

Calendar Overview

Website View

Admin View

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View Mode: Search for event:

May 2008							
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Wednesday May 7, 2008
TIME: 7:00 PM - 8:00 PM

Marketing Strategies Seminar: Creating and Maintaining Market Appeal

Seminar Topic Overview

- ◆ Defining Your Business
- ◆ Service with a Smile
- ◆ Going Viral
- ◆ The Fine Points

FREE download-able post-presentation documents

Speaker: Brenda J Meltz, Director Client Services & Marketing, SourceOne Network

Fee: Marketing Clients Free
- All others \$50

Seating for this seminar is limited!

[Register Online](#)

Location: SourceOne Network office, 90 N. Pearl Street, 3rd Floor (conference Room), Albany, NY 1220

Contact Information:
Name: Brenda J Meltz
Phone: 518 436-1101
Email: wdsupport@sourceonenet.com
Website: <http://www.webdirectcms.com>

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News Site Preferences Site Modules

Instance Manager
Instance: *Calendar*
Add an Event Category
Edit an Event Category
Events List
Add an Event

Calendar

Select Month:

Date	Event
05/07/2008	Marketing Strategies Seminar: Creating and Maintaining Market Appeal

Recently Added Events:
05/07/2008 Marketing Strategies Seminar: Creating and Maintaining Market Appeal

Calendar events may be organized into Instances and Categories for easy reference and use as Elements. Calendar events can be displayed on a Website as lists of Events or in traditional calendar layout by changing where navigation links point and through the use of Instances and Categories.

Managing Calendar Events

The screenshot shows a web application interface with a top navigation bar containing 'News', 'Site Preferences', 'Site Modules', and 'View WebSite'. A left sidebar menu includes 'Bill Pay', 'Business Listings', and 'Calendar' (which is highlighted). Below the sidebar, there are links for 'Instance Manager', 'Instance: Calendar', 'Add an Event Category', 'Edit an Event Category', 'Events List', and 'Add an Event'. The main content area is titled 'Calendar' and features a 'Select Month:' dropdown menu. Below this, there is a table with two columns: 'Date' and 'Event'. The table contains one entry: '05/07/2008 Marketing Strategies Seminar: Creating and Maintaining Market Appeal'. A section titled 'Recently Added Events:' also lists this same event.

- To **Add** a Calendar event, select "Add an Event" from the Calendar Navigation.
- To **Edit** a Calendar event, locate the Event in its Instance and Category. Click on the Calendar event title to open it for editing.
- To **Delete** a Calendar event, open the event for editing and click the "Delete" button at the bottom of the screen.

Adding/Editing Calendar Events

The screenshot shows the 'Add a Calendar Event' form in the SourceOne Admin interface. The form is titled 'Add a Calendar Event' and is located under the 'Calendar' module. The form includes the following fields and options:

- Name:** A text input field for the event title.
- Description:** A rich text editor with a toolbar containing various formatting options (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, etc.).
- Location:** A text input field for the event location.
- Start Date:** A date picker set to 04/16/2008.
- Start Time:** A time picker set to 04:39 PM, with a note '(12:00 PM = Noon)'. There is an unchecked checkbox for 'All Day Event'.
- End Date:** A date picker set to 04/16/2008.
- End Time:** A time picker set to 04:39 PM, with a note '(12:00 AM = Midnight)'. There is an unchecked checkbox for 'All Day Event'.
- Contact Information:** Fields for Name, Phone, Email, and Website.
- Category:** A dropdown menu with 'Training Seminars' selected. A note below reads: 'Brackets indicate a private category, ex: [Category Name]'. Below the dropdown is a note: '(use "Ctrl" or "Open Apple" and click to select multiple categories)'. There are also radio buttons for 'Active: Yes' (selected) and 'No'.

At the bottom of the form are two buttons: 'Add Calendar Event' and 'Cancel'.

Name: Create a title for the Calendar event. The title is displayed to Website visitors as link text.

Description: Use descriptive text to describe the event. The editor toolbar is available so all files in Asset Manager, Elements and the Link Editor are available for use in this area.

Location: Enter the name and address of the event's location.

Start Date: The date the Calendar event begins

Start Time: A time between 12:00 AM and 12 PM must be entered

All Day Event: If an event will be for an entire day, checking this box will populate the end date and time fields.

End Date: The date the Calendar event ends

End Time: A time between 12:00 AM and 12 PM must be entered

Contact Information: Enter the information for the individual to be contacted for more information about the event.

Name:

Phone:

Email:

Active: Selecting "Yes" will make the Calendar event visible on the Website. Selecting "No" will make the event invisible on the Website and visible via the SourceOne Admin system.

Calendar FAQ

- Can I post-date a Calendar Event?
- No. Calendar events may be created in advance and hidden by selecting "No" in the Active field of the Event (see step 10 above).