

Parish Council W.B.C.M.S.



A tutorial covering the basic steps in
using the
Event Calendar Module
in
WBCMS.

November 2008

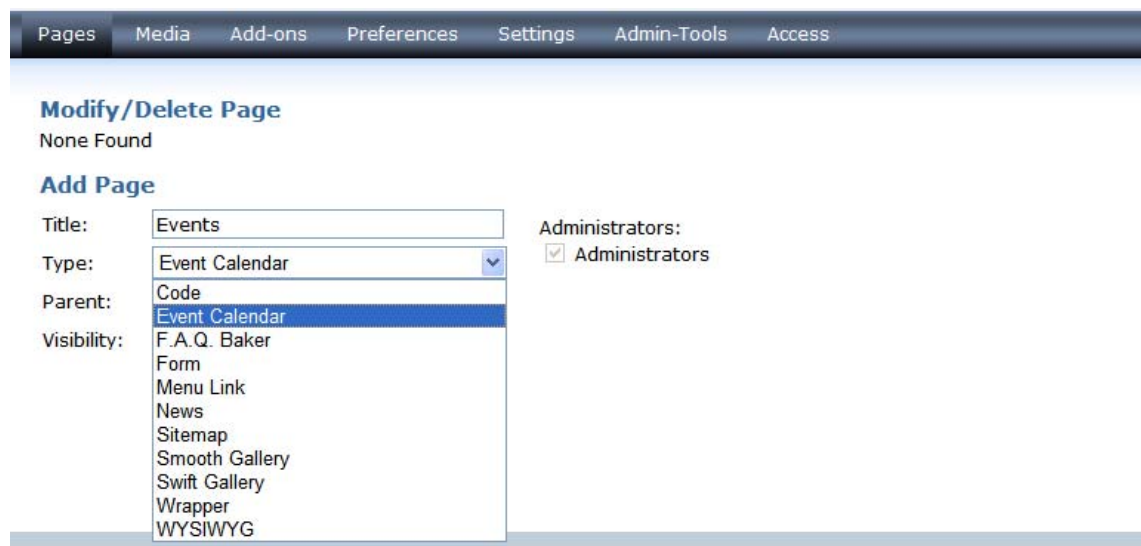
Introduction.

The “Event Calendar” module allows you to place a calendar page on your website to which you can quickly and easily add events.

We believe that using the “News” module for events offers a better solution but this is down to personal preference.

Adding Events and the Events Calendar

Login to your account as usual and click on Pages.



The screenshot shows a CMS interface with a navigation bar at the top containing 'Pages', 'Media', 'Add-ons', 'Preferences', 'Settings', 'Admin-Tools', and 'Access'. Below the navigation bar, there is a section titled 'Modify/Delete Page' with the text 'None Found'. Underneath, there is an 'Add Page' section. The 'Add Page' section contains several form fields: 'Title:' with the text 'Events' entered; 'Type:' with a dropdown menu showing 'Event Calendar' selected; 'Parent:' with a dropdown menu showing 'Event Calendar' selected; and 'Visibility:' with a dropdown menu showing 'F.A.Q. Baker' selected. To the right of these fields, there is an 'Administrators:' section with a checked checkbox and the text 'Administrators'.

Enter a Title: Events

In the Type drop down menu select Event Calendar

Click on the Add button

The Modify Page window opens.

Click on Settings

The first two settings define what's displayed on the screen when there are no events listed for the period.

The next three settings deal with what events are displayed and you can change these to suit your personal preferences.

We do suggest that you change the Date Format Settings to Day.Month.Year as this is the layout most used in the UK.

Header and Footer: Carefully enter what you want to see on the page as the header and footer by overwriting the words "Header" and "Footer". If you don't want any header and footer text just delete the words.

We made the changes as shown below and we will make these changes for you if you ask us to populate your pages.

Pages Media Add-ons Preferences Settings Admin-Tools Access

Event Calendar Settings Edit CSS

Give me line if today no event :

Give me line if no events this month :

Display today event : Yes No

Display month events : Yes No With Descriptions

Display all events : Yes No

Date Format :

Header :

Footer :

Once you've made any changes click on the Save button.

Pages Media Add-ons Preferences Settings Admin-Tools Access

Modify Page Current Page: **Events** - Change Settings - Manage Sections
Last modification by Administrator (mikehenson), 12:16 PM, Nov 17 2008

Events
None Found

Click on the Add Events Button.

The Add/Modify Events page will open.

Insert Date: Always displays today's date. If you are entering an event which you don't wish to be published until some time in the future change this date.

Days Event Last: If you want the event to be removed from the calendar select the number of days that you want it to appear.

Enter Event: Insert the title of your event.

Enter Link: If the event has its own website you can add it here.

Name Of The Link: Enter the word(s) that will appear in the body copy that you want to link to the external website.

Finally, enter the details of the event in the body copy box and click Save.

We've created a fictitious Open Day to illustrate the procedure.

Pages Media Add-ons Preferences Settings Admin-Tools Access

Add/Modify Events

Insert Date : Day: 17 Month: 11 Year: 2008

Days event last : 5

Enter Event : mh-p Open Day

Enter Link : <http://www.parishcouncilwebsite.co.uk> (http://www.websitebaker.org)

Name of the Link : Click here for more information

Source

Style Format Normal Font Size

mh-p will be holding an open day on Thursday 20th November.

All Parish Clerks are invited to attend and they may bring their Chairperson as a guest.

The event commences at 7.30pm and refreshments will be provided.

RSVP - 01494 438904

Thank you

Save Cancel

If you wish you can add a picture, insert a table or add an internal or external link to the event. All of which have been covered in earlier tutorials.

Once you've entered the details of your event click on Save.
















When the page refreshes you will see that your event is listed on the Modify Page list for each day that it appears on your website.

Pages Media Add-ons Preferences Settings Admin-Tools Access

Modify Page Current Page: **Events** - Change Settings - Manage Sections
Last modification by Administrator (mikehenson), 1:00 PM, Nov 17 2008

Add Events Settings

Events

		17.11.2008	mh-p Open Day	http://www.parishcouncilwebsite.co.uk	
		18.11.2008	mh-p Open Day	http://www.parishcouncilwebsite.co.uk	
		19.11.2008	mh-p Open Day	http://www.parishcouncilwebsite.co.uk	
		20.11.2008	mh-p Open Day	http://www.parishcouncilwebsite.co.uk	
		21.11.2008	mh-p Open Day	http://www.parishcouncilwebsite.co.uk	

If you need to modify the events details click on the first icon in the row.
To delete a day, click on the last icon in the row.