



USER GUIDE
Chapter 13
Using the Schoolwires Calendar

Schoolwires Academic Portal
Version 4.0

TABLE OF CONTENTS

| | |
|------------------------------------------------------------------|----|
| Overview of the Calendar | 1 |
| Features | 1 |
| Calendar Tabs Overview..... | 3 |
| Views, Legend, Tutorials and Tabs | 5 |
| Views | 5 |
| Category Legend..... | 6 |
| Tutorials Link..... | 6 |
| Tabs..... | 6 |
| Accessing the Calendar..... | 8 |
| Site Directors | 8 |
| Subsite Directors..... | 9 |
| Homepage Editors..... | 10 |
| Section Editors..... | 11 |
| Adding an Event | 12 |
| Adding a Quick Event (Calendar tab)..... | 12 |
| Adding a Detailed Event (New Event tab) | 14 |
| Obtaining the Roster for a Registered Event (Calendar tab) | 22 |
| Editing an Event (Calendar tab)..... | 25 |
| Deleting an Event (Calendar tab)..... | 26 |
| Deleting an Event..... | 26 |
| Deleting a Recurring Event..... | 27 |
| Importing Events (Import Tab)..... | 28 |
| Importing Events to Your Calendar | 28 |
| Preparing the CSV File | 28 |
| Importing Events..... | 28 |
| Undoing an Events Import | 35 |
| Processing the Event Queue (Event Queue tab) | 36 |
| Setting Up Event Categories (Event Categories tab)..... | 38 |
| Enabling Event Filters (Filter Options tab)..... | 39 |
| Using the Calendar as a Visitor to the Website | 41 |
| Navigating in Calendar Views | 41 |
| Applying Filters to the Calendar..... | 42 |
| Viewing a Calendar Not Available in Filters..... | 44 |
| Printing a Calendar Page or Event..... | 45 |
| Exporting an Event | 46 |
| Using the Calendar as a Registered User..... | 48 |
| Viewing Role-based Events..... | 48 |
| Registering for an Event | 48 |
| Viewing your Events..... | 50 |

Overview of the Calendar

Each *site*, *subsite* and *section* has its own calendar. In this chapter you will learn how to add different types of events to the calendar; edit events on the calendar and navigate the calendar on the website as the visitors to your website will.

Features

Using the **Schoolwires** calendar:

- Site Directors can:
 - Create event categories that will allow users to quickly identify events.
 - Enable filters for use by visitors to your website. By applying these filters, these visitors can view only the calendar events in which they are interested. These events can be from any *site* or *subsite* or *section* calendar whose filter the Site Director has enabled.
 - Create mandatory events. These will display on all calendars (i.e., calendars on every *subsite* and every *section*). Note: The Homepage Editor for the main *site* can also create mandatory events.
 - Allow events from *subsites* as well as the *sections* on the main *site* to be posted to the calendar on the main *site*.
- Subsite Directors can:
 - Request that *subsite* events be posted to the calendar on the main *site*.
 - Allow events from *sections* on their *subsites* to be posted to the calendar on their *subsites*.
- Site Directors, Subsite Directors, Homepage Editors and Section Editors can:
 - Add events that require minimal information by using the Quick Event feature.
 - Add detailed events.
 - Import events.
 - Create recurring events.
 - Create registered events and view, print and export the rosters of the registered events.
 - Add attachments to events.

- Section Editors can request that events on the *section* calendar be posted on the calendar on the calendar of the *site* or *subsite* in which the *section* appears.
- Visitors to your website can:
 - View the calendar using monthly, weekly and daily views.
 - Apply filters to the calendar to make all events visible in one place.
 - Print an event or the calendar view.
 - Export an event.
- Registered users of your website can:
 - View events that are only visible to certain users (role) if they have been assigned that role.
 - Register for events once they have signed in.
 - View all events for which they have registered.

Calendar Tabs Overview

The calendar in Exhibit 13-1 is one from a *Site Workspace* in **Site Manager**.

As you can see, it contains six tabs:

- New Event
- Calendar
- Import Events
- Event Queue
- Event Categories
- Filter Options

The calendar in the *Subsite Workspace* will have four of these six tabs:

- New Event
- Calendar
- Import Events
- Event Queue

The calendars in the *Section Workspace* and the *Homepage Workspace* will have three of these six tabs:

- New Event
- Calendar
- Import Events

Each of these calendars is shown and each of the tabs is discussed in detail later in this chapter.

The screenshot displays the Schoolwires Calendar interface. At the top, there are navigation tabs: "New Event", "Calendar" (selected), "Import Events", "Event Queue", "Event Categories", and "Filter Options". Below these is a breadcrumb "Home > Calendar".

The main area features a toolbar with "Today", "Day", "Week", "Month", and "Legend" buttons. A "Tutorials" icon is also present. A message states: "To add a Quick Event, double click on the date. To edit an existing event, click on the event." Below this is a calendar grid for "March 2006".

The calendar grid shows the following events:

- Friday, March 3: 8:00AM Emergency Sta...
- Wednesday, March 8: 8:00AM Test Role
- Thursday, March 9: 8:00AM Mandatory Tes...
- Friday, March 10: 8:00AM Recuring Eve...
- Friday, March 17: 8:00AM Recuring Eve...
- Tuesday, March 21: 8:00AM Test Categori...
- Thursday, March 23: 11:00AM Schoolwires ...
- Friday, March 24: 8:00AM Test Roles
- Monday, March 27: 8:00AM Detailed Even...
- Friday, March 31: 8:00AM Recuring Eve...

Other notable features include a "Tutorials" icon in the top right, a "Legend" button, and a "Tutorials" link. The calendar is set to "March 2006" with a dropdown menu for the month and year.

Exhibit 13-1: Calendar in Site Workspace

Views, Legend, Tutorials and Tabs

Regardless of the workspace in which you are working, you will be able to change the calendar view in **Site Manager** and access the interactive Tutorials. In addition, you will use the three to six tabs to access the tasks available to your editing privilege.

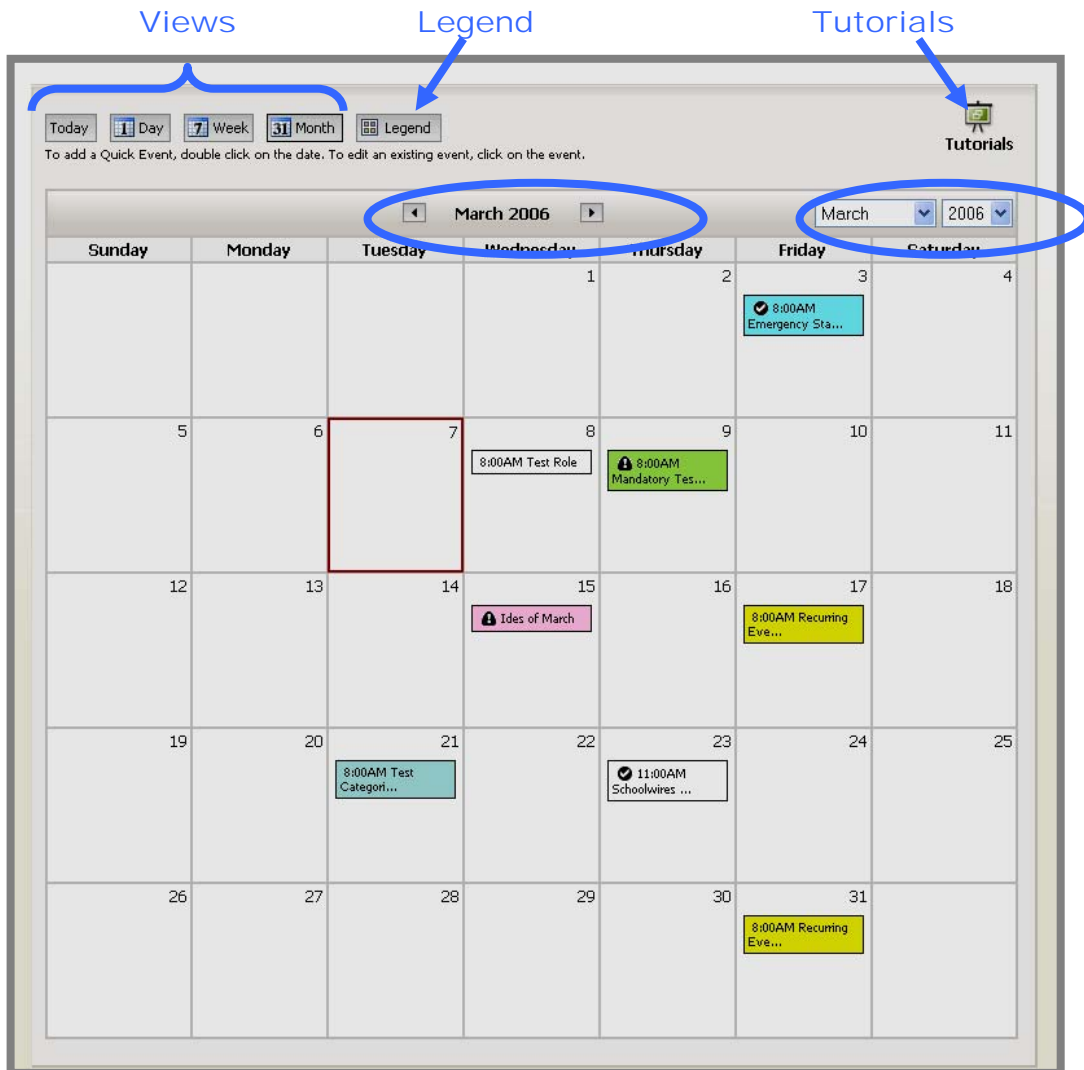


Exhibit 13-2: Views, Legend and Tutorials Link

Views

The views available in the calendar in **Site Manager** are also available on the End User. As you can see in Exhibit 13-2, they are:

- Today: To view the calendar for the current day. You can use the arrows at the top of the view to move from the Today view into the Day view.

- **Day:** To view the calendar one day at a time. You can use the arrows at the top of the view to move through the calendar one day at a time.
- **Week:** To view the calendar one week at a time. You can use the arrows at the top of the view to move through the calendar one week at a time.
- **Month:** To view the calendar one month at a time. This is the default view, the one that you will see when you first enter the calendar. You can use the arrows at the top of the view or the drop-down list to move through the calendar one month at a time.

Category Legend

As you can see from Exhibit 13-3, the Calendar has a legend to the categories, allowing you to see what category each color represents without editing an event. When you click on the legend, a window like the one shown in Exhibit 13-3 will display.

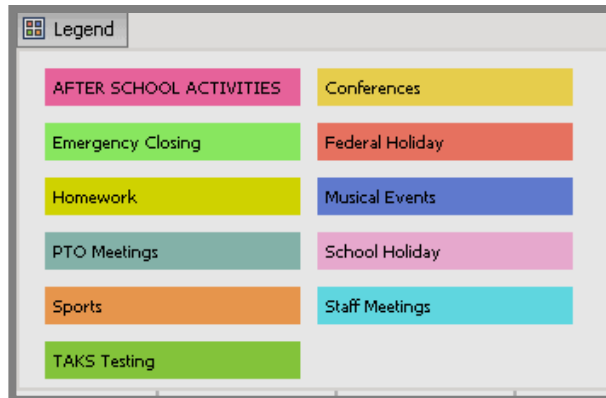


Exhibit 13-3: Categories Legend window

Tutorials Link

Clicking on the Tutorials link shown in Exhibit 13-2 will take you to a library of Interactive Tutorials designed to help you use the **Schoolwires Academic Portal**.

Tabs

As previously discussed, the calendar in the *Site Workspace*, like the one shown in Exhibit 13-4, will have six tabs. The calendar in the *Subsite Workspace* will have four and the calendars in the *Section* and *Homepage Workspaces* will have three tabs. The six tabs are:

- **New Event tab:** On this tab, Site Directors, Subsite Directors, Section Editors and Homepage Editors will add new Detailed Events to their calendars.
- **Calendar tab:** When you first access the calendar in **Site Manager**, you will be on this tab. On this tab, Site Directors, Subsite Directors, Section

Editors and Homepage Editors will add Quick Events and edit existing events.

- **Import tab:** On this tab, Site Directors, Subsite Directors, Section Editors and Homepage Editors will import events in batches.
- **Event Queue tab:** On this tab, Site Directors and Subsite Directors will approve or decline requests to post events to the calendars on the main *site* and *subsites* respectively.
- **Event Categories tab:** On this tab, Site Directors will add or edit the event categories for the entire *site*.
- **Filter Options tab:** On this tab, Site Directors will enable filters that can be applied on the End User.

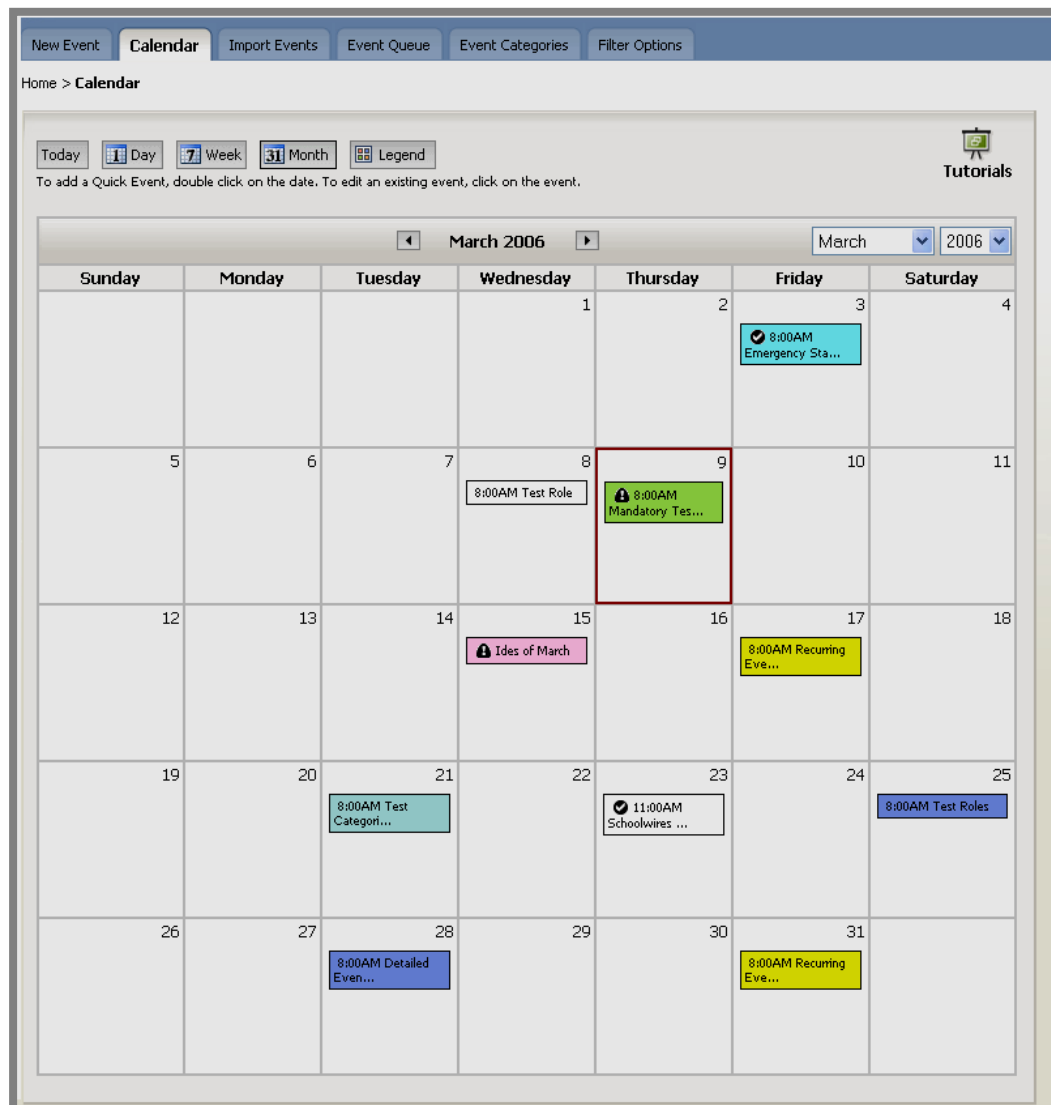


Exhibit 13-4: Calendar in Site Workspace

Accessing the Calendar

The calendar within the *Site Workspace* is the calendar for the main *site*. Only a Site Director or a Homepage Editor for the main *site* can access and edit this calendar.

The calendar within the *Subsite Workspace* is the calendar for that *subsite*. Only a Site Director, a Subsite Director for that *subsite* or a Homepage Editor for that *subsite* can access and edit this calendar.

The calendar within a *Section Workspace* is the calendar for that *section*. The Section Editor for that *section* can access and edit this calendar. In addition, the Site Director has access to that calendar as does the Subsite Director if that *section* is on that *subsite*.

Site Directors

To access the calendar for your *site*:

1. Access the *Site Workspace*.
2. Click on *Calendar* from either the *Edit Homepage and Calendar* tab or the *Edit* drop-down menu. A calendar for like the one shown in Exhibit 13-5 will display. Notice that it is color-coded blue.

The screenshot displays the 'Calendar' interface within the Schoolwires Academic Portal. At the top, there are navigation tabs: 'New Event', 'Calendar', 'Import Events', 'Event Queue', 'Event Categories', and 'Filter Options'. Below the tabs, the breadcrumb 'Home > Calendar' is visible. The main area features a calendar grid for March 2006. The grid is color-coded by event category: blue for '8:00AM Detailed Even...', green for '8:00AM Mandatory Tes...', yellow for '8:00AM Recuring Eve...', and pink for 'Ides of March'. A red box highlights the event '8:00AM Mandatory Tes...' on Thursday, March 9th. Other events include '8:00AM Test Role' on Wednesday, March 8th; '8:00AM Emergency Sta...' on Friday, March 3rd; '8:00AM Test Categori...' on Tuesday, March 21st; '11:00AM Schoolwires ...' on Thursday, March 23rd; '8:00AM Test Roles' on Saturday, March 25th; and '8:00AM Recuring Eve...' on Friday, March 17th and Saturday, March 31st. The interface also includes a 'Today' button, view options (Day, Week, Month, Legend), and a 'Tutorials' icon.

Exhibit 13-5: Calendar in Site Workspace

Subsite Directors

To access the calendar for your *subsite*:

1. Access the *Subsite Workspace* for your *subsite*.
2. Click on *Calendar* from either the *Edit Homepage and Calendar* tab or the *Edit* drop-down menu. A calendar for like the one shown in Exhibit 13-6 will display. Notice that it is color-coded blue.

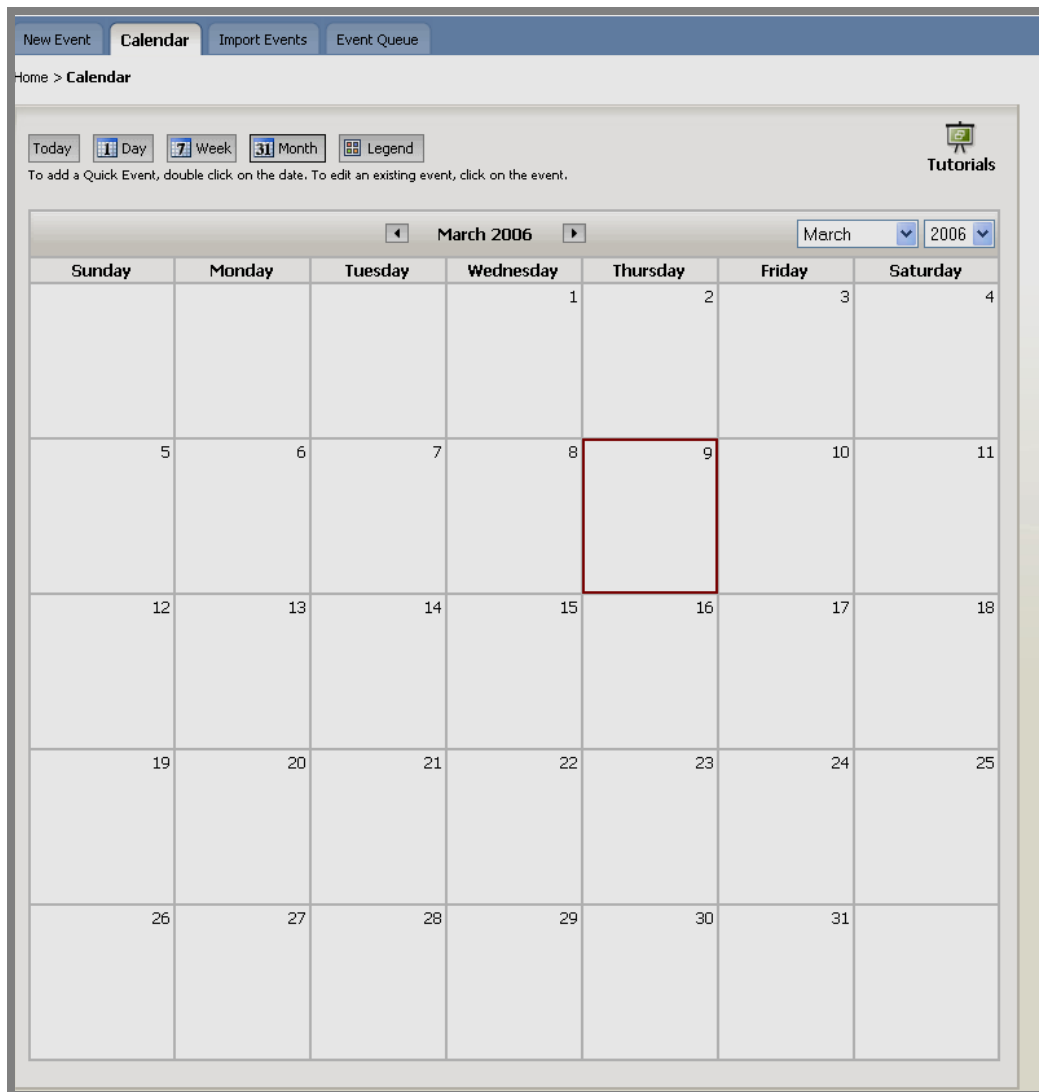


Exhibit 13-6: Subsite Calendar

Homepage Editors

To access the calendar for your *site* or *subsite*:

1. Access the *Homepage Workspace* for your *site* or *subsite*.
2. Click on *Calendar* from either the *Edit Homepage and Calendar* tab or the *Edit* drop-down menu. A calendar for like the one shown in Exhibit 13-7 will display. Notice that it is color-coded blue.

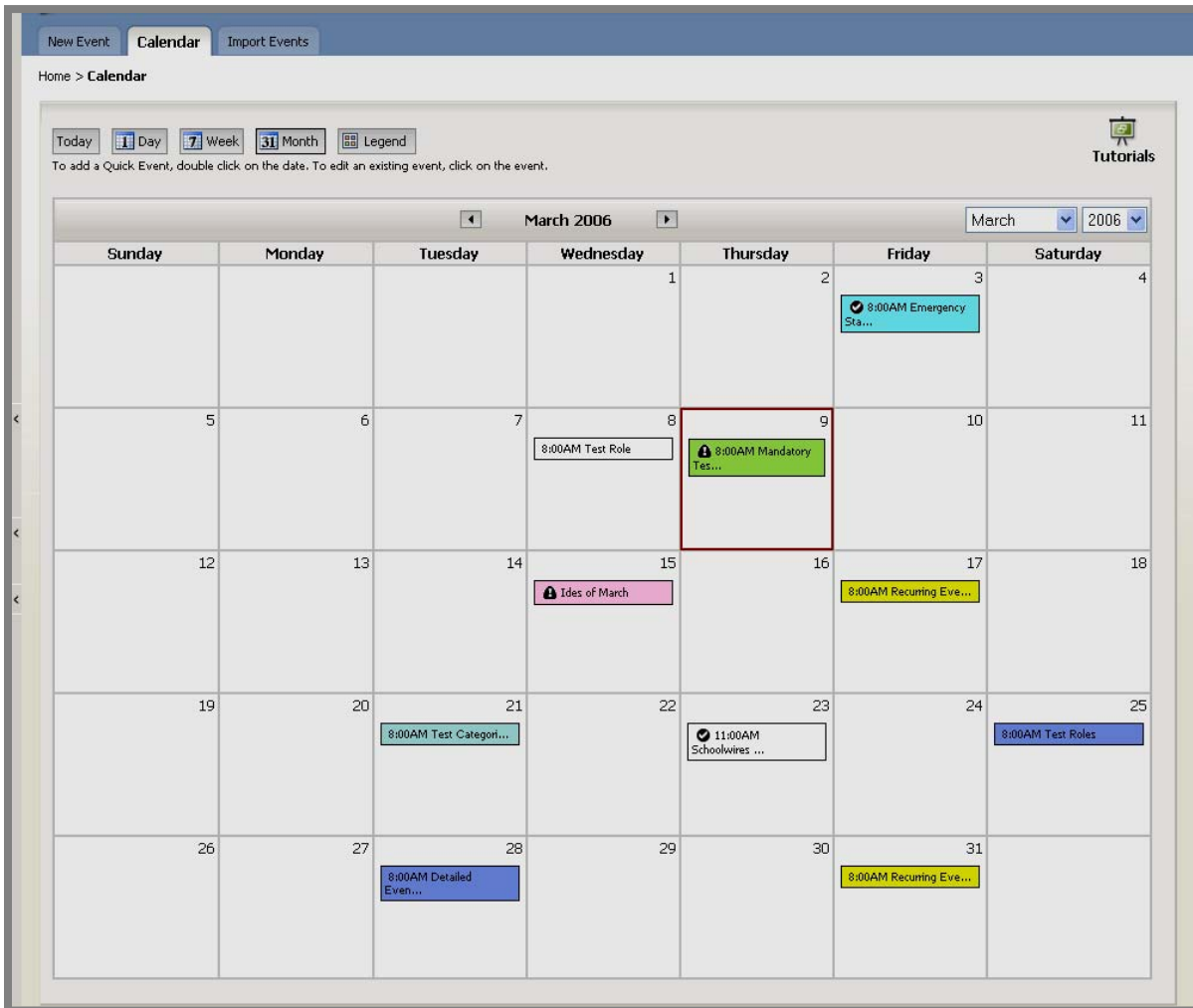


Exhibit 13-7: Calendar for Homepage Editors

Section Editors

To access the calendar for your *section*:

1. Access your *Section Workspace*.
2. Click on the title of your calendar page. A calendar like the one shown in Exhibit 13-8 will display. Notice that it is color-coded blue.

Note: If your *section* does not have a calendar, you can add one by clicking on the *New Page* button on the *Manage Pages* tab and choosing the *Calendar* page type from the *Page Type* window. You can also choose the *Calendar* page type from the *Pages* drop-down menu.

The screenshot shows the Schoolwires Calendar interface. At the top, there are tabs for "New Event", "Calendar", and "Import Events". Below the tabs, there is a navigation bar with "Home > Calendar". The main area features a calendar for March 2006. The calendar is color-coded blue and displays several events. A red box highlights the date 6th. The events listed are:

- 8:00AM Fourth Quick ...
- 8:00AM Full Event Ad...
- 8:00AM From Mr. Thom...
- 8:00AM Trying anothe...
- 8:00AM Third Quick A...

Exhibit 13-8: Calendar from Section Workspace

Adding an Event

There are three ways to add events to your calendar. You can:

- Add a Quick Event.
- Add a Detailed Event.
- Import events.

Adding a Quick Event (Calendar tab)

If you wish to add an event that doesn't require a lot of information, you can add a Quick Event. Note: If you need to add more information to a Quick Event, you must edit that event. See "Adding a Detailed Event" and "Editing an Event" later in this chapter.

As you can see from Exhibit 13-9, a Quick Event only contains the following information:

- Event date
- Event start and end times
- Event title
- Event category (optional)
- Option to make it a mandatory event, which will display on all calendars. Note: This option will only appear if you are adding a Quick Event on the calendar on the main *site*.

To add a Quick Event:

1. Access the calendar from within the appropriate workspace. The calendar will open on the *Calendar* tab.
2. Double click on the date on which the event will occur. A *Quick Event* window like the one shown in Exhibit 13-9 will display. As you can see, the event date will be the date you selected (required).




TIP: Clicking on this calendar icon  will bring up a calendar that you can use to find the date you want if you wish to change the date.

Exhibit 13-9: Quick Event window

3. Enter the Start and End Times for the event (optional—defaults will apply). The event Start Time defaults to 8 a.m. and the End Time defaults to 5 p.m. Use the drop-down boxes or check boxes to adjust the Start and End times.

Note: If you choose “No Specific Time,” no Start or End Times will display for the event. If you choose “No Ending Time,” only a Start Time will display for the event.

4. Enter an Event Title (required).
5. If you are a Site Director or the Homepage Editor for the *main site* and you wish to make the event, click in the checkbox to the left of Mandatory Event (optional). A mandatory event will display on all calendars. This icon  will display to the left of the event on the calendar. Note: Subsite Directors, Homepage Editors for *subsites* and Section Editors cannot make an event mandatory.
6. Choose a category for the event from the drop-down list (optional). This will color code the event according to the categories set up by a Site Director.

TIP: Clicking on this icon  will bring up the Event Categories Legend.

7. Click on the *Save* button. The Quick Event will display on the calendars in **Site Manager** and the End User. See “Using the Calendar as a Visitor to the Website” later in this chapter for information on viewing calendars from the End User.

Adding a Detailed Event (New Event tab)

You should add a Detailed Event if you want to:

- Make it a recurring event.
- Provide a web address related to the event.
- Request that the event be posted to the calendar on the main *site* or a *subsite*.
- Provide location and contact information.
- Include attachments.
- Selectively display the event based on roles.
- Make it a registered event.

To add a Detailed Event:

1. Access the calendar from within the appropriate workspace. The calendar will open to the *Calendar* tab.
2. Click on the *New Event* tab. A *New Event* window like the one shown in Exhibit 13-10 will display. Notice it has five tabs. The five tabs are:
 - *Event* tab: This tab will be displayed when the *New Event* window opens. The only required information is on this tab. The required information is:
 - Event Date
 - Event Title
 - *Contact & Location* tab (optional): On this tab, you will enter the:
 - Location of the event
 - Contact name
 - Contact information
 - *Attachments* tab (optional): From this tab, you will be able to browse for files that you want to attach. This enables you to provide participants with additional information such as directions to the event, agendas, menus and permission slips.
 - *Registration* tab (optional): This tab provides you with an opportunity to indicate whether participants need to register for the event.
 - *Roles* tab (optional): this tab provides you with an opportunity to limit the display of this event to certain registered users through the use of viewing permissions (roles).

Note: You may click on the *Save* button any time you have completed adding all the information you need for your event. The only required information is the Event Date and the Event Title, which you enter on the *Event* tab.


Home > **New Event**

New Event

Enter the information for the event below. Only information on the first tab is required.

Event | Contact & Location | Attachments | Roles | Registration

All fields marked with an asterisk (*) are required.


Date:* 
(mm/dd/yyyy)

Event Title:*


Start Time: 8 AM :00
 No Specific Time

End Time: 5 PM :00
 No Ending Time


Recurrence: Today only

Stop Date: 
(mm/dd/yyyy)
Required for recurring event

Description:

Font Name Size **B** *i* U 



Website Address:
Separate multiple URLs with semicolons.


Category: -None- 

Request posting to Schoolwires AP 4 BETA Site calendar.

Save **Cancel** **Create E-Alert...**

Exhibit 13-10: New Event window

3. On the *Event* tab:
 - a. Enter a date for the event. Note: the format for the date must be mm/dd/yyyy (required).
 TIP: Clicking on this icon  will bring up a calendar that you can use to find the date you want.
 - b. Enter an Event Title (required).
 - c. If you are a Site Director or the Homepage Editor for the *main site* and you wish to make the event mandatory, click in the checkbox to the left of Mandatory Event (optional). A mandatory event will display on all calendars. This icon  will display to the left of the event on the calendar. Note: Subsite Directors, Homepage Editors for *subsites* and Section Editors cannot make an event mandatory.
 - d. Enter the Start and End Times for the event (optional—defaults will apply). The event Start Time defaults to 8 a.m. and the End Time defaults to 5 p.m. Use the drop-down boxes or check boxes to adjust the Start and End times for the event. Note: If you choose “No Specific Time,” no Start or End Times will display for the event. If you choose “No Ending Time,” only a Start Time will display for the event.

-
- e. If the event will recur, use the drop down list under Recurrence to choose the frequency of recurrence (optional). *You must enter a Stop Date for recurring events.*
 - f. Enter a description of the event in the **Schoolwires Editor** that appears below the word “Description” (optional). This **Schoolwires Editor** is a limited-function editor. You cannot insert images or files into this **Editor**. The only link you can insert is to a form or survey if your organization has purchased this software option and you have created the form within the workspace in which you are working. See Chapter 8: “Working with the **Schoolwires Editor**” for more information on how to use the **Schoolwires Editor**, supported applications and tips on copying and pasting.
 - g. If website addresses (URLs) are applicable, enter them (optional).
TIP: You can copy and paste a URL from the address bar. Be sure to separate multiple URLs with a semicolon.
 - h. Select a category for this event from the drop-down list (optional). This will color code the event according to the categories set up by a Site Director.
TIP: Clicking on this icon  will bring up the Event Categories Legend.
 - i. If you wish to request that this event be posted to another calendar, click in the checkbox to the left of “Request posting...” Note: Subsite Directors and Homepage Editors on a subsite can request posting to the calendar on the main site. Section Editors can request posting to the calendar on the site or subsite on which their sections are located.
4. Click on the *Contact & Location* tab if you want to enter contact and location information. A blank *Contact & Location* tab (optional) like the one shown in Exhibit 13-11 will display.
TIP: Be sure to include a zip code for the event location. If users have entered their zip codes into their profiles, this will enable the calculation of the distance to the event for each user.

New Event
Enter the information for the event below. Only information on the first tab is required.

Event **Contact & Location** Attachments Roles Registration

Location
Enter your location information below.

Location Name:

Zipcode:

Used to calculate distance.

Contact
Enter your contact information below.

Contact Name:

Email:

Phone:

Exhibit 13-11: Contact & Location tab

5. If you wish to attach files, click on the *Attachments* tab (optional). A blank *Attachments* tab like the one in Exhibit 13-12 will display.

New Event
Enter the information for the event below. Only information on the first tab is required.

Event Contact & Location **Attachments** Roles Registration

Attachment Description:

File Path:

Enter the file path for the file you wish to attach or click the *Browse* button to browse your computer or network for the file.

Attachment Description:

File Path:

Enter the file path for the file you wish to attach or click the *Browse* button to browse your computer or network for the file.

Attachment Description:

File Path:

Enter the file path for the file you wish to attach or click the *Browse* button to browse your computer or network for the file.

Exhibit 13-12: Attachment tab

6. On the *Attachment* tab:
 - a. Enter the Attachment Description on the first line.
 - b. Enter the file path for the file you wish to attach or click on the *Browse* button to locate the file you want to attach. A browsing window similar to the one in Exhibit 13-13 will open.

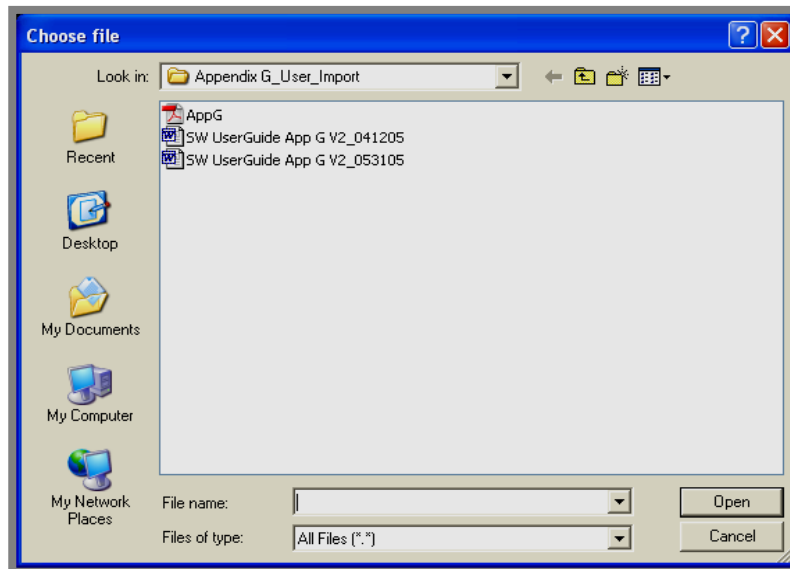


Exhibit 13-13: Browsing window

- c. Highlight the file you wish to attach and click on the *Open* button. The file path for the attachment will display on the *Attachment* tab on the line to the left of the *Browse* button. As you can see from Exhibit 13-12, you can attach up to three files.
- d. If you wish to limit who can see this event on your website, click on the *Roles* tab (optional). A *Roles* tab like the one shown in Exhibit 13-14 will display.

New Event
Enter the information for the event below. Only information on the first tab is required.

Event Contact & Location Attachments **Roles** Registration

Who can view this event?
Click in the checkbox to the left of each role you wish to be able to view this event. To limit who can view this event, you must also de-select the default roles of INTRANET ACCT, Registered Guest and General Public by clicking in the checkboxes to the left of each of them.

| | |
|--------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Administrator (120) | <input type="checkbox"/> Principal Test (121) |
| <input type="checkbox"/> BETA QA (110) | <input checked="" type="checkbox"/> Registered Guest (2) |
| <input type="checkbox"/> BETA Role Tester (107) | <input type="checkbox"/> School Board (114) |
| <input type="checkbox"/> BETA Teacher (109) | <input type="checkbox"/> Students (118) |
| <input type="checkbox"/> BETA Tester (108) | <input type="checkbox"/> Teachers (119) |
| <input type="checkbox"/> Community (115) | <input type="checkbox"/> Web Dude (113) |
| <input type="checkbox"/> District Web Manager (106) | |
| <input checked="" type="checkbox"/> General Public (ALL) (1) | |
| <input type="checkbox"/> High School Teachers (117) | |
| <input type="checkbox"/> Parents (116) | |

Exhibit 13-14: Roles tab

7. On the *Roles* tab:
 - a. Click in the checkbox to the left of each role you wish to be able to view this event.
 - b. To limit who can view this event, you must also de-select the default roles of Registered Guest and General Public by clicking in the checkboxes to the left of each of them. If your event does not require registration, click on the *Save* button.
8. If your event will require registration, click on the *Registration* tab (optional). A *Registration* tab like the one in Exhibit 13-15 will display.

New Event
Enter the information for the event below. Only information on the first tab is required.

Event Contact & Location Attachments Roles **Registration**

Registration
Enter your registration information below.

Yes No

Exhibit 13-15: Registration tab

9. On the *Registration* tab:
 - a. Click in the *Yes* radio button. The *Registration* tab will expand. It will look like the one shown in Exhibit 13-16.

New Event
Enter the information for the event below. Only information on the first tab is required.

Event Contact & Location Attachments Roles **Registration**

Registration
Enter your registration information below.
 Yes No

Registration Details
Below are the details of your registration. All fields marked with an asterisk (*) are required.

What are the maximum number of seats? *

What is the last date people can register for this event? *

Do attendees have a choice of options?
Please enter the options below.
 Yes No

Option No. 1

Option No. 2

Option No. 3

Custom Questions (Optional)
Please enter custom questions below.

Question No. 1:

Question No. 2:

Question No. 3:

Save Cancel Create E-Alert...

Exhibit 13-16: Expanded Registration tab

- b. Enter the registration information for the event. As you can see from Exhibit 13-16, the required fields are:
 - i. Maximum number of seats
 - ii. Last date for registration
- c. If the attendees will have a choice of options (e.g., Track One or Track Two workshops), click in the *Yes* radio button. *If you choose "Yes" here, you must enter at least two choices.*
- d. If you have custom questions you would like attendees to answer, enter them.

Note: If you make an event a registered event, this icon will display to the left of the event on the calendar.

10. Click on the *Save* button. The *Calendar* tab will return as the active window. The event you just added will display on the calendar.

Note: You may click on the *Save* button any time you have completed adding all the information you need for your event. The only required information is the Event Date and the Event Title, which you enter on the *Event* tab.

Obtaining the Roster for a Registered Event (Calendar tab)

If you are adding a registered event to your calendar, you will need to complete the *Registration* tab for the event. See, “Adding a Detailed Event” earlier in this chapter for more information.

Once you have saved that event, you can view and print the roster, sort the data on the roster, cancel a participant’s registration or export the data from the roster to Microsoft® Access.

To obtain a roster for your event:

1. Access the calendar from within the appropriate workspace. The calendar will open on the *Calendar* tab.
2. Click on the event in the calendar. An *Edit Event* window like the one shown in Exhibit 13-17 for that event will display.

Note: If a Quick Event window also displays, you probably double-clicked on the event. You may just close the Quick Event window.

Home > Edit 'Emergency Staff Meeting'

Edit Event
Edit the information for the event below. Only information on the first tab is required.

Event Contact & Location Attachments Roles Registration

All fields marked with an asterisk (*) are required.

Date:* 3/3/2006
(mm/dd/yyyy)

Event Title:* Emergency Staff Meeting
 Mandatory Event (Event is displayed on all calendars.)

Start Time: 8 AM :00
 No Specific Time

End Time: 5 PM :00
 No Ending Time

Recurrence: Today only

Stop Date: 3/3/2006
(mm/dd/yyyy)
Required for recurring event

Description:

Website Address:
Separate multiple URLs with semicolons.

Category: Staff Meetings

Save Cancel Create E-Alert... Delete

Exhibit 13-17: Edit Event window

3. Click on the *Registration* tab. A *Registration* tab for that event like the one shown in Exhibit 13-18 will display. Notice that it now contains:
 - Registration details indicating the number of people who have registered and who are on the waiting list for the event
 - A *View Roster* button
 - A way to notify registrants of any changes to the event

Edit Event
Edit the information for the event below. Only information on the first tab is required.

Event Contact & Location Attachments Roles **Registration**

Registration
Enter your registration information below.
 Yes No

Registration Details
Below are the details of your registration. All fields marked with an asterisk (*) are required.

Number of people registered: 1
Number of people on waiting list: 0

[View Roster](#)

What are the maximum number of seats? *
50

What is the last date people can register for this event? *
3/2/2006

Do attendees have a choice of options?
Please enter the options below.
 Yes No

Option No. 1
Workshop 1

Option No. 2
Workshop 2

Option No. 3

Custom Questions (Optional)
Please enter custom questions below.

Question No. 1:
What school building are you in?

Question No. 2:
What subject do you teach?

Question No. 3:
What is your selected topic?

Notification
Notify registered attendees of changes to the event by selecting the reasons below.

Location
 Date
 Time
 See event details for changes

[Save](#) [Cancel](#) [Create E-Alert...](#) [Delete](#)

Exhibit 13-18: Registration tab on Edit Event

4. Click on the *View Roster* button. An Event Roster window like the one in Exhibit 13-1 will display. You can:
 - View the data.
 - Print the roster.
 - Sort the data.
 - Cancel a registration.
 - Export the data to Microsoft® Access.

| Event Roster | | | | | | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------|------------|--------------|------------------------|----------------------------------|----------------------------|------------------------------|---------------------|----------------------|------------------------|
| Emergency Staff Meeting | | | | | | | | | | | |
| 3/3/2006 8 AM - 5 PM | | | | | | | | | | | |
| <p>To print this roster, use your browser's print function. The roster will print with a landscape page orientation.</p> <p>To sort this roster, click on any underlined column title. The roster will be sorted according to that parameter.</p> <p>To cancel an individual registration, click on the <i>Cancel</i> link to the right of that registration. This may take a few minutes to process.</p> <p>To export this roster to Access, click on the <i>Export to Access</i> link on the bottom left of the roster.</p> | | | | | | | | | | | |
| Name | Email | Phone | Option | Special Diet | Special Accommodations | What school building are you in? | What subject do you teach? | What is your selected topic? | Registration Status | Date/Time | |
| Site Director | pdisanto@schoolwires.com | | Workshop 2 | n/a | special access | Lakepark HS | Math | Math | registered | 3/1/2006 11:32:00 AM | Cancel |
| Export to Access | | | | | | | | | | | |

Exhibit 13-19: Event Roster window

- a. If you wish to export the data to Microsoft® Access to format the data, click on the *Export to Access* button at the bottom of the window. A dialog box like the one shown in Exhibit 13-20 will display.

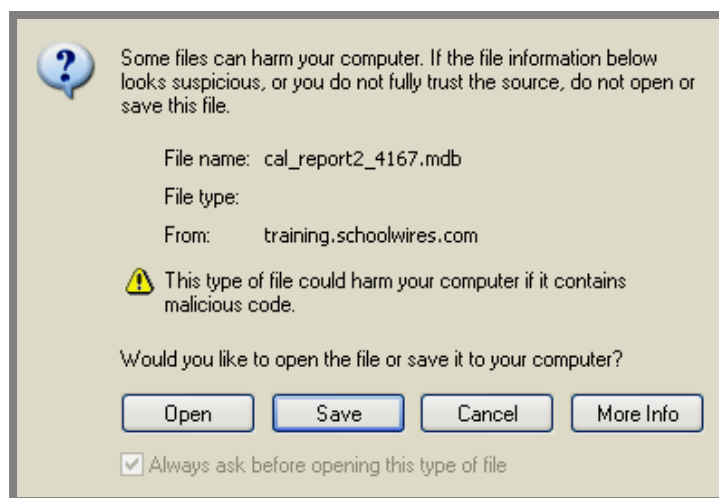


Exhibit 13-20: Dialog Box

- b. *Open* or *Save* the file and import it into Microsoft® Access.

Editing an Event (Calendar tab)

To edit an event:

1. Access the calendar from within the appropriate workspace. The calendar will open on the *Calendar* tab.
2. Click on the event in the calendar. An *Edit Event* window like the one shown in Exhibit 13-21 for that event will display. Note: It may have a “Request posting...” checkbox at the bottom if you are working on a calendar on a *subsite* or a *section*.

TIP: If a Quick Event window also displays, you probably double-clicked on the event. You may just close the Quick Event window.

Home > Edit 'Emergency Staff Meeting'

Edit Event
Edit the information for the event below. Only information on the first tab is required.

Event Contact & Location Attachments Roles Registration

All fields marked with an asterisk (*) are required.

Date:*
3/3/2006
(mm/dd/yyyy)

Start Time:
8 AM :00
 No Specific Time

End Time:
5 PM :00
 No Ending Time

Recurrence:
Today only

Stop Date:
3/3/2006
(mm/dd/yyyy)
Required for recurring event

Event Title:*
Emergency Staff Meeting
 Mandatory Event (Event is displayed on all calendars.)

Description:

Website Address:
Separate multiple URLs with semicolons.

Category:
Staff Meetings

Save Cancel Create E-Alert... Delete

Exhibit 13-21: Edit Event window

3. Make the required changes to the event information on all the tabs.

Notes:

- If the event is a registered event, be certain to click on the *Registration* to notify anyone registered for the event of the changes.
 - If the event is a recurring event, editing one occurrence of that event will change all the events.
4. Click on the *Save* button. The changes to the event will appear on the calendars in **Site Manager** and on the End User.

Deleting an Event (Calendar tab)

Deleting an Event

To delete an event:

1. Access the calendar from within the appropriate workspace. The calendar will open on the *Calendar* tab.
2. Click on the event in the calendar. An *Edit Event* window for that event like the one shown in Exhibit 13-22 will display.

TIP: If a Quick Event window also displays, you probably double-clicked on the event. You may just close the Quick Event window.

Home > Edit 'Emergency Staff Meeting'

Edit Event
Edit the information for the event below. Only information on the first tab is required.

Event | Contact & Location | Attachments | Roles | Registration

All fields marked with an asterisk (*) are required.

Date:* 3/3/2006
(mm/dd/yyyy)

Event Title:* Emergency Staff Meeting
 Mandatory Event (Event is displayed on all calendars.)

Start Time: 8 AM :00
 No Specific Time

End Time: 5 PM :00
 No Ending Time

Recurrence: Today only

Stop Date: 3/3/2006
(mm/dd/yyyy)
Required for recurring event

Description:

Website Address:

Separate multiple URLs with semicolons.

Category: Staff Meetings

Save Cancel Create E-Alert... Delete

Exhibit 13-22: Edit Event window

3. Click on the *Delete* button on the bottom right of the *Edit Event* window. The calendar will return as the active window and the event will be deleted.

TIP: Notify users who have registered for an event using the information in the roster if you are deleting a registered event. Be certain you access the information in the roster prior to deleting the event.

Deleting a Recurring Event

If the event you are deleting is a recurring event:

1. Access the calendar from within the appropriate workspace. The calendar will open on the *Calendar* tab.
2. Click on the event in the calendar. An *Edit Event* window for that event like the one shown in Exhibit 13-22 will display.
TIP: If a Quick Event window also displays, you probably double-clicked on the event. You may just close the Quick Event window.
3. Click on the *Delete* button on the bottom right of the *Edit Event* window. A *Confirmation* window like the one shown in Exhibit 13-23 will display.
4. Choose the deletion option you desire.
5. Click the *Ok* button. The calendar will return as the active window and the event or events will be deleted.

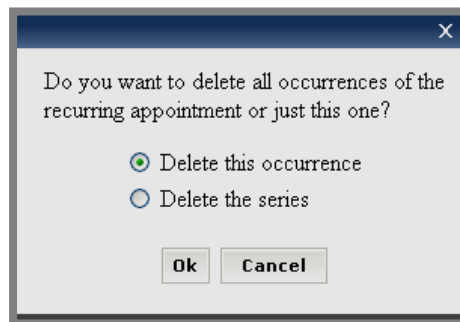


Exhibit 13-23: Confirmation window

Importing Events (Import Tab)

Site Directors, Subsite Directors, Section Editors and Homepage Editors can all import events to their own calendars.

Importing Events to Your Calendar

Preparing the CSV File

You can import events using a comma separated value (.csv) file. During the course of the import, you will be asked to map the fields in your .csv file to the **Schoolwires** calendar fields. The **Schoolwires** calendar fields are:

- Event Date (required field)
- Start Time
- End Time
- Event Title (required)
- Event Description
- Contact
- Contact Email
- Contact Phone
- Location
- Category

Keep these fields in mind when you are preparing the .csv file. In addition:

- You cannot import events marked as mandatory. You will need to add these events to the calendar manually. See “Adding a Quick Event” and “Adding a Detailed Event” earlier in this chapter.
- You cannot import recurring events. You will need to add these events to the calendar manually. See “Adding a Detailed Event” earlier in this chapter.

Prepare the .csv file and save it to your computer. Note: You can use a .csv file exported from Microsoft Outlook.

Importing Events

To import events to your calendar:

1. Access the calendar from within the appropriate workspace. The calendar will open on the *Calendar* tab.
2. Click on the *Import Events* tab. An *Import Events* tab like the one shown in Exhibit 13-24 will display.

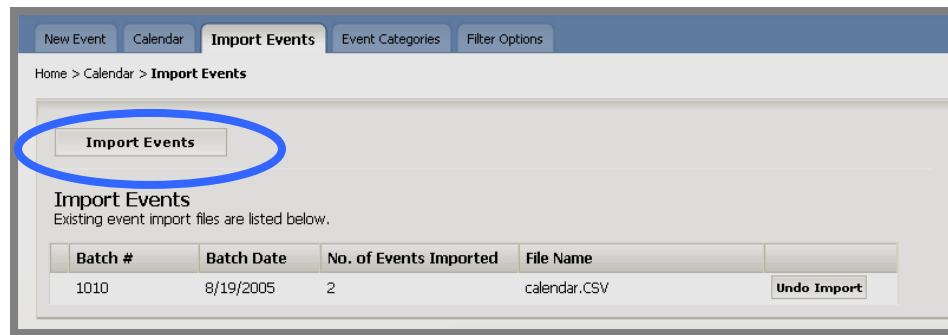


Exhibit 13-24: Import Events tab

3. Click on the *Import Events* button. This will begin an Import Wizard. A window like the one shown in Exhibit 13-25 will display.

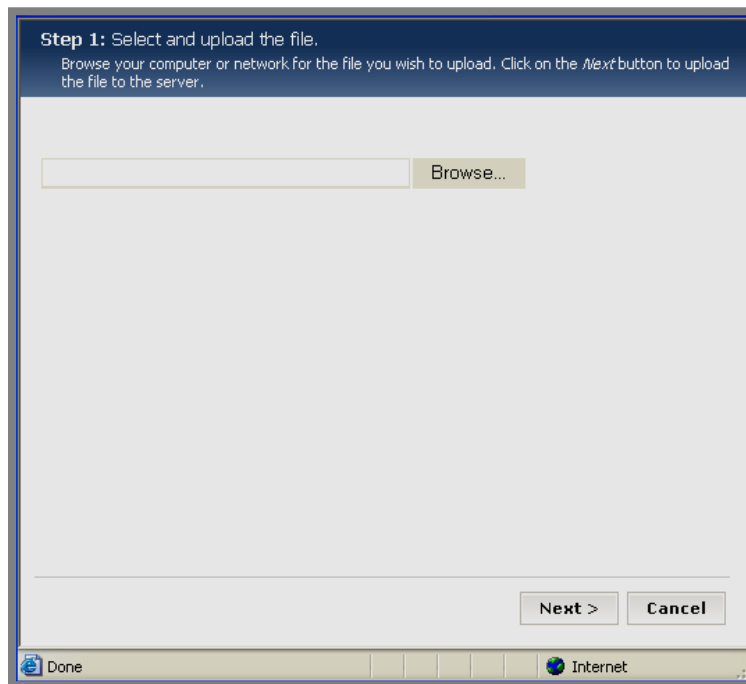


Exhibit 13-25: Import Wizard

4. Click on the *Browse* button. A browsing window like the one shown in Exhibit 13-26 will display.

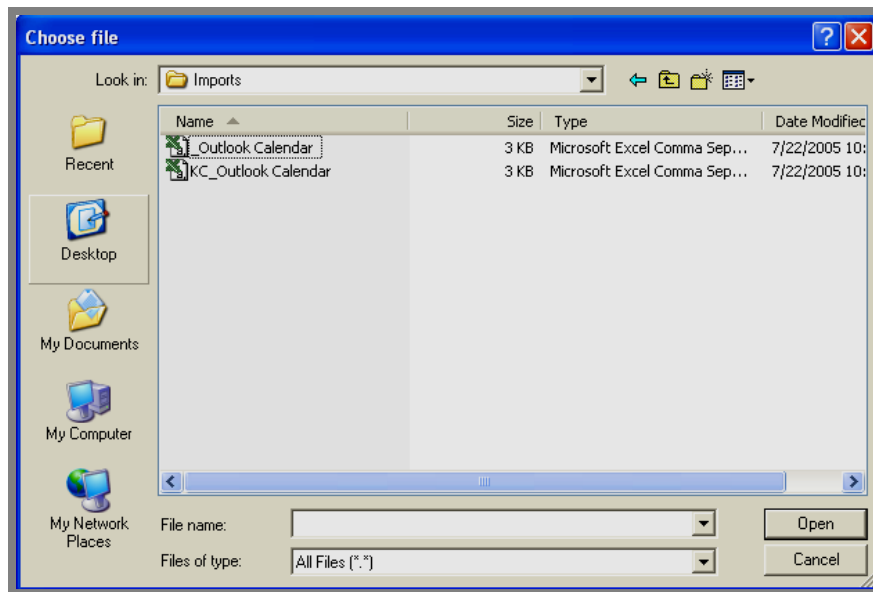


Exhibit 13-26: Browsing window

5. Select the file you wish to import.
6. Click on the *Open* button. Step 1 of the Import Wizard will return as the active window. The file path for the file you selected will display. (See Exhibit 13-28.)

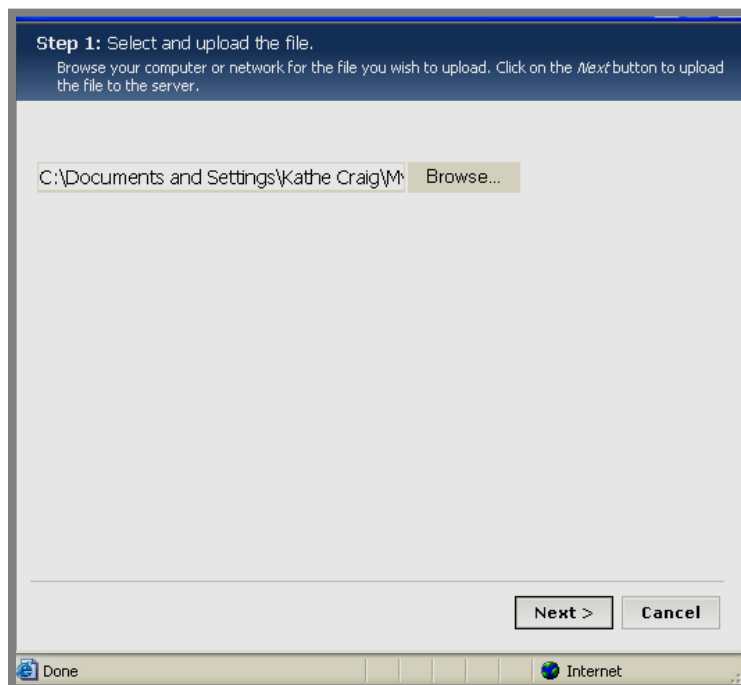


Exhibit 13-27: Step 1 of Import Wizard

7. Click on the *Next* button. You will get a confirmation message that the file is being uploaded. Then an *Edit Field Mappings* window like the one shown in Exhibit 13-28 will display.

Exhibit 13-28: Edit Field Mappings

8. Chose the import mapping that you wish to use from the drop-down menu in the upper left. If you wish to create a custom mapping, chose that option from the drop-down list.
9. If you've chosen to create a new mapping, the *Map to Fields* will all display as Ignore. Use the drop-down lists to enter the fields from the Import file you want to map to the **Schoolwires** fields.
10. Click on the *Next* button. You will get a confirmation message saying that your file is uploading.
 - a. If you've chosen an existing mapping, a Preview window like the one shown in Exhibit 13-29 will display. You can use the scroll bar at the bottom of the window to see all the information about the events being imported.

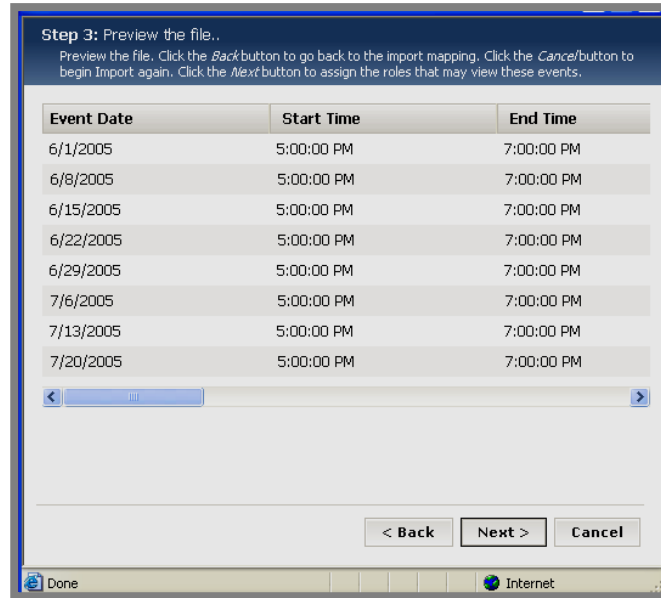


Exhibit 13-29: Preview window for existing mapping

- b. If you've chosen to create a new mapping, a Preview window like the one shown in Exhibit 13-30 will display.

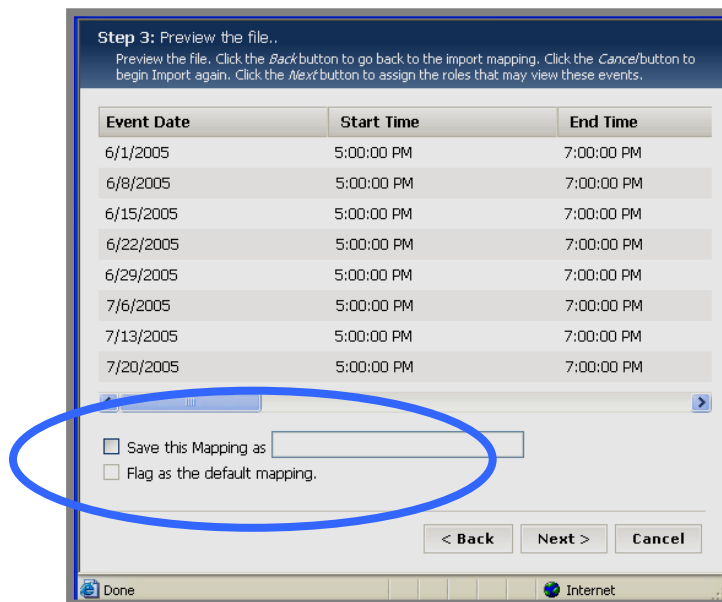


Exhibit 13-30: Preview window for new custom mapping

- i. Click in the checkbox to the left of “Save this Mapping as” and enter a title for the mapping.
- ii. If you wish to use this mapping as the default mapping for future event imports, click in the checkbox to the left of “Flag as the default mapping.”

11. Click on the *Next* button. You will get a confirmation message and a *Roles* window like the one shown in Exhibit 13-31 will display.

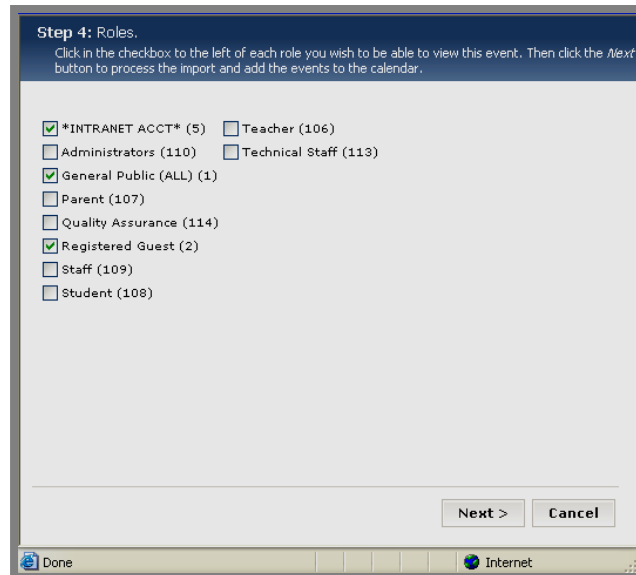


Exhibit 13-31: Roles window

12. In the *Roles* window:
 - a. If you do not wish to limit who can view this event, go to Step 14.
 - b. Click in the checkbox to the left of each role you wish to be able to view this event.
 - c. To limit who can view this event, you must also de-select the default roles of INTRANET ACCT, Registered Guest and General Public by clicking in the checkboxes to the left of each of them.

13. Click on the *Next* button. You will get a confirmation message and a window like the one shown in Exhibit 13-32 will display.



Exhibit 13-32: Confirmation of successful import

14. Click on the *Finish* button. The *Import* tab will return as the active window. The import you just completed will display in the list.

Undoing an Events Import

To undo an import of events to your calendar:

1. Access the calendar from within the appropriate workspace. The calendar will open on the *Calendar* tab.
2. Click on the *Import Events* tab. An *Import Events* window like the one shown in Exhibit 13-33 will display.

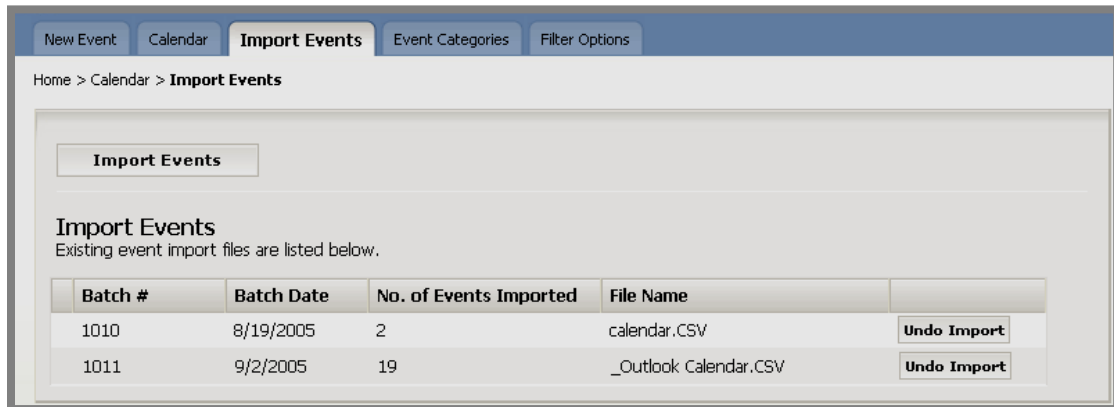


Exhibit 13-33: Import Events window

3. Click on the *Undo Import* button to the right of the import you wish to undo. A dialog box like the one shown in Exhibit 13-34 will display.

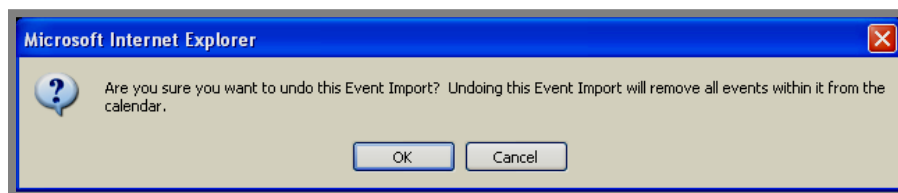


Exhibit 13-34: Dialog box

4. Click on the *OK* button. The *Import Events* window will return as the active window. The event import file you chose to undo no longer displays. The events contained in that import will have been removed from the calendar.

Processing the Event Queue (Event Queue tab)

Subsite Directors and Homepage Editors for *subsites* can request that an event be posted to the calendar on the main *site*. Section Editors on the main *site* can request that an event be posted to the calendar on the main *site*. Section Editors on each *subsite* can request that an event be posted to the calendar for that *subsite*.

Site Directors and Subsite Directors will use this *Event Queue* tab to process these requests.

To process the Event Queue for your *site* or *subsite*:

1. Access the calendar from within the *Site* or *Subsite Workspace*. The calendar will open on the *Calendar* tab.
2. Click on the *Event Queue* tab. An *Event Queue* window like the one shown in Exhibit 13-35 will display. Notice that you can change the view from Events Awaiting Approval to Events Already Approved by clicking the radio button to the left of your choice. Exhibit 13-35 shows the Events Awaiting Approval view.

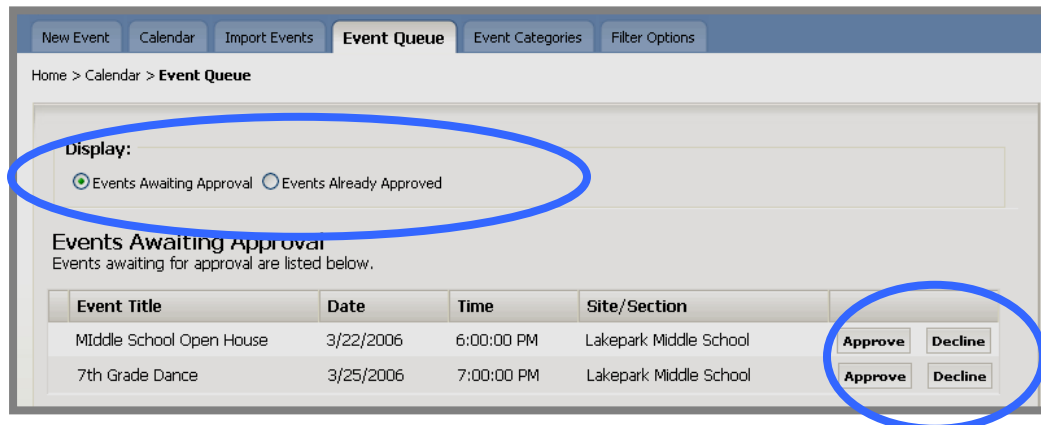


Exhibit 13-35: Event Queue window showing Events Awaiting Approval

3. To approve an event, click on the *Approve* button to the right of the event. That event will appear on the *site* or *subsite* calendar. It will no longer appear in the Events Awaiting Approval view of the Event Queue.
4. To decline the posting, click on the *Decline* button to the right of the event. The event will not be posted to the calendar.

Notes:

- Currently the person who initiated the request for the posting does not receive any confirmation of your action.

- As you can see from Exhibit 13-36, if you click on the radio button to the right of Events Already Approved, you will see the events in that view. Notice that you can only remove those events.

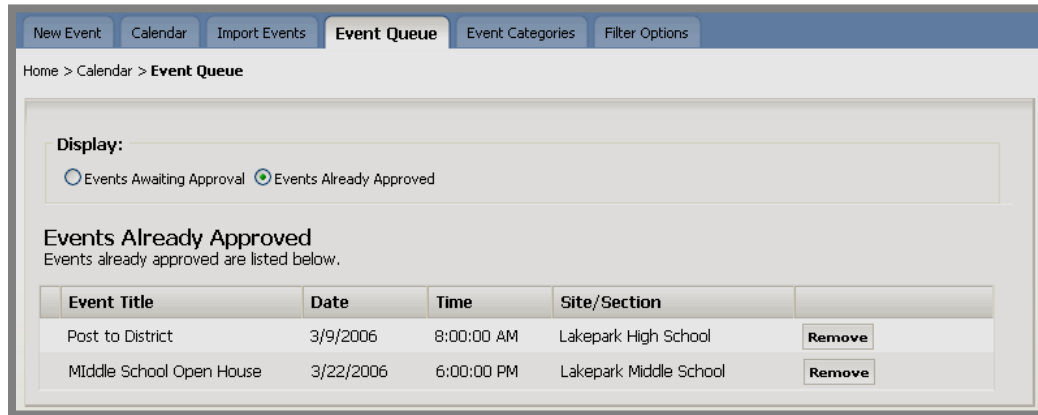


Exhibit 13-36: Event Queue window showing Events Already Approved

Setting Up Event Categories (Event Categories tab)

An editor can enhance the usability of the calendar by assigning categories to events. This allows users to view color-coded calendar events and to apply category filters to their calendar views.

Site Directors set up the categories for events for the entire *site* (i.e., for the main *site* and all *subsites* and *sections*).

To set up categories for events for the *site*:

1. Access the calendar from within the *Site Workspace*. The calendar will open on the *Calendar* tab.
2. Click on the *Event Categories* tab. An *Event Categories* window like the one shown in Exhibit 13-37 will display.

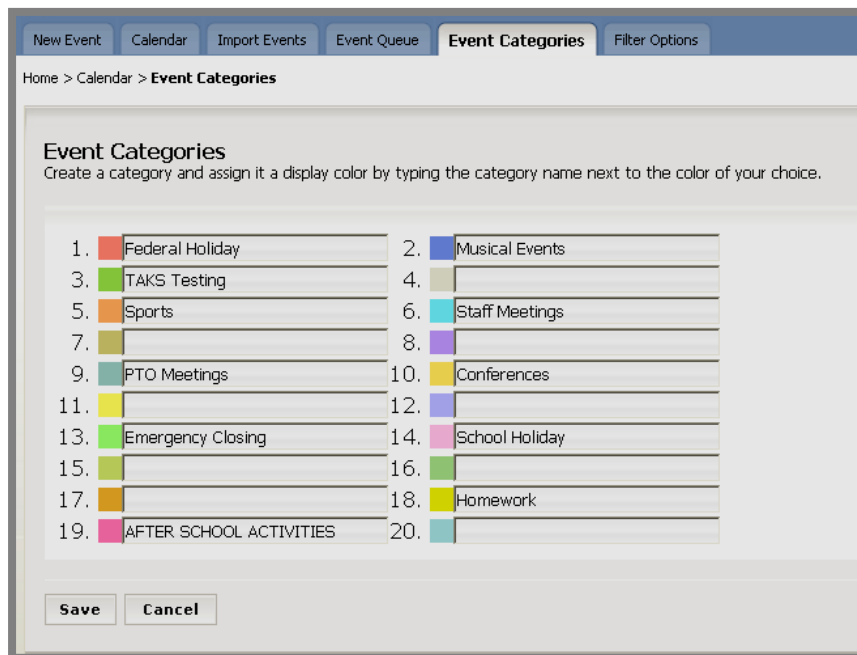


Exhibit 13-37: Event Categories window

3. Enter the title for the category you wish to add.
4. Click on the *Save* button. The *Event Categories* window will refresh and the category you just added will display.

Notes:

- If you change the name of the category, all events currently in that category will now display the new category name.
- If you delete the name of the category, all events currently in that category will now display “None” as the category name. However, the category will retain its original color.

Enabling Event Filters (Filter Options tab)

By applying filters, visitors to your website can tailor their calendar views to their needs. For instance, parents might only want to see calendar events for the district, their children's schools and certain *sections* in which they may be interested. See "Using the Calendar as a Visitor to the Website" later in this chapter for more information on applying filters on the End User.

However, before visitors to your website can apply filters, a Site Director must enable them for the entire *site*.

Only Site Directors can enable filter options.

To enable filter options for the *site*:

1. Access the calendar from within the *Site Workspace*. The calendar will open on the *Calendar* tab.
2. Click on the *Filter Options* tab. A *Filter Options* window like the one shown in Exhibit 13-38 will display. As you can see, it displays on the *Site and Subsite* tab.

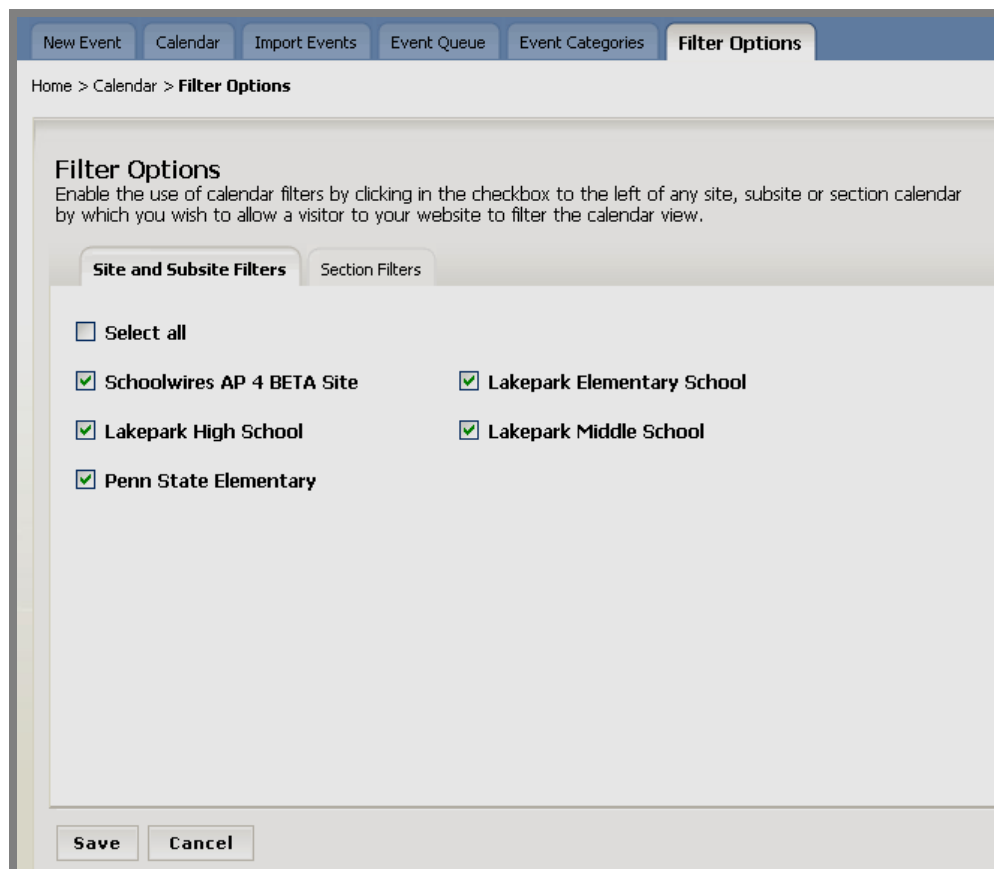


Exhibit 13-38: Filer Options: Site and Subsite Filters

3. To enable visitors to apply *site/subsite* filters to their calendar views, click in the checkbox to the left of that *site* or *subsite*. A check will appear in that checkbox. As you can see from Exhibit 13-38, you can use the Select all checkbox.
4. To enable visitors to apply *section* filters to their calendar views:
 - a. Click on the Section Filters tab.
 - b. Expand the site or subsite on which the sections reside.
 - c. Click in the checkbox to the left of the sections you wish to enable. As you can see from Exhibit 13-39, you can use the Select all checkbox.

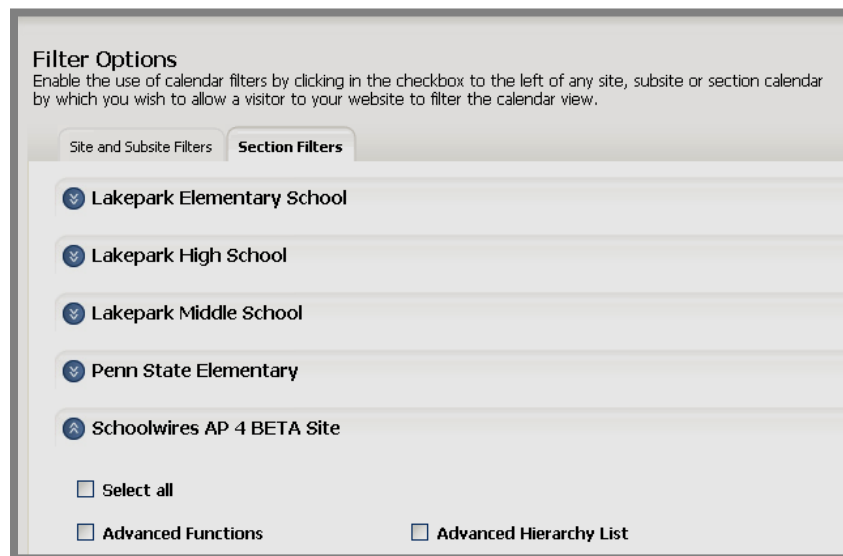


Exhibit 13- 39: Expanded Section Filter Options

5. To disable a filter, click in the checkbox to the left of that *site*, *subsite* or *section* filter. The check will disappear from that checkbox.

Note: Disabling a filter once visitors have been able to apply it may cause confusion.
6. Click on the *Save* button. The *Filter Options* window will refresh and your changes will display. In addition, these changes will be reflected on the End User Filter Options.

Using the Calendar as a Visitor to the Website

Visitors to the website will see a calendar like the one shown in Exhibit 13-40 when they click on the calendar button on the *site* or *subsite* homepage or the calendar link in a *section*.

By applying filters, visitors can see all the events they wish to see on one calendar, provided the Site Director has enabled those filters for the *site*, *subsites* and *sections*.

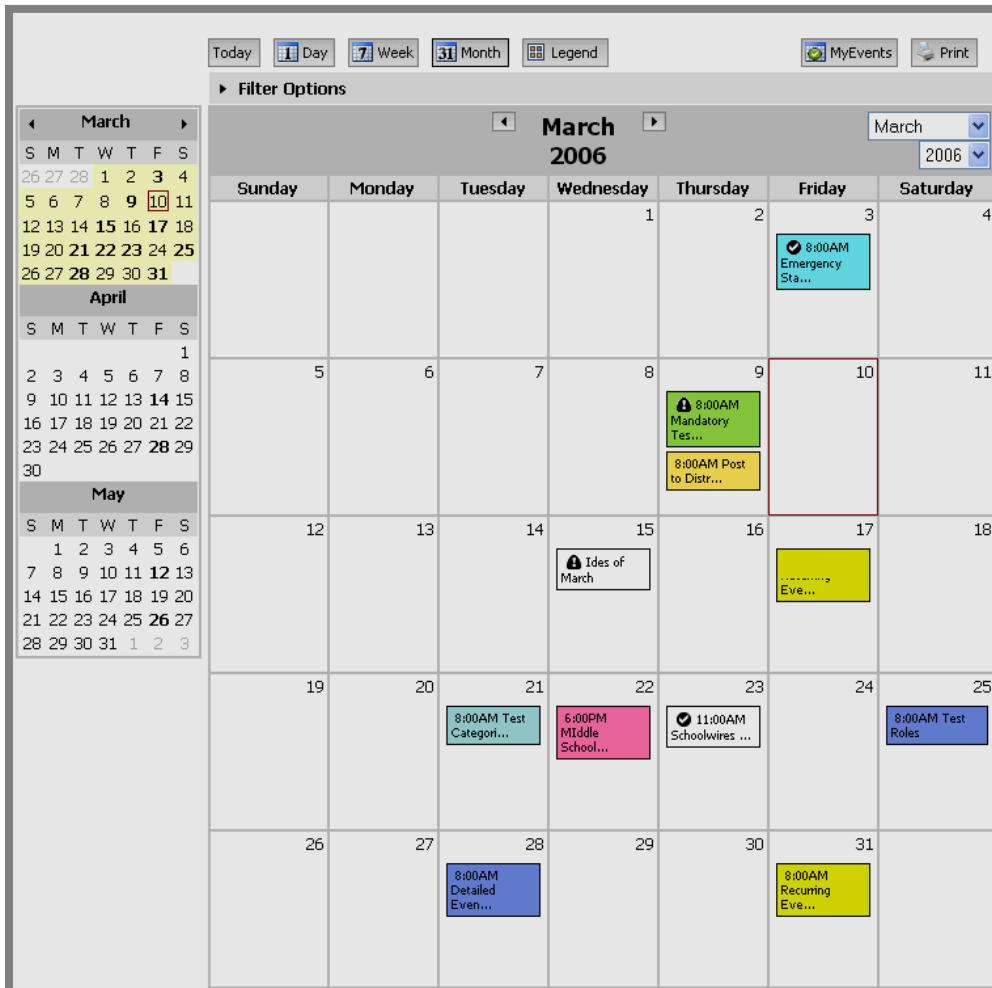


Exhibit 13- 40: Calendar on End User

Navigating in Calendar Views

The default view for the calendar is *Month*. In this view, the current day is outlined in red.

1. To change the view, click on the *Today*, *Day*, *Week* or *Month* button as desired. The view you selected will display.

2. To move forward or backward by a single day, week or month, click on the appropriate directional arrow.
3. When in the monthly view, you can select another month or year from the drop-down list on the top right.

Applying Filters to the Calendar

By applying filters, visitors to your website can tailor their calendar views to their needs. In order for a filter to be available for use, however, a Site Director must have enabled it. See “Enabling Event Filters” earlier in this chapter.

To apply filters to the calendar:

1. Access the calendar to which you wish to apply these filters. The calendar will display in the monthly view like the one shown in Exhibit 13-40.
2. Click on the arrow to the left of *Filter Options* on the top left of the calendar. *Filter Options* will expand as they have in Exhibit 13-41. This one is open to the *Site and Subsite Filters* tab.

The screenshot shows a dialog box titled "Filter Options" with a dropdown arrow on the left. Below the title bar are three tabs: "Site and Subsite Filters" (which is selected), "Section Filters", and "Category Filters". Below the tabs is a text instruction: "Choose the site, subsite filters you would like to apply to the calendar by clicking in the checkbox to the left of each filter." There are five checkboxes with labels: "Schoolwires AP 4 BETA Site" (checked), "Lakepark Elementary School", "Lakepark High School", "Lakepark Middle School", and "Penn State Elementary". At the bottom left of the dialog is a "Filter" button.

Exhibit 13-41: Filter Options: Site/Subsite Filters tab

3. To apply or remove the filters for the *site* or *subsites*:
 - a. Click on the *Site and Subsite Filters* tab if it is not displaying.
 - b. Select or deselect a *site* or *subsite* by clicking in the checkbox to the left of that site or subsite.

Note: Mandatory events from the main *site* will display on all calendars regardless of the filters you apply.
4. To apply or remove the filters *sections*:
 - a. Click on the *Section Filters* tab if it is not displaying. A *Section Filters* tab like the one shown in Exhibit 13-42 will display.

Exhibit 13-42: Filter Options: Section Filters tab

- b. Click on the arrow to the left of the *site* or *subsite* in which the section is located. The list of sections on that *site* or *subsite* will display. Exhibit 13-42 shows the list of *sections* on the Penn State Elementary School *subsite* for which filters were enabled.
 - c. Select or deselect a *section* by clicking in the checkbox to the left of that section.

Note: Mandatory events from the main *site* will display on all calendars regardless of the site, subsite or *section* filters you apply.
5. To apply or remove category filters:
 - a. Click on the *Category Filters* tab if it is not displaying. A *Category Filters* tab like the one shown in Exhibit 13-43 will display. Notice that all the categories are selected to ensure that you can see every event on the calendars selected on the *Site and Subsite Filters* tab and the *Section Filters* tab.

Filter Options

Site and Subsite Filters Section Filters **Category Filters**

Choose the category filters you would like to apply to the calendar by clicking in the checkbox to the left of each filter.

| | |
|----------------------------------------------------------------|-----------------------------------------------------|
| <input checked="" type="checkbox"/> AFTER SCHOOL ACTIVITIES | <input checked="" type="checkbox"/> Conferences |
| <input checked="" type="checkbox"/> Emergency Closing | <input checked="" type="checkbox"/> Federal Holiday |
| <input checked="" type="checkbox"/> Homework | <input checked="" type="checkbox"/> Musical Events |
| <input checked="" type="checkbox"/> New Test Categories Change | <input checked="" type="checkbox"/> PTO Meetings |
| <input checked="" type="checkbox"/> School Holiday | <input checked="" type="checkbox"/> Sports |
| <input checked="" type="checkbox"/> Staff Meetings | <input checked="" type="checkbox"/> TAKS Testing |
| <input checked="" type="checkbox"/> Unassigned | |

Exhibit 13-43: Filter Options: Category Filters tab

- b. Deselect categories by clicking in the checkboxes to the left of the categories you do not want to see.

Notes: Mandatory events from the main *site* will display on all calendars regardless of the filters you apply.

TIP: If a site, subsite or section does not appear on Filter Options, the Site Director has not enabled filters for that site, subsite or section. However, you may view the calendar for a site or subsite by navigating to its calendar on its homepage. You can view the calendar for a section by navigating to the section and clicking on the calendar for that section.

6. Click on the *Filter* button at the bottom left of the *Filter Options* window. The events that coincide with the filters you applied will appear on the calendar.

Note: You can apply filters to the calendar at any level.

Viewing a Calendar Not Available in Filters

If the Site Director has not enabled the application of a filter for a *site*, *subsite* or *section*, visitors can still view that calendar. Note: You can view and print these calendars as you do any other calendar. You can also export an event, register for an event, or view any events for which you have registered from that calendar.

To view a calendar for a *site* or *subsite* that is not available in filters:

1. Navigate to the homepage for that *site* or *subsite* on the website.

- Click on the *Calendar* link. On a standard Schoolwires template, this will be on the *Channel* bar.

To view a *section* calendar for a *section* that is not available in filters:

- Navigate to the *section* on the website.
- Click on the link for the calendar for that *section*. That *section* calendar will display.

Note: Remember that a Section Editor can choose not to have a calendar.

Printing a Calendar Page or Event

Visitors to your website can print a calendar page or an event.

To print a calendar page:

- Access the calendar from which you wish to print. The calendar will display in the monthly view like the one shown in Exhibit 13-44.

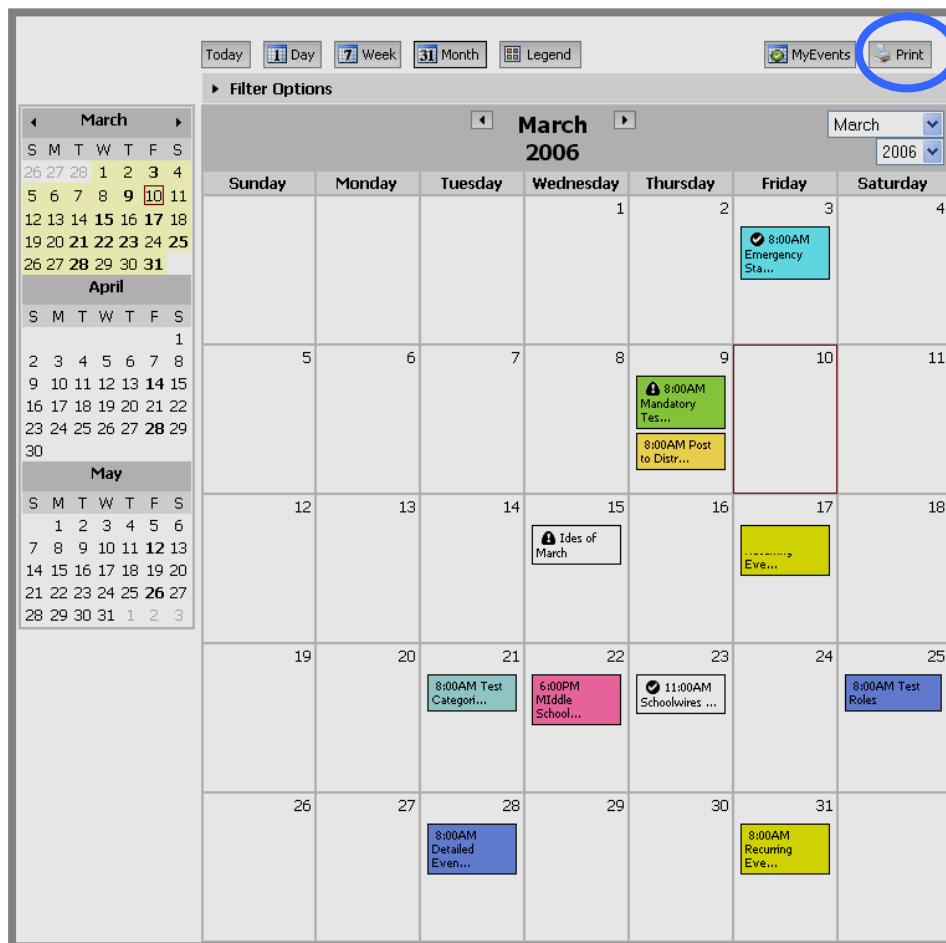


Exhibit 13- 44: Calendar on End User

2. Select the dates and the *View* you wish to print. (See “Navigating in Calendar Views” earlier in this chapter for more information.)
3. Click on the *Print* button in the upper right corner of the calendar. Another browser window will open.
4. Click on the *Print* button in your browser. The *View* for the dates you selected will print.

To print a single event:

1. Access the calendar on which the event displays. The calendar will display in the monthly view like the one shown in Exhibit 13-443.
2. Click on the event you wish to print. An *Event Information* window like the one shown in Exhibit 13-45 will display.

Exhibit 13-45: Event Information window

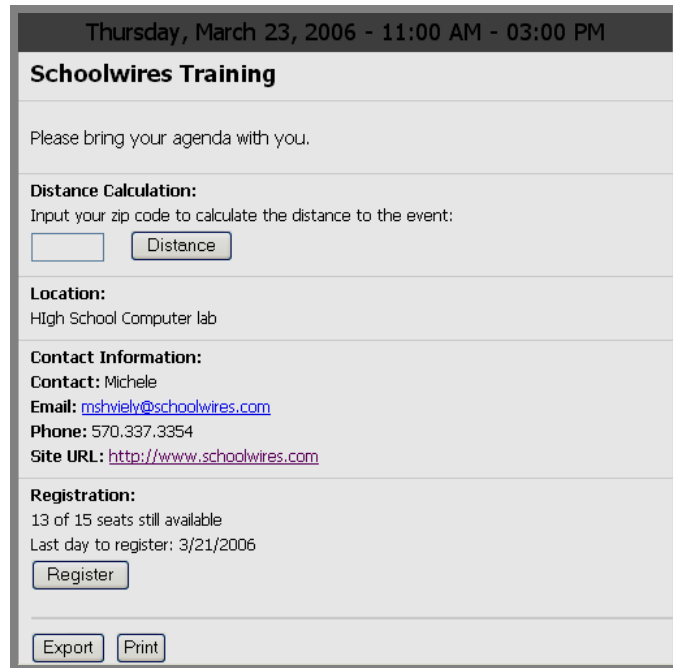
3. Click on the *Print* button on the bottom right of the *Event Information* window. The printer dialog box for your computer will display.
4. Make adjustments to your print options as required.
5. Click on the *Print* button. The event you selected will print.

Exporting an Event

To export an event:

1. Access the calendar on which the event displays. The calendar will display in the monthly view like the one shown in Exhibit 13-44.

- Click on the event you wish to export. An *Event Information* window like the one shown in Exhibit 13-46 will display.



Thursday, March 23, 2006 - 11:00 AM - 03:00 PM

Schoolwires Training

Please bring your agenda with you.

Distance Calculation:
Input your zip code to calculate the distance to the event:

Location:
High School Computer lab

Contact Information:
Contact: Michele
Email: mshielw@schoolwires.com
Phone: 570.337.3354
Site URL: <http://www.schoolwires.com>

Registration:
13 of 15 seats still available
Last day to register: 3/21/2006

Exhibit 13-46: Event Information window

- Click on the *Export* button on the bottom left of the *Event Information* window. A file download dialog box like the one shown in Exhibit 13-47 will display.

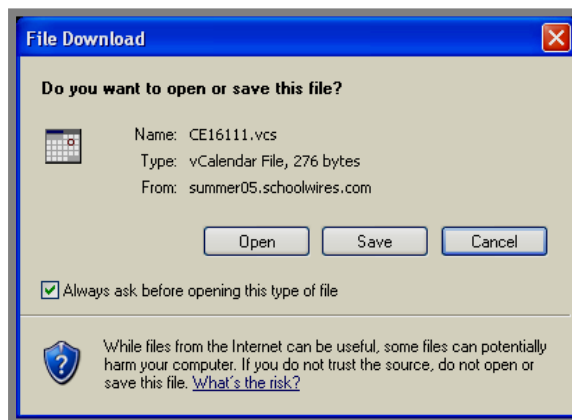


Exhibit 13-47: File Download Dialog Box

- Click on the *Save* button to save the file to your computer. A *Save As* dialog box will display.
- Select the location in which you want to save the file.
- Click on the *Save* button. The event you exported will be saved.

Using the Calendar as a Registered User

As mentioned earlier, registered users of your website can:

- View events that are only visible to certain users (role) if they have been assigned that role.
- Register for events once they have signed in.
- View all events for which they have registered.

Viewing Role-based Events

If an editor has made an event viewable only by certain roles (viewing permissions), the registered user must sign in and be assigned that role to see the event. See Chapter 3: “Site Structure, Navigation and User Registration” and Chapter 5: “**Site Manager**-Site Workspace” for more information about roles and how they are assigned.

Registering for an Event

Unlike the other calendar functions that are available to visitors to your website, to register for an event, you must be a registered user of your *site*. You must also sign in so that you are recognized as a registered user. See Chapter 3: “Site Structure, Navigation and User Registration” and Chapter 5: “**Site Manager**-Site Workspace” for more information about how users are registered and how they sign in.

To register for an event, registered users:

1. Sign in to the *site*.
2. Access the calendar on which the event displays.
3. Click on the event. An *Event Information* window like the one shown in Exhibit 13-48 will display.



Thursday, March 23, 2006 - 11:00 AM - 03:00 PM

Schoolwires Training

Please bring your agenda with you.

Distance Calculation:
Input your zip code to calculate the distance to the event:

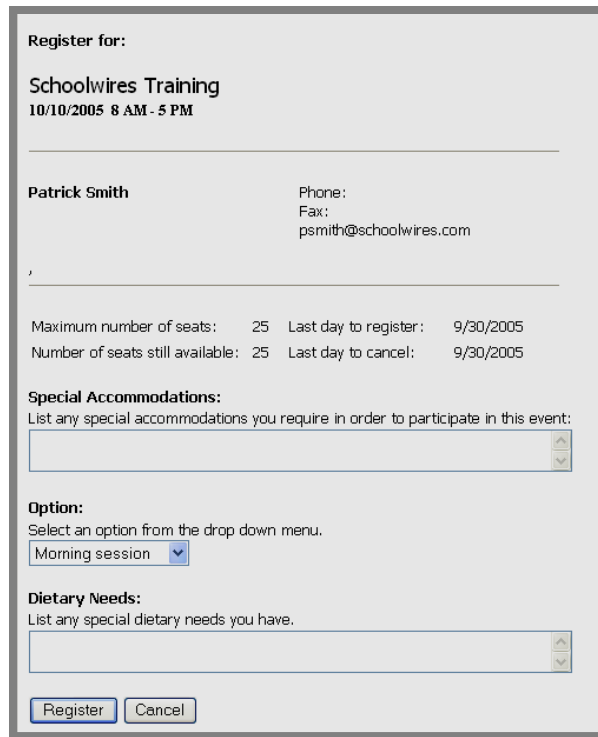
Location:
High School Computer lab

Contact Information:
Contact: Michele
Email: mshvielv@schoolwires.com
Phone: 570.337.3354
Site URL: <http://www.schoolwires.com>

Registration:
13 of 15 seats still available
Last day to register: 3/21/2006

Exhibit 13-48: Event Information window

4. Click on the *Register* button. A *Registration* window like the one shown in Exhibit 13-49 will display.



The screenshot shows a registration window with the following content:

Register for:
Schoolwires Training
10/10/2005 8 AM - 5 PM

Patrick Smith Phone:
Fax:
psmith@schoolwires.com

Maximum number of seats: 25 Last day to register: 9/30/2005
Number of seats still available: 25 Last day to cancel: 9/30/2005

Special Accommodations:
List any special accommodations you require in order to participate in this event:

Option:
Select an option from the drop down menu.
Morning session

Dietary Needs:
List any special dietary needs you have.

Exhibit 13-49: Registration window

5. Enter information for:
 - a. Special accommodations if required.
 - b. Options (if options are available).
 - c. Dietary needs if required.
6. Click on the *Register* button. The calendar will display as the active page and you will be registered for the event.

Notes:

- If you have not signed in, you will be prompted to do so.
- If you have already registered for the event, you will see a message stating that.

Viewing your Events

The *My Events* button that displays on the top right of any calendar will take you to a list of the events for which you have registered. Therefore, you must be a registered user of the website and must sign in to the *site* in order to access this information. See Chapter 3: “Site Structure, Navigation and User Registration” and Chapter 5: “**Site Manager**-Site Workspace” for more information about how users are registered and how they sign in.

To view the events for which you have registered:

1. Sign in to the *site*.
2. Access any calendar.
3. Click on the *My Events* button on the top right. A *View My Events* window like the one shown in Exhibit 13-50 will display. As you can see, besides the status of registrations, this window provides a user with:
 - Access to event information
 - The ability to cancel registration
 - A link back to the calendar

Notes:

- If you have not signed in, you will be prompted to do so.
- If you have not registered for any events, you will see a message stating that.

The screenshot displays the 'View My Events' page. At the top, there is a header with the word 'District' and a navigation path: 'Home > District > Schoolwires AP 4 BETA Site'. Below this, the section 'My events in this Site' contains a list of events. The first event is 'Irish Meeting', which is marked with a checkmark. To the right of the event name, the date '3/17/2006' and time '3 PM - 5 PM' are shown. A 'Remove' button is located to the right of the event details. A blue callout box labeled 'Remove button' points to this button. Another blue callout box labeled 'Link to Event' points to the 'Irish Meeting' text. A third blue callout box labeled 'Calendar Home' points to a link at the bottom of the page.

Exhibit 13-50: View My Events page