Adding a WebCalendar Event

This tutorial explains how to add an event to their calendar. To be able to do this, they must have successfully logged into their calendar.

Step One: Log into your calendar or use the general event submission link

- If you are a calendar manager, log in to your calendar.
- If you do not have a calendar, you can click on the 'submit an event' link at the top of any WebCalendar page.

Step Two: Enter the Main Category Information

1. Calendar Name- contains the name of the calendar this request is being submitted to. If this is not correct, then you should log out, and re-log back in.
2. Image Option- allows uploading of an image. Image must be either .gif, .jpg or .jpeg. You should try to keep images 72 dpi (screen resolution), and less than 15k, or the image will take too long for people to load it onto their computer.
3. Category Selection- Selecting the appropriate categories will help your entry target audiences interested in specific topics.
   - User-defined Categories- Each calendar can have separate sub-categories. For instance, a department can have categories for 'faculty/staff info' and 'Extra-curricular Opportunities''
   - Base-Categories- These are used to post to different areas of interest around the WIU Web. These are audience specific. The more categories you post to, the wider your potential audience.

Details of Event
1. **Title**: The whole title of the event.
   - Guidelines: Avoid Acronyms. You might know what NCATE means, but chances are, the public does not. Spell it out.
   - Use proper names. "The Department of Health Sciences", not "Health Sciences Department".
   - Check spelling and grammar.
2. **Short Title**: Try to keep it on two lines or less.
3. **Start Date**: Required. If the event is only on one day, the date of the event.
4. **End Date**: Not required, but good for repeating event.
5. **Location**: Be specific. Give proper names of buildings and room numbers.
6. **Start Time**: Required. Make certain this is filled out correctly, including whether or not the event is 'am' or 'pm'. Please note- many mistakes in entries are due to this item being mis-entered.
7. **End Time**: Not required.

**Detailed Contact Information**
1. **Description** - Ideally, this should be the same information you would expect to see on a press release.
   - Note- NEVER ENTER HTML CODE IN THIS INFORMATION. This will cause your entry to throw a server error and be unreadable/uneditable.

2. **Contact name** - A contact name should ALWAYS be entered so viewers/press members know who to go to for further information.

3. **Contact Phone** - Should almost always be a WIU number.

4. **Contact e-mail** - Should be a department email whenever possible.

5. **URL** - You must include the http:// in the url or it will not be linked properly.

6. **URL Display Text** - Use proper names.

7. **FYE Request** - If you want this to the evaluated for FYE credit, please allow 2 - 3 weeks for processing.

8. **Add Event** - Posts this to your calendar. CHECK YOUR INFORMATION FIRST before hitting this button.

**NOTE: Adding an Event to the WIU Homepage**

Events can only be added to the WIU home page by University Technology – Web Services. By default, events are automatically submitted for approval. If you wish to have an event appear on the homepage, submit it to the calendar.