Viewing the Events Calendar

The Willamette Events Calendar be found by selecting the “Events and Calendars” option from the “News & Events” menu in the cardinal bar on the Willamette homepage or via its direct url: cal.willamette.edu.

The calendar includes five Calendar View Format options including:

- Date/Time List View (Default)
- Grid View
- Category List View
- Summary List View
- Location List View

Search Options

Each View includes the following search options:

Display Format:

Options include Date/Time View (The Default), Grid View, Category View, Summary View and Location View. Visitors may select a new value from the drop-down list to automatically navigate to that Calendar View format.

Display Month:

Use this drop-down in order to quickly select the month that you would like to view. All twelve months of the year are displayed and once selected; you will be automatically navigated to the month selected for viewing all events for that particular month.

Quick Search Icons:

Options include: Day, Week, Month and Year Icons. Click on any of these graphic icons in order to view the events for the current day, week, month or year. You will stay within the Display format that you have chosen.
but the date range of events included in the view will be based off the icon selection for day, week, month or year.

**Advanced Search Option**

**Date Range:**

Use these date selectors to select a start and end date to refine the events that are displayed in your results area. You can either choose the date by clicking on the calendar icon located to the right of the field or by manually typing in the date in the “From:” and “To:” text fields, with the format of MM/DD/YYYY. For example, “From: 04/13/2012, To: 06/15/2012”.

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**Mini Calendar Options (For all view modes other than Grid View)**

**Month Selectors:**

Navigate to the next and previous month’s events by using the right and left arrow selectors beside the current month.

**Week Selectors:**

View the Date List for all events in a specific week of the month, by clicking on the arrow to the left of a particular week. The selected week will highlight and the corresponding events will display in the list on the right side.

**Day Selectors:**

Click on any day within the month grid to view the Date List for that day of the month.
Display Month:

Use this drop-down to select the month that you would like to view. Once selected, you will be automatically navigated to that month.

Category(s)

Use this drop-down in order to select a single Category of events to view.

Select All:

To Select All events, click the Select All from the drop-down list and click Submit to have all Categories listed.
Select Multiple:

To **Select Multiple** Categories, choose Select Multiple from the drop-down list. This will open a pop-up window where you can check those Category(s) and Subcategory(s) of interest to you as part of your search.

Within this pop-up screen, you have additional selection options (at the bottom of the window). This includes **Select All** Categories, and to **Deselect All** items that are currently checked.

Subcategories:

Categories with Subcategories will be indicated with a plus icon to the left of it. To view all Subcategories when in Select Multiple pop-up window, click on **Expand All**, and all Subcategories will be visible.

Multiple Categories:

**Multiple Categories** [View]

After submitting the search, a new title with a hyperlink will appear at the top of the Calendar Display area, indicating that you currently have Multiple Categories selected.

If you wish to review what Categories you searched for, click on the View link to see a list of what was checked in the original search.
Location(s)

You will see a location drop-down menu, which will allow you to select from a predefined list of location options.

Select All:

To Select All Locations, select it from the drop-down list and click on Submit to have all Locations listed.

Select Multiple:

To Select Multiple Locations, choose Select Multiple from the drop-down list. This will open a pop-up window where you can check those Locations of interest to you as part of your search.

Within this pop-up screen, you have additional selection options (at the bottom of the window). This includes Select All Locations, and to Deselect All items that are currently checked.
Subcategories:

Locations with Subcategories (i.e. internal locations) will be indicated with a plus icon to the left of it.

To view all Subcategories when in Select Multiple pop-up window, click on **Expand All**, and all Subcategories will be visible.

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Audience

Use this drop-down in order to select a target Audience.

Select All:

To **Select All** Audiences, choose to “Select All” from the drop-down list and click on Submit.
Select Multiple:

To **Select Multiple**, choose Select Multiple from the drop-down list. This will open a pop-up window where you can check multiple Audience items as part of your search.

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**Keywords**

Use this text area to enter one or a list of keywords, separated by a common and space between each. For example, "students, opening, days". The maximum number of characters that can be entered in this keyword field is 50 characters.

Once you have selected your search criteria and hit the “Submit” link, the selected search will be initiated and the resulting events that match the selected criteria will display in the main view area.

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**New Search**

The Advanced Search combines *all of the fields* specified. For example, you have chosen a Category of “Arts” and a Location of “Kaneko”, the search will **only** look for events with these two fields. If you prefer to broaden the search and would like to remove a specified field, you must click on “New Search” to clear out the information.

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**Other Available Options on Each Calendar View**

All Calendar Views also include the following:

- **HELP**: If selected, this button will open a new window that includes information on the current View screen.
• **PRINT**: If selected, this button will open a new window that includes a printer friendly format of the current view.

Advanced options available for each Calendar View include:

• **DOWNLOAD**: Use this icon to download all events within your current Calendar view. Choose your file type - CSV, iCal and XML – from the available selections and click SUBMIT to begin the download process.

• **SUBSCRIBE**: Use this icon to set up an event subscription based off your current Category/Subcategory selections. If you choose to SUBSCRIBE at the Category Calendar level, then you will be able to select to receive updates via email, text message or through a persistent iCalendar feed.

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**Viewing Events by Grid Format**

![Image of Grid View Calendar]

This view of the Calendar allows visitors to view events within a traditional Calendar Grid Format. To view Calendar as the Grid Format, select “Grid View from the Display Format drop-down list.

When first navigating to the Grid View screen “All Categories” will automatically be displayed at the top of the screen until you make a specific category selection (by selecting a Category in the drop-down menu and clicking ‘Submit’). The calendar events can also be specified with the other Category options, such as Location, Audience and Keyword(s).

**Expand All Grid:**

![Image of Expand All Grid Feature]

Use this feature located in the upper left hand corner to view all of the events in each grid block.
Grid Block Event Formatting:

Events are broken down into days or “blocks” of each week in the month. A select number of events will display per block. If there are additional events that can be viewed for a particular day, then a text link will be included at the bottom of the particular Calendar block that says “X More” and can be selected in order to refresh the Calendar grid and display all events in that particular Calendar Grid block.

Information included per event within each Calendar Grid block includes:

Start Date/Time:

The Start Date and Start Time of each event are displayed. If an event has an End Time, then it will be displayed as well. All Day events will display “All Day” within the Start Time area.

Event Name:

The Event name is the name of the event that was chosen by the event coordinator. Each event name is displayed as a hyperlink, which when selected will navigate you to the Event Details screen with the full information.

Event Quick Tips:

When enabled, when a visitor hovers their mouse over an event name, the event quick tip box will be displayed as a small pop-up window.

Event quick tips include basic information, along with actions (depending on the event) that the user can choose. These actions include: Remind Me, Notify Me, Add to My Calendar, Email a Friend and Register. Past events do not have the Remind Me or Register features enabled.
Viewing Events by Date/Time Format

This view of the Calendar allows you to view events in a list format. At the top of the screen, the dates (beginning with the current day) are displayed, as well as the current Category and Subcategory Name(s). When first navigating to the View by Date/Time screen all categories will be displayed at the top of the screen until you make a selection.

Main Area Display:

Events are broken down into Highlighted Events and Events matching the selected search criteria (Note: Does not include Grid View).

Highlighted Events:

These are events selected by users as "highlighted" for display at the top of any list screen where highlighted events are enabled.

Main Event List:

Events that match your selected search criteria are sorted in groups by the Category to which they have been classified. There are three columns of information for each event:

- **Start Date/Time**: The Start Date and Start Time of each event is displayed. If an event has an end time, then the end time will be displayed. All Day events will display “All Day”.
- **Event Details**: Each event name is displayed as a hyperlink, which if selected will navigate to the Event Details screen. An excerpt of the Event Description is also visible here.
- **Audience**: This column displays the targeted audience for the event provided by the Event submitter.
Viewing Events by Location View Format

This view of the Calendar allows you to view a date range of events that are automatically sorted by the Location(s), Building(s) and Room(s) to which they have been added. At the top of the screen, the current Category and Subcategory Name(s) will be displayed. When first navigating to the View by Location screen "All Categories" will be displayed at the top of the screen until you make a category selection.

View Event Details

By clicking on an Event Title/Name from any area where the event displays a hyperlink, you will be navigated to the View Event Details screen. Here, you will see the information of the specific event outlined.
Quick Links:

- **Go Back**: To backtrack to the previous Event View List, click on the Go Back link at the right side of the page (on the red bar).
- **Help**: Click on this will open a new window with further information on the Event Details.
- **Print**: To Print the contents of the current page being displayed, choose the "Print" icon in the far right corner.

Event Details Content:

- **Event Name**: Name of the event that was added by the event submitter.
- **Start/End Date/Time**: If an event has an End Date and End Time, then they will be displayed. All Day events will display "All Day" within the Start Time area. If an event is scheduled to recur, then the recurring schedule will be displayed.
- **Location Information**: Location information may include the Building and Room Number as well as the address for the location. If the location name appears as a hypertext link, then it can be selected in order to navigate to a map.
- **Contact Information**: If a contact is available for the event, then the details for the contact will be displayed.
- **Attachments for this Event**: Attached files may be displayed and reviewed by clicking on the title of the attachment.

Quick Actions:

Depending on the event, the following actions are available to use for reminders, updates, sharing and registration.

- **Remind Me**: Selecting this link will allow you to enter either your email address or your cell phone number and carrier, in order to be added to an event reminder list. You will have the option to select the timeframe prior to the event when you would like to receive your reminder notice.
- **Notify Me**: Selecting this link will allow you to enter your email address in order to be added to an event subscription e-mail list. If there are any changes or updates made to the event, you will be notified via e-mail. If the event is part of a series, there will also be a drop-down menu that allows you to choose one or all events to receive notifications for.
- **Add to My Calendar**: Selecting this link will take you to an informational screen that explains how to easily add this event to your personal calendar.
- **Email a Friend**: Selecting this link will allow you to send an email containing Event Details and a hypertext link that will navigate your "friends" directly to the Event Details for the event. You can add multiple email addresses, separated by commas. You can also enter your email address, your name and a customized message to be sent with the event email link. If desired, check the box to receive a copy of the email notification being sent to your friends.
- **Register**: Selecting this link will allow you to complete an interactive registration request form for the event. Complete the form and clicks SUBMIT to send your registration request to the event administrator. You will receive a follow-up email once your registration request has been processed and the follow-up email will inform you that you have either been approved or denied for the event registration.