

CBE Online Calendar Guide

Table of Contents

Using the Public Calendar	2
Before Submitting an Event	2
How to Submit an Event	
Navigating to the Event Submission Form	3
Completing the Event Submission Form	4-8
Contact Information and Privacy	7
Images	7
Attachments	7
Additional Event Information (A/V & Speakerphone requests)	8
How to Update Your Own Events	8
How to Create an Event by Copying an Existing One	8

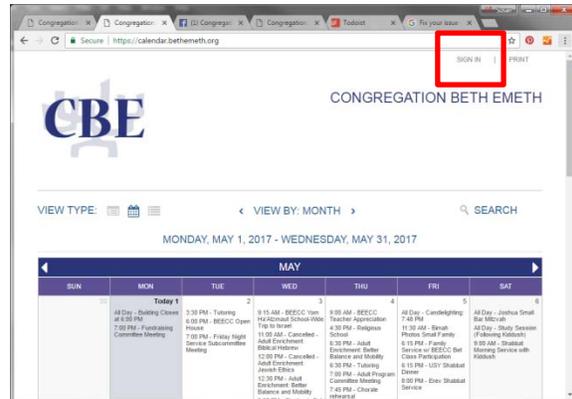


Questions? Contact office@bethemeth.org or call (703) 860-4515 ext 101 for assistance.

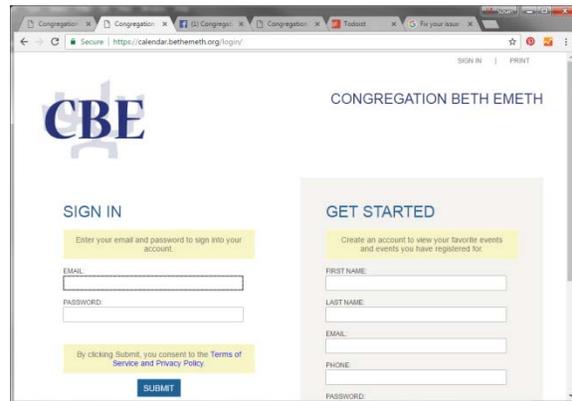
Navigating to the Event Submission Form

1. Click on any calendar link at bethemeth.org, or go to <http://calendar.bethemeth.org>

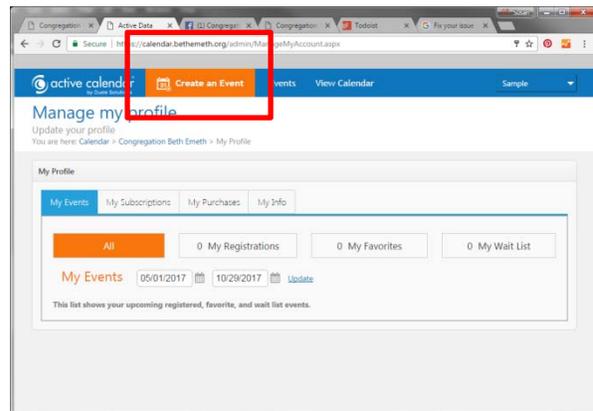
2. Click on “sign in”



3. Sign in, or create your own login using the “Get Started” form. (This information is not public and is only available to calendar administrators.)



4. Click on “Create An Event” (after you log in, if you are taken back to the calendar view, click on “manage” at the top to get to this page.)



Completing the “Create an Event” Form

Most is self-explanatory; see red boxes and key notes below

Name of Event:

- Do not use abbreviations or “in- house” terms in naming your events. This calendar is displayed publicly on our Website, and calendar users may not know, for example, that “RS” means “Religious School.”
- Please properly capitalize the titles of events.
- If the event is offsite, please include “(Offsite)” in the name.

Summary and Full Description:

- **Summary:** Required; max 250 characters. If you do not have a summary, re-copy the event name. It is preferred that you enter brief information about why someone should come to your event, even if you don’t have the full details yet.

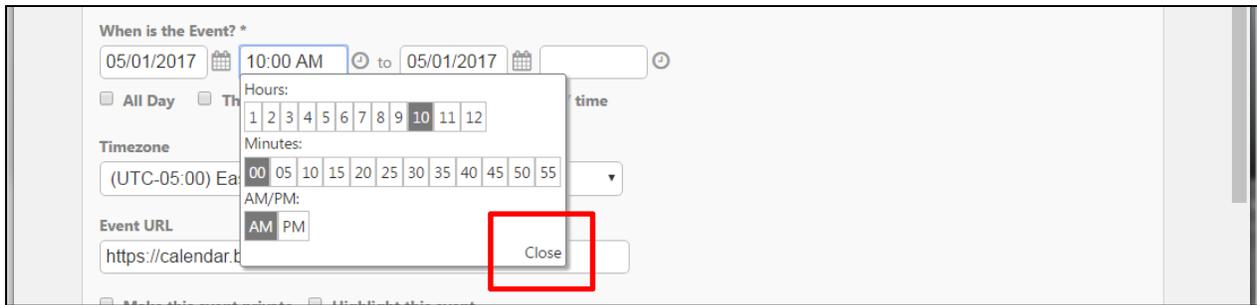
The screenshot shows the 'Create an Event' form interface. At the top, there is an orange navigation bar with icons for 'Event Options', 'Categories', 'Location', 'Contact', 'Images', 'Attachments', 'Products', and 'Extras'. Below this is the 'Name of Event' section with a text input field containing 'Test Event'. Underneath is the 'Event Details' section, which is expanded to show the 'Summary' field. The 'Summary' field is highlighted with a red box and contains the following text: 'BRIEF, REQUIRED summary about the test event. Include rain location here. Try to make it enticing. If longer than 250 characters, put the key stuff here and check the "Add a full description" box to put your longer description.' To the right of the text, it says '23 remaining'. At the bottom right of the summary field, there is a checkbox labeled 'Add a full description'.

- **Full Description:**

- If you have more than 250 characters OR YOU HAVE A WEBSITE LINK IN THE DESCRIPTION, check “add a full description” and use the editor to enter your information.
- Where possible, this should **include all the details and why someone should come** – similar to what is in our weekly “Happenings” emails or on the What’s Happening” page of the CBE website.
- **Contact person for questions.** This is for the public, and will be shown on the Web calendar, so DO NOT POST PERSONAL EMAIL OR PHONE NUMBER HERE. If you have a bethemeth.org email address (all Board & staff members and some others have one), use it here. If not, contact susan@bethemeth.org to request a contact form that you can link to in the description. If you already have a contact form, link it in the event description as “contact [your name here]”. You can find the URL of existing contact forms by putting your last name into the search box on the CBE Website.

Date & Time:

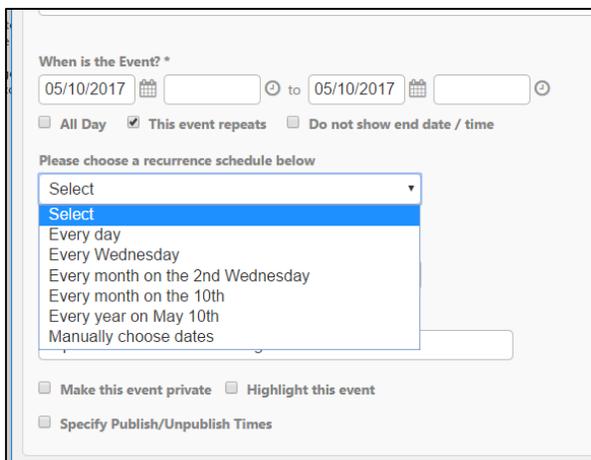
- For the times, be sure to choose an hour, minutes, AM/PM and **click on “close” to record the time.**
- If there is a start time, then **end time is required.**
- If it’s an all day event or you don’t know the times yet, click on “all day.” If you are in the summary, if appropriate include a note such as “morning event; time tbd”



The screenshot shows the 'When is the Event?' form. The start date is 05/01/2017 and the start time is 10:00 AM. The end date is also 05/01/2017. The time selection dropdown is open, showing hours from 1 to 12 and minutes from 00 to 55. The AM/PM selection is set to AM. A red box highlights the 'Close' button at the bottom right of the time selection dropdown.

Recurring Events:

- Click “this event repeats,” and use the dropdown to select a pattern.
- **If you have a complex recurring event,** contact the office for advice on the most efficient way to enter it. Also, there are options available to administrators that you may not have.
- **Recurring events must all have the same name, summary/description and location.** Only dates/times can easily be edited after the fact. If these are not all the same, enter each as a separate event. Note: if you have already submitted a similar event that has been approved, you can easily copy it and make changes. See page 8 for instructions.



The screenshot shows the 'When is the Event?' form with the recurrence schedule dropdown open. The start date is 05/10/2017 and the end date is also 05/10/2017. The 'This event repeats' checkbox is checked. The recurrence schedule dropdown is open, showing options: Select, Every day, Every Wednesday, Every month on the 2nd Wednesday, Every month on the 10th, Every year on May 10th, and Manually choose dates. The 'Make this event private' checkbox is checked. The 'Highlight this event' checkbox is unchecked. The 'Specify Publish/Unpublish Times' checkbox is unchecked.

Checkboxes:

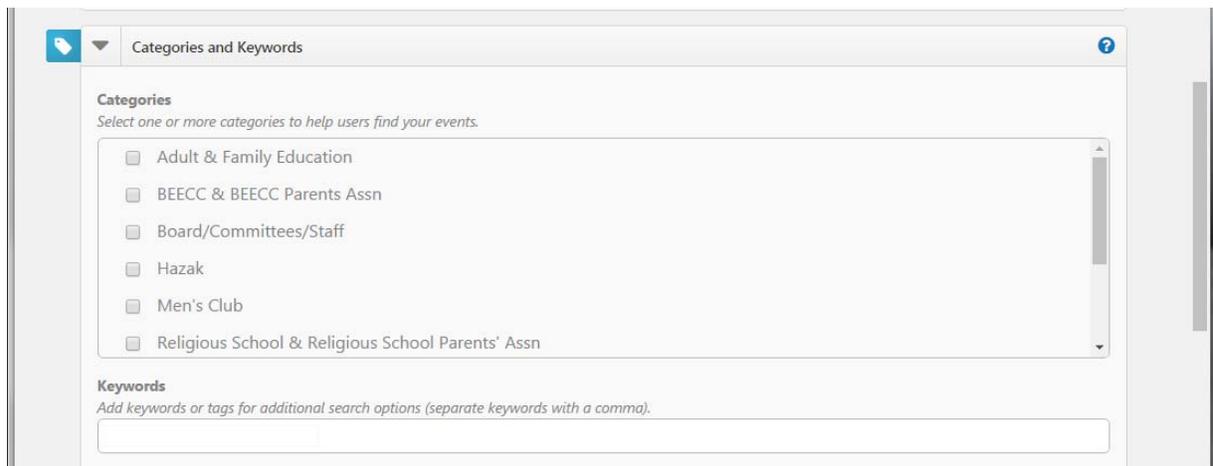
Please do not check these boxes, unless you are a staff member. Private events are only visible to logged-in staff members.



Make this event private Highlight this event
 Specify Publish/Unpublish Times

Categories & Keywords

- Click the Categories & Keywords bar to open this section of the form.
- Click one or more Categories– scroll down to see the rest of the list.
- Events should go into the Category of whoever is organizing the event. If you are submitting an event for Sisterhood, for example, it should go on the Sisterhood calendar, even if other groups will be invited to attend. Only if more than one group is co-sponsoring the event should you check multiple Categories.
- Keywords can be helpful in searching if they are consistently applied.



Categories and Keywords

Categories
Select one or more categories to help users find your events.

- Adult & Family Education
- BEECC & BEECC Parents Assn
- Board/Committees/Staff
- Hazak
- Men's Club
- Religious School & Religious School Parents' Assn

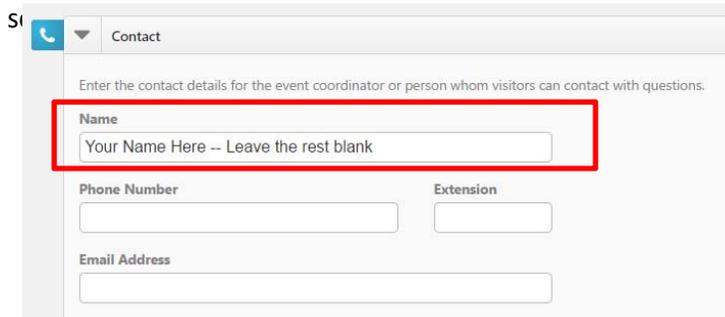
Keywords
Add keywords or tags for additional search options (separate keywords with a comma).

Locations

- Click the Locations bar to open this section of the form.
- Click one or more locations; scroll down to see more choices.
- **Please check each location/room separately and do not use combination locations**, even if they are on the list. This allows visibility of location conflicts.
 - This includes “Sanctuary & Flex Space,” which is on the list to allow us to view past events; please check the two locations separately going forward.
 - **Exceptions are Religious School, BEECC Classrooms and Chai School**, which are known to have first priority on all rooms during the times they are in session.

Contact

- Click the Contact bar to open this section of the form.
- **This contact information is shown on the public calendar.**
- **Please include ONLY YOUR NAME** and leave the rest blank, unless you have a bethemeth.org email address and a phone extension at CBE. Our policy is not to display personal contact information on the web.
- **If you do want to be reachable** as contact for the event and do not have a bethemeth.org email address, please include the URL of your CBE contact form in the summary and/or description for the event.
 - If you do not have a contact form, contact susan@bethemeth.org to request a contact form that you can link to in the description.
 - If you already have a contact form, link it in the event description as “contact [your name here]”. You can find the URL of an existing contact form by putting your last name into the



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Contact

Enter the contact details for the event coordinator or person whom visitors can contact with questions.

Name
Your Name Here -- Leave the rest blank

Phone Number Extension

Email Address

Images

If there is an image that represents the event and you feel it will help draw participants, click on the Images bar to open the form, then click on “Add Image” to add an image. It will appear on the detail about the event. In the future we will establish a Media Library of images you may want to choose from. NOTE: please do not use photos of CBE members unless you have asked for permission from those recognizable, or downloaded the photo from the CBE website or Facebook page (these have already been vetted.)

Attachments

You can attach a flyer or other file to your calendar event! Just click on the Attachments bar to open the form, then on “Choose File.” Remember that this will be publicly available, so it cannot include private contact information or anything else that should be confidential.

Registration and Products

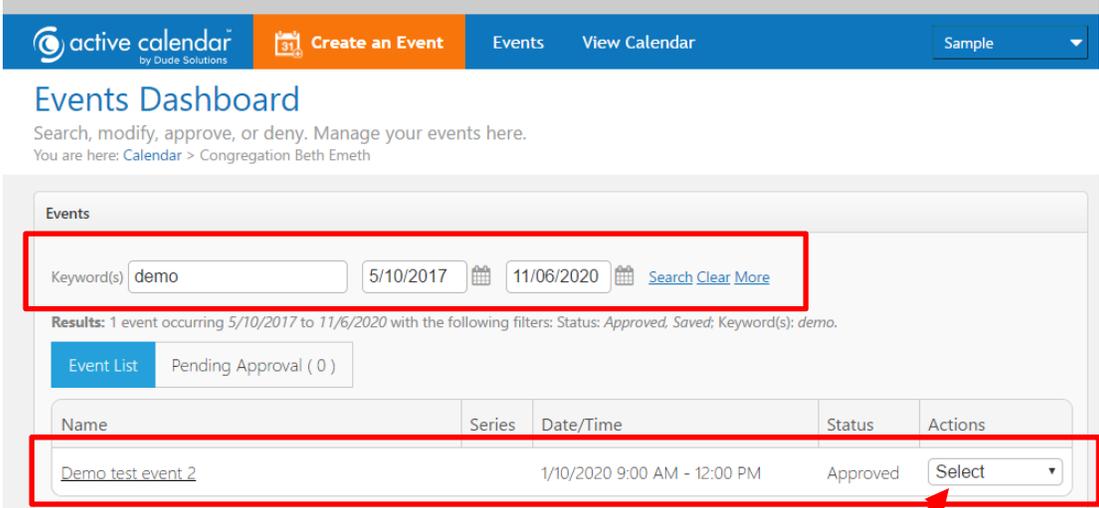
Please ignore; we are not using this program for these functions.

Additional Event Information

Please let us know if you need a projector, sound system, speakerphone, PC, other A/V. This does NOT replace room setups, which are still needed as before. You can also let us know of any other special notes about the event that should not be on the public calendar.

To Update Your Own Events

- Log in to the calendar program.
- If you are taken to the calendar view, click on “Manage” at the top.
- You will then be on your own “Events Dashboard.”
- If you don’t see the event you want to update, adjust the date range and/or put into the “keyword” field a word that is in the event name.



The screenshot shows the 'active calendar' interface. At the top, there's a navigation bar with 'Create an Event', 'Events', 'View Calendar', and a 'Sample' dropdown. Below this is the 'Events Dashboard' header with a search bar containing 'demo', date filters for '5/10/2017' and '11/06/2020', and 'Search Clear More' buttons. A red box highlights this search area. Below the search bar, it says 'Results: 1 event occurring 5/10/2017 to 11/6/2020 with the following filters: Status: Approved, Saved; Keyword(s): demo.' There's a button for 'Event List' and a count 'Pending Approval (0)'. A table below shows one event: 'Demo test event 2' with date '1/10/2020 9:00 AM - 12:00 PM' and status 'Approved'. A red box highlights the 'Select' dropdown in the 'Actions' column, with a red arrow pointing to it.

Name	Series	Date/Time	Status	Actions
Demo test event 2		1/10/2020 9:00 AM - 12:00 PM	Approved	Select

- Click on the “select” to the right and choose “Edit”
- Make your edits, and submit. Feel free to put a comment in the “Version Control and Change Log” area at the bottom, about what was changed and why. This will help the reviewer avoid having to contact you for clarifications.
- Note: you can “Cancel” an event, which will leave it on the calendar but put the word “Cancelled” in front of it. If you need to delete an event that was posted in error, please email office@bethemeth.org and we’ll do it for you.

To Copy an Event and Then Make Changes

- A convenient method if you have a number of similar events that have differing titles, locations, descriptions etc.
- Use the above “change an event” instructions to find your (already approved) event on your Events Dashboard. Note you cannot copy events that are pending approval.
- Click on “select” to the right, and choose “Copy”
- Update the event and submit.