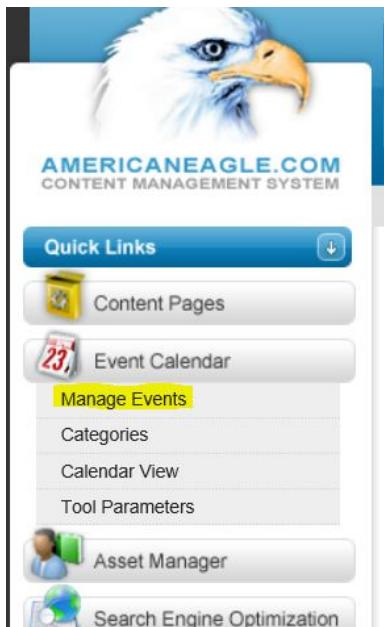


Adding New Events

Go to <http://www.speed802.org/admin>

Login

Go to Event Calendar/Manage Events



Add New Event

Dashboard » Event Calendar » Manage Events

Event Administration - 5.2.0

Search Add New Event

Search

Event Name:

Status:

Is Active:

Generate Excel

Enter Event Details (All fields in Red are required)

[Add Event](#)

Event Details Recurrence Documents Registration Location Search Engine Optimization Social Media

red color - denotes required fields

Event Name: [?](#) [!](#)

Short Title: [?](#) [!](#)

The short title displays in the calendar view on the front end, because long titles can make the calendar hard to read.

Multi-Day Event? Yes No

All Day Event? Yes No

Start Date: [?](#) [!](#)

Start Time: : : [?](#) [!](#)

End Time: : : [?](#) [!](#)

Short Description: [?](#) [!](#)

500 characters left

Custom URL: [?](#) [!](#)

Please begin URL with a "/" and end it with a "/". For example, "/sample-url"

Image: [Upload New File](#) | [Select Existing File](#) [?](#) [!](#)

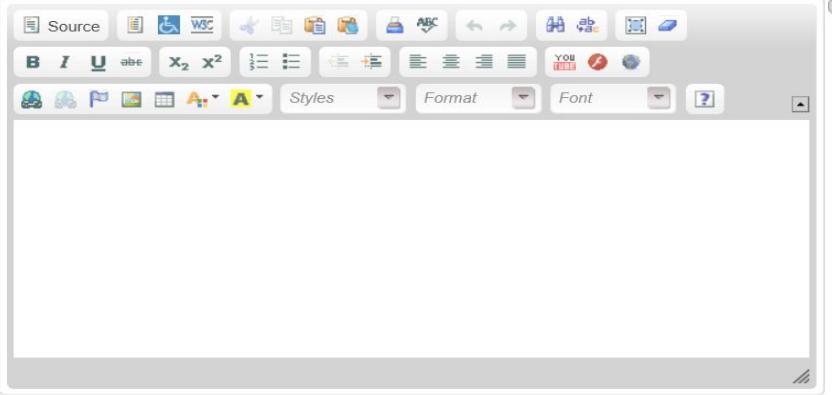
Thumbnail Image: [Upload New File](#) | [Select Existing File](#) [?](#) [!](#)

Custom URL: [?](#) [!](#)

Please begin URL with a "/" and end it with a "/". For example, "/sample-url"

Image: [Upload New File](#) | [Select Existing File](#) [?](#) [!](#)

Thumbnail Image: [Upload New File](#) | [Select Existing File](#) [?](#) [!](#)

Details: 

Categories:

<input type="checkbox"/> District	<input type="checkbox"/> ELC	<input type="checkbox"/> IND	<input type="checkbox"/> PAL
<input type="checkbox"/> Professional Development	<input type="checkbox"/> Family Enrichment Program	<input type="checkbox"/> Academy for Lifelong Learning	<input type="checkbox"/> After School Advantage Program
<input type="checkbox"/> Special Olympics	<input type="checkbox"/> Staff Only Calendar	<input type="checkbox"/> PAL Staff	<input type="checkbox"/> ELC Staff
<input type="checkbox"/> Academy Staff	<input type="checkbox"/> IND Staff		

Is Active? [?](#) [!](#)

Is Cancelled? [?](#) [!](#)

Access Level: [?](#) [!](#)

When finished click Save & Publish

Editing/Copying Events

Search for Event

Event Administration - 5.2.0

Search Add New Event

Search [Close](#)

Event Name:	<input type="text"/>	Start Date:	From <input type="text"/>  To <input type="text"/> 
Status:	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px 10px; font-size: 10px; margin-bottom: 5px;" type="button" value="Active"/>	Category:	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px 10px; font-size: 10px; margin-bottom: 5px;" type="button" value="-ALL-"/>
Is Active:	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px 10px; font-size: 10px; margin-bottom: 5px;" type="button" value="- ALL -"/>		
Generate Excel	<input type="checkbox"/>	<input style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 5px;" type="button" value="Search"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Clear"/>	

In order to change display order, please use 'sort by' drop down list

Click the Paper and Pencil icon to edit the event

Click the 2 Paper icon to copy the event

In order to change display order, please use 'sort by' drop down list

Name/URL	Category	S
     	Last Day of School for Students Emergency days used /events/last-day-of-school-... 	6
	District	
	ELC	
	IND	
	PAL	
	Academy for Lifelong Learning	
	Staff Only Calendar	
	PAL Staff	
	ELC Staff	
	Academy Staff	
	IND Staff	

When editing the event, correct any event information that is required, click Save and Publish.

When copying the event, update dates and times, event information, click Save and Publish.

You will need to update the “Custom URL” by adding a number at the end.

Cancelling Events

Search for Event

Click the Paper and Pencil icon to edit the event

Scroll to the bottom of the event

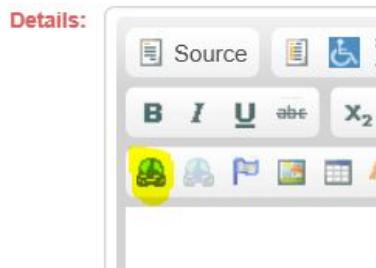
Uncheck is Active? (will remove event from calendar)

Or check Cancelled? (remains on calendar but puts cancelled on the event)

Save and Publish

Creating Hyperlinks

Type out the address of a site or the words you want to be clicked on. Highlight the link or phrase and click the world icon with a chain under it.



Input the URL address or link to a document.

To link a document, click Browse Server



This will bring you to the Asset Manager

You will go to the folder that you want to save a picture or document to. Once there, click Upload Files to save files to the website server.

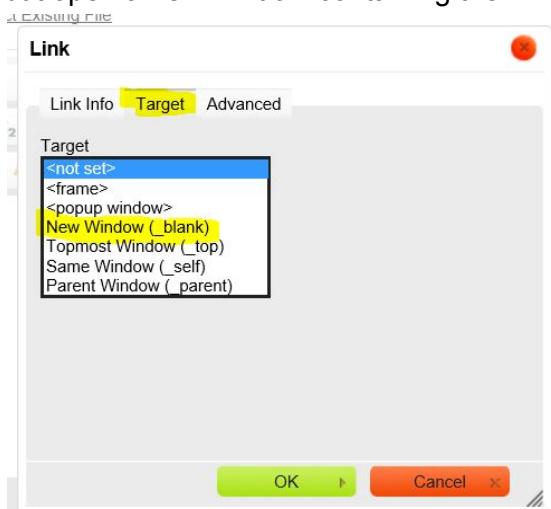
The screenshot shows the Asset Manager interface. At the top, there is a search bar with options: Site Search (radio button selected), Current Folder, and Current Folder & Sub-Folders. To the right are 'Search' and 'Clear' buttons. Below the search bar, the title 'Assets > Menus' is displayed, along with a 'Upload Files' button. On the left, a sidebar navigation tree includes 'Assets' (About Us, After School Advantage Prog, Board Docs current yr, Business Page, Forms Personnel, Forms Student, GB DOCS, Human Resources, Menus, Professional Development, SEA), 'Default Folders' (Banners, Blogs, Documents, Events, FAQ, Lists, Members, Multimedia, News, Pages, Photo Gallery, Polls, Slideshow, Staff Directory), and 'System Parameters'. The main area displays a list of 8 assets found, sorted by 'Newest to Oldest'. The files shown are PDF documents: December_Staff_Lunc h, December_Lu nch, December_Breakfast 2015 -, December_Lu nch_dot, 2014October_Staff, 2014October_Breakfa st, and 2014October_Lunch st. At the bottom of the main area are 'First', 'Prev', '1' (selected), 'Next', and 'Last' buttons.

This will open a file explorer windows, navigate to where the document or picture is saved to open into the Asset Manager. Click Open

You then select the file you just saved in Asset Manager.

Brings you back to the Link page.

(Rule of Thumb - When creating a link or document that takes you away from www.speed802.org, you should set the “Target” to New Window. This will leave our page up but open a new window containing the linked object)



Tips

When adding images or thumbnail images, you will need to check the size of the image and format for display purposes. You should preview the event after it has been created to ensure the event is displayed properly on the site.

Multi-day events option is meant for concurrent days. When creating events that will cover multiple days, you will need to enter them in separately.

When creating events to occur every year, you may receive an error message when trying to create the new event. This is because the “Custom URL” is identical to another event titled the same as the new one you are creating. You will need to modify the “Custom URL” field by adding a number at the end of the line so that the event will save.