

Montgomery College

Montgomery College OIT Guide to Online Events Calendar

Online Calendar Reference

OIT

3-9-2018

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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.

SIGN OUT | MY PROFILE | PRINT

Master Calendar

VIEW TYPE: [Icons] < VIEW BY: NEXT 180 > Q SEARCH

START DATE: 3/9/2018 END DATE: 9/5/2018 KEYWORD: CATEGORY: Select * SELECT CAMPUS: Select SEARCH CLEAR Advanced Search

FRIDAY, MARCH 9, 2018 - WEDNESDAY, SEPTEMBER 5, 2018

MONDAY, MARCH 12, 2018

Spring Recess for Students and Faculty
Starts: 3/12/2018
Ends: 3/18/2018
All Day (ET)

Mindful Mondays
3/12/2018, 11:30 AM - 12:30 PM (ET)

THURSDAY, MARCH 15, 2018

Spring Break
Starts: 3/15/2018
Ends: 3/16/2018
All Day (ET)

MONDAY, MARCH 19, 2018

Mindful Mondays
3/19/2018, 11:30 AM - 12:30 PM (ET)

WEDNESDAY, MARCH 21, 2018

CHSHPEH AULT Meeting
3/21/2018, 2:00 PM - 4:00 PM (ET)

ACADEMIC CALENDAR
ACADEMIC CALENDAR
DEPARTMENT CALENDARS
ATHLETICS
ARTS
CAMPUS CALENDARS
GERMANTOWN
ROCKVILLE
TAKOMA PARK
OTHER LOCATIONS

SHARE IT

[Social Media Icons]

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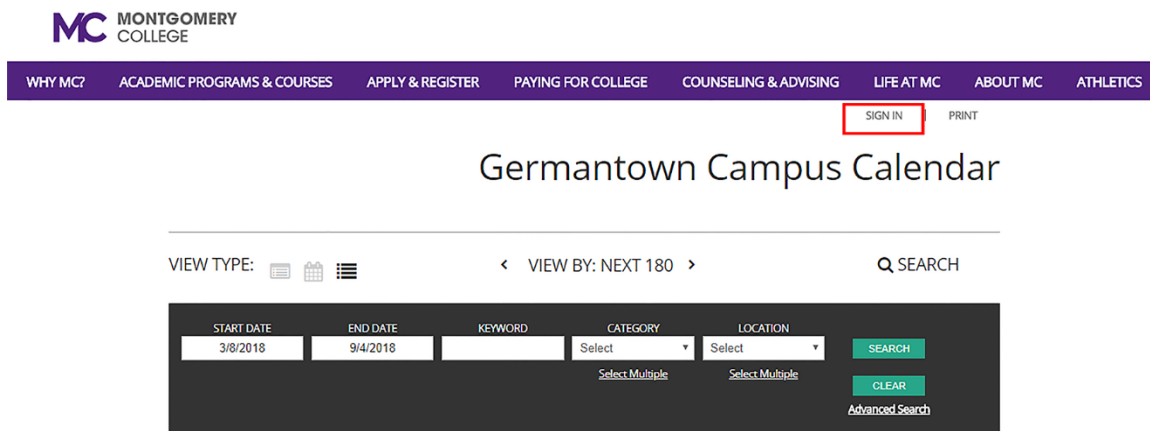
LOGGING IN

Once you have received your account from OIT, you may log into any of the four campus calendars to list your event.

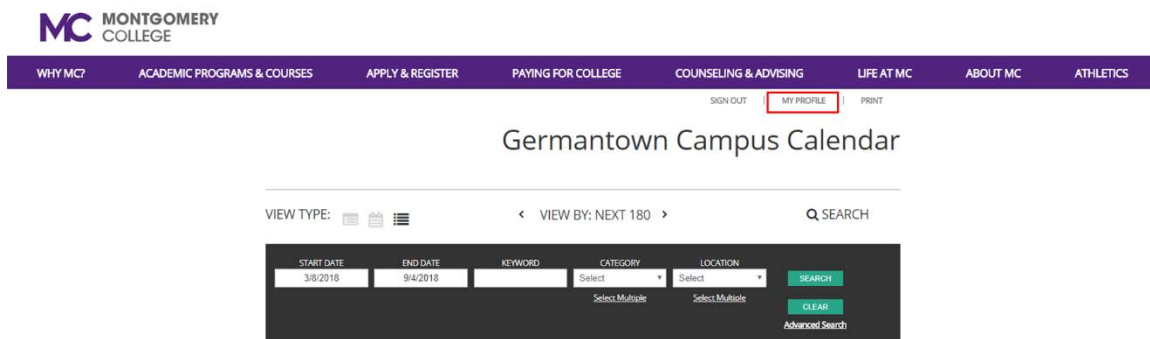
Use the appropriate calendar for your event by choosing from the following options:

- 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.



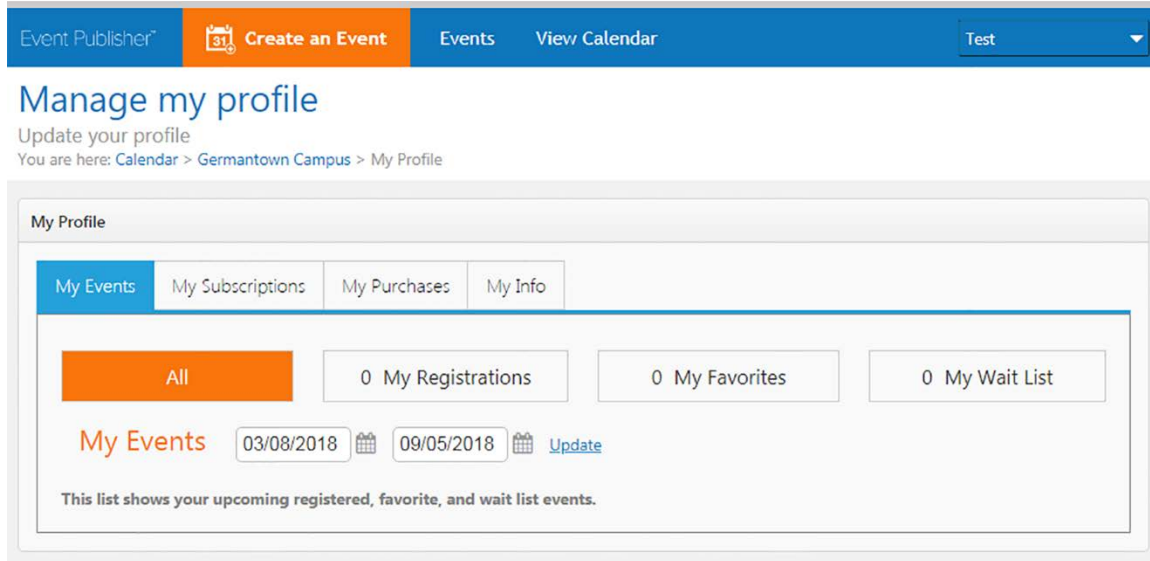
Once you are signed in, you will need to click on “My Profile” to access the dashboard.



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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.

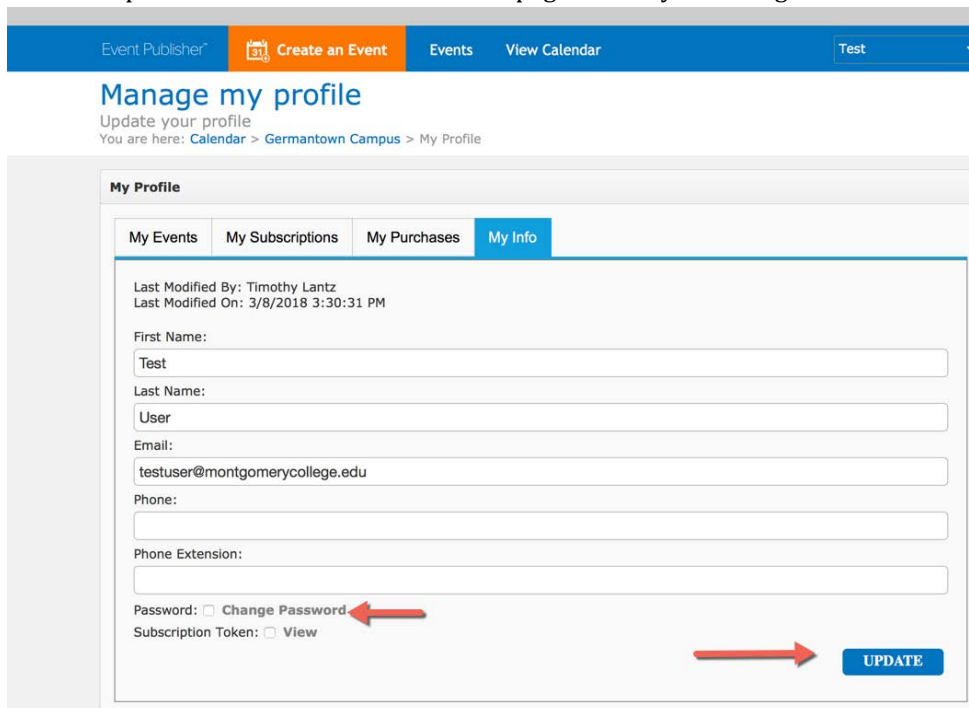


The screenshot shows the 'Manage my profile' dashboard. At the top, there is a navigation bar with 'Event Publisher', 'Create an Event', 'Events', 'View Calendar', and a user dropdown menu labeled 'Test'. Below the navigation bar, the page title is 'Manage my profile' with a subtitle 'Update your profile'. A breadcrumb trail reads 'You are here: Calendar > Germantown Campus > My Profile'. The main content area is titled 'My Profile' and contains four tabs: 'My Events', 'My Subscriptions', 'My Purchases', and 'My Info'. Below the tabs, there are four summary boxes: 'All' (highlighted in orange), '0 My Registrations', '0 My Favorites', and '0 My Wait List'. Underneath these boxes, there is a section for 'My Events' with two date filters: '03/08/2018' and '09/05/2018', and an 'Update' link. A note at the bottom states: 'This list shows your upcoming registered, favorite, and wait list events.'

UPDATING YOUR INFO

From the dashboard, click on the “My Info” tab.

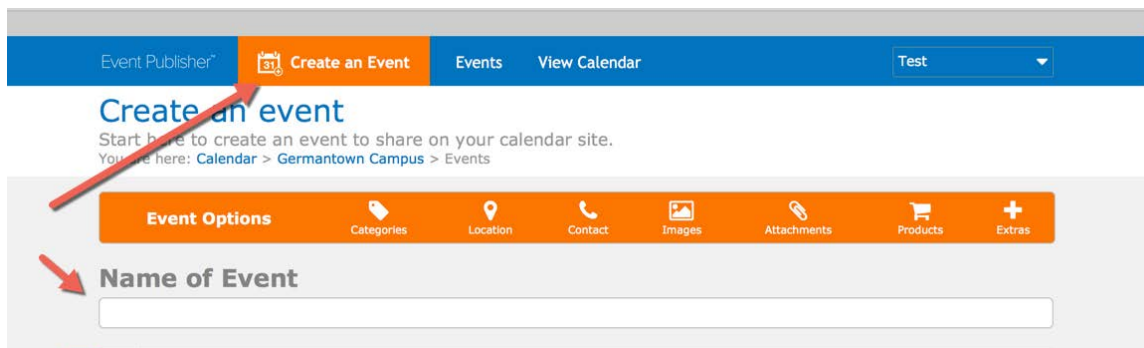
- Use the text boxes to edit your name, email, or phone information.
- Click the “password” check box to change your password.
- Click the update button on the bottom of the page to save your changes.



The screenshot shows the 'My Info' profile editing form. The navigation bar is the same as in the previous screenshot. The page title is 'Manage my profile' with the subtitle 'Update your profile'. The breadcrumb trail is 'You are here: Calendar > Germantown Campus > My Profile'. The main content area is titled 'My Profile' and has four tabs: 'My Events', 'My Subscriptions', 'My Purchases', and 'My Info' (which is selected). Below the tabs, there is a section for 'My Info' with the following fields: 'Last Modified By: Timothy Lantz', 'Last Modified On: 3/8/2018 3:30:31 PM', 'First Name: Test', 'Last Name: User', 'Email: testuser@montgomerycollege.edu', 'Phone:', 'Phone Extension:', 'Password: Change Password', and 'Subscription Token: View'. A red arrow points to the 'Change Password' checkbox. At the bottom right, there is a blue 'UPDATE' button with a red arrow pointing to it.

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.

A screenshot of the 'Event Details' form. At the top is a text input field for the 'Name of Event'. Below it is a section titled 'Event Details' with a blue menu icon on the left and a question mark icon on the right. The form contains several fields: a 'Summary *' text box with '250 remaining' characters; a 'When is the Event? *' section with date pickers for 'Start Time' (03/09/2018) and 'End Time' (03/09/2018), and three checkboxes: 'All Day', 'This event repeats', and 'Do not show end date / time'; a 'Timezone' dropdown menu set to '(UTC-05:00) Eastern Time (US & Canada)'; an 'Event URL' text box containing 'https://go.activecalendar.com/montgomerycollege/site/germantown/event/'; and four checkboxes at the bottom: '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.

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.

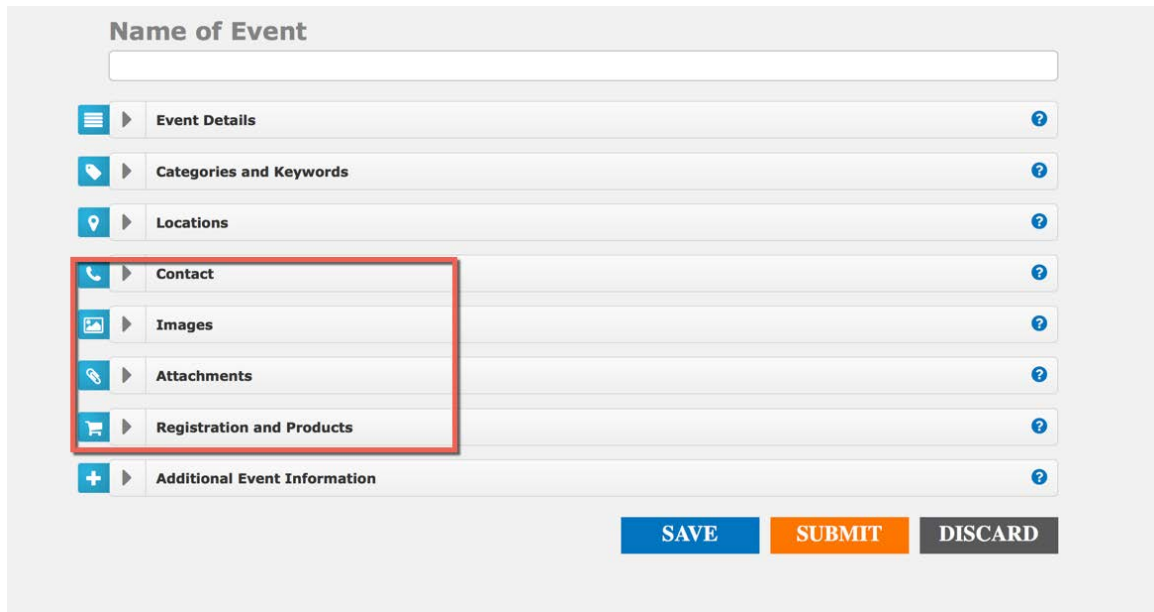
When you open the Additional Event Information tab, you'll see several sections. Click the appropriate selection in each section. Use the Control (PC) or Command (Mac) key to choose more than one selection in a category. Items with a red star are required.

The screenshot shows a web 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:

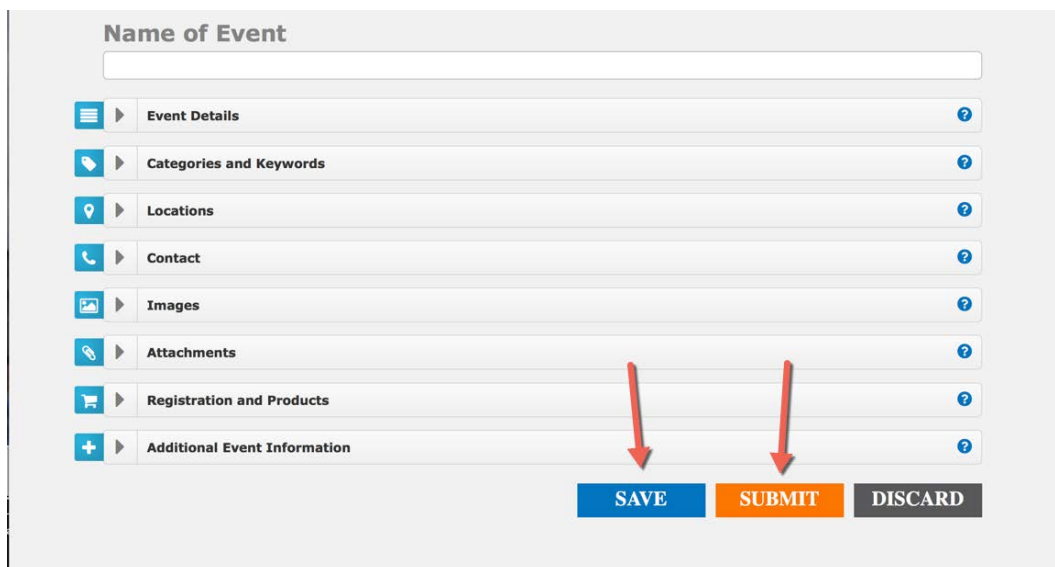
- Contact information
- Images
- Attachments
- Registration for events, or items for sale



The screenshot shows a form titled "Name of Event" with a text input field. Below the input field are several expandable sections, each with a blue icon and a question mark: "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

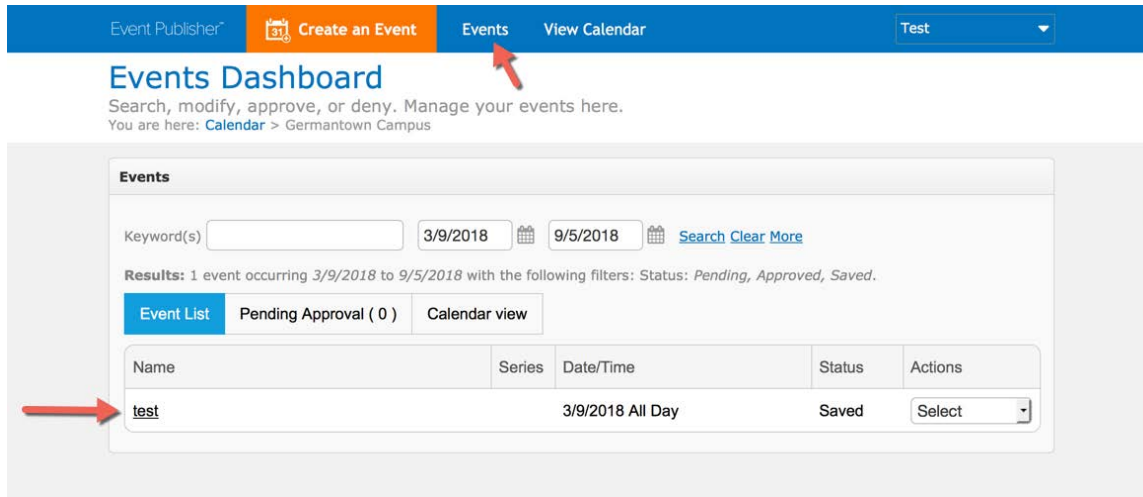
When you've finished entering your event, be sure to save and submit it using the buttons at the bottom of the page. Note, you cannot save your event if you haven't completed all of the starred sections, some of which are under drop down menus.



This screenshot is identical to the one above, but with two red arrows pointing downwards from the "Attachments" and "Registration and Products" sections to the "SAVE" and "SUBMIT" buttons respectively, highlighting the requirement to complete these sections before saving or submitting.

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Once you've 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' interface. At the top, there is a navigation bar with 'Event Publisher', 'Create an Event', 'Events', and 'View Calendar'. A red arrow points to the 'Events' tab. Below the navigation bar, the title 'Events Dashboard' is displayed, followed by the instruction 'Search, modify, approve, or deny. Manage your events here.' and the breadcrumb 'You are here: Calendar > Germantown Campus'. The main content area is titled 'Events' and contains a search bar with 'Keyword(s)', date filters for '3/9/2018' and '9/5/2018', and buttons for 'Search', 'Clear', and 'More'. Below the search bar, it states 'Results: 1 event occurring 3/9/2018 to 9/5/2018 with the following filters: Status: Pending, Approved, Saved.' There are three tabs: 'Event List' (selected), 'Pending Approval (0)', and 'Calendar view'. A table below the tabs displays the event details:

Name	Series	Date/Time	Status	Actions
test		3/9/2018 All Day	Saved	Select

A red arrow points to the 'test' entry in the table.