

# Community Events Calendar Guide

Food Action Society is pleased to provide the Community Events Calendar. The Community Events Calendar is open to public event listings related to improving food security and/or cultivating a healthy, sustainable, regional food system, including markets, guest speakers, workshops, courses and other meetings involving local North Okanagan food or food security in general. This Community Events Calendar Guide provides instructions on how to view, add or edit events listings. This guide is also available on the Add a New Event Listing page of the FAS website. Please visit <http://www.foodaction.ca>, and on the Home page, click on 'Add a New Event Listing', then click on the link to the Community Events Calendar Guide.

You can browse or view the website as a visitor, without having to **Login**. You will need to **Login** as a registered user to add or edit event listings. If you want to add or edit event listings and have not yet registered, please **Register** now. To do so, click on the '**Register**' link found at the top right of the Food Action Society website, and complete the registration form.

When you are ready to begin, open the Food Action Society website using a current internet browser, such as Firefox, Chrome or Internet Explorer 8. Then, open the Community Events Calendar using the following instructions.

## 1. Viewing Events in the Calendar

There are three main ways to view the calendar information, as described below. You can start by viewing the calendar events for the entire month, then selecting all the events on one day or in one week, or the full event details for one event listing. You can also **Search** listings by names or keywords.

a. When you open the calendar, you will see calendar events for the entire month (Figure 1):

>**Click on 'View Full Calendar' link on the Home page.**

Events only display in the calendar page until they have ended. Use the buttons at the top of the Calendar page (Figure 1) or the links on the calendar itself to change the view.

b. View all events by week or in one day:

>**Click on a date to see all the events on that day**

>**Click on 'See by Week' to switch to the weekly events view. Click on 'See Today' to switch to today's events view. Notice that today is outlined in red on the calendar.**

c. View full event details for one event listing:

>**Click on an event title in the Calendar to see full event details.**

>**Click on 'See by Month' to return to Full Calendar View or choose another view option as explained in step a. or b.**

d. Search for a specific listing by name of other keywords:

>Click on 'Search' at the top of the calendar and then type the text for the name or keywords you want to find in the text field. Click below on the Search button to see listings containing that text.



Figure 1 – Click on options buttons at the top of the calendar page, or click on a date or event title.

## 2. Add a New Event Listing

To create your event listing, you will need to know the event name, location, date(s), time(s) and event information. You will also need to **Login** now using the link at the top right of the Home page, if you have not already done so. When you are logged in and ready to proceed, follow the steps below to create your new event listing.

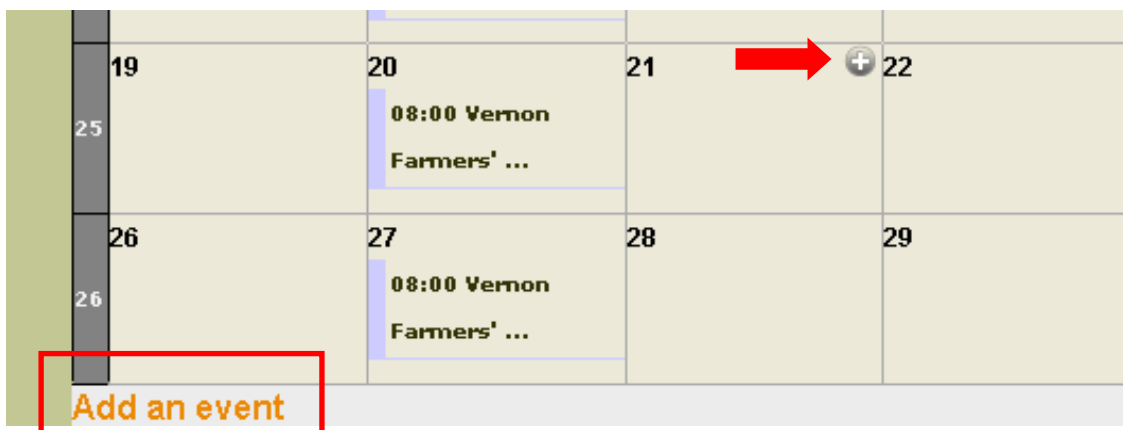


Figure 2 – Click on 'Add an Event' (see red box) or on + symbol (see red arrow) on the correct date to make a new event listing.

a. Open a new event listing form:

>Click on 'View the Full Calendar'.

>Either click on 'Add an Event' (see Figure 2, red box) or place your cursor in the square for the correct calendar date and click on the + symbol that appears within that date (see Figure 2, red arrow. Note that the new listing will have that date already completed on the form.)

b. Complete the event details on the Edit Event form:

>Click on each of the following information items and type the information (Figure 3).

- **Subject** – type the name of the event.
- **Categories** – click on the drop down menu and click to select Default.
- **Access Level** – public is the default setting, or click other options to restrict access.

The screenshot shows the 'JEvents Edit Event' form. At the top, there are 'Save', 'Apply', and 'Cancel' buttons. The form fields are as follows:

- Subject:** A text input field.
- Categories:** A dropdown menu with the text 'Please select a category'.
- Access Level:** A dropdown menu with 'Public' selected.
- Start, End, Duration:** A section with a sub-header. It contains:
  - 'All day Event or Unspecified time' with an unchecked checkbox and '12 Hour' with a checked checkbox.
  - Start date:** A date picker showing '2011-06-05', a 'Start Time' field with '08:00', and radio buttons for 'am' (selected) and 'pm'.
  - End date:** A date picker showing '2011-06-05', an 'End Time' field with '05:00', radio buttons for 'am' and 'pm' (selected), and a 'No specific end time' checkbox.
- Repeat type:** Radio buttons for 'No Repeat' (selected), 'Daily', 'Weekly', 'Monthly', and 'Yearly'.
- Activity:** A rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion.
- Location:** A text input field.
- Contact:** A text input field.
- Extra Info:** A larger text input area.

Figure 3 - Add new calendar events by completing the Edit Event form shown above.

c. Complete the event date and time settings as described below.

i. Date settings:

If you clicked on the + symbol in step a., the correct dates will already be completed, but you can verify that the information is correct. Otherwise, to enter or change the date settings:

>Click on the small calendar icon beneath ‘Start date’ to open the Calendar date selection tool. Then, click on a numerical day of the month to select that calendar date (Figure 4).

>If you also need to change the month or year, click on the arrows right or left.

>Enter an End Date only for multi-day events, otherwise leave it the same as Start Date. Verify the ‘Start date’ and ‘End date’ values, and correct if needed.

ii. Time settings:

> Click in the checkbox if this is an ‘All day Event or Unspecified time’ or type a ‘Start Time’ (Figure 4).

>Type an ‘End Time’, or click on ‘No Specific End time’ as needed.

>Click on the radio buttons to select am or pm as needed, or uncheck ‘12 Hour’ to switch to the 24 hour clock format.

iii. Repeat type settings:

> Click on one of the radio buttons if you need to change the Repeat type (Figure 4). If this event occurs at the same time on more than one consecutive day, click on Daily. If this event occurs on the same day and time each week, month or year, click on ‘Weekly’, ‘Monthly’ or ‘Yearly’ as needed. Otherwise, leave the option on ‘No Repeat’.

The screenshot shows the 'JEvents Edit Event' interface. At the top, there are icons for 'Save', 'Apply', and 'Cancel'. Below the title, there are fields for 'Subject', 'Categories' (with a dropdown menu), and 'Access Level' (set to 'Public'). The main section is titled 'Start, End, Duration' and contains the following elements:

- 'All day Event or Unspecified time' checkbox: checked.
- '12 Hour' checkbox: checked.
- 'Start date' field: contains '2011-06-05'. A calendar pop-up is visible over this field, showing the month of June 2011. The date '5' is highlighted.
- 'End date' field: contains '2011-06-05'. A calendar pop-up is visible over this field, showing the month of June 2011. The date '5' is highlighted.
- 'am' and 'pm' radio buttons: 'pm' is selected.
- 'No specific end time' checkbox: unchecked.

At the bottom, the 'Repeat type' section has radio buttons for 'No Repeat', 'Daily', 'Weekly', 'Monthly', and 'Yearly'. The 'No Repeat' option is selected.

Figure 4 – Event date selection tool, and Time and Repeat type options.

d. Complete the remaining event information as follows (see Figure 3):

>Click on each of the following information items and type the information (Figure 3).

- **Activity** – type specific information related to the event purpose, description and cost.
- **Location** – type the address and city where the event will take place.
- **Contact** – type the contact name, telephone number and email or website if desired.
- **Extra info** – parking, other.

e. Save the new listing:

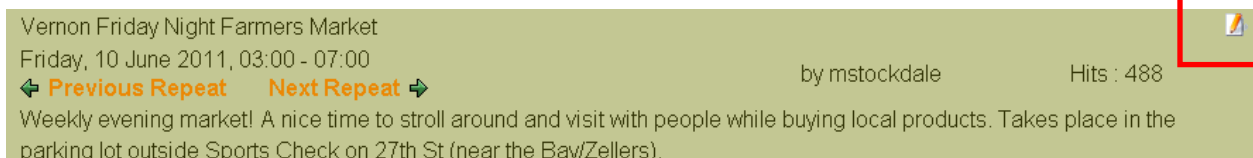
>Click on ‘Apply’ to save your information so far, but continue reviewing your listing.

>Click on ‘Save’ to finish and close the new listing form, returning to the calendar page.

### 3. Edit an Existing Event Listing

Login, and find the event listing you want to edit in the Community Events Calendar.

>Click on the title of the listing, then click on the small pencil and paper icon at the right hand side (see Figure 5 for an example). The Edit listing form re-opens, where you can make changes as needed. Refer to step 2. above for detailed instructions.



Vernon Friday Night Farmers Market  
Friday, 10 June 2011, 03:00 - 07:00  
← Previous Repeat   Next Repeat →   by mstockdale   Hits : 488

Weekly evening market! A nice time to stroll around and visit with people while buying local products. Takes place in the parking lot outside Sports Check on 27th St (near the Bay/Zellers).

The screenshot shows a green event listing card. In the top right corner of the card, there is a small icon of a pencil and a sheet of paper, which is highlighted by a red rectangular box. The text on the card includes the event title, date and time, navigation links for previous and next repeats, the user 'mstockdale', the number of hits (488), and a brief description of the event.

Figure 5 – Edit an existing event.