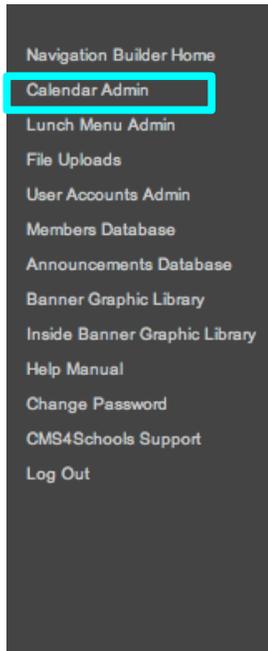


Using the Calender of Events

1. Login to www.wrps.org/admin
2. Click on **Calender Admin** on the left side bar.



3. Then you should see a big calender with all previous events added. To add a new event click on the number of the day you want. You should see the screen below.

New Event

* indicates a required field

Event Title:
If you leave the title blank, the event description will appear as the title instead.

* Category:

* Date: June 15, 2008

Date Description:

Begin Time: : :

End Time: : :

Description:

- a. **Event Title**: Add the title of the event here.
- b. **Category**: Is the calender you want to add it to. Example: 7th grade boys soccer.
- c. **Date**: This will already be filled in for you.
- d. **Date Description**: Is a description of the day. Example: Christmas, Father's Day, Halloween.
- e. **Begin Time**: Is the time the event begins.
- f. **End Time**: Is the time the event ends.
- g. **Description**: This is where you write a short description about the event, or what is happening at the event. This is done in the Text/Graphic Editor.

Location:

Extra Location Text:

Recurrence:

None

Daily
Occurs every day until the Recurrence Ending Date below

Weekly
Occurs every week(s) on:
 Sun Mon Tue Wed Thu Fri Sat

Monthly
Occurs on the day(s) below in the month:
 Sun Mon Tue Wed Thu Fri Sat

Recurrence Ending Date: (m/d/yyyy)

Allow to RSVP: Email RSVPs To:

h. **Location**: This is where you select the place of your event from the drop down bar. This is also optional.

i. **Extra Location Text**: Is a text box where you can type in the location of the event if it is not in the drop down bar.

j. **Recurrence**: There are three choices:

1. None: This means that your event is going to happen only once.

2. Weekly: This means that your event is going to happen weekly. There you can select from the drop down bar how many time it occurs per week. Then select what day it is going to reoccur on.

3. Monthly: This means that your even is going to reoccur every month. Checking the 3rd check box then the Sun check box means that your event is going to reoccur the 3rd Sunday of every month. If you check the 1st box and the Tue box, that means your event will reoccur the 1st Tuesday of every month, etc.

h. **Allow to RSVP**: This lets people email you back with questions about the event. It you check this box you must put an email in the Email text box.

i. When your finished, click “**Submit New Event**”.

m. You should then see you new event in the day you created.

4. If you want to edit a category, click the “Edit Category” link in the Calender Admin. You should see a table like this, but much bigger.

Category	Events	Update	Delete	Import
7th and 8th Grade Boys Soccer (red)	11	Update	Delete	Import
7th and 8th Grade Coed Soccer (blue)	10	Update	Delete	Import
7th and 8th Grade Girls Soccer (white)	9	Update	Delete	Import
Additional Meetings	1	Update	Delete	Import
Alumni/Reunion Calendar	12	Update	Delete	Import

5. To change the name of the category, click “**Update**” on the category you want to change. Then change what you need to and press “Update”.

Calendar Categories

[Add Category](#) < [Back to Calendars](#)

Category	Events	Update	Delete	Import
7th and 8th Grade Boys Soccer (red)	11	Update	Delete	Import
7th and 8th Grade Coed Soccer (blue)	10	Update	Delete	Import

6. To add a category, click the “[Add Category](#)” link.
 - a. Type in the name of the category and press “Add”. Then your category will show up and you can add events to it.
7. To import events to a category click the “Import” link. You will see this page.

Import Events - EJH Extra Curricular

Prior to importing events, you must follow these 4 steps:

1. Make sure the only information in the excel sheet is the data - no column headers.
2. Make sure the columns in the excel sheet are in the correct order:
 - A: Event Date (format: m/d/yyyy)
 - B: Date Description (will override m/d/yyyy format in List View if entered)
 - C: Event Title
 - D: Begin Time (format: 22:30:00 or 10:30 PM)
 - E: End Time (format: 22:30:00 or 10:30 PM)
 - F: Location (must match an existing Location exactly or it will be ignored)
 - G: Extra Location Text (can be directions, etc.)
 - H: RSVP Email (if entered, users can RSVP to this event)
 - I: Description (can contain HTML coding for formatting)
 - J: Filler (must contain an "x" for every record)
3. Make sure the first and last columns do not contain any blank entries.
4. Save the Excel file as a Tab Delimited .txt file and use the txt file for the import.

File: Browse...

Import Events

8. Follow the [steps at the top of the screen](#)(all data must be on a excel spreadsheet). Once you have done that, save it to your computer then click the “[Browse](#)” button to find the file you just saved. Open it, then Press the “[Import Events](#)” button, and your event should show up.
9. To edit a location, go back to the Calender Admin screen, then click the “Edit Location” link. You will see something similar to the Edit Category screen.

Location	Events	Update	Delete
Board Office	27	Update	N/A: 27 events exist
Brockmeyer Park in Wausau	0	Update	Delete
Central Office	36	Update	N/A: 36 events exist
East Junior High	15	Update	N/A: 15 events exist
Family Center	39	Update	N/A: 39 events exist
Grant Elementary School	2	Update	N/A: 2 events exist

10. To update the location, click the “[Update](#)” link. You will then see this: or you can delete old locations/events.

Location:

Address:

City:

State/Country: For United States and Canada:

For Other Countries:
 State:
 Country:

Zip:

11. To change any of the information, simply delete the old information and enter the new information. If you made a mistake or changed the wrong one, click “Reset” to bring back the old locations. Once you are done, click “Update”.

Event Locations

[< Back to Calendars](#)

Location	Events	Update	Delete
Board Office	27	Update	N/A: 27 events exist
Brockmeyer Park in Wausau	0	Update	Delete

12. To Add a location, click “Add Location” link. You will then see this screen:

New Calendar Location

Location:

Address:

City:

State/Country: For United States and Canada:

For Other Countries:
 State:
 Country:

Zip:

13. It will look exactly like the Update Location, but nothing will be in it. Fill out your location information then click “Add”. Then it will show up and you can edit it or add events to it.