Posting to the Planning Calendar

The planning calendar is a tool for planning future arts and cultural events. It is not intended to be a community calendar for listing all events. We recommend that you continue to post confirmed events to other community calendars that you currently use.

To post, modify or delete an event, you logon to the calendar maintenance facility. Logon requires a user name and password to ensure that only your organization can add and modify your organization's events.

Logon to Calendar Maintenance

To post, modify or delete an event, you logon to calendar maintenance from the arts and cultural resources planning calendar.

Step 1: Launch the arts and cultural resources learning space
Start your web browser and enter the following URL: http://learningspace.uwaterloo.ca/wrac

Step 2: Display the planning calendar
From the arts and cultural resources learning space topic menu, click on **calendar** and then **planning calendar** .
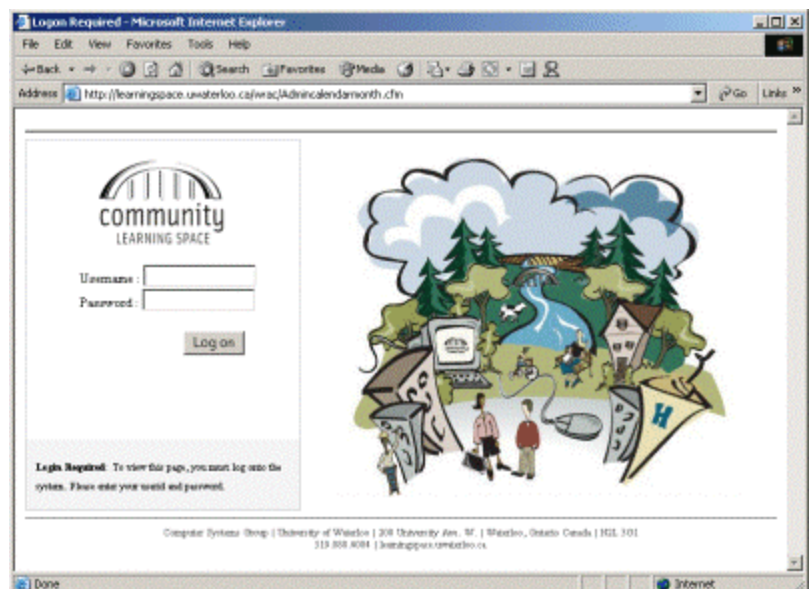
Step 3: Link to calendar maintenance
Click on the link **Post an Event** found at the top right-hand-side of the page.
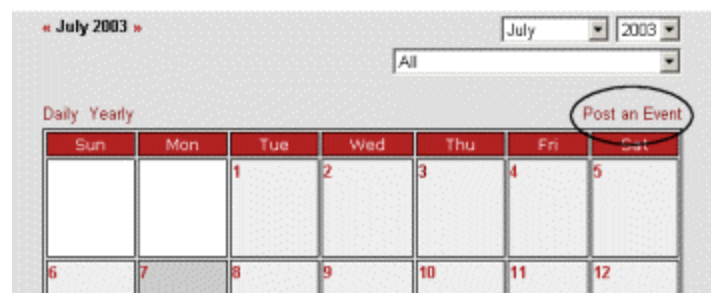
Step 4: Logon
To logon to calendar maintenance, enter your **User Name** and **Password** and then click **Log on**.

When you are successfully logged on, you are ready to post an event. If this is the first time that you have logged on, change your password first.
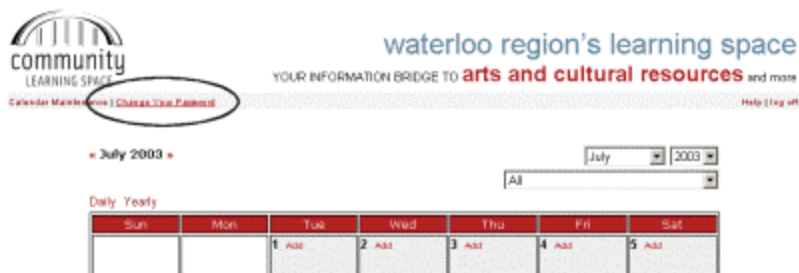
Changing your Password
The password for your organization was generated so we recommend that you change it from the generic password to your own password before you start posting to the planning calendar to ensure that your events are secure. To change your password you must first logon to calendar maintenance as outlined above.

Step 1: Link to password maintenance
Click on the link **Change Your Password** located near the top left hand side of the page.

Step 2: Change your password
Type in your **New Password** and then type your new password again in the **Confirm New Password** box.

Step 3: Apply the change
Click **Submit** to apply the change. If the password in both boxes is the same, a message is displayed to confirm that your password has been updated.

Step 4: Return to the calendar
Click on **Calendar Maintenance** to redisplay the calendar for updating.
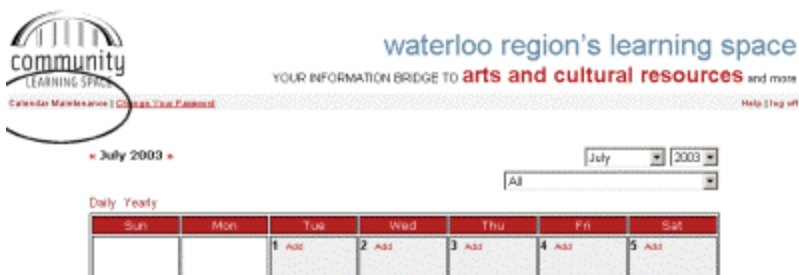
If the passwords do not match, a message will tell you that they did not match and you will need to start again.

Once you have modified your password, you are ready to post your first event.

Posting a New Event
The planning calendar is publicly viewable so before you post an event, determine whether you want the details of the proposed event to be displayed; for example, the event might be proposed but not yet confirmed. To hide the event details, you can post an event as *private*; visitors to the planning calendar cannot view the details until it is made public

To post an event, you must be logged on to calendar maintenance as outlined above.

Step 1: Display the calendar for the event date
To add an event, display the month or year view for the date of the event.

For example, to add an event for June 15, 2005, select June from the dropdown box at the top of the calendar and then select 2005 from the year dropdown box.

Step 2: Display the **Add Event** form
Click on the link **Add** or **Add/Update/Delete** located in the day for your event.

Add displays the add event form. **Add/Update/Delete** displays a list of events posted for that day; click **Add events** to display the form to add a new event.
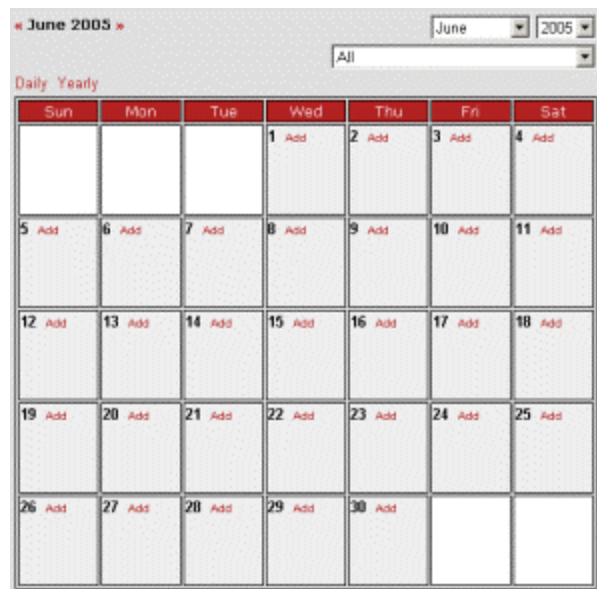
Step 3: Enter the event details
The event **DATE** field is automatically entered.

Enter the **EVENT NAME** and **EVENT LOCATION**; these fields are required. Enter values for the remaining fields such as the event description and modify preset values for the fields **Public**, **Event Time** and **Category** as needed.

Note that **Public** determines whether the event details are publicly viewable or not. The initial value is **Public**. Click on **Private** if you do not want the details to be publicly viewable. The calendar will display **Private Event** on the public view of the calendar.

Step 4: Add the event
When you have entered the details, move to the bottom of the form and click **Add Event** to add the event to the calendar.

Step 5: Return to the calendar view
Click on **Close Window** to return to the calendar, refresh the browser and you should see you event.

Note that you can see the details for a *private* event when you are logged on but the public view will display **Private Event**.

Updating an Event
If you want to modify or add details for an event, you can update it. For example, if you have a *private* event and are ready to make it *public*, you would update the event entry. To update an event, you must be logged on to calendar maintenance as outlined above.

Step 1: Display the event for updating
Display the calendar for the event date and click on the
Add/Update/Delete link. The event(s) for that day are displayed.
Below the event you wish to update you will see an **UPDATE** link.

Step 2: Update the event
Click on **UPDATE** to display the details and make the changes as
needed.

Step 3: Apply the changes
Click on **Update Event** to save the changes.

When the event is updated the event window is redisplayed
allowing you to add or modify any additional events for that
day.

Step 4: Return to the calendar view
If there are no further updates for that day, click on **Close Window** to return to the calendar view and
then refresh the browser to display the updated calendar.

Deleting an Event
If you want to remove a proposed event, you can delete it from the planning calendar. To delete
an event, you must be logged on to calendar maintenance as outlined above.

Step 1: Display the event for deleting
Display the calendar for the event date and click on the
Add/Update/Delete link. The event(s) for that day are displayed.
Below the event you want to delete you will see a **DELETE** link.
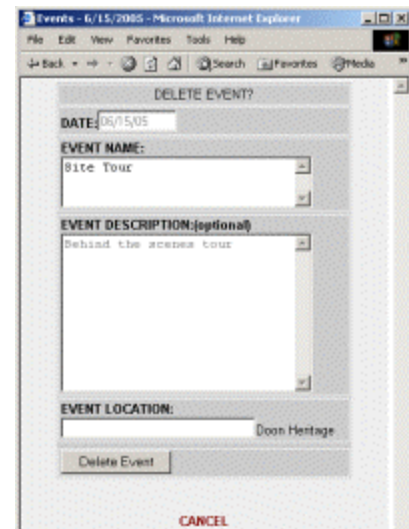
Step 2: Choose delete
Click on **DELETE** The confirmation details for the event will be displayed.

Step 3: Confirm the delete
Click on **Delete Event** to confirm the event deletion. When the event is deleted the event window is redisplayed allowing you to add or modify any additional events for that day.

Step 4: Return to the calendar view
If there are no further updates for that day, click on **Close Window** to return to the calendar view and then refresh the browser to display the updated calendar. The event no longer appears.

Logoff Calendar Maintenance
When you have finished managing your events, you should logoff calendar maintenance and return to the public view.

To logoff, click on **log off** located near the top right-hand corner of the calendar.

A message is displayed with a link back to the learning space. Click on HOME to return to the home page for arts and cultural resources. Navigate to the planning calendar and review your changes.