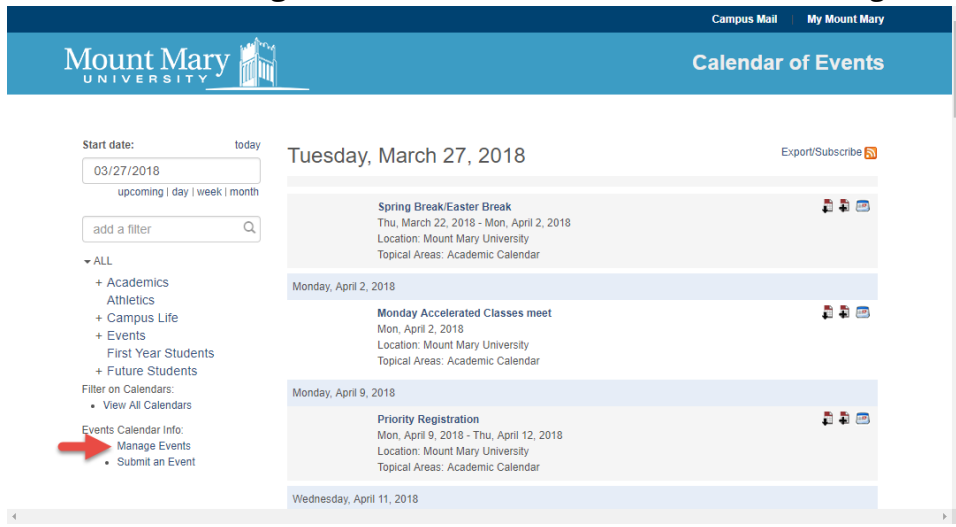


Contents

Contents	1
Accessing the Event Management Portal	2
Adding a New Location	3
Deleting a Location	4
Adding a New Contact	6
Deleting a Contact	7
Adding a New Event to the Calendar	9
Updating an Existing Event	14
Deleting an Existing Event	16

Accessing the Event Management Portal

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.

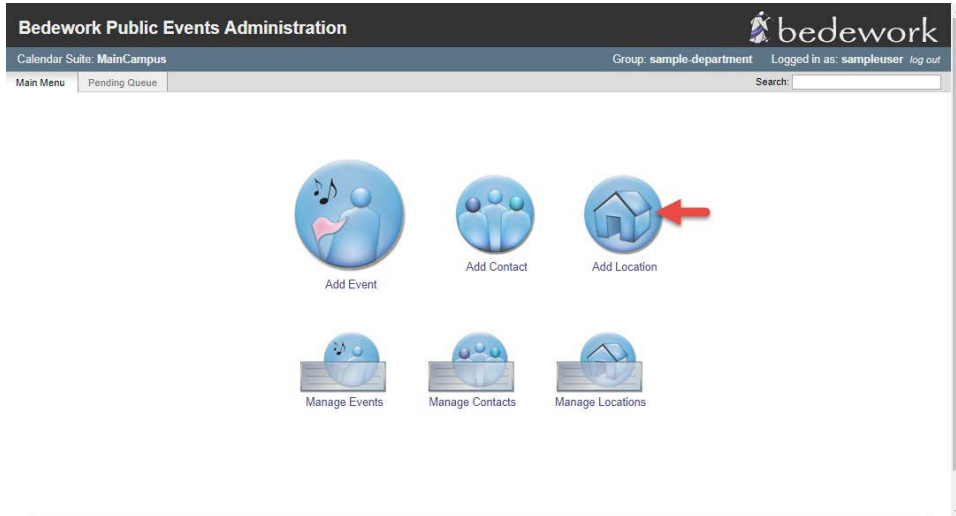


2. Enter your Bedework username in the **Username** field (1), and your password in the **Password** field (2). Then press the **login** button (3).

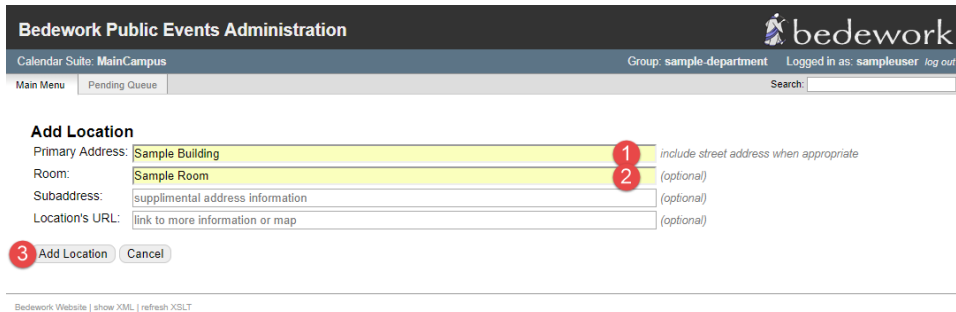


Adding a New Location

1. Log in to the Bedework administration interface following the steps in the **Accessing the Event Management Portal** section of this document.
2. Click the **Add Location** button.



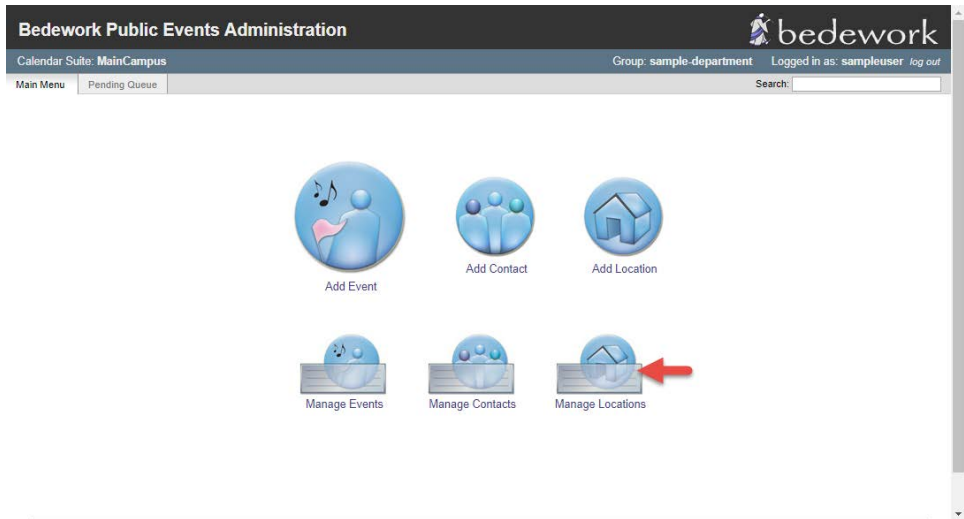
3. Enter the building name (for campus locations) or name or address (for other locations) in the **Primary Address** field (1). For campus locations, enter the room number or name in the **Room** field (2). Then click the **Add Location** button (3).



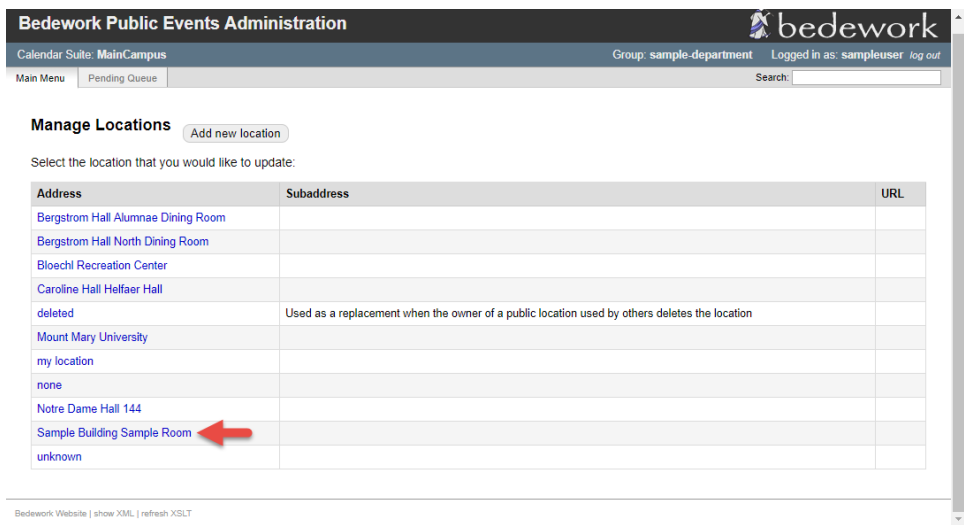
Deleting a Location

Note: Only delete locations that you have added in error. Locations are shared across the calendar, and may be in use by other users.


1. Log in to the Bedework administration interface following the steps in the **Accessing the Event Management Portal** section of this document.
2. Click the **Manage Locations** button.



3. Click on the name of the location to be deleted.



4. Click the **Delete Location** button.

Bedework Public Events Administration 

Calendar Suite: MainCampus Group: sample-department Logged in as: sampleuser [log out](#)

Main Menu Pending Queue Search:


Update Location

Primary Address: include street address when appropriate

Room: (optional)


Subaddress: (optional)

Location's URL: (optional)



Bedework Website | show XML | refresh XSLT


5. Confirm that the correct location is shown. Then press the **Delete** button.

Bedework Public Events Administration 

Calendar Suite: MainCampus Group: sample-department Logged in as: sampleuser [log out](#)

Main Menu Pending Queue Search:

Ok to delete this location?

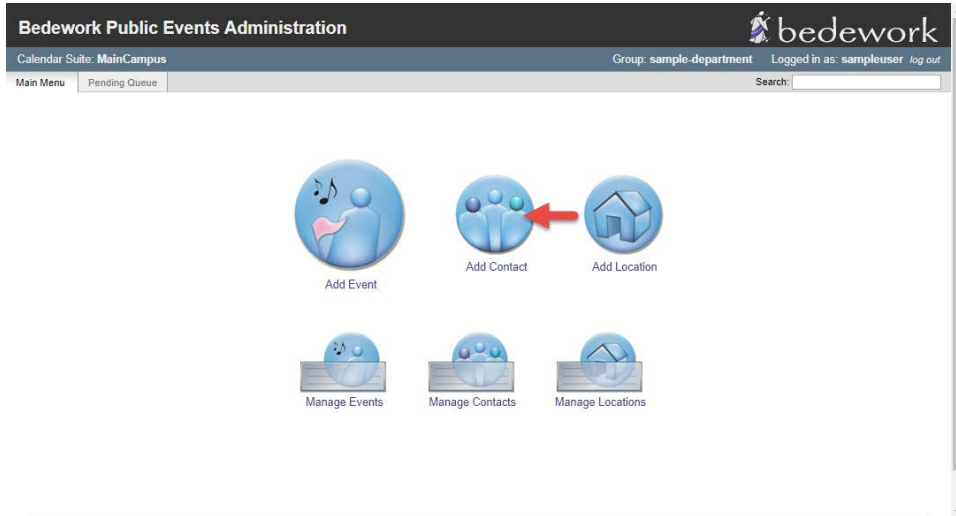


Address:
Subaddress:
Location's URL:

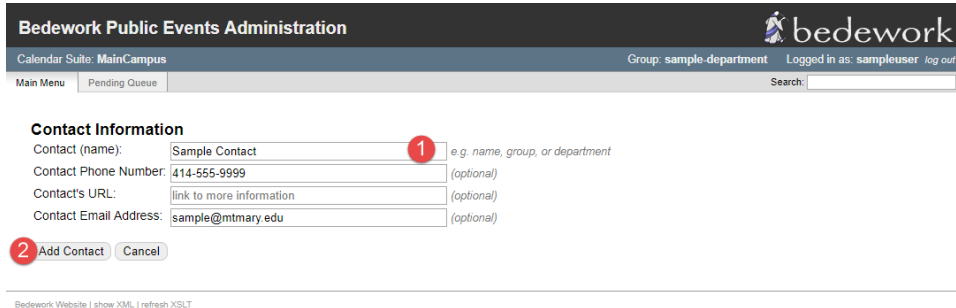
Bedework Website | show XML | refresh XSLT

Adding a New Contact

1. Log in to the Bedework administration interface following the steps in the **Accessing the Event Management Portal** section of this document.
2. Click the **Add Contact** button.



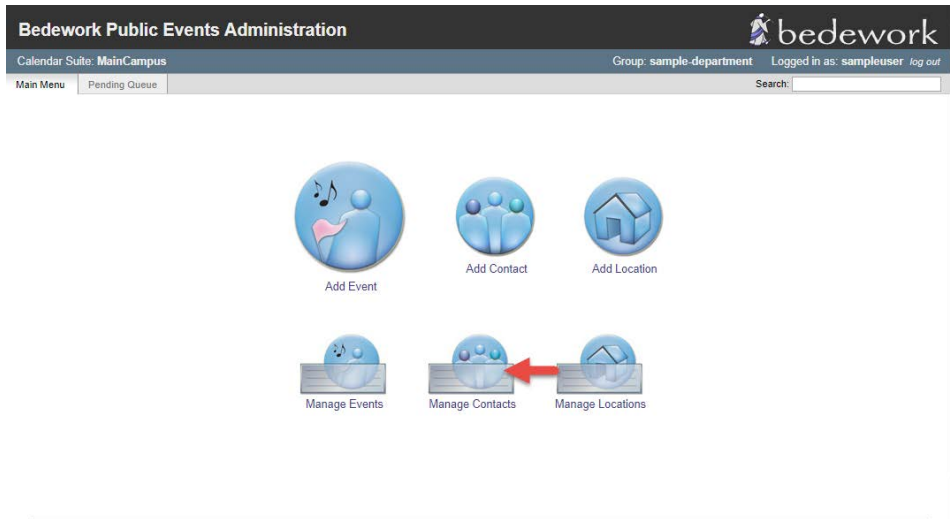
3. Enter the name of the contact to be added in the **Contact (name)** field (1). Optionally, enter any additional details for the contact in the remaining fields. Then click the **Add Contact** button (2).

A screenshot of the 'Contact Information' form in the Bedework Public Events Administration interface. The form has four input fields: 'Contact (name):' with the value 'Sample Contact' and a red circled '1' next to it; 'Contact Phone Number:' with the value '414-555-9999' and '(optional)' to its right; 'Contact's URL:' with the value 'link to more information' and '(optional)' to its right; and 'Contact Email Address:' with the value 'sample@mtmary.edu' and '(optional)' to its right. Below the fields are two buttons: 'Add Contact' with a red circled '2' next to it, and 'Cancel'. The footer contains the text 'Bedework Website | show XML | refresh XSLT'.

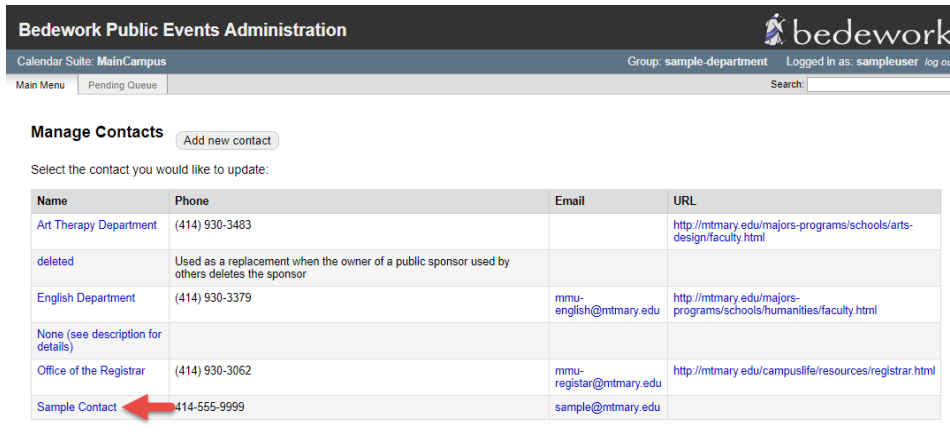
Deleting a Contact

Note: Only delete contacts that you have added in error. Contacts are shared across the calendar, and may be in use by other users.

1. Log in to the Bedework administration interface following the steps in the **Accessing the Event Management Portal** section of this document.
2. Click the **Manage Contacts** button.




3. Click the name of the contact to be deleted.



Bedework Website | show XML | refresh XSLT

4. Click the **Delete Contact** button.

Bedework Public Events Administration 

Calendar Suite: MainCampus Group: sample-department Logged in as: sampleuser [log out](#)

Main Menu Pending Queue Search:

Contact Information

Contact (name): e.g. name, group, or department

Contact Phone Number: (optional)

Contact's URL: (optional)

Contact Email Address: (optional)

Bedework Website | show XML | refresh XSLT

5. Confirm that the correct contact is shown. Then press the **Delete** button.

Bedework Public Events Administration 

Calendar Suite: MainCampus Group: sample-department Logged in as: sampleuser [log out](#)

Main Menu Pending Queue Search:

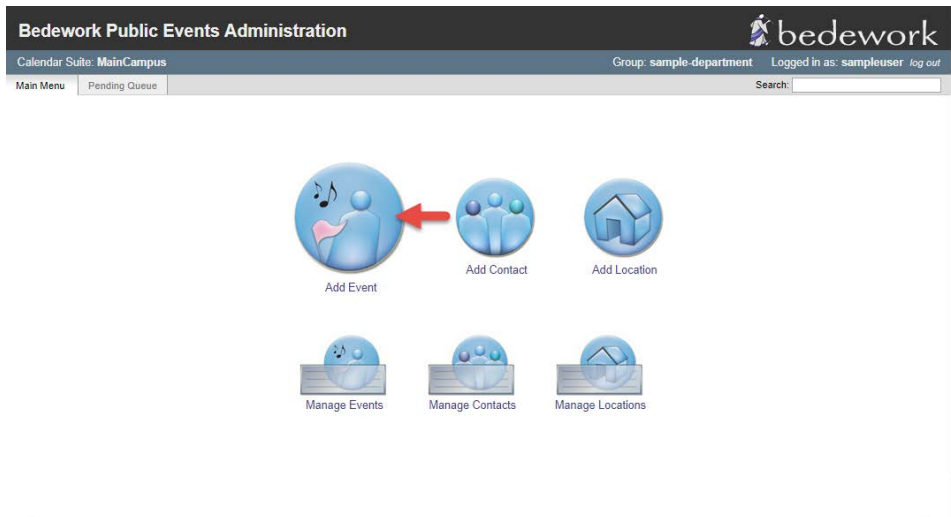
Ok to delete this contact?

Name Sample Contact
Phone 414-555-9999
Email sample@mtmary.edu
URL

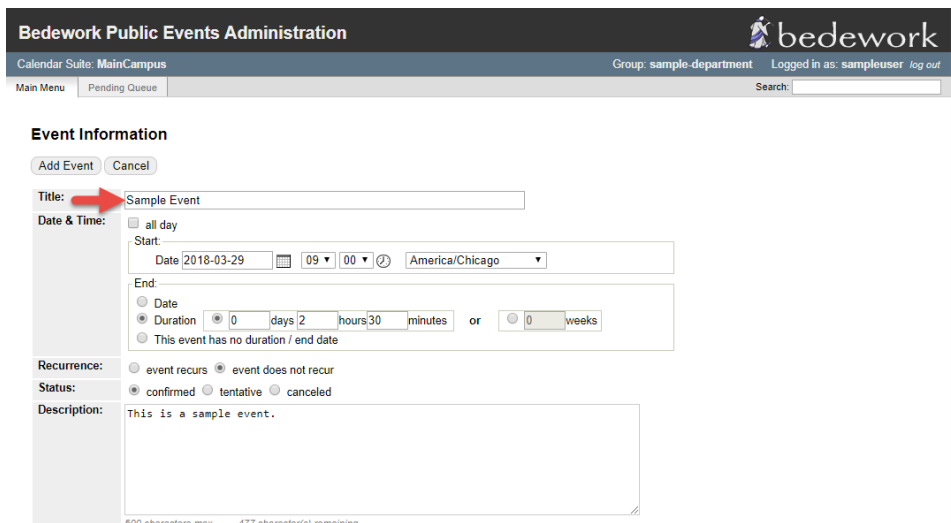
Bedework Website | show XML | refresh XSLT

Adding a New Event to the Calendar

1. Log in to the Bedework administration interface following the steps in the **Accessing the Event Management Portal** section of this document.
2. Click the **Add Event** button.



3. Enter a title for the event in the **Title** field.



4. In the **Start** section, select the start date for the event from the **Date** field (1). Then enter a start time for the event (2) *OR* check the **all day** checkbox (3) for an all-day event.

Bedework Public Events Administration

Calendar Suite: MainCampus Group: sample.department Logged in as: sampleuser log out

Main Menu Pending Queue Search:

Event Information

Add Event Cancel

Title: Sample Event

Date & Time: all day **3**

Start: Date [2018-03-29] **1** [09] [00] **2** America/Chicago

End:

Date

Duration 0 days 2 hours 30 minutes or 0 weeks

This event has no duration / end date

Recurrence: event recurs event does not recur

Status: confirmed tentative canceled

Description: This is a sample event.

400 characters max 477 characters (s) remaining

5. In the **End** section, select the **Duration** radio button and enter the duration of the event *OR* select the **Date** radio button and enter the end date and time for the event *OR* select the **This event has no duration /end date** radio button, as appropriate.

Bedework Public Events Administration

Calendar Suite: MainCampus Group: sample.department Logged in as: sampleuser log out

Main Menu Pending Queue Search:

Event Information

Add Event Cancel

Title: Sample Event

Date & Time: all day

Start: Date [2018-03-29] [09] [00] America/Chicago

End:

Date

Duration 0 days 2 hours 30 minutes or 0 weeks

This event has no duration / end date

Recurrence: event recurs event does not recur

Status: confirmed tentative canceled

Description: This is a sample event.

400 characters max 477 characters (s) remaining

6. Enter a description for the event, to be displayed on the calendar, in the **Description** field.

The screenshot shows the 'Event Information' section of the Bedework Public Events Administration interface. The form includes fields for Title, Date & Time (Start and End), Recurrence, Status, and Description. The Description field contains the text 'This is a sample event.' and is highlighted with a red arrow. The interface also shows navigation links like 'Add Event' and 'Cancel', and a search bar.

7. Select a campus building or other location for the event in the **Primary address** dropdown (1).
Select a room from the **Secondary address** dropdown, if appropriate.

The screenshot shows the 'Location' section of the Bedework Public Events Administration interface. It includes dropdown menus for 'Primary address' and 'Secondary address'. The 'Primary address' dropdown is marked with a red circle and the number 1, and the 'Secondary address' dropdown is marked with a red circle and the number 2. The interface also shows fields for Cost, Event URL, Image, and Contact, as well as checkboxes for Registration and Topical area.

Note: For details on how to add a location to the dropdowns, see the steps in the **Adding a New Location** section of this document.

8. Select a contact for the event, to be displayed on the calendar, from the **Contact** dropdown. If the contact you wish to select is not visible (but has been created), you can select the **all** radio button to display all contacts.

The screenshot shows a form with several sections: **Cost** (optional link to purchase tickets), **Event URL** (optional link to more information), **Image** (Image URL, Thumbnail URL, Upload image button, Image description, Alt Text), **Location** (Primary address: Sample Building, Secondary address: Sample Room), **Contact** (dropdown menu with 'Sample Contact' selected and a red arrow pointing to it), **Registration** (checkbox for 'Users may register for this event'), and **Topical area** (checkboxes for various categories like Academics, Future Students, Athletics, etc.).

Note: For details on how to add a contact to the dropdowns, see the steps in the **Adding a New Contact** section of this document.

Tip: There is an existing contact named **None** that can be selected if there is no other appropriate contact for the event.

9. Check the checkbox next to the appropriate topical areas (calendar categories) for the event.


The screenshot shows the **Topical area** section of the form. It includes checkboxes for various categories: **Academics** (Academic Calendar, Commencement, Costs and Aid, Orientation, Study Abroad), **Athletics**, **Campus Life** (Campus Happenings, Campus Ministry, Dining, Library, Student Success Center), **Events** (Alumnae, Community Events, University Events, Womens Leadership Institute, Youth Programming, First Year Students), and **Future Students** (Graduate Admissions, Transfer Admissions, Undergraduate Admissions). Red arrows point to the 'Campus Happenings' and 'University Events' checkboxes. At the bottom, there are 'Add Event' and 'Cancel' buttons.

10. Press the **Add Event** button.

Registration: Users may register for this event

Topical area:

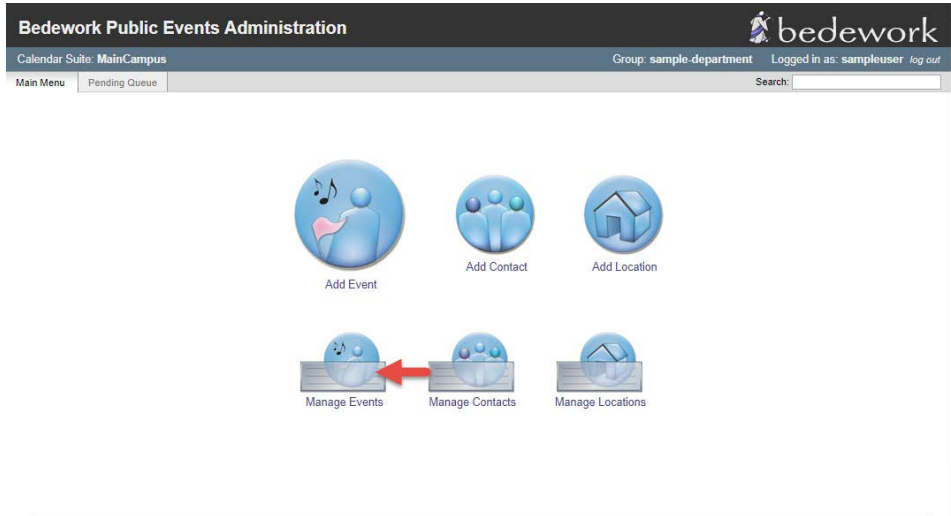
- Academics
 - Academic Calendar
 - Commencement
 - Costs and Aid
 - Orientation
 - Study Abroad
- Athletics
- Campus Life
 - Campus Happenings
 - Campus Ministry
 - Dining
 - Library
 - Student Success Center
- Events
 - Alumnae
 - Community Events
 - University Events
 - Womens Leadership Institute
 - Youth Programming
 - First Year Students
- Future Students
 - Graduate Admissions
 - Transfer Admissions
 - Undergraduate Admissions

Add Event 

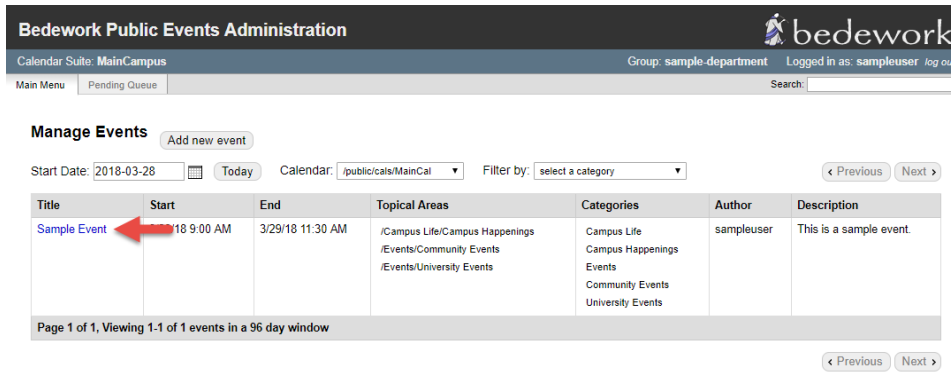
Bedework Website | show XML | refresh XSLT

Updating an Existing Event

1. Log in to the Bedework administration interface following the steps in the **Accessing the Event Management Portal** section of this document.
2. Click the **Manage Events** button.




3. Click on the name of the event you wish to edit.



Note: You can only edit events created by your department.

4. Change the event details as required. Then press the **Update Event** button.

Bedework Public Events Administration 

Calendar Suite: MainCampus Group: sample-department Logged in as: sampleuser [log out](#)

Main Menu Pending Queue Search:

Event Information

Title:

Date & Time: all day

Start: Date

End: Date Duration days hours minutes or weeks

This event has no duration / end date

Recurrence: event recurs event does not recur

Status: confirmed tentative canceled

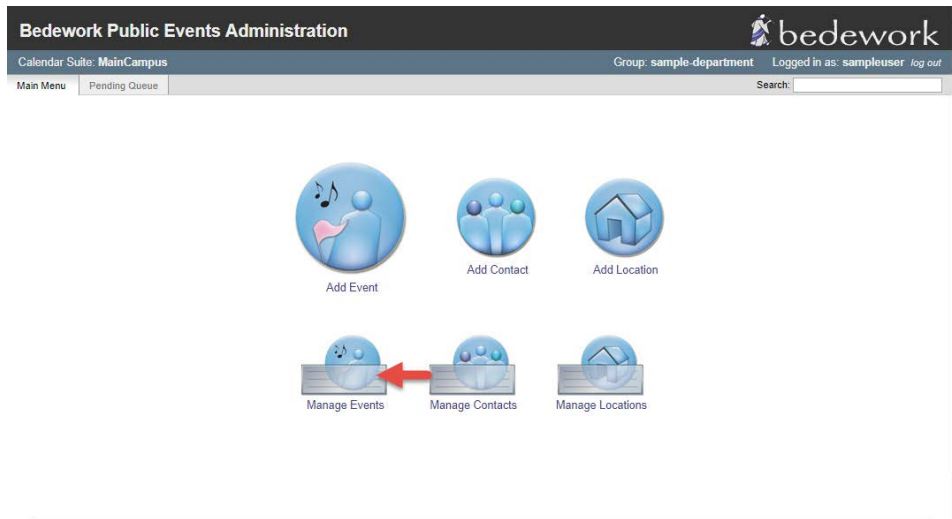
Description:

650 characters max

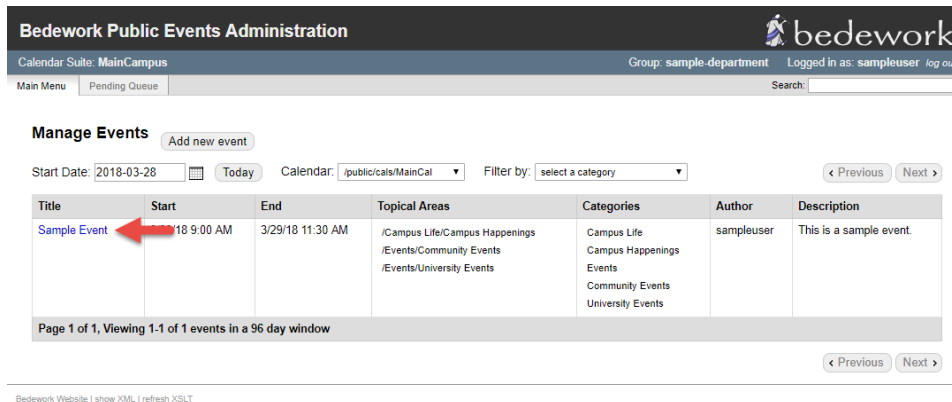
Deleting an Existing Event

Note: Only delete events that you added in error. Valid events that have been cancelled should have their status changed to cancelled. They will continue to be displayed in the calendar, but with a notation that the event is cancelled. For additional details on editing existing events, see the steps in the **Updating an Existing Event** section of this document.

1. Log in to the Bedework administration interface following the steps in the **Accessing the Event Management Portal** section of this document.
2. Click the **Manage Events** button.



3. Click on the name of the event you wish to delete.



Note: You can only delete events created by your department.

4. Click the **Delete Event** button.

The screenshot shows the 'Event Information' form in the Bedework Public Events Administration system. The form includes fields for Title, Date & Time (Start and End), Recurrence, Status, and Description. A red arrow points to the 'Delete Event' button located at the top right of the form area.

5. Confirm that the correct event is selected. Then click the **Yes: Delete Event** button.

The screenshot shows a confirmation dialog box titled 'Ok to delete this event?'. The dialog contains a note: 'Note: we do not encourage deletion of old but correct events; we prefer to keep old events for historical reasons. Please remove only those events that are truly erroneous.' Below the note is a 'Yes: Delete Event' button, which is highlighted with a red arrow.

If you have any questions or experience any issues, please contact the Marketing and Communications department at mmu-marketing@mtmary.edu.