

Administrative Functions - Events

Sample High School Add/Edit/Delete Event

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REQUIRED - You CANNOT enter events with the same Date, Name, Start Time as an existing event.
Event Date Event Name

If you want to enter an event spanning more than 1 day- save the event, then just change the date and save the event again. Repeat this for each day

Leave BLANK for an all-day event Start Time End Time

PDF Link (Will be used in event name). The PDF document must have already been uploaded.

Icon - Select Icon - and/or A picture - Select Image - Picture width 75

View Pictures (A picture width of 25 is the same width as an icon)
If a picture is selected, the icon will be replaced by the picture.

Sequence 0 This is the order in which multiple events on the same date will appear

Event ID: Use only for editing or deleting Delete this event
You can edit or delete an existing event by adding an existing Event ID.
Check the Delete this event if you wish to remove the event.

Text Colour 000000 Background Colour FFFFFFFF


Details

You will only see some of these menu functions if your account has been given access to one or more of these functions.




Event are different from notices. They are linked to the calendar and are always displayed on the calendar during the month they happen. Viewers can see events from previous months. Notices, on the other hand, disappear after they have expired.

Display Calendar for Printing

This button will remove some items so that the calendar will look better when printed. Use Landscape mode and Scale to 80% to fit on 1 page.

October 2009 10 2009 Sample High School 

Type of Event

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13  Event 2  Event 2 again	14	15	16	17
18	19	20	21	22	23  Event 3	24

Adding/Editing/Deleting Events

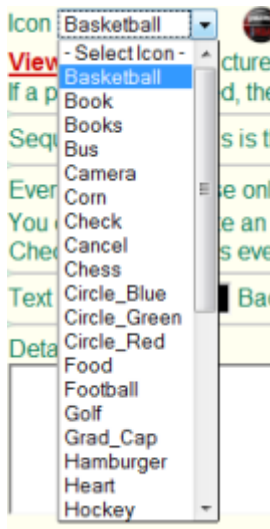
You can only add events; you cannot edit them directly. You can however overwrite an existing event with another one that has the same **Event ID**. You can delete an event.



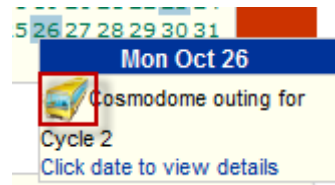
The screenshot shows a web-based event management interface. At the top, a yellow banner contains the text: "REQUIRED - You CANNOT enter events with the same Date, Name, Start Time as an existing event." Below this, there are input fields for "Event Date" and "Event Name". A "Save" button is visible. The main part of the interface is a calendar grid for the months of April, May, June, and July 2019. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates. A small calendar window is open, showing the date 20 selected. Below the calendar, there are several form fields: "Leave BLA...", "PDF Link (v...", "Icon - Select", "View Pictu...", "If a picture i...", and "Sequence". A "Done" button is located at the bottom right of the form area.

The first entry will be the date of the event. Clicking in the event date window or on the little calendar will open a window that will allow you to

select the date of the event. You cannot span events over several days. The only way to span events over more than 1 day is to repeat the event for each day. This is not very common for schools so should not pose serious problems.

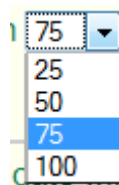


The next step is to select a small icon that will appear beside the event on the event tip. There are quite a few of these. You can email me others to add to the collection

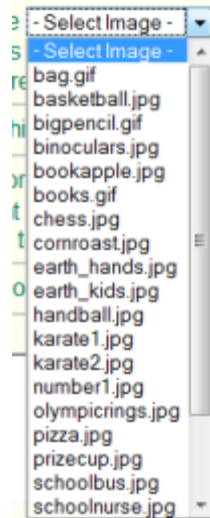


You can also select a larger picture for the large calendar. There are only a few at present but you can email me more.

Next you select the picture on the large



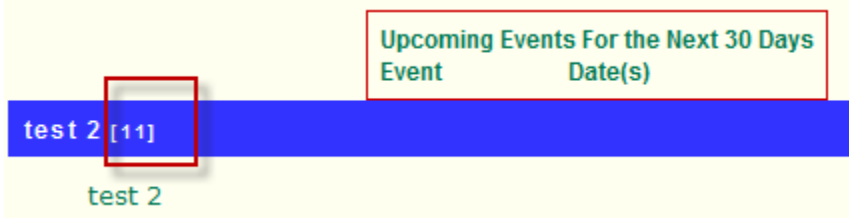
size of the calendar.



You can now add the name of the event, as well as the start and end time. If you do not enter a start or end time, it is assumed that it is an all-day event. You cannot enter an ending time earlier than a starting time.

You can also select the text and background colours. Make sure there is a high contrast between the text and background.

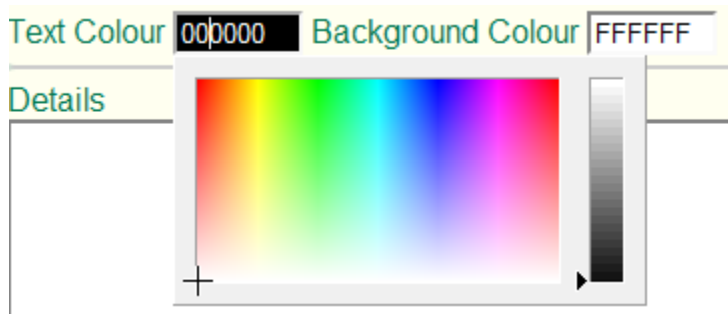
If you wish to update or delete an event, you can use the Event ID.



If you update the event, you must re-enter ALL the data since the previous event information will be overwritten with the new information.

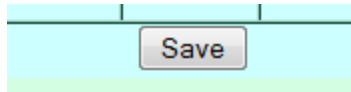
You can delete an event by entering the Event ID and checking the Delete this event.



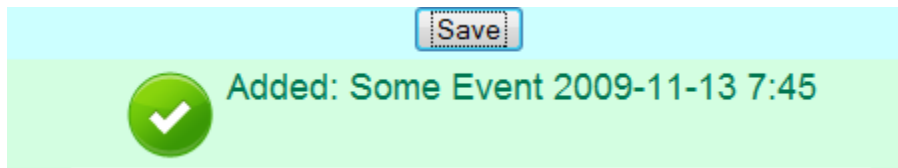


You can select the text colour and the background colour. Just make sure there is enough contrast between the 2 colour.

The colour of the Event Name and the Details will change when you select the colour.



When you have finished entering, editing or deleting you events, click the save button.



The result(s) will appear below the Save button. This will let you know if the

event was saved, updated or deleted.

Remember you can only edit or delete your own events.

You can enter a value between 0 and 99. This will determine the order in which events on the same date will appear.

Linking a PDF Document to an Event

PDF Link (Will be used in event name). The PDF document must have already been uploaded.

You can link a **previously** uploaded document to an event. Just select the document from the drop down list.

The link will appear as shown below:

Upcoming Events For the Next 30 Days

Fri May 14 Close

[English Exam, Sec 5 9:45](#) [95]

<input checked="" type="checkbox"/> Ped Day [92]	Fri, May 7, 2010
<input checked="" type="checkbox"/> English Exam, Sec 5 9:45 [95]	Fri, May 14, 2010

The PDF document will be displayed in a new window.