

Using the College-wide Event Calendar

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

REFERENCE GUIDE

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2015 – 10 - 26

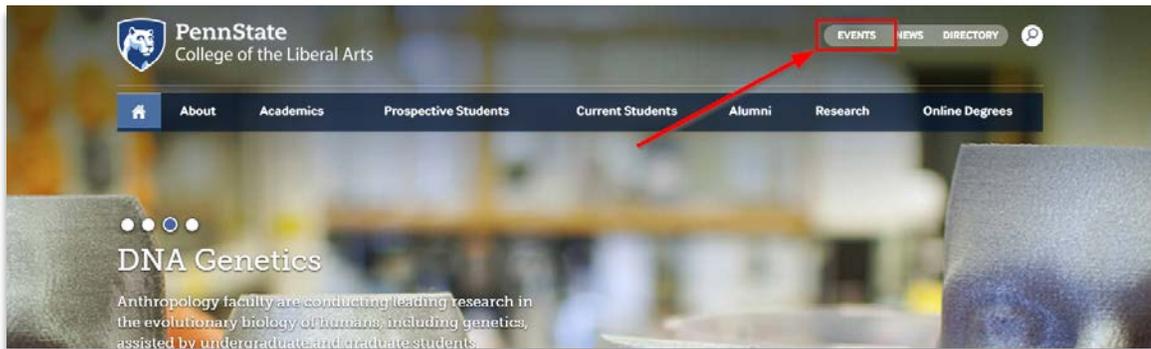
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ACCESSING THE EVENT CALENDAR

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, \(http://la.psu.edu\)](http://la.psu.edu)



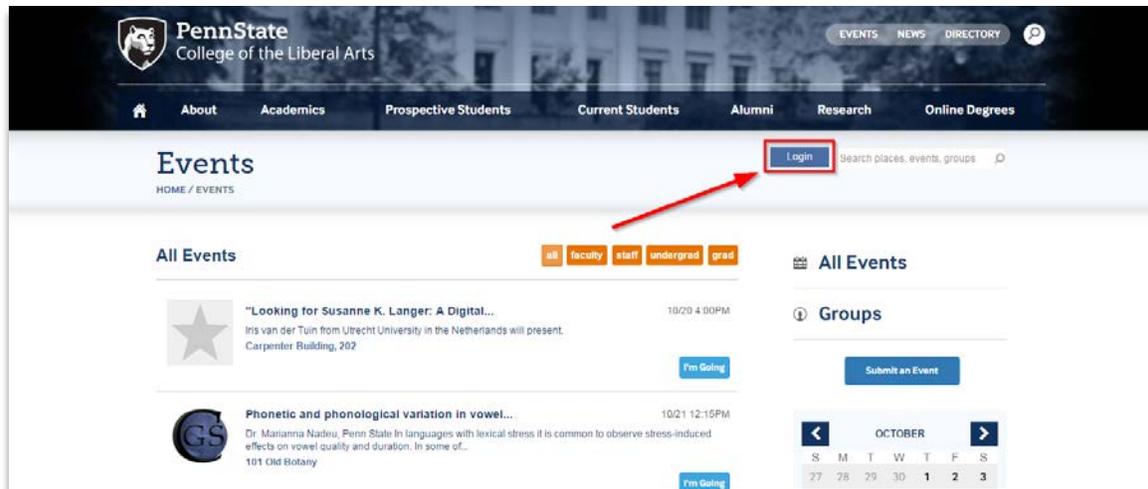
2. Or, going directly to <http://events.la.psu.edu>.

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.*

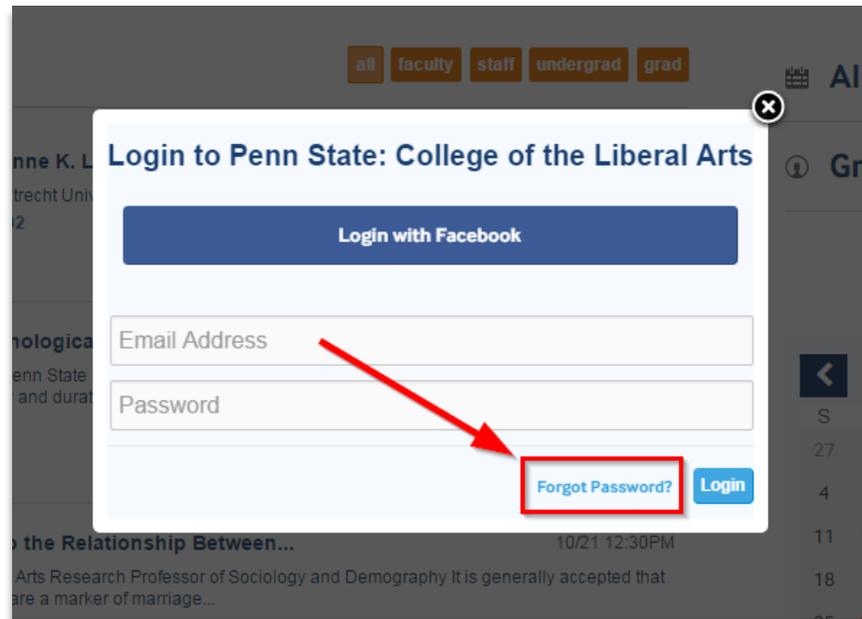


When you have successfully logged in, a menu will appear in place of the "Login" button.

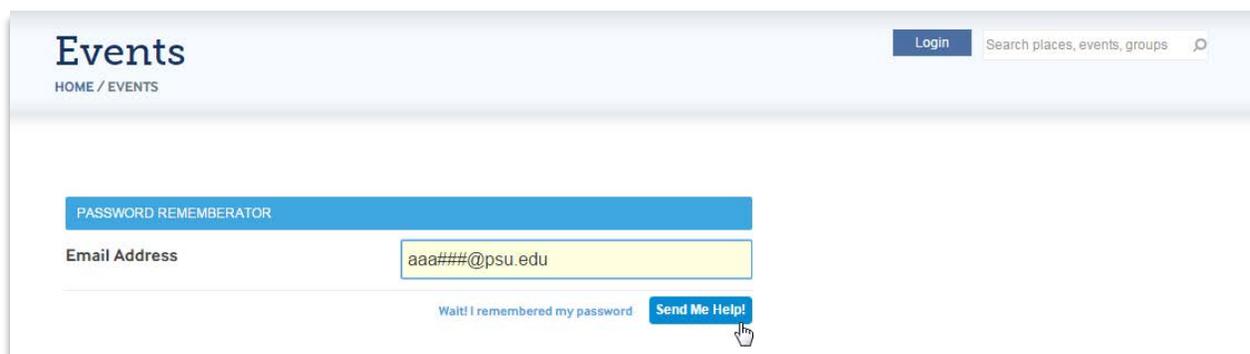
The screenshot shows the Penn State College of the Liberal Arts website. At the top, there is a navigation bar with links for "EVENTS", "NEWS", and "DIRECTORY". Below this is a secondary navigation bar with links for "About", "Academics", "Prospective Students", "Current Students", "Alumni", "Research", and "Online Degrees". The main content area is titled "Events" and includes a search bar with the text "Search places, events, groups". A red box highlights the user profile area, which contains a person icon, the text "Me", and "My Plans". A red arrow points from the left towards this box. Below the search bar, there are filters for "All Events" with categories: "all", "faculty", "staff", "undergrad", and "grad". A list of events is shown, with the first one titled "Looking for Susanne K. Langer: A Digital..." and dated "10/20 4:00PM". There are buttons for "I'm Going" and "Submit an Event".

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.

The screenshot shows the Penn State College of the Liberal Arts Events page. The page features a navigation bar with links for About, Academics, Prospective Students, Current Students, Alumni, Research, and Online Degrees. Below the navigation bar, the 'Events' section is displayed, including a search bar and a filter menu with options like 'all', 'faculty', 'staff', 'undergrad', and 'grad'. Two event listings are visible: one titled '"Looking for Susanne K. Langer: A Digital...' and another titled 'Phonetic and phonological variation in vowel...'. A red arrow points to the 'Submit an Event' button, which is highlighted with a red box. To the right of the event listings, there is a 'Groups' section and a calendar for the month of October.

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.

Penn State College of the Liberal Arts

EVENTS NEWS DIRECTORY

About Academics Prospective Students Current Students Alumni Research Online Degrees

Events

HOME / EVENTS

Penn State: College of the Liberal Arts > Annette Lewis's Dashboard > Add a public event

Event Name

Description

Start Date

Start Time

End Time

Recurs

Event Place

Room

Address

ADDING AN EVENT

It's so easy! Enter as much information as you can and click 'Add Event'. We'll take care of the rest. You can make changes to any events you add until they are verified by our staff.

BATCH EVENT ADD

Need to add a bunch of events at once? [Contact us](#) for instructions!

Department

Group

Ticket Cost ?

Ticket Link

You will see an “Event Saved” box confirming you have successfully saved your event.

Penn State: College of the Liberal Arts > Event Details

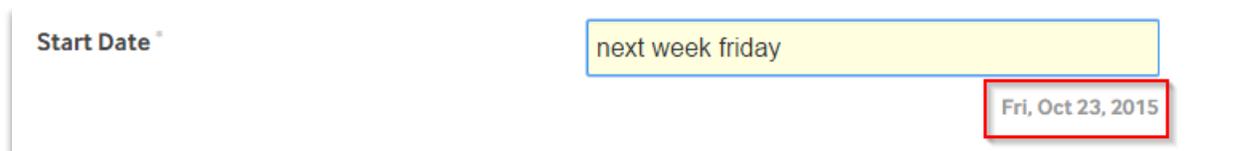
Event saved ✕

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

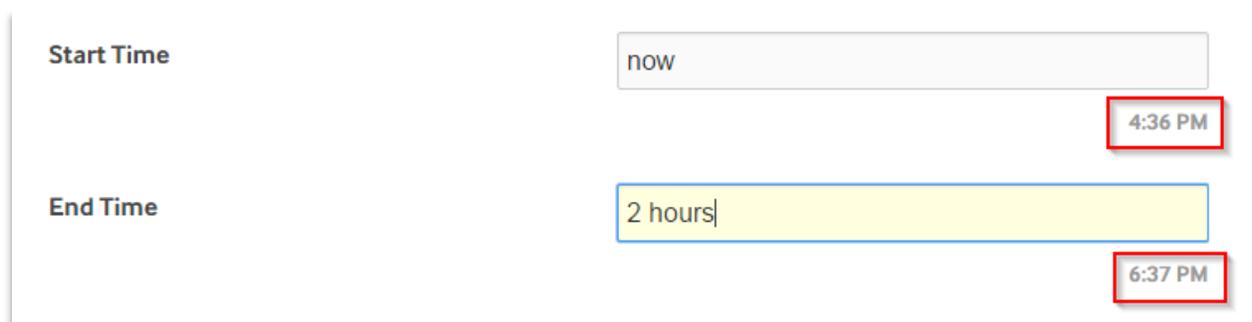
The Start Date box is very flexible and will take a number of options in addition to a standard date such as “Tomorrow”, “Next Month”, and “Oct 2”. The actual date being submitted will be confirmed under the date box in bold.



The screenshot shows a form field labeled "Start Date". The input box contains the text "next week friday". To the right of the input box, there is a small box containing the text "Fri, Oct 23, 2015" in bold, which is highlighted with a red border.

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.



The screenshot shows two form fields. The first is labeled "Start Time" and contains the text "now". To its right is a confirmation box with the text "4:36 PM" in bold, highlighted with a red border. The second field is labeled "End Time" and contains the text "2 hours". To its right is a confirmation box with the text "6:37 PM" in bold, highlighted with a red border.

RECURS – RECURRING EVENTS

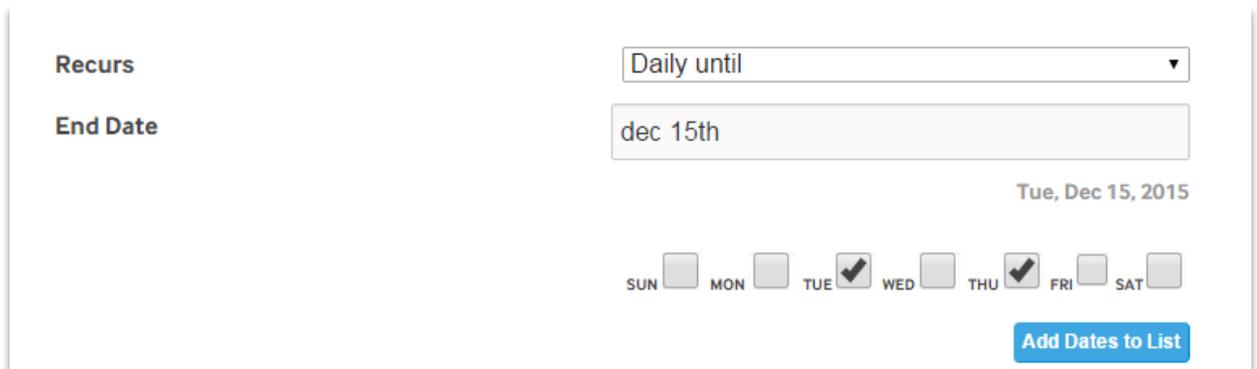
The Recurs option allows you to set up recurring events. It also gives you the ability to remove particular dates and tweak the times of these events all from the same page.

1. Choose how frequently the event will repeat.



A screenshot of a web form showing the 'Recurs' dropdown menu. The 'Recurs' label is on the left, and the dropdown menu is open, displaying four options: 'Never', 'Daily until', 'Weekly until', and 'Monthly until'. The 'Never' option is highlighted in blue. Below the dropdown menu, there is a small button labeled 'Add Dates to List'.

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.



A screenshot of a web form showing the 'Recurs' and 'End Date' fields. The 'Recurs' dropdown menu is set to 'Daily until'. The 'End Date' field contains the text 'dec 15th'. Below the 'End Date' field, the date 'Tue, Dec 15, 2015' is displayed. At the bottom, there is a row of checkboxes for the days of the week: SUN, MON, TUE, WED, THU, FRI, SAT. The checkboxes for TUE and THU are checked. Below this row is a blue button labeled 'Add Dates to List'.

3. Click on the “Add Dates to List” to view a list of recurring events.

Recurs

End Date

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.

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	 

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

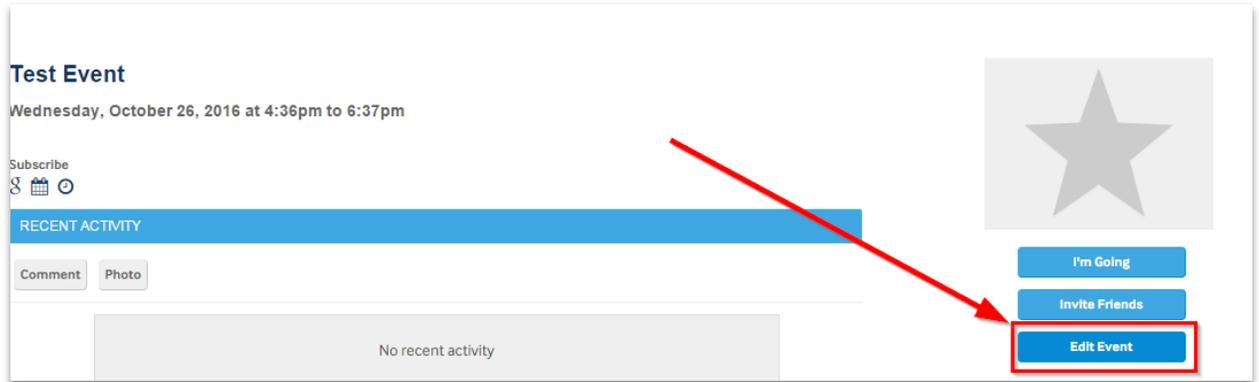
Thu, Oct 22, 2015 4:36 PM - 6:37 PM	
Start Time	<input type="text" value="1 hour"/>
	5:58 PM
End Time	<input type="text" value="6:37 PM"/>
	6:37 PM
	<input type="button" value="Cancel"/> <input type="button" value="Update"/>

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

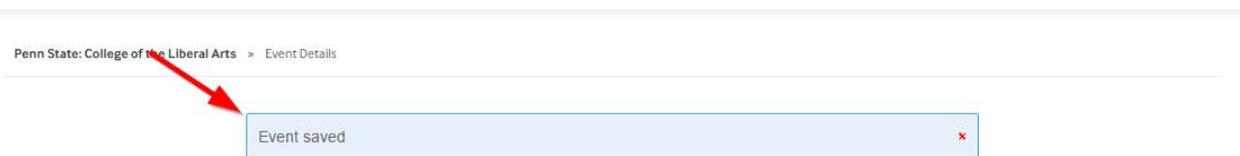
1. Navigate to your event. On the event page, click on the “Edit Event” button.



2. Make desired changes then click on the "Save Event" button to save your changes.

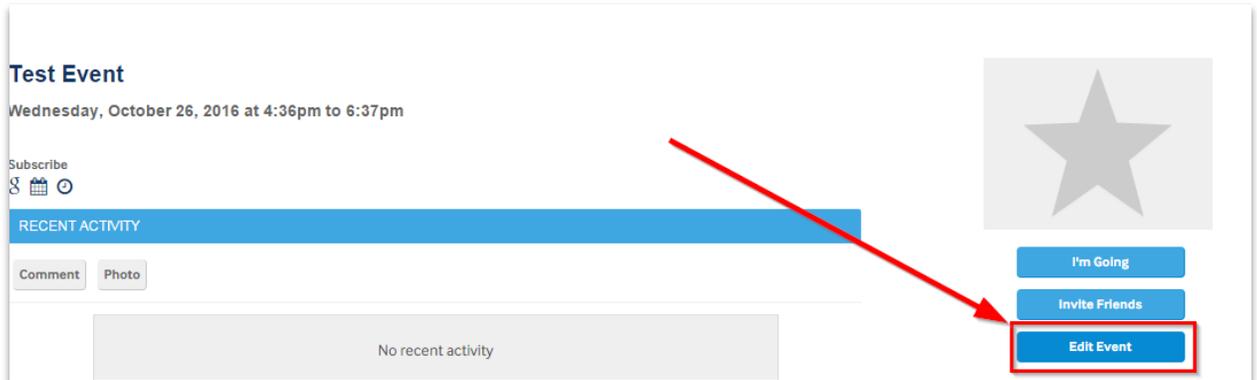
The screenshot shows the editing form for an event. At the top right is an "Upload" button. Below it are four input fields: "Department", "Group", "Ticket Cost ?", and "Ticket Link". At the bottom right of the form are three buttons: "Cancel", "Delete Event", and "Save Event". A red arrow points from the "Group" field down to the "Save Event" button, which is highlighted with a red rectangular box.

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

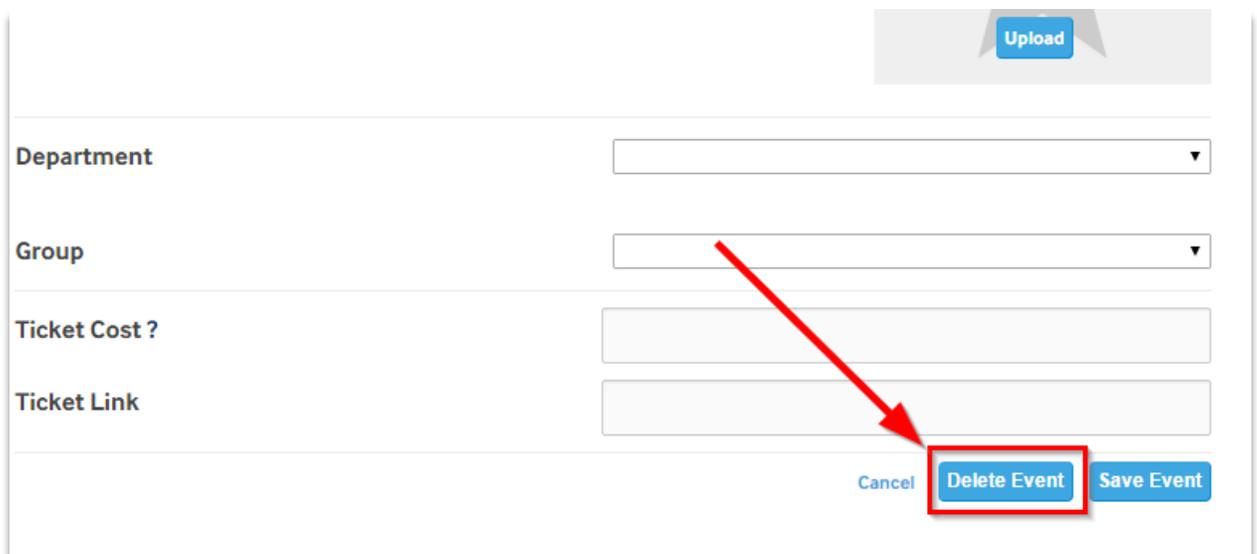


REMOVING AN EVENT

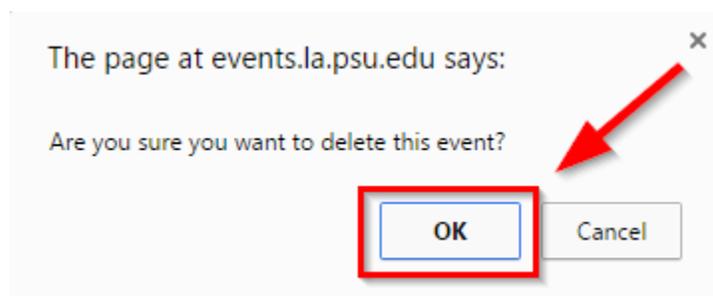
1. Navigate to your event. On the event page, click on the "Edit Event" button.



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.