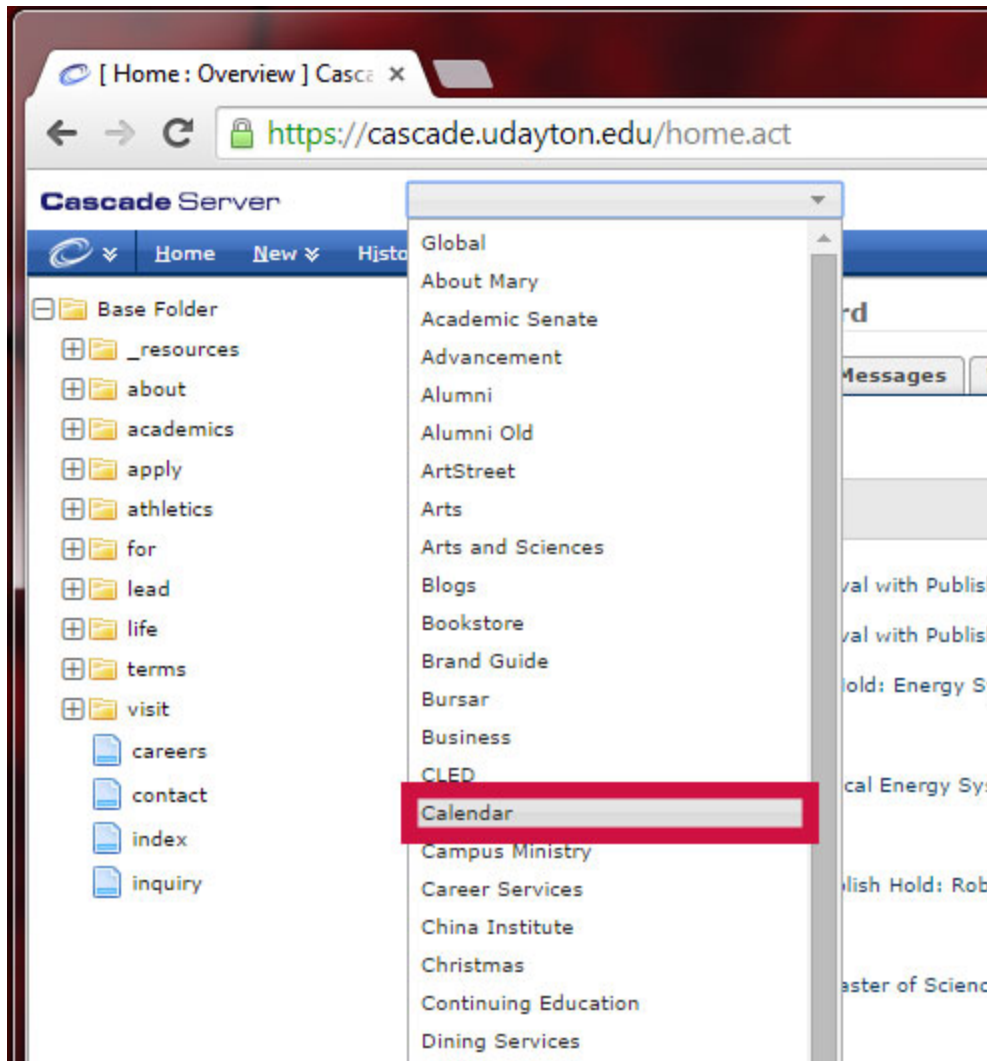


Logging into the Cascade Calendar Section

1. Go to <http://cascade.udayton.edu> in your web browser.
2. Enter your LDAP username and password. Click the “Log in to Cascade Server” button to continue.
3. At the top of the page, use the drop down menu to select “Calendar.”

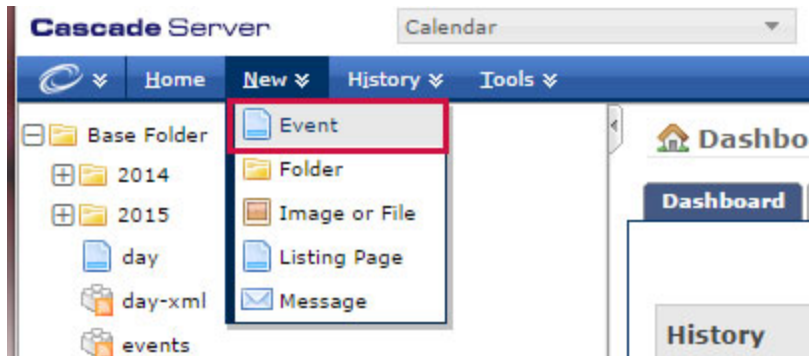


List of website sections appearing in the dropdown. The list is determined by your access - you may not see all of these sections.

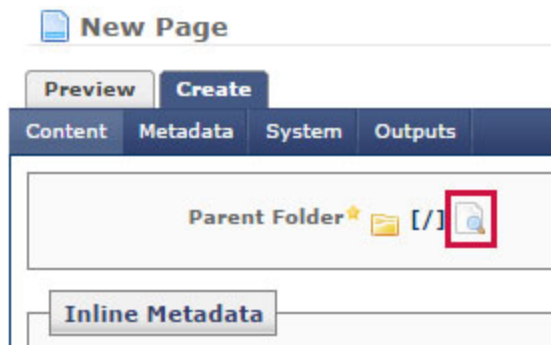
4. You are now in the calendar section of the website.

Creating an Event

1. Select "Event" from the "New" dropdown menu located in the upper left of the page. This will open the editor for creating a new event.

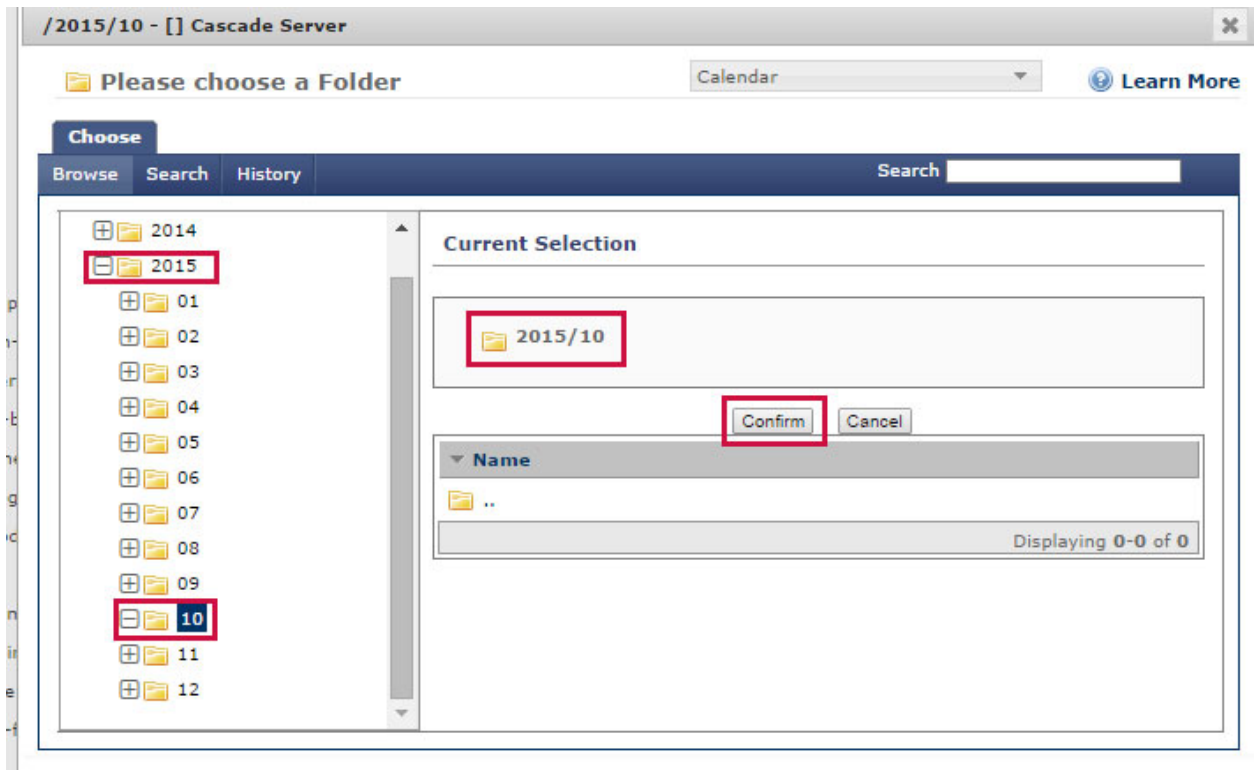


2. Events are organized by year then month. Select the appropriate "Parent Folder" for your event by clicking on the magnifying glass next to "Parent Folder." This will bring up a pop up window.



3. Navigate to the appropriate folder in the pop up window. (For example: if your event starts on October 21, 2015 you would select the 2015 folder, followed by the 10 folder.) Once you have selected the appropriate folder and it is showing in the "Current Selection"

window click the “Confirm” button. This will return you to the main editor.



4. In the “Display Name” and “Title” fields, enter the full name of your event. **Note that punctuation and special characters are not permitted in these fields.**

5. In the “Keywords” field you may enter a category for your event. **Please keep in mind that these categories will display on the website. You should attempt to use pre-existing categories and not create new ones.**
6. Skip the description text field appearing after the keywords field.

7. Enter the start and end dates and times for your event. Clicking on each element will bring up a dropdown menu.

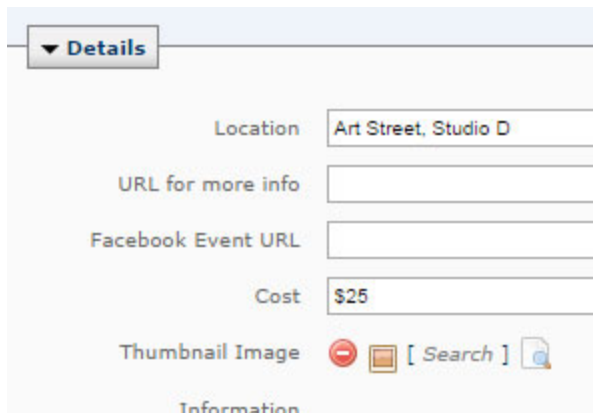
The screenshot shows an event creation form titled "Event". It includes the following fields and options:

- Event Starts:** A date field with "08-24-2014", a time field with "12", a dropdown for "00", and a dropdown for "AM".
- Event Ends:** A calendar dropdown showing "Aug" and "2014", and a dropdown for "M".
- All Day?:** A radio button option.
- Repeats?:** A radio button option.
- Buttons:** "Details" and "Contact Information" buttons are visible on the left. A "Today" button and a "Done" button are at the bottom of the calendar dropdown.

8. (Optional) All Day Events can be specified by selecting the "Yes" radio button next to the "All Day?" label. **If you choose "All Day," specific times selected in the previous step will not display in the final listing.**
9. (Optional) Repeating events can be set up by selecting the "Yes" radio button next to the "Repeats?" label. This will bring up a dropdown menu allowing you to specify the frequency with which the event will repeat. Depending on the frequency of your event, additional dropdown menus will let you further refine how your event repeats.
10. Open the details section by clicking on "Details"

This screenshot shows the same event creation form as above, but with the "Details" button highlighted by a red rectangular box. The "Event Starts" and "Event Ends" fields are now disabled, indicated by a greyed-out appearance and a small "10" icon next to each. The "All Day?" and "Repeats?" radio buttons are also visible.

11. Enter the location for the event in the provided text box. **Please use full building names instead of abbreviations.**



▼ Details

Location

URL for more info

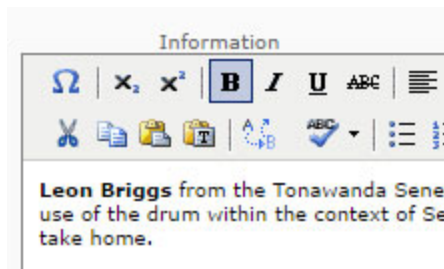
Facebook Event URL

Cost

Thumbnail Image [Search]

Information

12. (Optional) If your website has a page for this event containing more information, enter the full URL (including http://) in the provided text box.
13. (Optional) If you have created a Facebook event page, you may enter that URL in the provided text box.
14. Either enter a cost for your event or leave it blank.
15. If your department has a website, your webmaster may upload a 100x100 thumbnail image for you. You may link to that image from the “Thumbnail Image” selector.
16. In the “Information” editor, add a short 2-3 sentence description of your event. **This description should contain enough information for people to understand your event, but should not include lengthy descriptions.** This is not an advertisement or a web page for your event, but a simple calendar entry. Detailed descriptions, schedules of events, keynote details, etc. should be hosted on your department’s website.



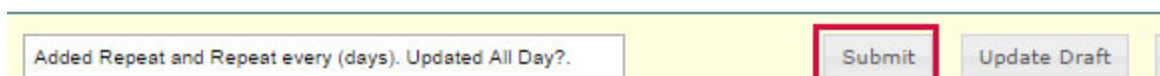
Information

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Leon Briggs from the Tonawanda Seneca use of the drum within the context of Se take home.

17. Click the “Contact Information” button to expose the contact fields.
18. In the “Name” field, enter the name of a person or department interested parties may contact for more information.
19. If your department has a website, enter the website URL in the provided field.
20. In the phone and email fields, enter the appropriate information. **All events should have either a phone number or email address.**
21. Once you have completed the above information, click the “Submit” button near the bottom of the page to save your event. **“Submit” does not publish your event to the public website.** Follow the “Publish an Event” instructions below.



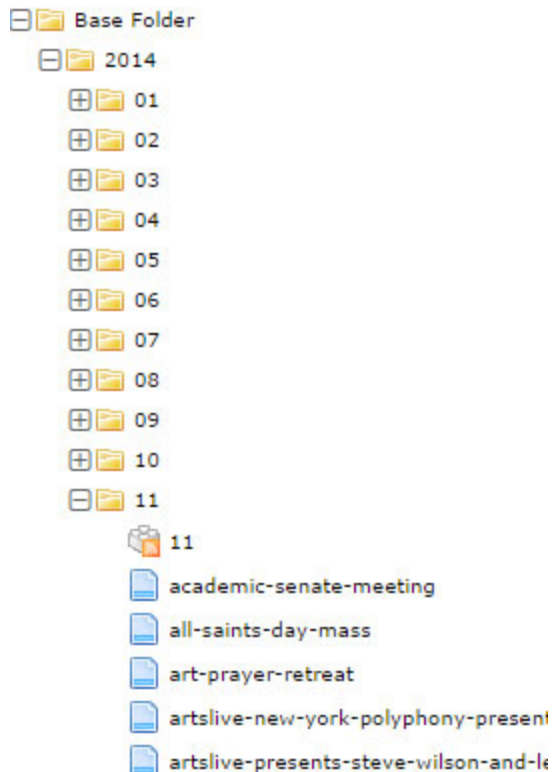
Added Repeat and Repeat every (days). Updated All Day?.

Submit Update Draft

Publishing an Event

Before events are displayed on the website they must be published.

1. Navigate to your event in the left side menu. All events should be organized by year and month of when the event starts.



2. Select your event. This will bring up the event editor by default.
3. Select the "Publish" tab from the top menu bar.
4. On the publish tab, all of the check boxes should be checked by default.
5. Click the "Submit" button.
6. Open <http://udayton.edu/calendar> and navigate to the day your event is on. Check that all of your event information is displaying correctly. Remember, everyone can see your event, so it should have correct information and look right!