

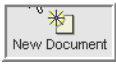
THE CALENDAR PAGE

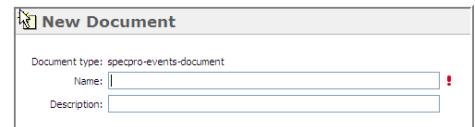
The Special Community Programs Calendar page (www.du.edu/specpro/calendar.html) displays events stored in the `specpro/universityevents/` folder. The events referenced have specific times and locations and are not for display on the general DU Events overview page (<http://www.du.edu/specpro/universityevents/index.html>).




EDIT AN EXISTING EVENT

Events are stored in the `/specpro/universityevents/` folder. Follow the editing steps beginning on page **Error! Reference source not found.** **Error! Reference source not found.** **Error! Bookmark not defined.** to update existing event documents.

ENTER A NEW EVENT

1. Click the + to expand the **specpro** folder
2. Click on the **universityevents** directory name.
3. From the toolbar, click 
4. Enter the event document's name and description and Click OK.



5. Complete the form as follows:
 - a. Enter a Date and Time: Month day, year (e.g., April 1, 2008, 7:00 p.m.)
 - b. Enter the Month and Year: To display on the calendar page as the current or next month group heading. Required format = month spelled out [space] year (e.g., April 2008)
 - c. Enter a Title with Link (for right hand: Upcoming Events)
 - i) Click in the box and click .
 - ii) In the Name box, type the text to link from (usually the same as the calendar title).
 - iii) Place a check in front of `specpro/calendar.html` and click OK.
 - d. Enter a Title with no link (for calendar page): Enter the event title.
 - e. Enter a Description and Location: Enter the details of the event.
 - f. Enter a Presenter Name: The name of the speaker(s) if applicable.
 - g. Enter a Location:
 - h. Enter a More Information or RSVP link:
 - i) Click in the box and click .
 - ii) In the Name box, type the text to link from.
 - iii) Follow the steps on page **Error! Bookmark not defined.** to insert a internal link or page **Error! Bookmark not defined.** to insert an external link.
- i. Save the document. 


MANAGE THE CALENDAR PAGE

The Calendar Page displays two months of events. Before working in Collage, you will have to know what order the events should appear in on the page.


Two steps are required to change the events displayed:

1. Remove events currently displayed
2. Add new events to list

To remove an event from the Calendar page:

1. Click the **+** to expand the **specpro** folder
2. Click on the **universityevents** directory name.
3. Place a check in front of the item to be removed.
4. Click . The icon shows a document with a pencil and the word 'Metadata' below it.
5. Delete all data entered in the SpecPro Events Priority and section fields.
6. Click OK.

To add an event to the Calendar page:

1. Click the **+** to expand the **specpro** folder.
2. Click on the **universityevents** directory name.
3. Place a check in front of the item to be added.
4. Click . The icon shows a document with a pencil and the word 'Metadata' below it.
5. Collage views the Calendar page as one list incorporating the current month and the next month. In the Specpro Events Priority field, enter the order number for the event.
6. In the section field, enter currentMonth or nextMonth.
7. Click OK.

To see changes to the Calendar page, preview </specpro/calendar.html>.