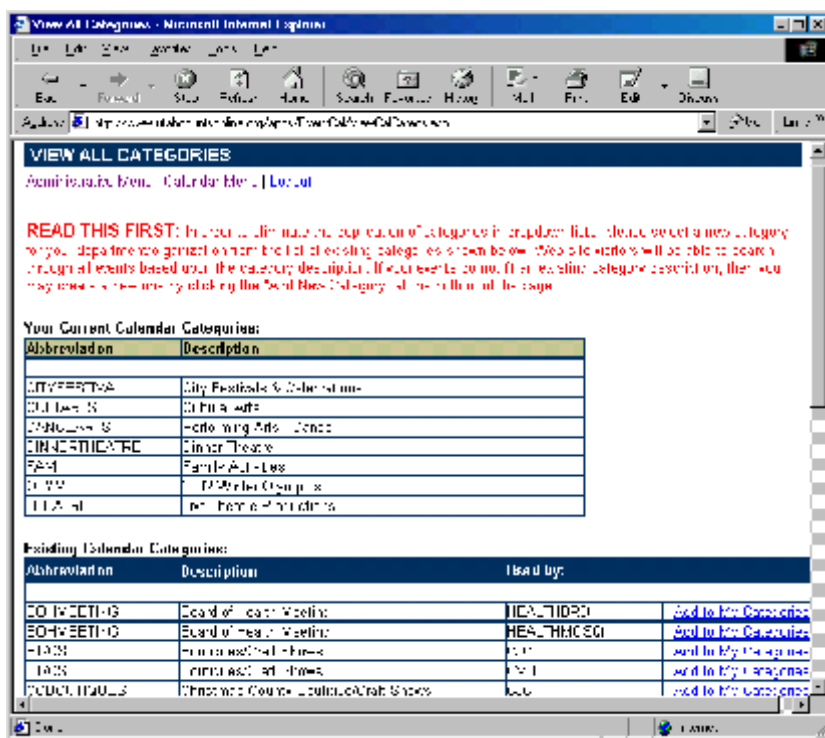
NOTE: Please enter events only of interest to the general public. Save employee-specific events for the Intranet.

After logging in and before entering event information, check the following:

**View Cities.** Review the list of existing cities. If the city of the event you are entering is not in the list, add it using the link at the bottom of the page. Because a city's abbreviation may be tied to existing records, editing or deleting an existing city is not allowed.

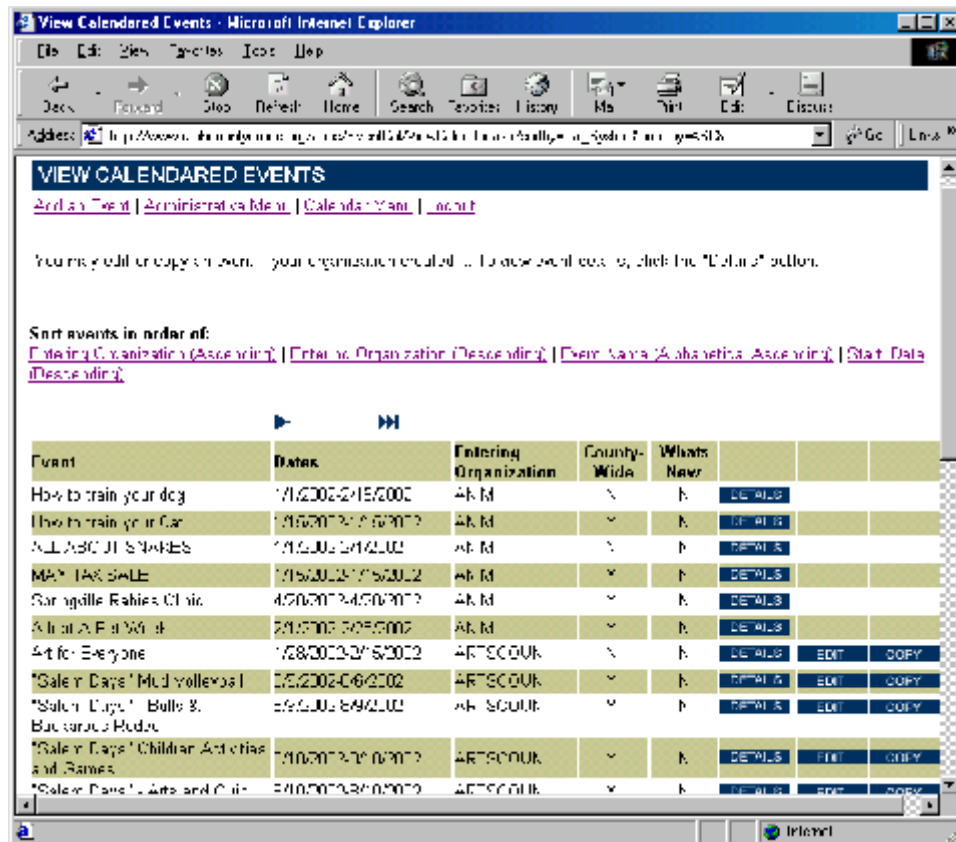
**View Event Facilities.** Review the list of existing facilities. If the facility of the event you are entering is not in the list, add it using the link at the bottom of the page. When adding or editing facilities, do not enter specific rooms or areas within the facility. This is done elsewhere within the Event Calendar application on a event-by-event basis. Because a facility may be tied to existing records, deleting of an existing facility is not allowed.

**View All Categories.** Two lists are displayed: 1) Your organization's categories, and 2) All categories. Please review these lists. In order to eliminate the duplication of categories in dropdown lists displayed to the public, please select a category for your organization from the list of existing categories. If your event does not fit an existing category, then you may create a new one by clicking the "Add New Category" link at the bottom of the page. Follow naming guidelines established in the General Information section of this document.



After checking cities, facilities, and categories, you are ready to enter an event.

**View Calendared Events.** This page displays all events for every organization. Use the sorting options and the navigation arrows to locate a specific event. To view event details, click the Details button. If your organization created the event, the Edit and Copy buttons also display. To Add, Edit (including Delete), Copy, or view Details, press the appropriate link for the event.



**Add an Event.** Enter the information for the event, using the date and phone formats shown. Sponsoring/Producing Organization information can be very helpful in determining whether or not to attend an event. For example, a production of the musical, *Les Miserables*, produced by the local high school will be far different from one produced by a Broadway touring company. Enter this information whenever possible. For the Public Information Phone field, enter a phone number where the inquirer can get detailed information about the event. Do not enter the phone number of the Event Facility, unless that facility also answers questions specific to your event and has agreed to do so.

If your event is of interest to a significant number of visitors to the entire County web site, then select "Yes" in the "Display County-Wide" field. To display the event in the What's New column of your home page, select "Yes" in the "Display in Departmental 'Whats New' Column." Your event will display there if it is in the top five events (in order of date) for your organization.

**Event Details.** This page displays all the details for the event. If this event record was created by your organization, Add and Edit buttons display, providing data entry and editing for the details displayed. Click an Add button to add an associated detail. Once a detail has been added, the Edit button for the detail appears. Use the Edit button to change the associated detail or delete the detail altogether.

**EVENT DETAILS**

[View: Events](#) | [Administration](#) | [Users](#) | [Calendar](#) | [Help](#) | [Logout](#)

**NOTE:** You must associate the event with an Event Category for your department. To do so, click the appropriate "Add" button.

Event ID No.	229
Event Name	Art for Everyone
Dates	07/07/2007-07/08/2007
Sponsor/Producer	San County Cultural Arts Committee
Location	San Jose Japanese Theatre University Parkway Room 8202
Public Info. Phone	408-456-7891
Event Web Site	http://www.sanjoseart.org/art
Event Description	Lecture series capturing the role of the arts in the lives of people of all ages groups.
Other	
Display County Website?	Y
Website Name	

Associated Event Categories **ADD**

Calendar Site **EDIT**

Location Free-Admission **DELETE**

**Event Categories.** The most important of the event's details is the Event Category. **YOU MUST ASSOCIATE THE EVENT WITH AT LEAST ONE CATEGORY.**

**Date/Time/Rate Details.** Use this form to enter rates and/or times which may vary by day of week, date, or time. You can enter as many Date/Time/Rate Detail records as you have variances in those details.

**Event Contacts.** Use this form to enter information about event contacts. Event contact information does not display anywhere on the web site. This feature is provided as a courtesy to enable you to get further information for this event now or in the future.

**Update or Delete an Event.** Use this page to make changes to an event that has already been entered. Deleting an event will also delete any associated details.

**Copy a Calendared Event.** Use the Copy feature to copy a past event. Then change the dates to create a new event. The copy feature does not copy any associated categories or details (on the assumption the category and/or details change from year to year).