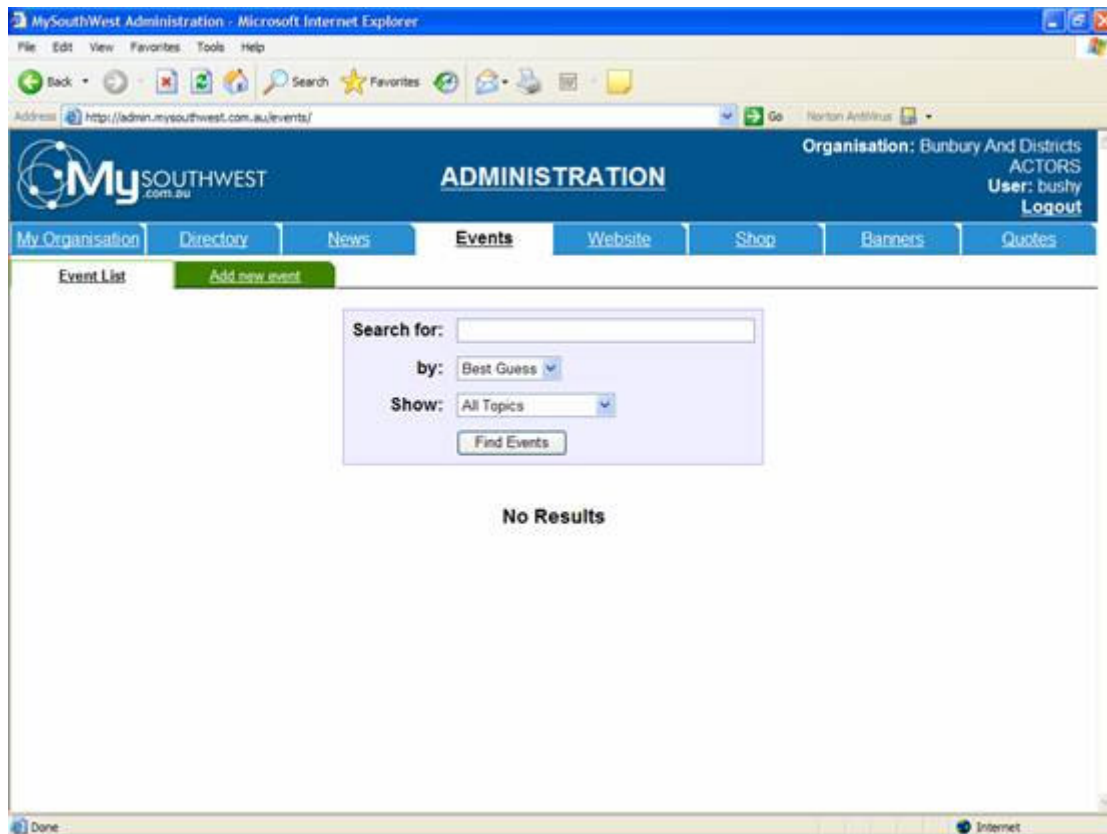


# Fact Sheet 7 - Events

Click on the Events tab in the Administration window.



You will see that this is the same interface as used in the news and directory sections. If your organisation has no events yet, then there will be none listed.

What is the difference between event and news?

In general terms, a news event is one that is a little out of the ordinary and an event is a scheduled happening that could appear on a calendar. For example, if you were an Amateur Drama Company, then the Drama Group's next production would be news and the regular Drama Group Meeting would be an event. Obviously, if you wish to list an occurrence as both News and an Event then you will need to create both a News item and an Event item.

# Fact Sheet 7 - Events

## Adding a new event:

Click on the Add new event tab.

The event details are added to the top half of the screen and the timings for the event are added to the bottom.

The screenshot shows the 'Add Event' form in the MySouthWest Administration interface. The form is divided into several sections:

- Event Details:** Includes fields for Topic (a dropdown menu), Title, a checkbox for 'Display this event on MySouthWest and MyTown websites', and contact information (Name, Phone, Email, Website Address). A note states: '(NOTE: All contact information will be publicly displayed)'. There is also an Image field with a 'Browse...' button.
- Default Details:** Includes Venue, Locality (a dropdown menu), a rich text editor for Description, and a Cost field.
- Event Date and Time:** Includes instructions to enter the event date and time, and a note that additional times can be entered on the next page. It features date and time pickers (Date: 19 February 2005, Time: 10:00 AM) and a checkbox for 'optional'.

At the bottom of the form are 'Save' and 'Cancel' buttons. The browser status bar at the bottom shows 'Done' and 'Internet'.

There is a check box for displaying things on MySouthWest as on the news item screen and by clicking in Topic or Locality you will, once again, be presented with a range of options to choose from.

# Fact Sheet 7 - Events

Type in the details for the event and upload an image if required. The contact details should also be entered (and in the same way as a news article, the email address will be hidden from the general public).

The screenshot shows a web application interface for adding an event. The top navigation bar includes 'My Organisation', 'Directory', 'News', 'Events', 'Website', 'Shop', 'Banners', and 'Quotes'. The 'Events' section is active, showing 'Event List' and 'Add new event' options. The main form is titled 'Add Event' and is divided into three sections:

- Event Details:** Includes a 'Topic' dropdown menu set to 'Entertainment', a 'Title' text box containing 'Bunbury And Districts ACTORS Regular Club Night', a checked checkbox for 'Display this event on MySouthWest and MyTown websites.', a note '(NOTE: All contact information will be publicly displayed)', and text boxes for 'Contact Name' (Warren Blackwood), 'Contact Phone', 'Contact Email' (warrenblackwood@therivers.com.au), and 'Website Address' (http://badactors.mysouthwest.com.au). There is also an 'Image' field with a file path and a 'Browse...' button.
- Default Details:** Includes a 'Venue' text box (The little Garrick Theatre), a 'Locality' dropdown menu (BUNBURY 6230), a 'Description' text area with a rich text editor toolbar (bold, italic, underline, link, unlink, list, list, link, unlink, image) and the text 'Regular Theatre Group Meetings. Come along and join the fun. Very reasonable bar prices and lots of opportunities to use your creative abilities both on-stage and back-stage.', and a 'Cost' text box (\$10.00 Annual Club Subscription).
- Event Date and Time:** Includes instructions 'Please enter the event date and time.' and 'If this event occurs more than once you can enter additional times on the next page.' Below are date and time pickers: 'Date: 24 February 2005' and 'Time: 07:30 PM (till 11:00 PM optional)'. 'Save' and 'Cancel' buttons are at the bottom.

Because events are scheduled items you will be required to enter the date and time of the first occurrence. To enter the day you click on the box and choose the option you want. Then click on the month and then the year. It's the same for the hours and minutes. Be sure to select PM or AM as required.

If the event occurs more than once, you can add further dates and times on the next page. For now, click on the **Save** button.

# Fact Sheet 7 - Events

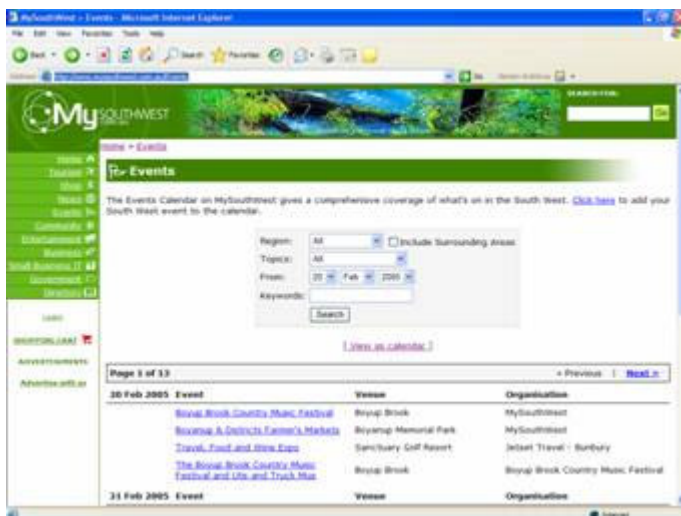
The Events feature in MySouthWest allows you to enter multiple occurrences of an event. This can be a very powerful feature and will allow you to enter daily, weekly or irregular events with a few simple clicks of the mouse. **Please see fact sheet 8 for managing repeat event dates and times.**

## Viewing an event on MySouthWest:

Having added an event and a time for the event you may want to see how it looks on the main MySouthWest website. This option will only be available to you if you selected that the item should be displayed on MySouthWest. If you did not tick the required box, then the event will only display on your own website.

Open a new browser window and go to <http://www.mysouthwest.com.au>

Click on Events in the MySouthWest menu.



You can now select to view the events as a list or in a calendar.

You can also search for events on dates or keywords or Topic or Region.

# Fact Sheet 7 - Events

The following example shows the event as viewed in the calendar:

		<a href="#">TRUCK MUS</a>	<a href="#">Festival and Lite and Truck Mus</a>
<a href="#">Wednesday Walkers</a>	24	25	26
<a href="#">Guest Lectures at ECU by Visiting Scholar</a>	<ul style="list-style-type: none"> <li>• <a href="#">Guest Lectures at ECU by Visiting Scholar</a></li> <li>• <a href="#">Pirates set for a Musical Delight</a></li> <li>• <a href="#">Bunbury And Districts ACTORS Regular Club Night</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">University of the Third Age Annual General Meeting</a></li> <li>• <a href="#">Guest Lectures at ECU by Visiting Scholar</a></li> <li>• <a href="#">Public Lecture on Mental Health</a></li> <li>• <a href="#">Geographe Bay Race Week</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">The Party</a></li> <li>• <a href="#">The Brookhampton Vineyard Concert</a></li> <li>• <a href="#">The Brookhampton Vineyard Concert</a></li> <li>• <a href="#">Colle Country Music Club</a></li> <li>• <a href="#">Geographe Bay Race Week</a></li> </ul>

Your event will be displayed on the correct date in the calendar. By clicking on it once it will open up the details, including any image you have loaded with it.

The screenshot shows the MySouthWest website interface. At the top, there is a search bar and navigation links. The main content area displays the event details for "Bunbury And Districts ACTORS Regular Club Night".

**Event Details:**

- Date:** 24 February 2005
- Time:** 7:30pm to 11:00pm
- Venue:** The Little Garrick Theatre, BUNBURY
- Cost:** \$10.00 Annual Club Subscription
- Contact:** Warren Blackwood
- Email:** warrenblackwood@therivers.com.au
- Website:** <http://badactors.mysouthwest.com.au>

Below the details, there is a description: "Regular Theatre Group Meetings. Come along and join the fun. Very reasonable bar prices and lots of opportunities to use your creative abilities both on-stage and back-stage." To the right of the details is an image of two theatrical masks (one smiling, one frowning).

*N.B. Addendum to this version: All private and organisational Email addresses are now masked.*

# Fact Sheet 7 - Events

## Deleting an event:

In the main administration window click on the Events tab and Event List

The screenshot shows the MySouthWest Administration interface in Microsoft Internet Explorer. The browser address bar shows the URL: [http://admin.mysouthwest.com.au/events/index.php?delete\\_event\\_id=790&page=0](http://admin.mysouthwest.com.au/events/index.php?delete_event_id=790&page=0). The page header includes the MySouthWest logo, the word "ADMINISTRATION", and the user information: "Organisation: Bunbury And Districts ACTORS" and "User: bushy". There is a "Logout" link. The navigation menu includes tabs for "My Organisation", "Directory", "News", "Events", "Website", "Shop", "Banners", and "Quotes". The "Events" tab is selected, and the "Event List" sub-tab is active. A green button labeled "Add new event" is visible. Below the navigation is a search form with a "Search for:" input field, a "by:" dropdown menu set to "Best Guess", a "Show:" dropdown menu set to "All Topics", and a "Find Events" button. Below the search form, the results are displayed as "Results: 1-1 of 1". The "Order by" dropdown is set to "Date Posted" and "Descending", with a "Go" button. The table below shows one event:

Date	Headline	Location	Organisation	Delete
Thu, 24 Feb 2005	<a href="#">Bunbury And Districts ACTORS Regular Club Night</a>	[No Venue] / BUNBURY (6230)	Bunbury And Districts ACTORS	<a href="#">[Delete]</a>

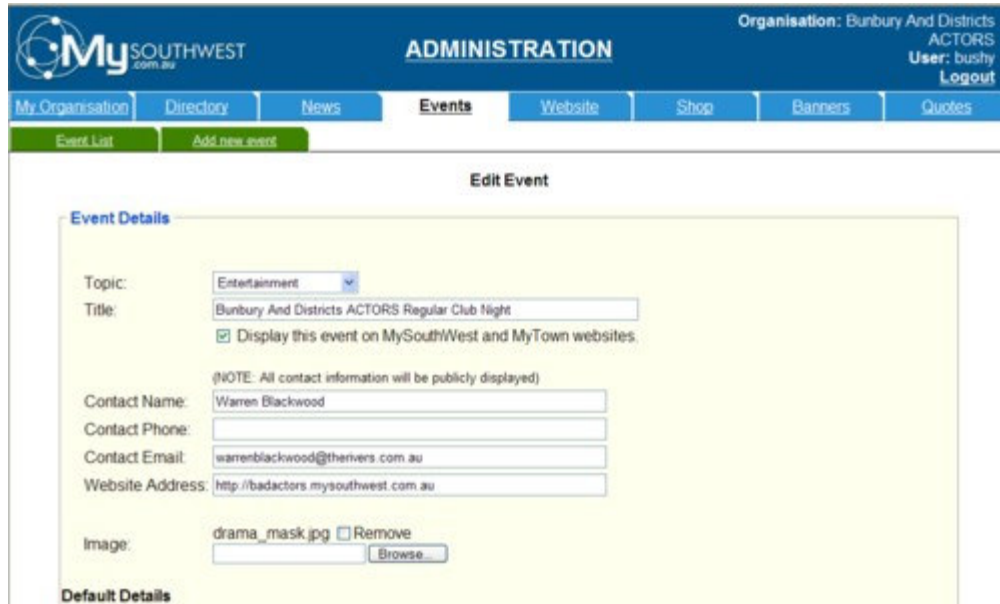
Below the table, the results are again shown as "Results: 1-1 of 1" with the same "Order by" settings and "Go" button.

You will see any event that you have previously created. To delete the whole event and any timing for it, click on the delete link next to it.

# Fact Sheet 7 - Events

## Deleting a picture associated with an event:

To delete a picture that you have attached to an event, click on the events list in the main events tab. Click on the event itself and it will take you back into the event editor.



The screenshot shows the 'Edit Event' form in the MySouthWest Administration interface. The form is titled 'Event Details' and contains the following fields and options:

- Topic:** Entertainment (dropdown menu)
- Title:** Bunbury And Districts ACTORS Regular Club Night
- Display this event on MySouthWest and MyTown websites.
- (NOTE: All contact information will be publicly displayed)
- Contact Name:** Warren Blackwood
- Contact Phone:** (empty field)
- Contact Email:** warrenblackwood@theivers.com.au
- Website Address:** http://badactors.mysouthwest.com.au
- Image:** drama\_mask.jpg  Remove

At the bottom left of the form area, the text 'Default Details' is visible.

By checking the box above the image name that says **remove** and then clicking save this will remove the image, yet leave the rest of the event details, dates and times as they are.