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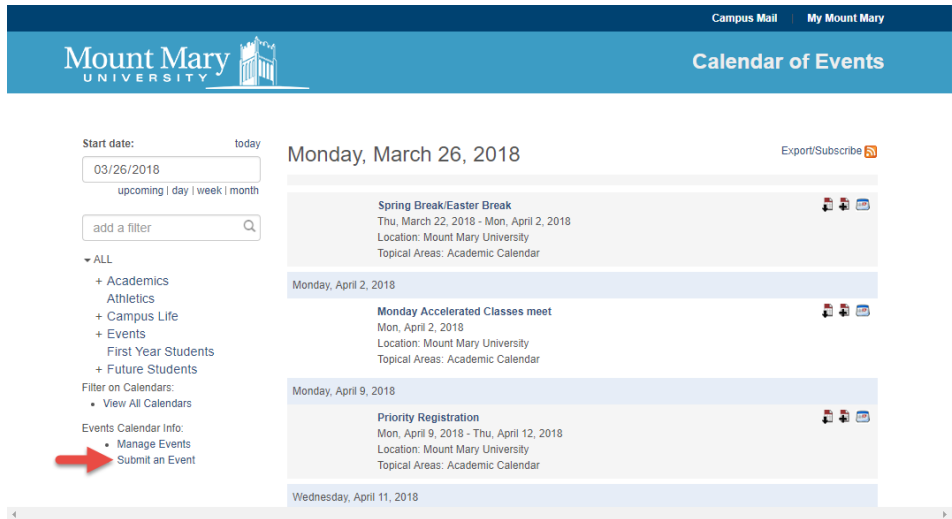
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Overview

The master calendar provides a mechanism to submit events for review and approval by moderators in the Marketing and Communications department.

Accessing the Event Submission Portal

1. Open the master calendar website at <https://calendar.mtmary.edu>.
2. Click on the **Submit an Event** link in the left navigation.

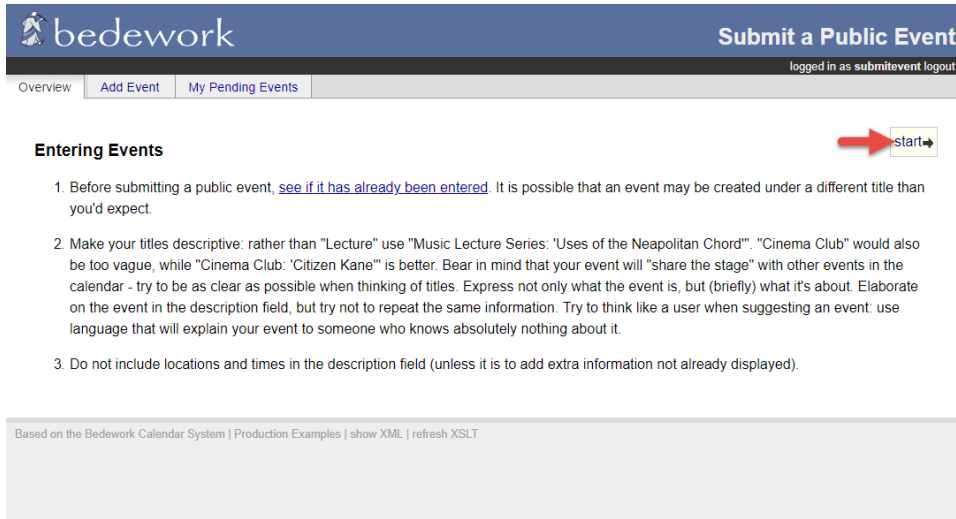


3. Enter the username *submitevent* in the **Username** field (1), and the password *mountmaryevents* in the **Password** field (2). Then press the **login** button (3).

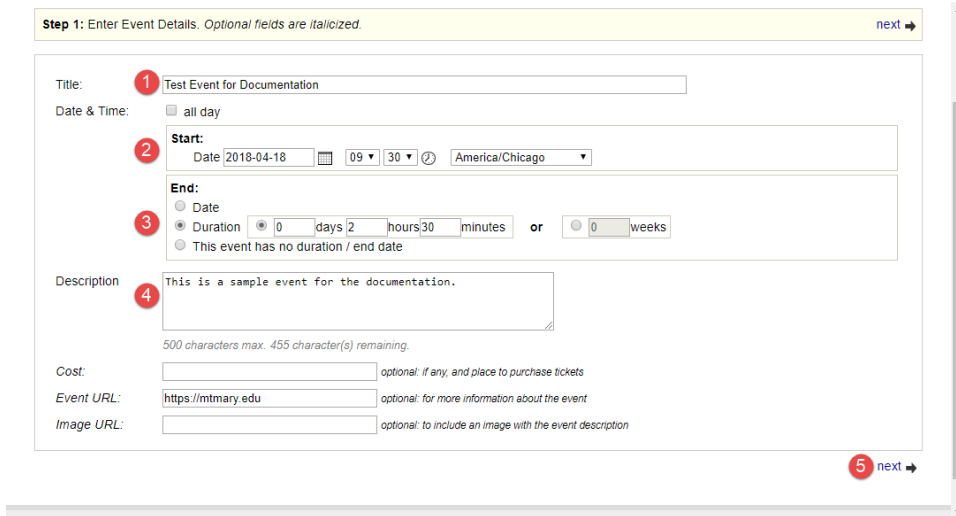


Submitting a New Event

1. Click the **start** → button at the top-right of the page.



2. Enter the title of the event in the **Title** field (1). Enter the start date and time in the **Start** fields (2), and the end date and time, or duration, in the **End** fields (3). Enter a mandatory description of the event in the **Description** field (4). Other information can be optionally provided for the event. Then click **next** → at the bottom of the form (5).



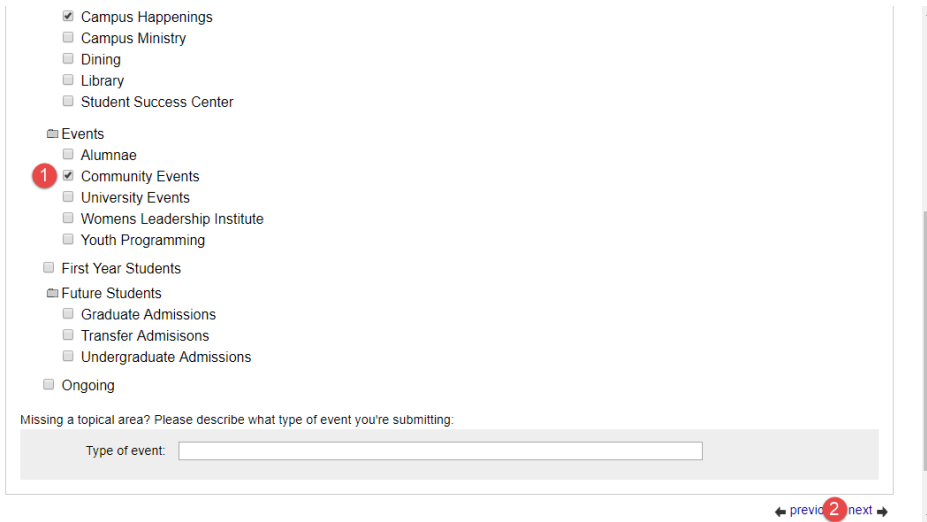
3. Select the location of the event from the dropdown (1). If the location needed is not in the list, you can instead suggest that the approver add a new location by entering the details in the fields below (2). Then click **next** → at the bottom of the form (3).

The screenshot shows the 'Submit a Public Event' form at the 'Step 2: Select Location' stage. The header includes the 'bedework' logo and the text 'Submit a Public Event' with a 'logged in as submitevent logout' link. Navigation tabs for 'Overview', 'Add Event', and 'My Pending Events' are visible. The form content includes a dropdown menu with 'Mount Mary University' selected, marked with a red circle '1'. Below it, a section titled 'Didn't find the location? Suggest a new one:' contains three input fields: 'Address', 'Sub-address' (optional), and 'URL' (optional), with a red circle '2' next to the 'Sub-address' field. At the bottom right of the form area, there are 'previous' and 'next' navigation buttons, with a red circle '3' next to the 'next' button. A footer link reads 'Based on the Bedework Calendar System | Production Examples | show XML | refresh XSLT'.

4. Select the contact for the event from the dropdown (1). If the contact needed is not in the list, you can instead suggest that the approver add a new contact by entering the details in the fields below (2). Then click **next** → at the bottom of the form (3).

The screenshot shows the 'Submit a Public Event' form at the 'Step 3: Select Contact' stage. The header and navigation tabs are identical to the previous screenshot. The form content includes a dropdown menu with 'select an existing contact...' selected, marked with a red circle '1'. Below it, a section titled 'Didn't find the contact you need? Suggest a new one:' contains four input fields: 'Organization Name' (with the value 'IT Services' and a note 'Please limit contacts to organizations, not individuals.'), 'Phone' (with the value '414-930-3048'), 'URL', and 'Email' (with the value 'mmu-helpdesk@mmu.edu'). The 'Phone' and 'URL' fields are marked as 'optional' and have a red circle '2' next to them. At the bottom right of the form area, there are 'previous' and 'next' navigation buttons, with a red circle '3' next to the 'next' button. A footer link reads 'Based on the Bedework Calendar System | Production Examples | show XML | refresh XSLT'.

5. Check the box for the suggested category or categories that the event should be tagged with (1). Then click **next** → at the bottom of the form (2).



A screenshot of a web form for selecting event categories. The form is titled "Missing a topical area? Please describe what type of event you're submitting:" and includes a text input field labeled "Type of event:". Below this, there is a list of categories with checkboxes. The "Community Events" category is checked and marked with a red circle containing the number "1". At the bottom of the form, there are "previous" and "next" navigation buttons, with the "next" button marked with a red circle containing the number "2".

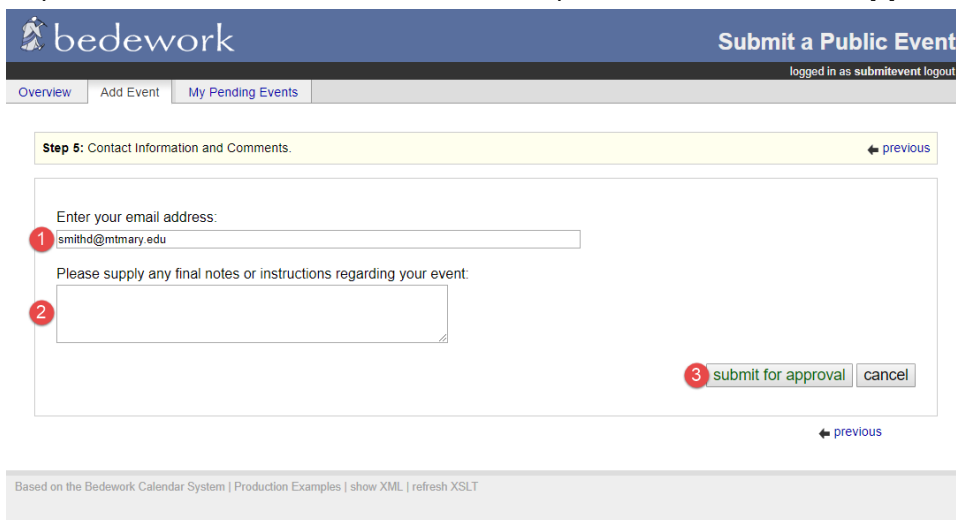
- Campus Happenings
- Campus Ministry
- Dining
- Library
- Student Success Center
- Events
 - Alumnae
 - Community Events
 - University Events
 - Womens Leadership Institute
 - Youth Programming
- First Year Students
- Future Students
 - Graduate Admissions
 - Transfer Admissions
 - Undergraduate Admissions
- Ongoing

Missing a topical area? Please describe what type of event you're submitting:

Type of event:

← previous **2** next →

6. Enter your Mount Mary University email address in the **Enter your email address** field (1). Enter any (optional) notes or instructions regarding the event (for the Marketing and Communications department) in the notes field (2). Then press the **submit for approval** button (3).



A screenshot of the "Submit a Public Event" form. The form is titled "Submit a Public Event" and includes a navigation bar with "Overview", "Add Event", and "My Pending Events" tabs. The form is currently on "Step 5: Contact Information and Comments". The form includes a text input field for "Enter your email address:" with the email address "smithd@mtmary.edu" entered, marked with a red circle containing the number "1". Below this is a text area for "Please supply any final notes or instructions regarding your event:" marked with a red circle containing the number "2". At the bottom of the form, there are "submit for approval" and "cancel" buttons, with the "submit for approval" button marked with a red circle containing the number "3".

bedework Submit a Public Event

logged in as submittevent logout

Overview Add Event My Pending Events

Step 5: Contact Information and Comments ← previous

Enter your email address:

1 smithd@mtmary.edu

Please supply any final notes or instructions regarding your event:

2

3 submit for approval cancel

← previous

Based on the Bedework Calendar System | Production Examples | show XML | refresh XSLT

7. Your event will be reviewed by the Marketing and Communications department for inclusion on the master calendar.

Deleting a Submitted Event (Not Yet Approved)

1. Click on the **My Pending Events** tab (1). The click on the title of the event you wish to delete (2).

bedework Submit a Public Event
logged in as submittevent logout

Overview Add Event **1** My Pending Events

Pending Events

The events below are waiting to be published by a calendar administrator. You may edit or delete the events until they have been accepted. Once your event is published, you will no longer see it in your list.

Title	Claimed By	Start	End	Topical Areas	Description
2 Test Event for Documentation	unclaimed	4/18/18 9:30 AM	4/18/18 12:00 PM	Community Events Campus Happenings	This is a sample event for the documentation.

Based on the Bedework Calendar System | Production Examples | show XML | refresh XSLT

2. Click the **delete** link at the top of the page. **Warning: There is no confirmation prompt when deleting events!**

bedework Submit a Public Event
logged in as submittevent logout

Overview Add Event My Pending Events

Personal Event **Delete**

Step 1: Enter Event Details. *Optional fields are italicized.* **next** →

Title: Test Event for Documentation

Date & Time: all day

Start:
Date: 2018-04-18 09:30 America/Chicago

End:
 Date
 Duration: 0 days 2 hours 30 minutes or 0 weeks
 This event has no duration / end date

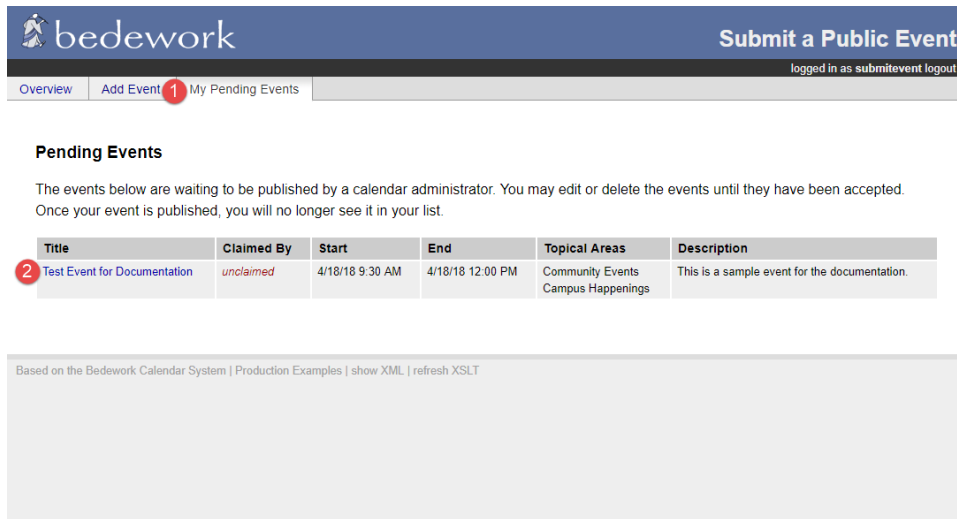
Description: This is a sample event for the documentation.
500 characters max.

Cost: optional: If any, and place to purchase tickets

Note: Please be sure not to delete submissions from other users.

Editing a Submitted Event (Not Yet Approved)

1. Click on the **My Pending Events** tab (1). The click on the title of the event you wish to delete (2).



The screenshot shows the Bedework calendar system interface. At the top, there is a navigation bar with the Bedework logo and a 'Submit a Public Event' button. Below the navigation bar, there are tabs for 'Overview', 'Add Event', and 'My Pending Events' (which is highlighted with a red circle and the number 1). The main content area is titled 'Pending Events' and contains a message: 'The events below are waiting to be published by a calendar administrator. You may edit or delete the events until they have been accepted. Once your event is published, you will no longer see it in your list.' Below this message is a table with the following data:

Title	Claimed By	Start	End	Topical Areas	Description
2 Test Event for Documentation	unclaimed	4/18/18 9:30 AM	4/18/18 12:00 PM	Community Events Campus Happenings	This is a sample event for the documentation.

At the bottom of the screenshot, there is a footer that reads: 'Based on the Bedework Calendar System | Production Examples | show XML | refresh XSLT'.

2. Follow the steps for submitting a new event, updating the existing data as needed.

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