Using the College-wide Event Calendar

The College of the Liberal Arts: Guide to using the College-wide event calendar service

CONTENTS

ACCESSING THE EVENT CALENDAR

Navigate to the events calendar by either:

1. Clicking on the "*Events*" tab at the top right corner of the College of the Liberal Arts website, (http://la.psu.edu)
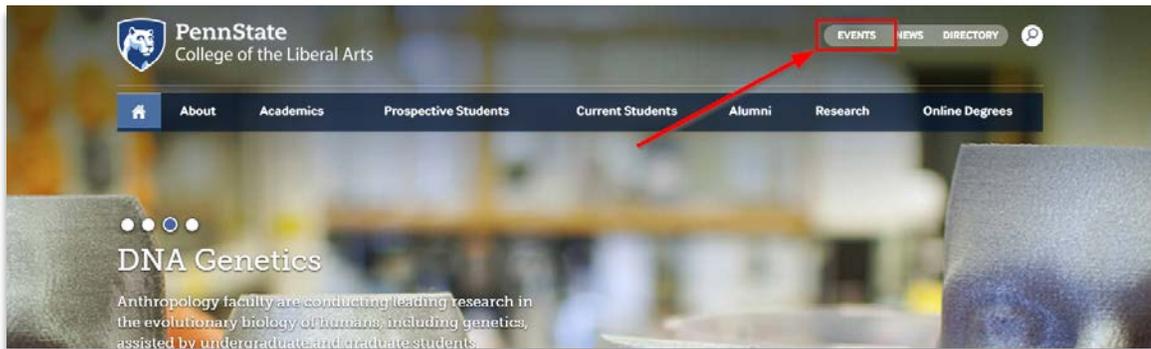
2. Or, going directly to http://events.la.psu.edu.

LOGGING IN

Before you can submit events to the calendar, a member of the Web Team will need to add you and give you the proper permissions. To set up an account, contact us at lahelpdesk@psu.edu with Subject link BLAH BLAH

HOW TO LOG IN

The login button is in the upper right area of the screen. This is a separate login from the Liberal Arts main website.
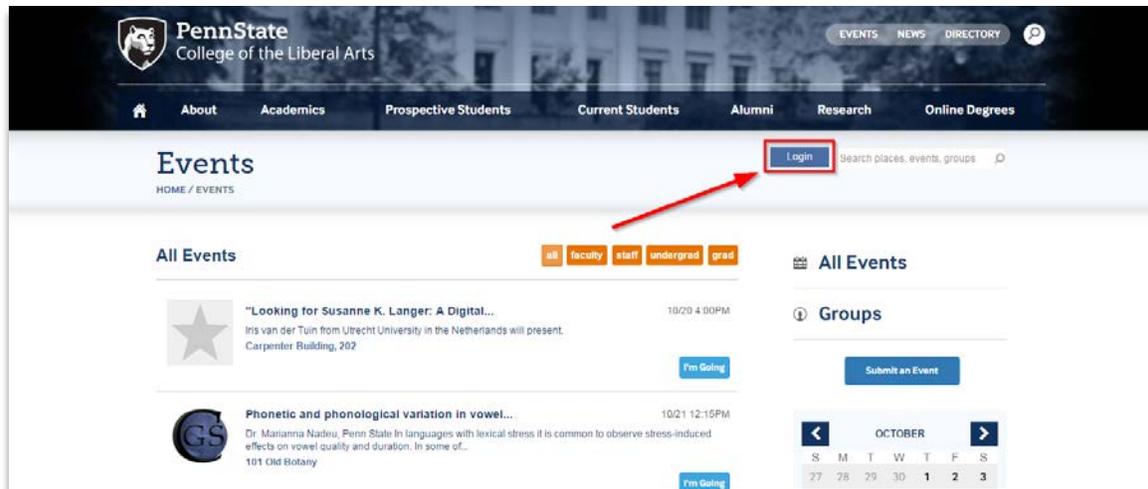
After clicking the "*Login*" link, either a pop-up will appear or you will be taken to a log in screen where you can enter your Access Email Address and Password. ***Note: You will have to set-up a password specifically for the calendar. This does not use webaccess to login.***
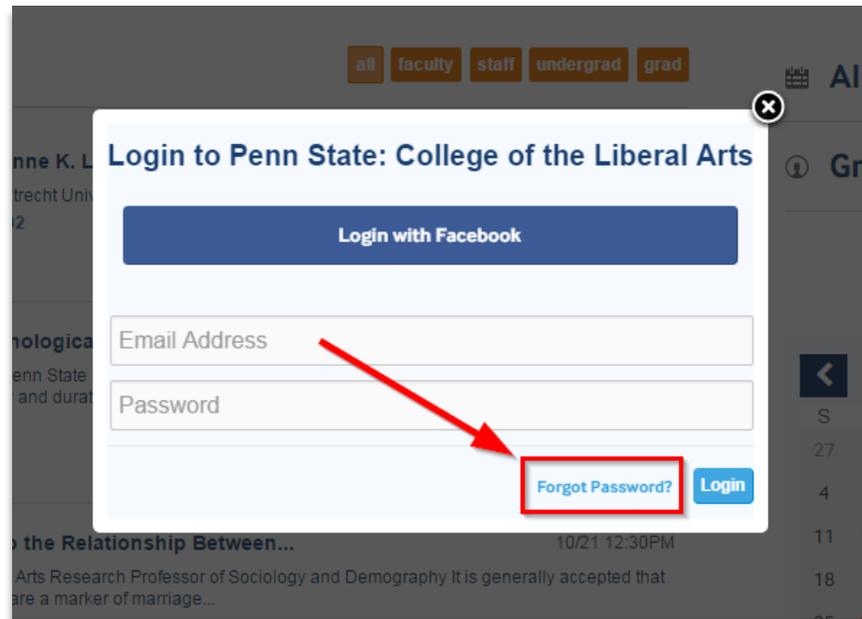

When you have successfully logged in, a menu will appear in place of the "Login" button.

RESETTING YOUR PASSWORD

If you have forgotten your password, you can reset them yourself.   Click on the *"Login"* button. At the bottom of the box, click on "*Forgot Password?*"

On the Lost Password page, put in your email address and click on "Send Me Help!" button. You should receive an email with a link to reset your password.
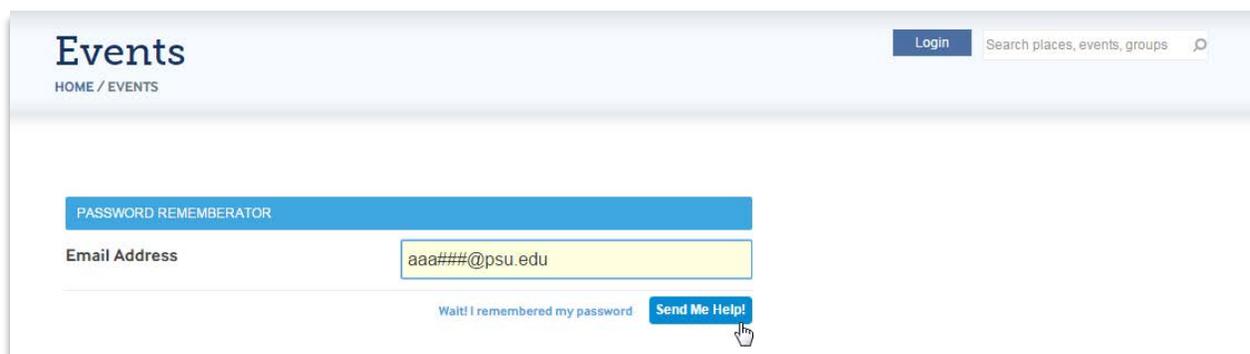
If you do not receive an e-mail within 24 hours, contact the Web Team for further assistance.

ADDING AN EVENT

Click on the "Submit an Event" button to get started.

You will be taken to another page with a form. Enter the details of your event. When you are done, click the "Add Event" button to save your event.

You will see an "Event Saved" box confirming you have successfully saved your event.
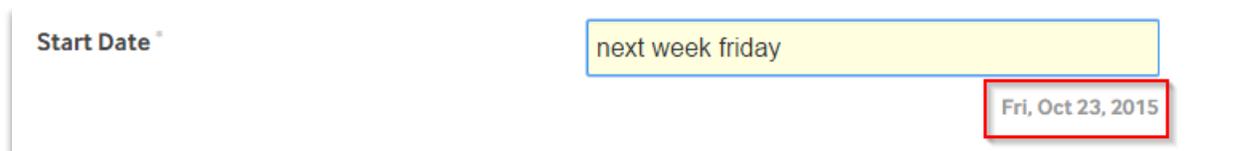
The Add Event page has a several features to help make the process easier. We will explain in detail below.

## FILLING OUT THE FORM

START DATE

The Start Date box is very flexible and will take a number of options in addition to a standard date such as "Tomorrow", "Next Month", and "Oct 2". The actual date being submitted will be confirmed under the date box in bold.

START TIME & END TIME

The Start Time and End Time boxes are also very flexible and will take options such as "now", "1 hour", and "6p". The actual time being submitted will be confirmed under the box in bold.
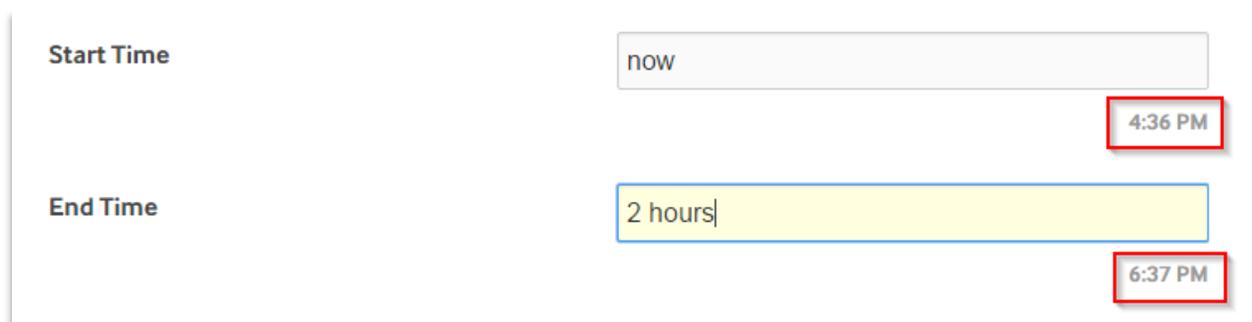

RECURS – RECURRING EVENTS

The Recurs option allows you to set up recurring events. It also gives you the ability to remove particular dates and tweak the times of these events all from the same page.

1. Choose how frequently the event will repeat.

2. Enter an End Date for these recurring events.
   a. If you chose "Daily Until", choose on which days of the week you'd like the event to repeat on.
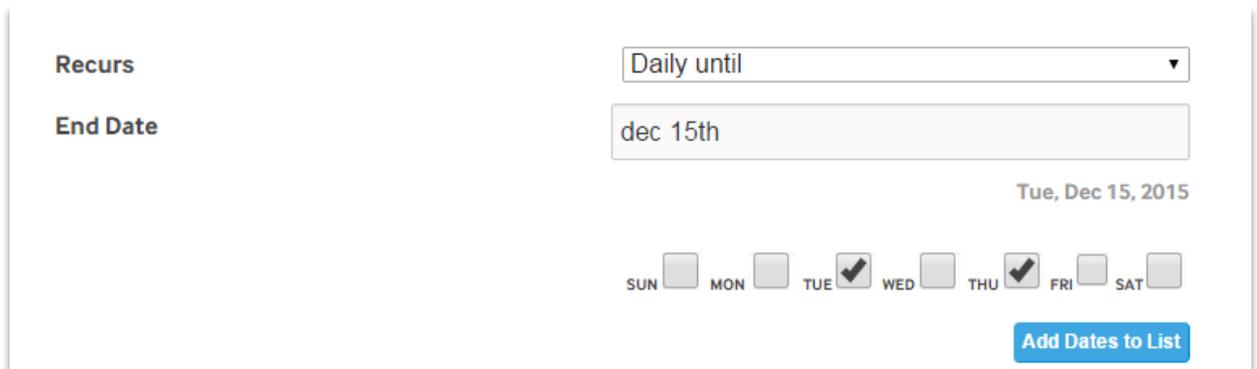
3. Click on the "Add Dates to List" to view a list of recurring events.

Recurs Daily until ▾

End Date dec 15th

Tue, Dec 15, 2015

SUN ☐ MON ☐ TUE ☑ WED ☐ THU ☑ FRI ☐ SAT ☐

Add Dates to List

Tue, Oct 20, 2015 4:36 PM - 6:37 PM   ✏ 🗑

Thu, Oct 22, 2015 4:36 PM - 6:37 PM   ✏ 🗑

Tue, Oct 27, 2015 4:36 PM - 6:37 PM   ✏ 🗑

Thu, Oct 29, 2015 4:36 PM - 6:37 PM   ✏ 🗑

Tue, Nov 03, 2015 4:36 PM - 6:37 PM   ✏ 🗑

Thu, Nov 05, 2015 4:36 PM - 6:37 PM   ✏ 🗑

4. To remove a date from the list, click on the Trash Can Icon (🗑) next to that date.

Tue, Oct 20, 2015 4:36 PM - 6:37 PM   ✏ 🗑

Thu, Oct 22, 2015 4:36 PM - 6:37 PM   ✏ 🗑

Tue, Oct 27, 2015 4:36 PM - 6:37 PM   ✏ 🗑

5. To change the times for a specific date, click on the Pencil Icon (✏) next to the date.

An area to modify the Start and End Times will appear.

EDITING AN EVENT

Once you have submitted an event, you also have the ability to further modify or delete the event. *Note: You may only make changes to an event you have created. If you need changes made to or to delete an event you did not create, please contact the Web Team for assistance.*
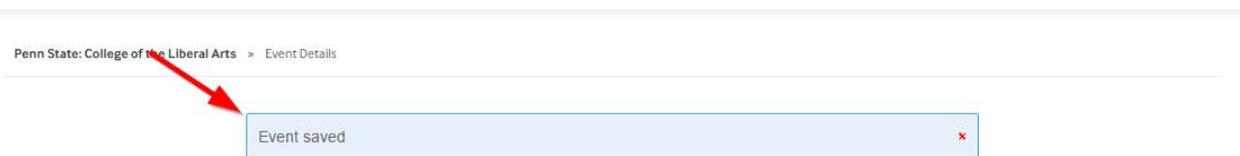
MODIFYING AN EVENT

1. Navigate to you event. On the event page, click on the "Edit Event" button.
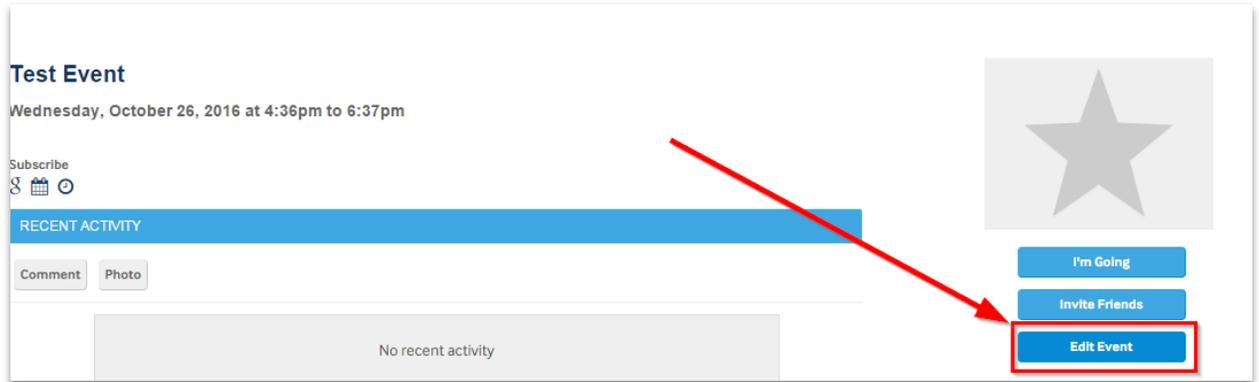
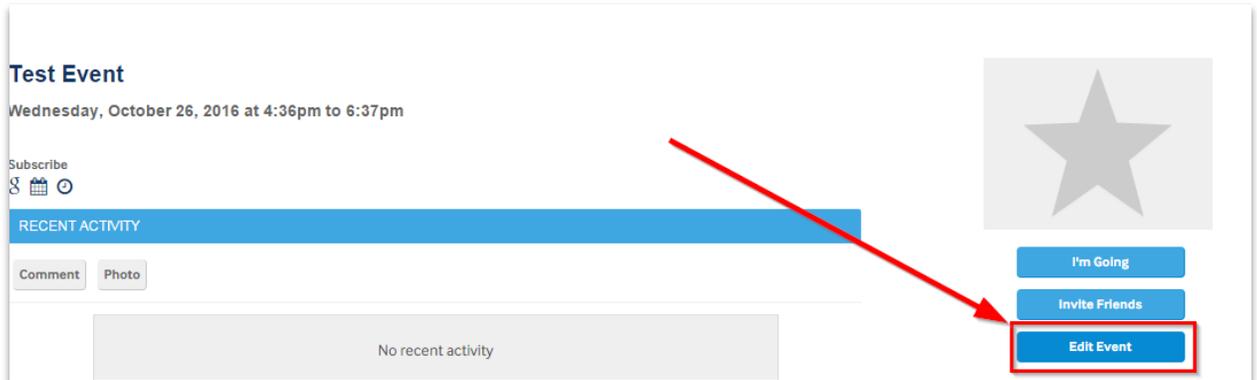2. Make desired changes then click on the "Save Event" button to save your changes.

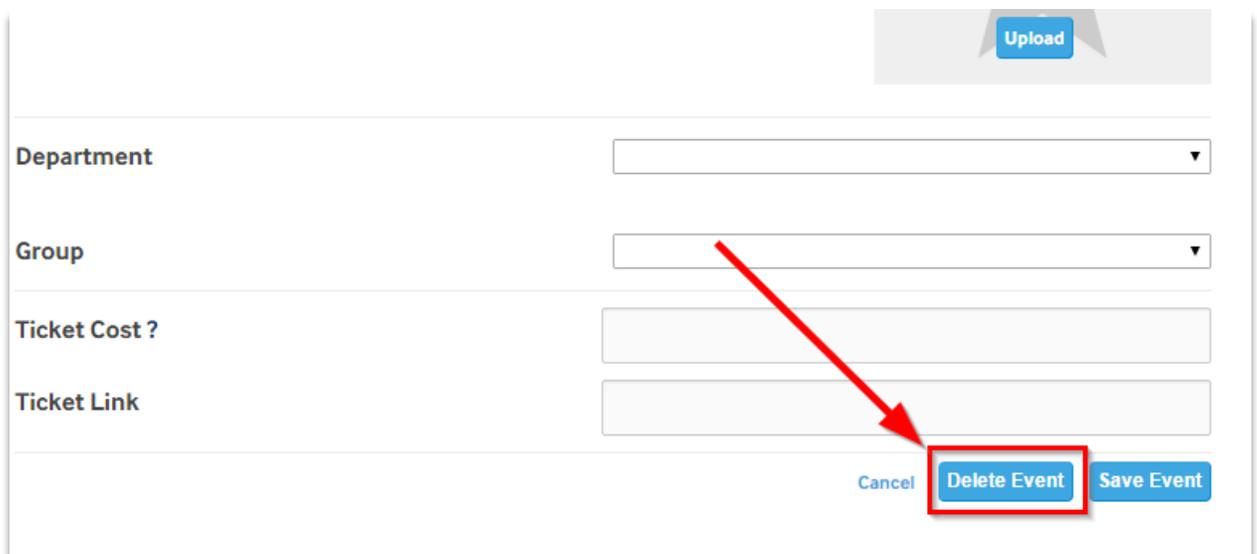3. You will see an "Event Saved" box confirming you have successfully saved your event.
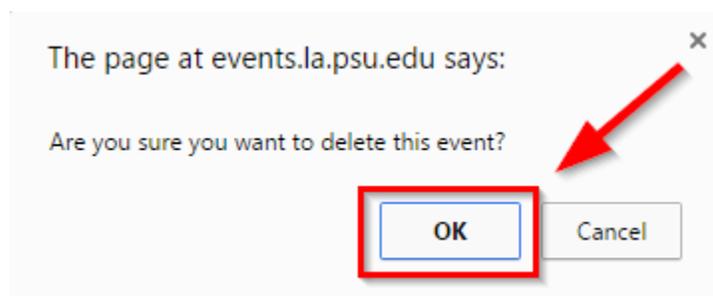

REMOVING AN EVENT

1. Navigate to you event. On the event page, click on the "Edit Event" button.

2. Scroll to the bottom of the page and click the "Delete Event" button.

3. A box will pop-up confirming whether you would like to delete this event. Click OK to continue. *Note: This is a browser pop-up and may look different than the one pictured below.*

4. You have successfully removed the event.