

IUPUI Events Calendar
User Guide
<http://events.iupui.edu>



IUPUI - External Affairs
Office of Communications & Marketing



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About This Guide

The Office of Communications & Marketing is pleased to announce the launch of a new IUPUI Events Calendar. The IUPUI Events Calendar serves the greater IUPUI community as well as external parties for publication of events. The new system will offer many new features and enhanced control by calendar administrators. The system is set to launch in early December 2008.

With a new calendaring system, there will be a relative learning curve. The system has been designed to offer a simple and intuitive interface for all users. This user guide will introduce event planners to the basic system functionality and features of the new IUPUI Events Calendar system to publicize and market events to university audiences.

Questions

Additional questions about the IUPUI Events Calendar should be directed to:

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User Registration & Authentication

IUPUI / Indiana University Users

New IUPUI and Indiana University users may use their IU username and password to authenticate on the IUPUI Events Calendar.

New User Registration

1. From any page on the Events Calendar site, select “**Login**” from the left navigation.
2. On the Events Calendar Login page, click “**Login via CAS**” (IU icon) under the “IUPUI Faculty, Staff & Students” heading.
3. On the IU Central Authentication Service page:
 - a. Enter your **IU username**
 - b. Enter your **IU passphrase**
 - c. Click the “**login**” button
4. Upon successful authentication, the page will redirect to a User Profile page.
5. On the User Profile page:
 - a. Enter your **first name**
 - b. Enter your **last name**
 - c. Enter your preferred **e-mail address**
 - d. Click the “**Save Changes**” button
6. Upon completion of the User Profile information, the page will display your current profile information.
7. Registration is complete and you may authenticate on the system.

Authentication (Login)

1. From any page on the Events Calendar site, select “**Login**” from the left navigation.
2. On the Events Calendar Login page, click “**Login via CAS**” (IU icon) under the “IUPUI Faculty, Staff & Students” heading.
3. On the IU Central Authentication Service page:
 - a. Enter your **IU username**
 - b. Enter your **IU passphrase**
 - c. Click the “**login**” button
4. Upon successful authentication, the page will redirect to your Dashboard page.



Sign Out

1. From any page on the Events Calendar site, select “**Sign Out**” from the left navigation.
2. Your session has ended. Your page will return to the Events Calendar Login page. Close your browser.



External Users

External users may create a system profile and authentication credentials to authenticate on the IUPUI Events Calendar.

New User Registration

1. From any page on the Events Calendar site, select “**Login**” from the left navigation.
2. On the Events Calendar Login page, click “Join Today” (new user icon) under the “New Users” heading.
3. On the New User Profile page:
 - a. Enter a **username** (permanent)
 - b. Enter your **first name**
 - c. Enter your **last name**
 - d. Enter your preferred **e-mail address**
 - e. Enter your **preferred password**
 - f. Confirm your **preferred password**
 - g. Click the “Create Account” button
4. Upon completion of the User Profile information, the page will display your current profile information.
5. Registration is complete and you may authenticate on the system.

Authentication (Login)

1. From any page on the Events Calendar site, select “**Login**” from the left navigation.
2. On the Events Calendar Login page, click “**Login via CAS**” (IU icon) under the “IUPUI Faculty, Staff & Students” heading.
3. On the IU Central Authentication Service page:
 - a. Enter your **IU username**
 - b. Enter your **IU passphrase**
 - c. Click the “**login**” button
4. Upon successful authentication, the page will redirect to your Dashboard page.

Sign Out

1. From any page on the Events Calendar site, select “**Sign Out**” from the left navigation.
2. Your session has ended. Your page will return to the Events Calendar Login page. Close your browser.



Calendar Administration

Creating a Calendar

1. Authenticate (log in) on the system.
2. From any page on the Events Calendar site, select “**Dashboard**” from the left navigation.
3. Under the “Calendars” heading on the Dashboard, click the “**Create Calendar**” button.
4. On the Calendar Administration page:
 - a. Enter the **calendar name**
 - b. Enter a **description** for the calendar
 - c. Select the primary **calendar group** for this calendar
 - d. Select any additional **calendar categories** appropriate for this calendar
 - e. Click the “**Create Calendar**” button
5. Upon submission, the page will confirm calendar creation and add the calendar to the administrator’s queue for pending approval. Pending calendars are reviewed each business day.
6. After review, a calendar’s status decision will be communicated to the e-mail on file for the calendar owner.
 - a. Approved Calendars will be immediately available for public display on the IUPUI Events Calendar system.
 - b. Rejected Calendars will remain in the system. The calendar owner will be notified of the reasoning for the rejection. Calendar owners may update calendar information and the calendar will repeat the approval process.

Updating a Calendar

1. Authenticate (log in) on the system.
2. From any page on the Events Calendar site, select “**Dashboard**” from the left navigation.
3. Under the “Calendars” heading on the Dashboard, click the “**Update Calendar**” link.
4. On the Calendar Administration page:
 - a. Update the **calendar name**
 - b. Update a **description** for the calendar
 - c. Select the primary **calendar group** for this calendar



- d. Select any additional **calendar categories** appropriate for this calendar
 - e. Click the “**Update Calendar**” button
 5. Upon submission, the calendar’s updated information will be stored and immediately updated throughout the site. If a calendar has yet to be approved, the new calendar information will be resubmitted for review and approval.

Administrative Tools

1. Authenticate (log in) on the system.
2. On the Calendar Detail page, Administrative Tools are available from the top of the page.
3. To update the calendar, click the “**Update Calendar**” button.
4. To view the current user access list (authorized editors), click the “**User Access List**” button

Calendar Analytics

1. Authenticate (log in) on the system.
2. On the Calendar Detail page, Administrative Tools are available from the top of the page.
3. Review the provided analytics for the calendar.
 - a. Total Views
 - b. Views in Last 14 Days
 - c. Number of Favorites



Calendar Access

Requesting Calendar Access

1. Authenticate (log in) on the system.
2. On the Calendar Detail page, click the “**Post Event**” button.
3. For users not yet authorized, the page will redirect to the Calendar Access Request page.
4. To submit the access request, click the “**Request Access**” button.
5. A request notification will be sent to the calendar owner via e-mail.
6. Upon review by the calendar owner, a request’s decision will be communicated to the user.
 - a. Approved requests will allow immediate access to the user for calendar administration and event posting

Reviewing Access Requests

1. Authenticate (log in) on the system.
2. From any page on the Events Calendar site, select “**Dashboard**” from the left navigation.
3. Under the “Administrator Tools” heading on the Dashboard, click the “**Access Requests**” button.
4. Review the request and click either the “**Approve**” link or the “**Reject**” link.
 - a. Approved requests will be communicated to the requesting user and grant immediate access to the calendar.
 - b. Rejected requests will display a User Access Response form. The calendar owner must provide a reason for all rejections. A notification of the rejection and its reasoning will be communicated to the requesting user.

Viewing the User Access List

1. Authenticate (log in) on the system.
2. On the Calendar Detail page, Administrative Tools are available from the top of the page.
3. To view the current user access list (authorized editors), click the “**User Access List**” button



Removing User Access

1. Authenticate (log in) on the system.
2. On the Calendar Detail page, Administrative Tools are available from the top of the page.
3. To view the current user access list (authorized editors), click the “**User Access List**” button.
4. Locate the user in the listing and click the “**Remove Access**” link.
5. Calendar for the user is immediately eliminated.

Transferring Calendar Ownership

1. Authenticate (log in) on the system.
2. On the Calendar Detail page, Administrative Tools are available from the top of the page.
3. To view the current user access list (authorized editors), click the “**User Access List**” button.
4. Locate your name (calendar owner) in the user access list and click the “**Transfer Ownership**” link.
5. On the Calendar Ownership Transfer page:
 - a. Select a **new owner** from the existing users to transfer ownership
 - b. Select the appropriate option for retaining **calendar access** for the previous calendar owner
 - c. Click the “**Transfer Ownership**” button
6. Calendar ownership is immediately transferred and the new owner is notified via e-mail.



Event Administration

Creating An Event

1. Authenticate (log in) on the system.
2. On the Calendar Detail page, click the “**Post Event**” button.
OR
2. From any page on the Events Calendar site, select “**Dashboard**” from the left navigation. Under the “My Events” heading, click the “**Create Event**” button.
3. On the New Event page:
 - a. Enter an **event title**
 - b. Enter an **event description** (optional)
 - c. Select **calendar(s)** to attach event
 - d. Enter **alternative contact** (optional)
 - e. Enter **alternative contact e-mail** (optional)
 - f. Enter an **event web site** (optional)
 - g. Enter an **registration site** (optional)
 - h. Select an **event image** (optional)
 - i. Select an **event location**
 - j. Enter a **room** (optional)
 - k. For off-campus events only:
 - i. Enter **location name**
 - ii. Enter **address**
 - iii. Enter **city**
 - iv. Enter **state**
 - v. Enter **zip code**
 - l. Select the appropriate option for **feature request**
 - m. Click the “**Add Schedule**” button
4. Upon successful submission, the event’s information will be stored and the page redirected to the Event Schedule page. Follow the instructions in this guide for scheduling an event.

Updating An Event

1. Authenticate (log in) on the system.
2. On the Event Detail page under the “Administrative Tools” heading, click the “**Update Event**” button.



- OR**
2. From any page on the Events Calendar site, select “**Dashboard**” from the left navigation. Under the “My Events” heading, locate the event in the listing and click the “**Update Event**” link.
 3. On the New Event page:
 - a. Update the **event title**
 - b. Update the **event description** (optional)
 - a. Select **calendar(s)** to attach event
 - b. Update **alternative contact** (optional)
 - c. Update **alternative contact e-mail** (optional)
 - c. Update **event web site** (optional)
 - d. Update **registration site** (optional)
 - e. Change the **event image** (optional)
 - f. Select an **event location**
 - g. Update the **room** (optional)
 - h. For off-campus events only:
 - i. Update the **location name**
 - ii. Update **address**
 - iii. Update the **city**
 - iv. Update the **state**
 - v. Update the **zip code**
 - i. Select the appropriate option for **feature request**
 - j. Click the “**Add Schedule**” button
 4. Upon successful submission, the event’s information will be immediately updated and the page will redirect to a confirmation page.

Administrative Tools

1. Authenticate (log in) on the system.
2. On the Event Detail page, Administrative Tools are available from the top of the page.
3. To update the event, click the “**Update Event**” button.
4. To update the event schedule, click the “**Update Schedule**” button

Event Analytics

1. Authenticate (log in) on the system.
2. On the Event Detail page, Administrative Tools are available from the top of the page.



3. Review the provided analytics for the calendar.
 - a. Total Views
 - b. Views in Last 14 Days
 - c. Number of Favorites

Scheduling An Event

1. Authenticate (log in) on the system.
2. From the Event Detail page under the “Administrative Tools” heading, click the “**Update Schedule**” button.
3. From the Event Schedule page, click the “**Add Event Date**” button.
4. On the Schedule Administration page:
 - a. For a single date, select the **event date** field and select a date from the calendar widget
 - b. For “All Day” events, check the All Day checkbox. (The start time and end time fields will fade out. Time is recorded as 12:00AM-11:59PM but will display throughout the site as “ALL DAY”)
 - i. For a specific time period, select a **start time**
 - ii. For a specific time period, select an **end time**
 - c. Click the “**Add Date**” button

OR

- d. For series scheduling, select a **date range start date** field and select a date from the calendar widget
 - e. Select **date range end date** field and select a date from the calendar widget
 - f. Select a **series pattern**
 - g. For “All Day” events, check the All Day checkbox. (The start time and end time fields will fade out. Time is recorded as 12:00AM-11:59PM but will display throughout the site as “ALL DAY”)
 - i. For a specific time period, select a **start time**
 - ii. For a specific time period, select an **end time**
 - h. Click the “**Add Dates**” button
5. Upon successful submission, the event’s schedule will be updated and the page will be redirected to the Event Schedule page.

Removing An Event Date

1. Authenticate (log in) on the system.



2. From the Event Detail page under the “Administrative Tools” heading, click the “**Update Schedule**” button.
3. From the Event Schedule page, click the “**Add Event Date**” button.
4. Locate the event date on the schedule and click the “**Remove Date**” button.
5. Upon submission, the event date will be removed from the event’s scheduled dates and the page will be redirected the Event Schedule page.



Developer Tools

Widgets

This area of the site is currently under construction. We are working hard on developing widgets that integrate with our system for use on other sites and with external applications. Check the “Widget & Tools” section periodically for the latest developments.

Tools

XML Data Exchange

Each calendar has an XML file with its information and upcoming events. The XML file is accessible from the Calendar Detail page. Web developers may use this data to integrate with other sites, social networks and applications.

RSS Feed

Each calendar has RSS feed file with its information and upcoming events. The RSS Feed file is accessible from the Calendar Detail page. Web developers may use this data to integrate with other sites, social networks and applications.

Adding an RSS Feed to Your Site

1. From the Calendar Detail page, click the “**RSS Feed**” button.
2. Copy the feed’s **URL** location from the browser address bar.
3. In your web page, add the following code snippet to the <HEAD></HEAD>.

```
<link rel="alternate" type="application/rss+xml" title="RSS" href="[PASTE FEED URL HERE]" />
```

4. Save your file and upload the file to your web server.



iCal Import

Each event can be imported into email clients and calendaring applications that support the iCal specification. To download an event's iCal file:

1. From the Event Detail page, click the "Calendar File" link.
2. Depending on your browser's settings, the file will be downloaded to your computer's hard drive and/or imported into the default application on your computer that supports iCal files.