Montgomery College

Montgomery College OIT Guide to Online Events Calendar

Online Calendar Reference

OIT

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CALENDAR INSTRUCTIONS

The Montgomery College Events Calendar is intended for use by Montgomery College Employees. If you would like to have access to the calendar to submit events, you must request an account from the IT Service Desk.

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."

Events should be entered in the appropriate calendar according to the location where the event is being held. So, if your event is being held on the Rockville Campus, you should enter your event on the Rockville Calendar. 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.
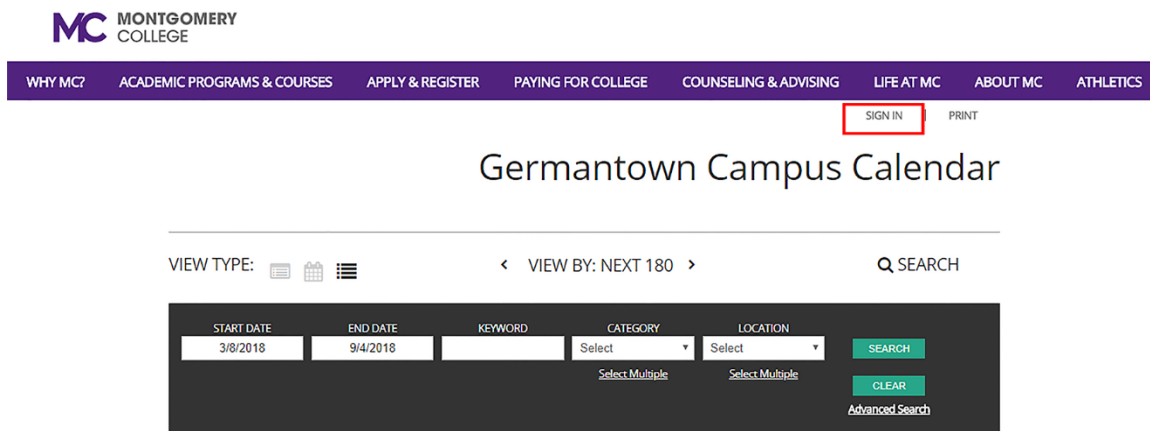
LOGGING IN

Once you have received your account from OIT, you may log into any of the four campus calendars to list your event.
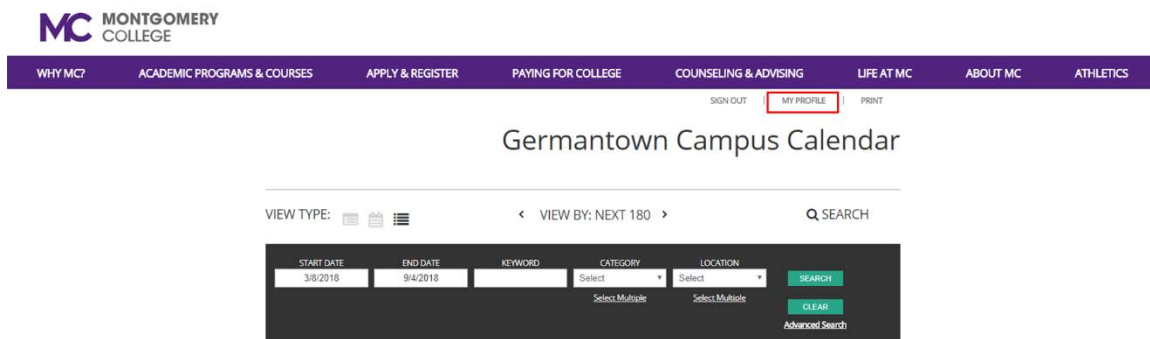
Use the appropriate calendar for your event by choosing from the following options:

- Germantown Calendar
- Rockville Calendar
- Takoma Park/Silver Spring Calendar
- Other Locations Calendar

Once you have loaded the correct calendar in your web browser, you will find the link to log in located just above the calendar title and below the main college navigation menu.
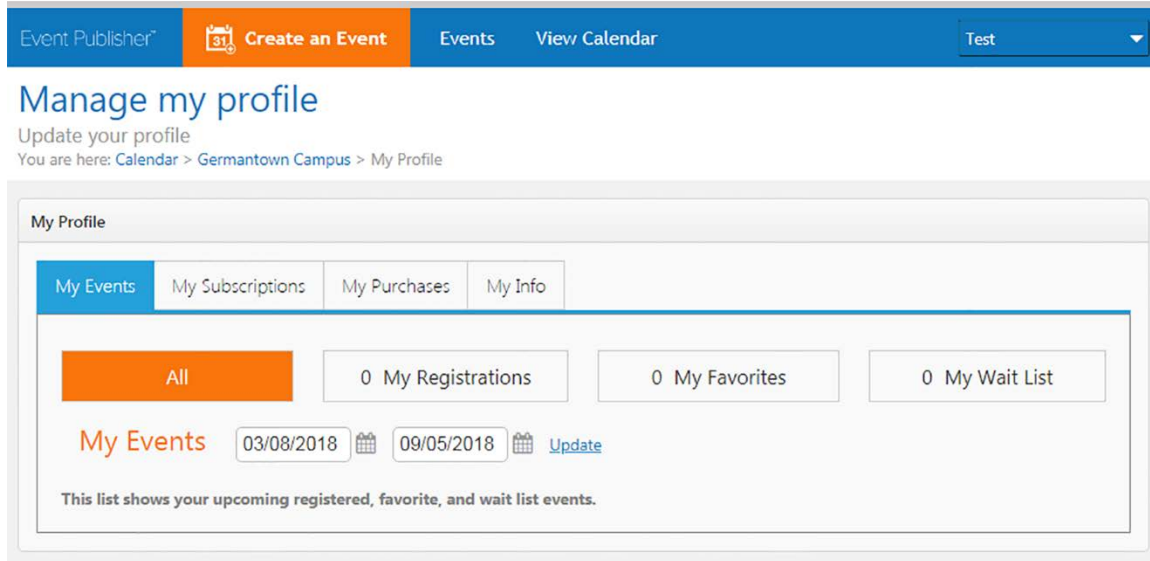

Once you are signed in, you will need to click on "My Profile" to access the dashboard.

ACCESSING THE DASHBOARD

From the dashboard, you will be able to view all of your events and subscriptions, create a new event, or edit your personal information.
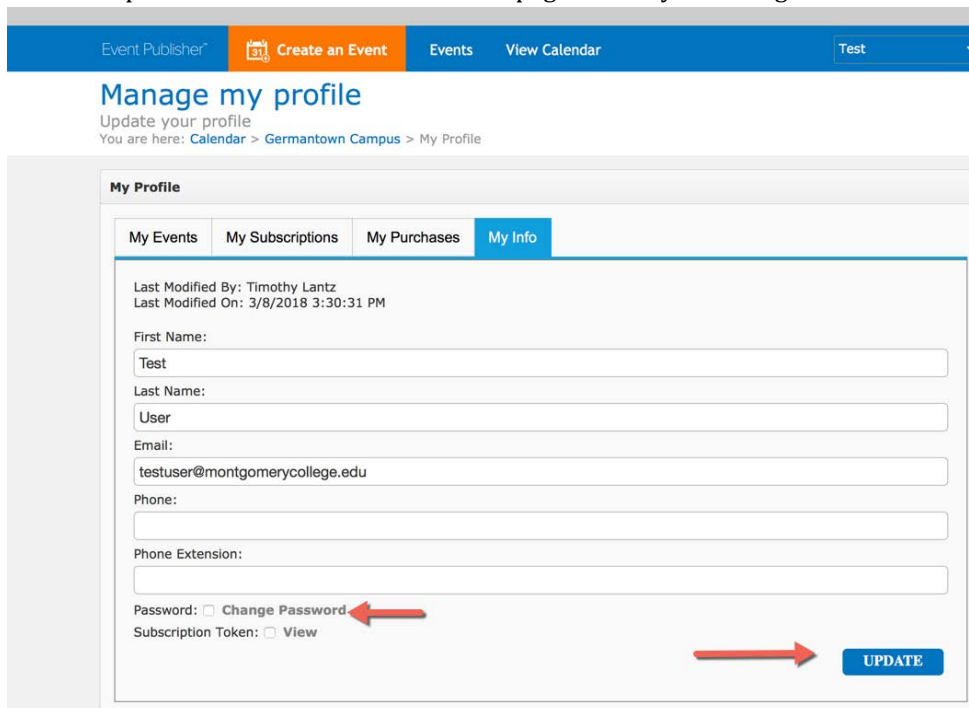

UPDATING YOUR INFO

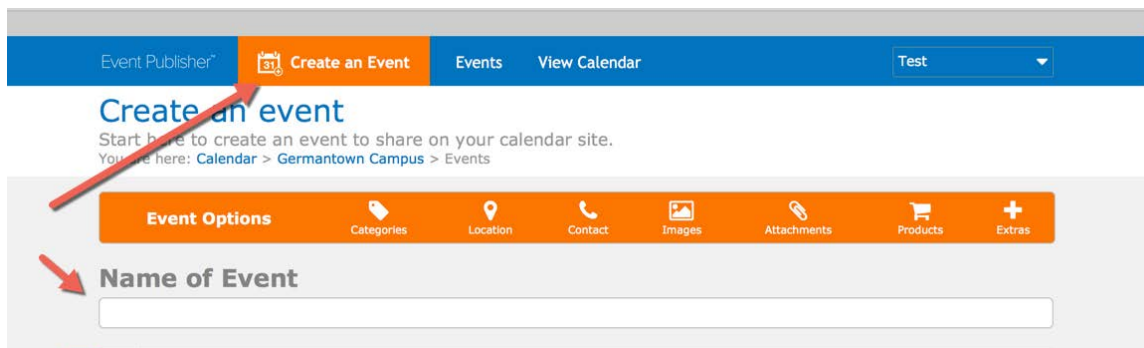From the dashboard, click on the "My Info" tab.

- Use the text boxes to edit your name, email, or phone information.
- Click the "password" check box to change your password.
- Click the update button on the bottom of the page to save your changes.

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CREATE AN EVENT

On the blue bar at the top of the page, click on the 'Create An Event" tab. Give the event a name in the open text box.

EVENT INFORMATION - THE BASICS

- Open the Event Details menu if it's not already open.
- 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.

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.

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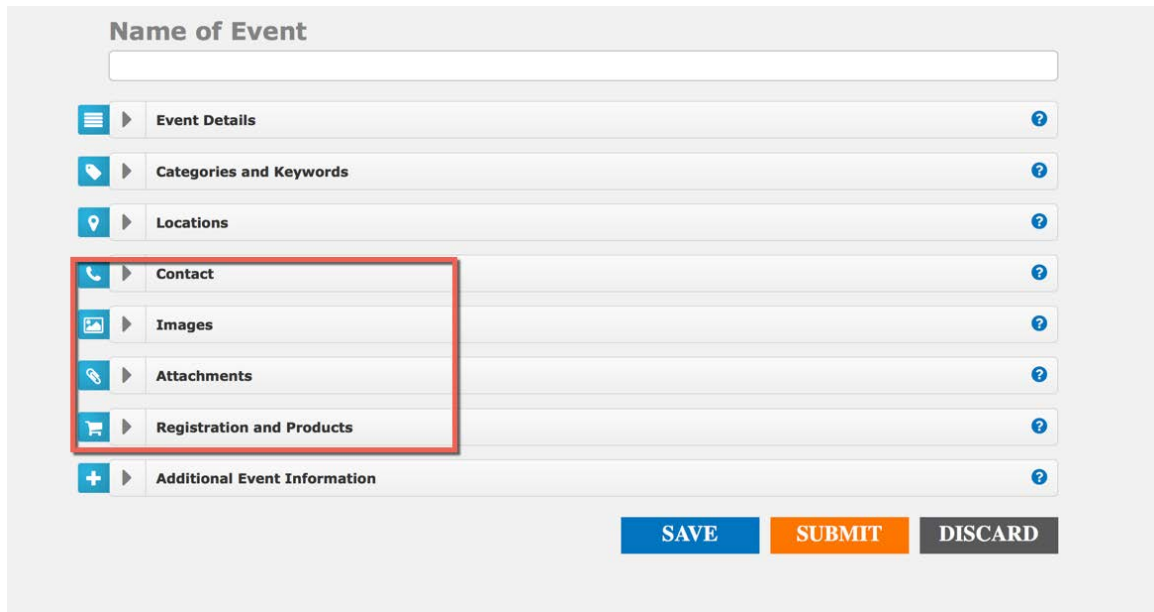
When you open the Additional Event Information tab, you'll see several sections. Click the appropriate selection in each section. Use the Control (PC) or Command (Mac) key to choose more than one selection in a category. Items with a red star are required.

OPTIONAL REFINEMENTS

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

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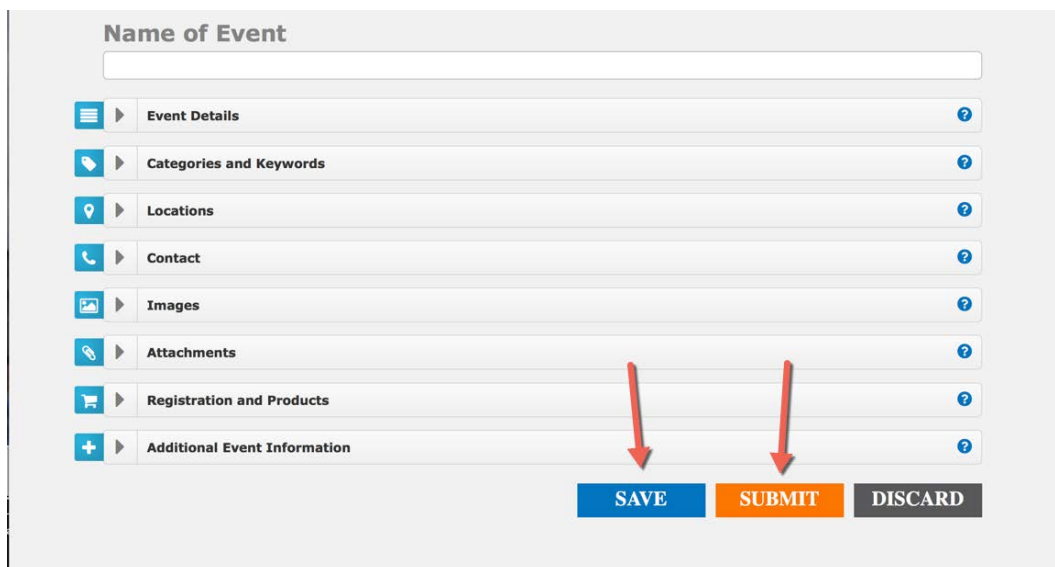- Images
- Attachments
- Registration for events, or items for sale
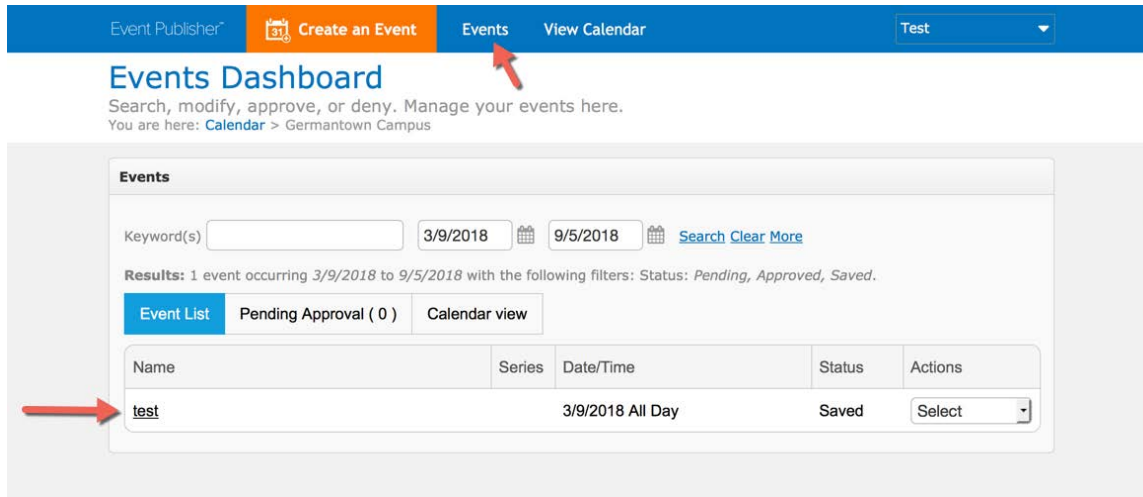

SAVE AND SUBMIT

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.

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