

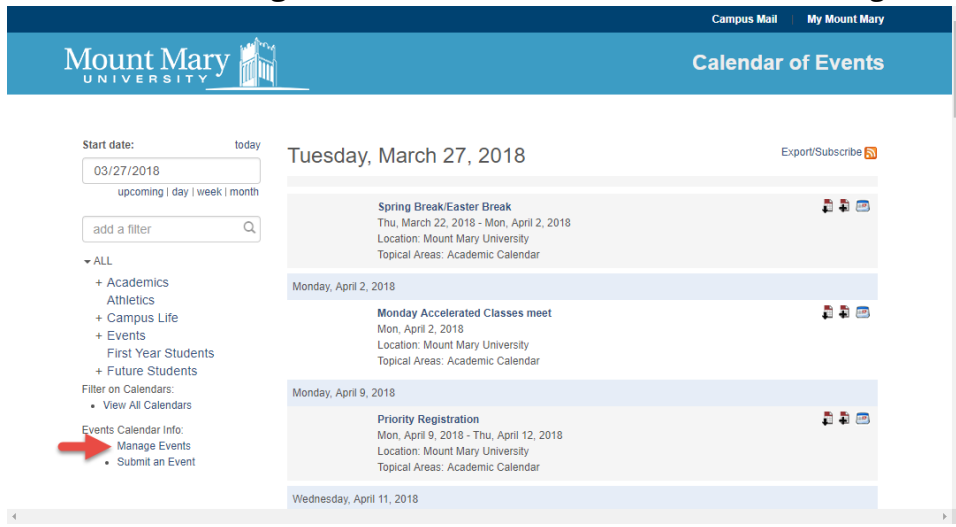


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# Logging in to the Bedework Administration Interface

1. Open the Bedework administration interface at <https://calendar.mtmary.edu/caladmin>. You can also click the **Manage Events** link in the main calendar left navigation.

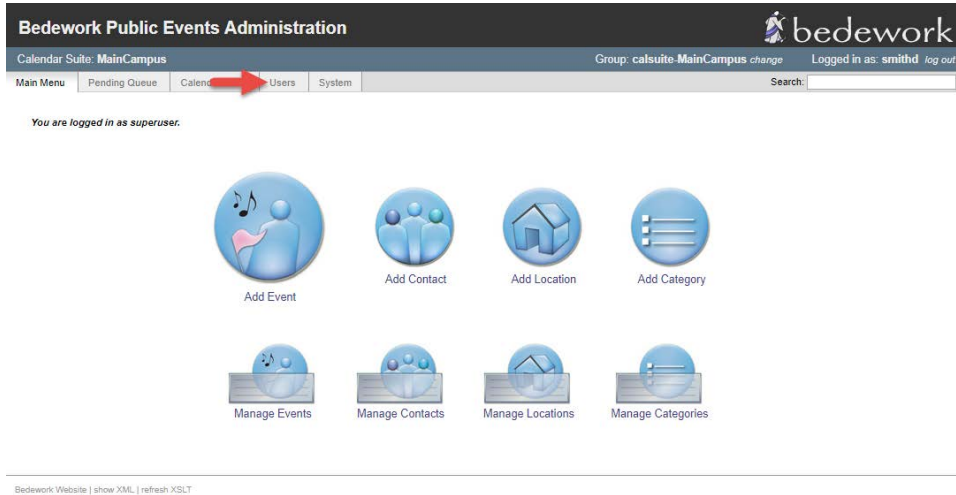


2. Enter your Bedework username in the **Username** field (1), and your password in the **Password** field (2). Then press the **login** button (3).

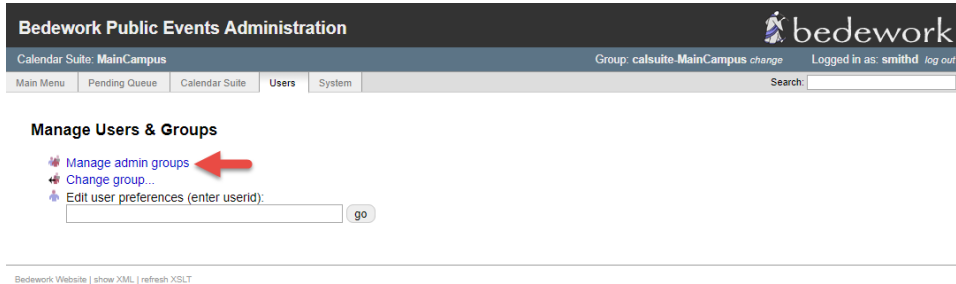


# Adding a Department to the Calendar

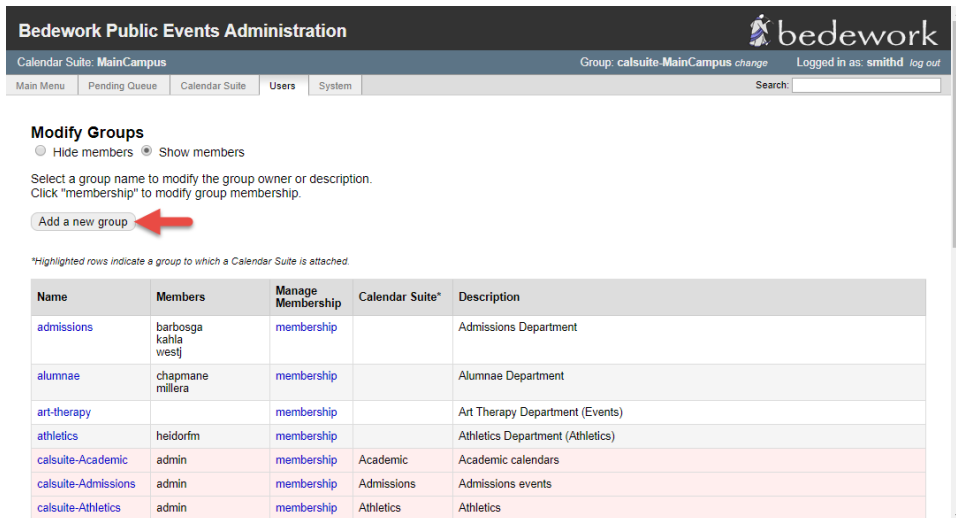
1. Log in to the Bedework administration interface following the steps in the **Logging in to the Bedework Administration Interface** section of this document.
2. Click on the **Users** tab.



3. Click on the **Manage admin groups** link.



4. Click the **Add a new group** button.



- Enter the name of the department in the **Name** field (1), using all lower-case letters, replacing spaces with hyphens (-), and omitting all other punctuation. Enter a description for the department in the **Description** field (2). Then press the **Add Admin Group** button (3).

**Bedework Public Events Administration**

Calendar Suite: **MainCampus** Group: **calsuite-MainCampus** change Logged in as: **smithd** log out

Main Menu Pending Queue Calendar Suite **Users** System Search: \_\_\_\_\_

**Add Group**

Name:  1

Description:  2

Group owner:  User responsible for the group, e.g. "admin"

Events owner:  (optional) The system owner for all events created by this group. This value will be created by the system if not supplied.

3 Add Admin Group Cancel

Bedework Website | show XML | refresh XSLT

**Warning:** The **Group owner** field should automatically populate. If it does not, be sure to enter **/principals/users/public-user** exactly as it appears here before clicking the add button.

- You will be taken back to the group list. Click on the **membership** link in the row for the **calsuite-MainCampus** group.

calsuite-Athletics	admin	<a href="#">membership</a>	Athletics	Athletics
calsuite-Events	admin	<a href="#">membership</a>	Events	General interest events
calsuite-MainCampus	admin blackmoy ennamore hartlj karm smithd vanzeek admissions alumnae art-therapy athletics english financial-aid marketing registrar school-art-design	<a href="#">membership</a>	calsuite-MainCampus	Group for the MainCampus calendar suite
campusAdminGroups	calsuite-Academic calsuite-Admissions calsuite-Athletics calsuite-Events calsuite-MainCampus	<a href="#">membership</a>		Top-level administrative group from which all children inherit administrative access to the public calendar root. All other admin groups should be descendants of this group to provide default access control. Structure is typically: campusAdminGroups -> calsuite-Groups -> normalGroups
english	murrayk	<a href="#">membership</a>		English Department (Events)
financial-aid		<a href="#">membership</a>		Financial Aid Office (Academic)
marketing	barbosga hartlj kathia vanzeek vinsond	<a href="#">membership</a>		Marketing Department (Events)
registrar	blackmoy karm stud-registrar	<a href="#">membership</a>		Registrar's Office (Academic)
school-art-design	blackmoy	<a href="#">membership</a>		School of Art and Design (Events)

7. Enter the name of the department group you created above in the **Add member** field (1). Change the radio button to **group** (2). Then click the **Add** button (3).

Bedework Public Events Administration

Calendar Suite: MainCampus Group: calsuite>MainCampus change Logged in as: smithd log out

Main Menu Pending Queue Calendar Suite Users System Search:

### Update Group Membership

Enter a userid (for user or group) and click "add" to update group membership. Click the trash icon to remove a user from the group.

Add member: sample-department (1) user group (2) Add (3)

Return to Admin Group listing

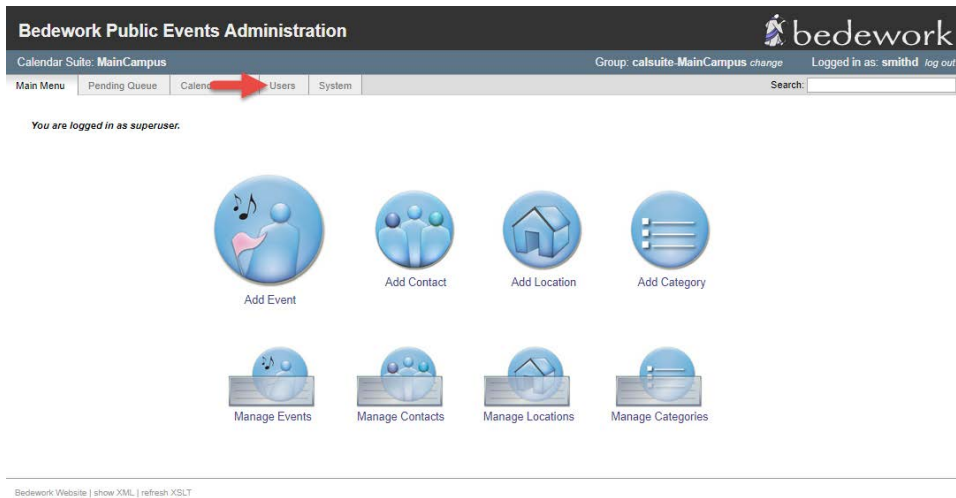
Name: calsuite-MainCampus

Members:

- admin
- blackmoy
- ennamore
- hartinj
- karm
- smithd
- vanzeek
- admissions
- alumnae
- art-therapy
- athletics
- english
- financial-aid
- marketing
- registrar

# Deleting a Department from the Calendar

1. Log in to the Bedework administration interface following the steps in the **Logging in to the Bedework Administration Interface** section of this document.
2. Click on the **Users** tab.



3. Click on the **Manage admin groups** link.



4. Click on the **membership** link in the row for the **calsuite-MainCampus** group.

calsuite-Athletics	admin	membership	Athletics	Athletics
calsuite-Events	admin	membership	Events	General interest events
calsuite-MainCampus	admin blackmoy ennamore hartinj karm smithd vanzeek admissions alumnae art-therapy athletics english financial-aid marketing registrar school-art-design	membership	calsuite-MainCampus	Group for the MainCampus calendar suite
campusAdminGroups	calsuite-Academic calsuite-Admissions calsuite-Athletics calsuite-Events calsuite-MainCampus	membership		Top-level administrative group from which all children inherit administrative access to the public calendar root. All other admin groups should be descendants of this group to provide default access control. Structure is typically: campusAdminGroups -> calsuite-Groups -> normalGroups
english	murrayk	membership		English Department (Events)
financial-aid		membership		Financial Aid Office (Academic)
marketing	barbosga hartinj kahla vanzeek vihsond	membership		Marketing Department (Events)
registrar	blackmoy karm stud-registrar	membership		Registrar's Office (Academic)
school-art-design	karm	membership		School of Art and Design (Events)

5. Click on the trash can icon next to the name of the department you wish to delete.

### Update Group Membership

Enter a userid (for user or group) and click "add" to update group membership. Click the trash icon to remove a user from the group.

Add member:   user  group

[Return to Admin Group listing](#)

Name: calsuite-MainCampus

- Members:
- admin
  - blackmoy
  - ennamore
  - hartinj
  - karm
  - smithd
  - vanzeek
  - admissions
  - alumnae
  - art-therapy
  - athletics
  - english
  - financial-aid
  - marketing
  - registrar
  - sample-department
  - school-art-design

user group



6. Click the **Return to Admin Group listing** button.

Bedework Public Events Administration

Calendar Suite: MainCampus
Group: calsuite-MainCampus [change](#)
Logged in as: smithd [log out](#)

Main Menu Pending Queue Calendar Suite Users System

Group updated

### Update Group Membership

Enter a userid (for user or group) and click "add" to update group membership. Click the trash icon to remove a user from the group.

Add member:   user  group

[Return to Admin Group listing](#)

Name: calsuite-MainCampus

Members:

- admin
- blackmoy
- ennamore
- hartinj
- karm
- smithd
- vanzeek
- admissions
- alumnae
- art-therapy
- athletics
- english

7. Click on the name of the department you wish to delete.

	<ul style="list-style-type: none"> <li>vanzeek</li> <li>admissions</li> <li>alumnae</li> <li>art-therapy</li> <li>athletics</li> <li>english</li> <li>financial-aid</li> <li>marketing</li> <li>registrar</li> <li>school-art-design</li> </ul>			
campusAdminGroups	<ul style="list-style-type: none"> <li>calsuite-Academic</li> <li>calsuite-Admissions</li> <li>calsuite-Athletics</li> <li>calsuite-Events</li> <li>calsuite-MainCampus</li> </ul>	membership		Top-level administrative group from which all children inherit administrative access to the public calendar root. All other admin groups should be descendants of this group to provide default access control. Structure is typically: campusAdminGroups -> calsuite-Groups -> normalGroups
english	murrayk	membership		English Department (Events)
financial-aid		membership		Financial Aid Office (Academic)
marketing	<ul style="list-style-type: none"> <li>barbosga</li> <li>hartinj</li> <li>kahla</li> <li>vanzeek</li> <li>virsond</li> </ul>	membership		Marketing Department (Events)
registrar	<ul style="list-style-type: none"> <li>blackmoy</li> <li>karm</li> <li>stud-registrar</li> </ul>	membership		Registrar's Office (Academic)
sample-department		membership		Sample Department
school-art-design	brownd	membership		School of Art and Design (Events)

8. Click on the **Delete** button.

Bedework Public Events Administration

Calendar Suite: MainCampus Group: calsuite-MainCampus change Logged in as: smithd log out

Main Menu Pending Queue Calendar Suite Users System Search:

**Modify Group**

Name: sample-department

Description: Sample Department

Group owner: /principals/users/public-user  
User responsible for the group, e.g. "admin"

Events owner: /principals/users/agrp\_sample-department

Update Admin Group Cancel **Delete**

Bedework Website | show XML | refresh XSLT

9. Confirm that the correct department is about to be deleted. Then click the **Yes: Delete!** button.

Bedework Public Events Administration

Calendar Suite: MainCampus Group: calsuite-MainCampus change Logged in as: smithd log out

Main Menu Pending Queue Calendar Suite Users System Search:

**Delete Admin Group?**

The following group will be deleted. Continue?

**sample-department** : Sample Department

Yes: Delete! **Cancel**

Bedework Website | show XML | refresh XSLT

If you have any questions or experience any issues, please contact the IT Services Helpdesk at (414) 930-3048 or [mmu-helpdesk@mtmary.edu](mailto:mmu-helpdesk@mtmary.edu).



Last Updated: 5 April 2018