

Montgomery College

Montgomery College OIT Guide to Online Events Calendar

Online Calendar Reference

OIT

8-30-2018

CONTENTS

Calendar Instructions 2

Which Calendar Do I Use? 2

SIGN In..... 3

Create an Event..... 4

ENTER YOUR EVENT INFORMATION 5

ADD DETAIL 5

OPTIONAL REFINEMENTS 6

SAVE AND SUBMIT 7

SIGN Out..... 8

CALENDAR INSTRUCTIONS

The Montgomery College Events Calendar is intended for use by Montgomery College Employees.

WHICH CALENDAR DO I USE?

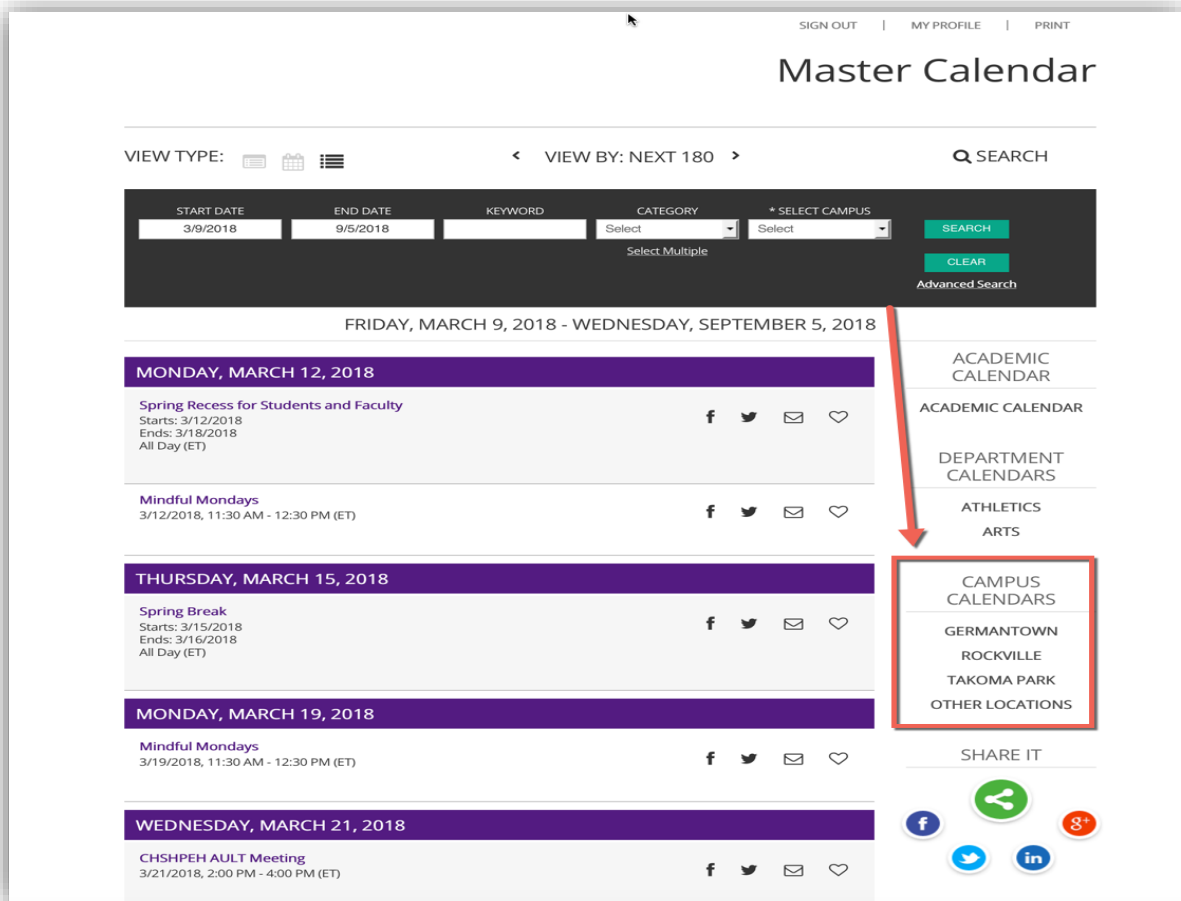
There are four MC Events Calendars: one for each campus (Germantown, Rockville, Takoma Park/Silver Spring) and one for “other locations.”

Before you sign in, choose the campus where your event will take place and click on that location link. For example, if your event is being held on the Rockville Campus, you should click on the link for the Rockville Campus Calendar.

Note: Events on multiple campuses must be entered on each campus calendar individually.

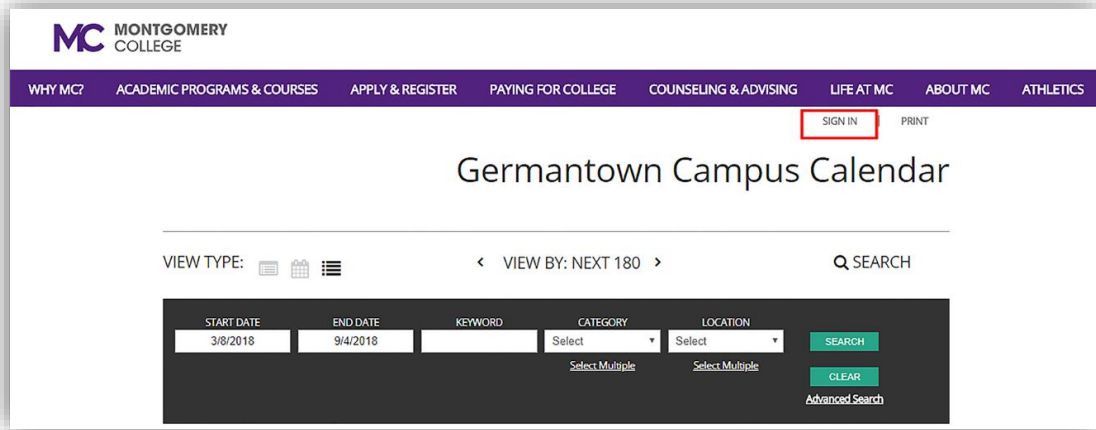
Events from all campuses are automatically aggregated into the Master Calendar, so users looking at that calendar will see all the events from all campuses and locations.

Note: You cannot add events to the Master Calendar directly, so do not try to sign in before choosing the appropriate location.



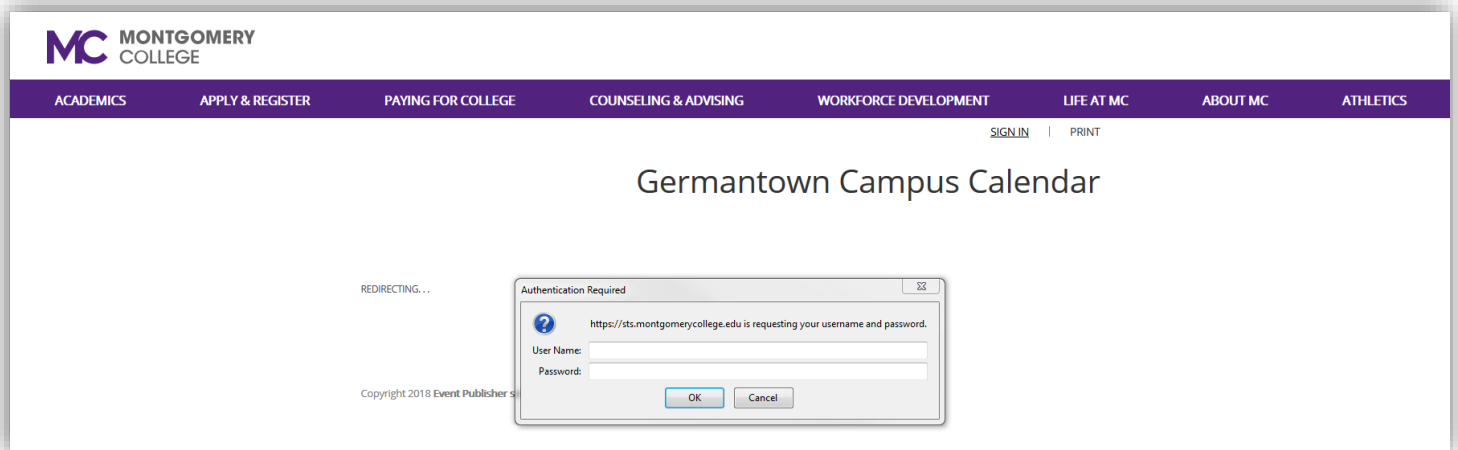
SIGN IN

After clicking on the link for the appropriate location, sign in. The “SIGN IN” button is just above the calendar title and below the main college navigation menu.



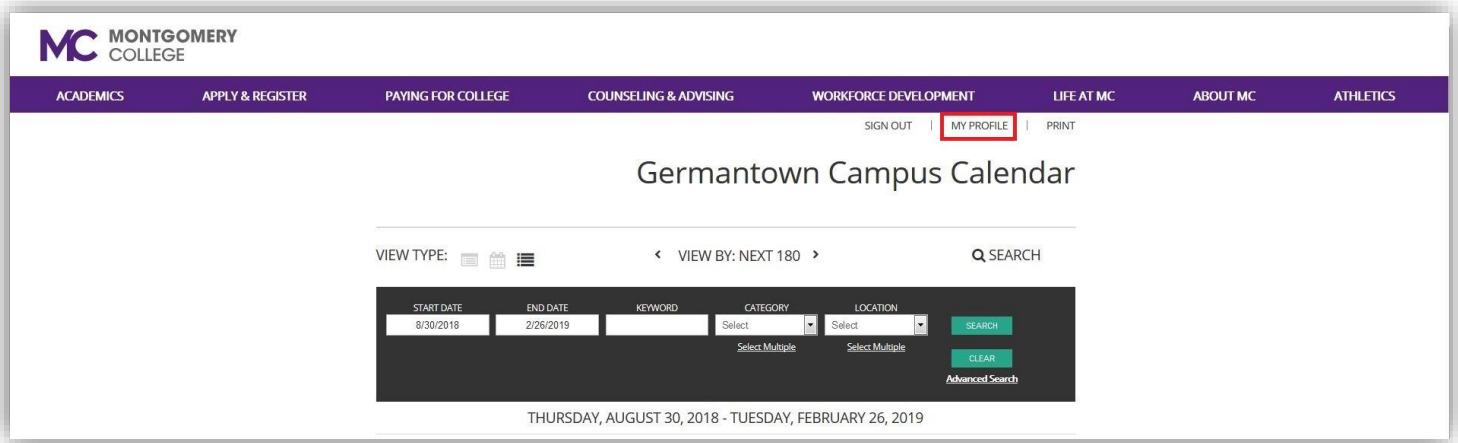
Click on the “SIGN IN” button.

Enter your MyMC user name and password, click “OK” to login.

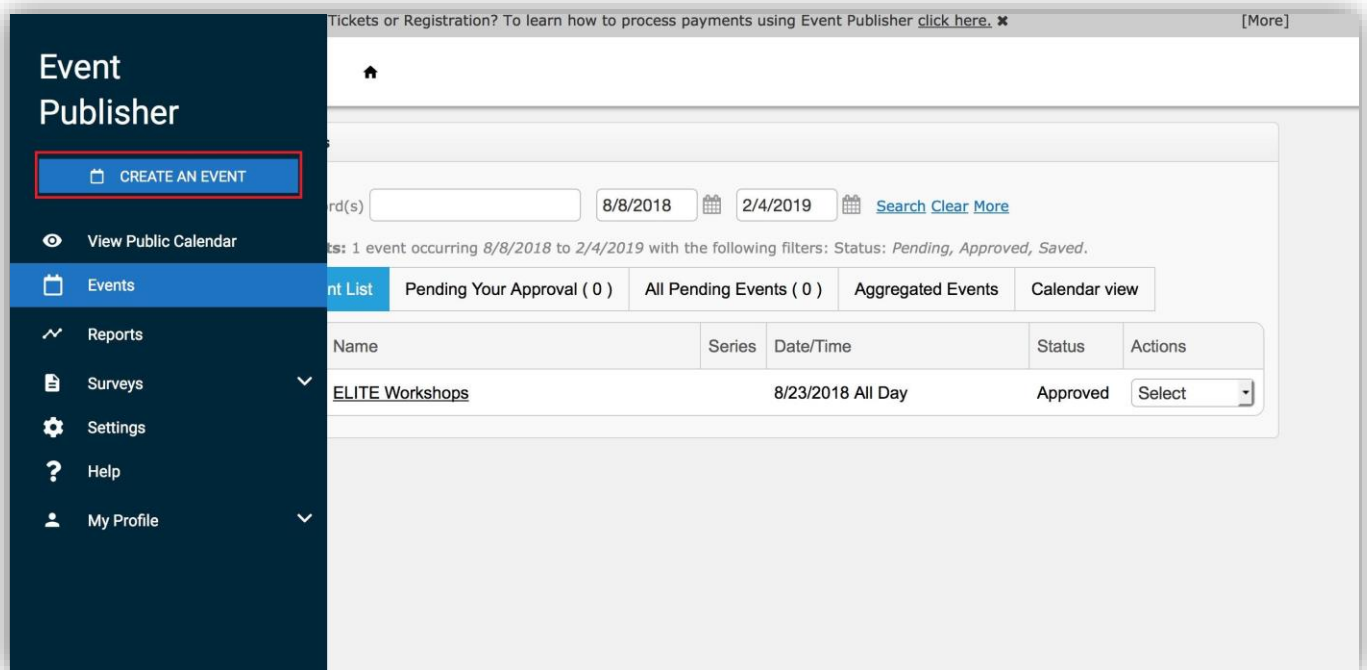


CREATE AN EVENT

At the top of the page, just below the purple MC menu, click on the “MY PROFILE” link.



Hover over the black side menu on the left to expand it. Then click on the “CREATE AN EVENT” icon to open the event menu.



ENTER YOUR EVENT INFORMATION

- Give your event a concise, descriptive name
- Provide a brief summary in the open text box
- Fill in the date and time of the event.
- If your event has a web site you'd like to share, add the URL

Note: There are four check boxes in this section. You may want to use the “Specify Publish/Unpublish Times” box. Please do not use the others.

The screenshot shows a form titled "Name of Event" with a text input field at the top. Below it is a section titled "Event Details" with a blue question mark icon. The "Summary *" field is a large text area with a "250 remaining" character count and an "Add a full description" checkbox. The "When is the Event? *" section includes date pickers for "Start Time" (03/09/2018) and "End Time" (03/09/2018), along with checkboxes for "All Day", "This event repeats", and "Do not show end date / time". The "Timezone" dropdown is set to "(UTC-05:00) Eastern Time (US & Canada)". The "Event URL" field contains "https://go.activecalendar.com/montgomerycollege/site/germantown/event/". At the bottom, there are four checkboxes: "Make this event private", "Highlight this event", "Make this event unlisted", and "Specify Publish/Unpublish Times".

ADD DETAIL

Additional menus allow you to refine your event information.

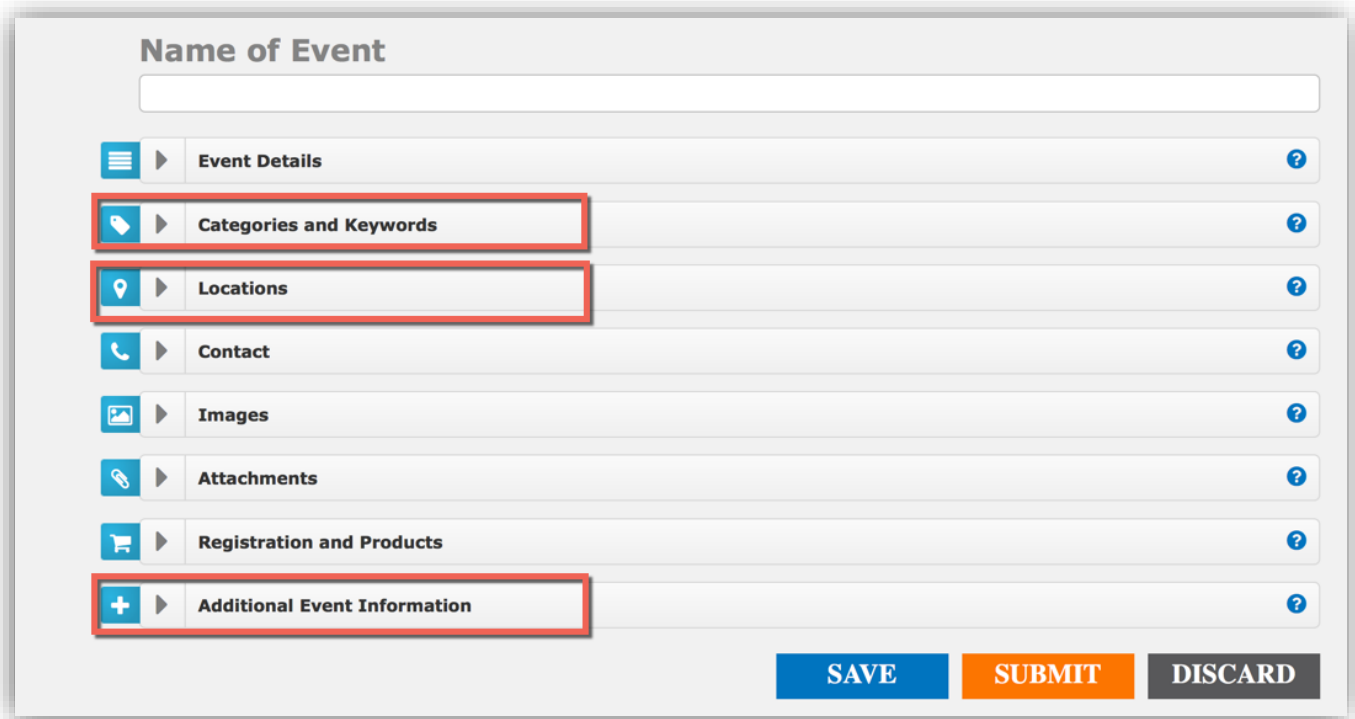
You'll need to fill out at least three of them: Categories and Keywords, Locations, and Additional Event Information.

- **Categories:** selecting appropriate categories will help users find your events when they're interested in a particular subject, like "Arts," for example.
- **Keywords:** Keywords, or tags, will help users find your events when they're searching by a particular word. Choose words that are essential and unique to your event.
- **Locations:** Use the Location drop down to be specific about where your event takes place. You selected the campus to create your event; now let people know which building and room it is in.
- **Additional Event Information:** has essential information you have to fill in.

Montgomery College OIT Guide to Online Events Calendar

When users view the master calendar, they have the option of adding filters to get just the information they want. When you create an event, you will need to provide that information to be sure your event is found with those filters.

When you open the Additional Event Information tab, you'll see several sections. Click the appropriate selection in each section. Use the Control (Windows) or Command (Mac) key to choose more than one selection in a category. Items with a red star are required.



The screenshot shows a form titled "Name of Event" with a search bar at the top. Below the search bar is a list of tabs, each with an icon and a question mark: "Event Details", "Categories and Keywords", "Locations", "Contact", "Images", "Attachments", "Registration and Products", and "Additional Event Information". The "Categories and Keywords", "Locations", and "Additional Event Information" tabs are highlighted with red boxes. At the bottom right of the form are three buttons: "SAVE" (blue), "SUBMIT" (orange), and "DISCARD" (grey).

OPTIONAL REFINEMENTS

Additional drop down menus allow you to include more information when appropriate, including:

- Contact information
- Images
- Attachments
- Registration for events, or items for sale

The screenshot shows a form titled "Name of Event" with a text input field. Below the input field is a list of sections, each with an icon, a right-pointing arrow, and a question mark icon. The sections are: "Event Details", "Categories and Keywords", "Locations", "Contact", "Images", "Attachments", "Registration and Products", and "Additional Event Information". A red rectangular box highlights the "Contact", "Images", "Attachments", and "Registration and Products" sections. At the bottom right of the form are three buttons: "SAVE" (blue), "SUBMIT" (orange), and "DISCARD" (grey).

SAVE AND SUBMIT

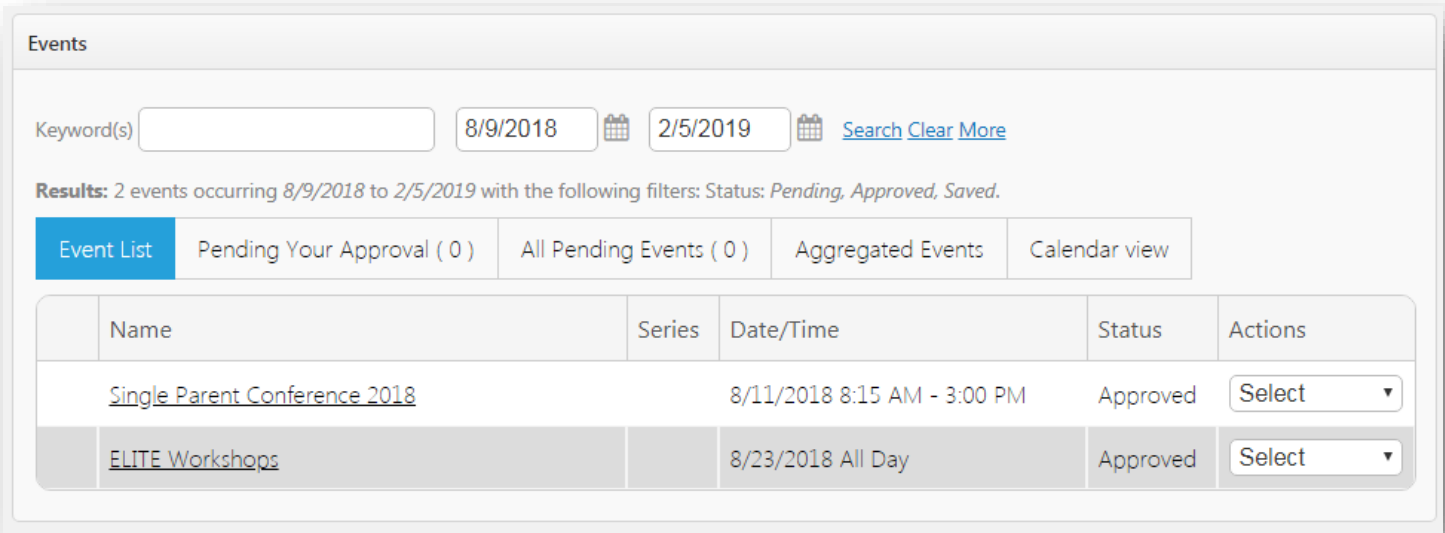
When you've finished entering your event, be sure to save and submit it using the buttons at the bottom of the page.

Note: You cannot save your event if you haven't completed all of the starred sections, some of which are under drop down menus.

This screenshot is identical to the one above, but with two red arrows pointing downwards from the "SAVE" and "SUBMIT" buttons to the "Registration and Products" and "Additional Event Information" sections, respectively, indicating that these sections must be completed before saving or submitting.

Montgomery College OIT Guide to Online Events Calendar

Once you have saved and/or submitted your document, it will appear in your events dashboard, where you can track its status.

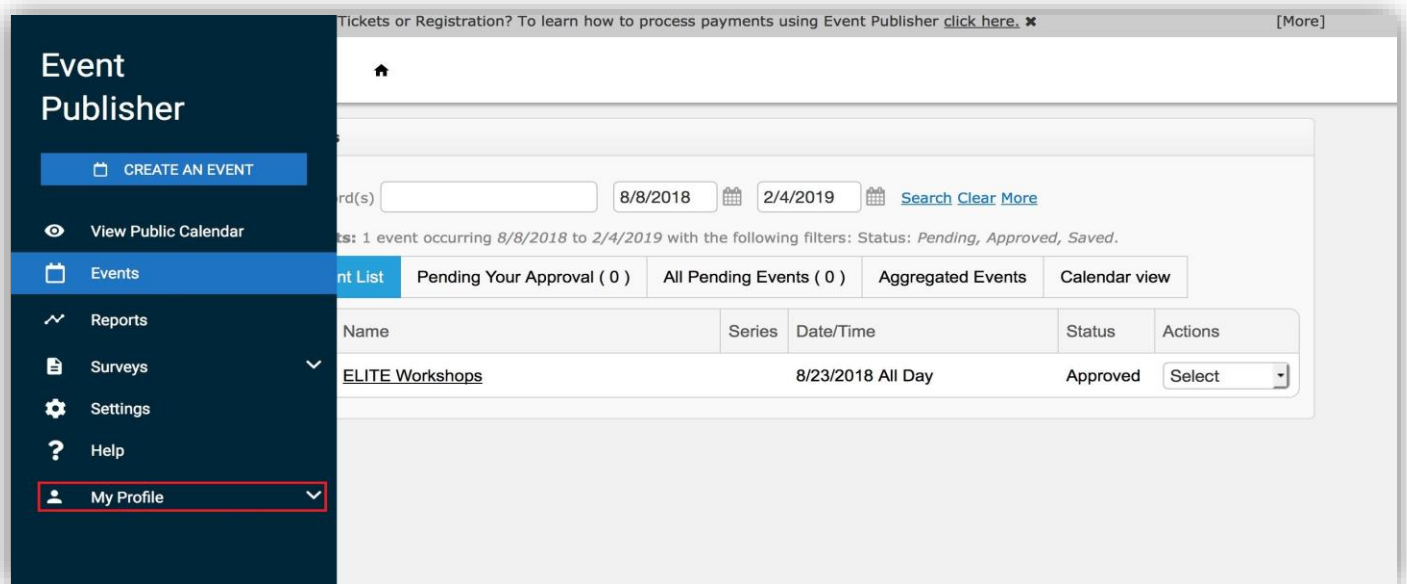


The screenshot shows the 'Events' dashboard. At the top, there is a search bar with 'Keyword(s)' and date filters for '8/9/2018' and '2/5/2019'. Below the search bar, it says 'Results: 2 events occurring 8/9/2018 to 2/5/2019 with the following filters: Status: Pending, Approved, Saved.' There are tabs for 'Event List', 'Pending Your Approval (0)', 'All Pending Events (0)', 'Aggregated Events', and 'Calendar view'. The 'Event List' tab is active, showing a table with the following data:

Name	Series	Date/Time	Status	Actions
Single Parent Conference 2018		8/11/2018 8:15 AM - 3:00 PM	Approved	Select
ELITE Workshops		8/23/2018 All Day	Approved	Select

SIGN OUT

When you're finished, it is important to log out of the Online Events Calendar by clicking "My Profile", and log out.



The screenshot shows the 'Event Publisher' dashboard. On the left, there is a dark blue sidebar menu with the following items: 'CREATE AN EVENT', 'View Public Calendar', 'Events', 'Reports', 'Surveys', 'Settings', 'Help', and 'My Profile'. The 'My Profile' item is highlighted with a red box. The main content area shows the same search filters and event table as the previous screenshot, but with only one event listed: 'ELITE Workshops'.