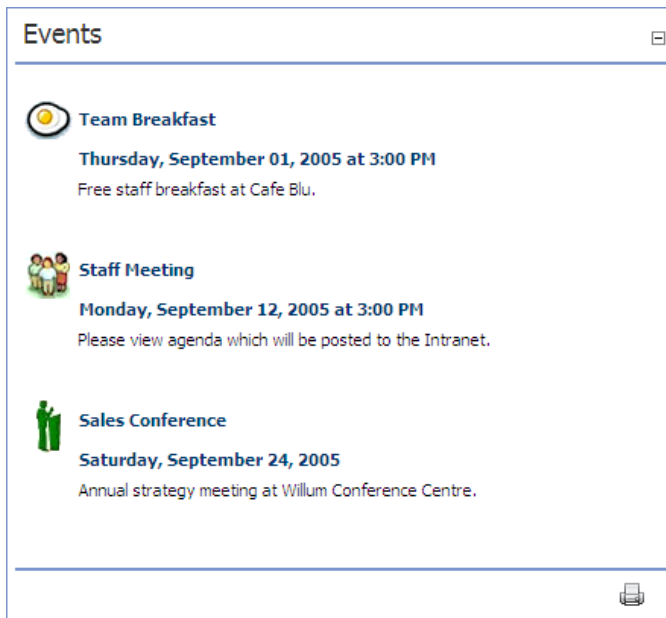


Events

Introduction To The Events Module

The Events module displays upcoming events as a list in chronological order or in calendar format. Each event listing includes a title, description, and date. Display of an image and the event time is optional.

Each event can be set to automatically expire on a particular date, or re-occur by any specified number of days, weeks, months or years. Height and width properties for calendar cells can be set.







The screenshot shows a window titled "Events" with a close button in the top right corner. It contains a list of three events, each with an icon, a title, a date and time, and a description. The events are:

- Team Breakfast**: Thursday, September 01, 2005 at 3:00 PM. Free staff breakfast at Cafe Blu. (Icon: Egg)
- Staff Meeting**: Monday, September 12, 2005 at 3:00 PM. Please view agenda which will be posted to the Intranet. (Icon: Three people)
- Sales Conference**: Saturday, September 24, 2005. Annual strategy meeting at Willum Conference Centre. (Icon: Two people)

A print icon is located at the bottom right of the window.

Events - List View

November 2005						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1  Team Breakfast 3:00 PM Free staff breakfast at Cafe Blu.	2	3	4	5
6	7  Staff Meeting 3:00 PM Please view agenda which will be posted to the Intranet.	8	9	10	11	12
13	14	15	16	17	18	19
20	21  Staff Meeting 3:00 PM Please view agenda which will be posted to the Intranet.	22	23	24  Sales Conference Annual strategy meeting at Willum Conference Centre.	25	26
27	28	29	30			

Events - Calendar View

Add An Event

1. *Select Add New Event* from the module menu.
2. In the **Title** field, *enter* a title for the event.
3. In the **Description** field, *enter* a description of the event.
4. At **Image** (optional), *perform* one of the following:
 - a. If the image has already been uploaded to the Admin > File Manager:
 1. At **Image / File Location**, *select* the folder where the image is located.
 2. At **Image / File Name**, *select* the image from the drop down list.
 - b. If the file has not been uploaded to the Admin > File Manager:
 1. *Click Upload New File.*
 2. At **Image / File Location**, *select* a folder to upload the image to.
 3. At **Image / File Name**, *click Browse.*
 4. *Locate and select* the required image.
 5. *Click Upload New File.*
5. In the **Alternate Text** (required field when **Image** is set) field, *enter* the text that will appear as a 'tool tip' when the image is moused over by a visitor.
6. At **Occurs Every** (optional), *select* how frequently the event reoccurs. Select either **Days, Weeks, Months, Years** from the dropdown box and enter a number to the left. Please Note: reoccurrence only works in calendar display (see 1.) In list display only the start date is displayed.
7. At **Start Date**, *click Calendar* and select the start date for the event.
8. At **Time** (optional), *enter* a time in this format: 09:00 AM.
9. At **Expiry Date** (optional), *click Calendar* and then select the expiry date for the event. The event will expire on this date.
10. *Click Update.*

Note: If the Event module is set to Calendar view, the calendar will display the current month, not the month of the new event.

Edit Events

Title: MSDN Update - Wellington, New Zealand

Description: Basic Text Box Rich Text Editor

Styles: Normal Times 3

Color: Black White

B *I* U abc X² X₂

Clipboard icons: Paste, Copy, Undo, Redo

Symbols: Table, Link, Image, etc.

Philip Beadle is over from Australia, to talk about Dot Net Nuke, which is an open-source portal framework being adopted all around the world. DotNetNuke provides automated content management capabilities and tools to maintain a dynamic and 100% interactive data-driven web site.

The presentation is about 2 hours long, with a break for pizza at 7pm.

Design HTML

Image:

File Location: Root

File Name: logo_msdn[2].gif

[Upload New File](#)

Alternate Text: MSDN logo

Occurs Every: [] [] []


Start Date: 9/1/2004 [Calendar](#)

Time: 6PM

Expiry Date: [] [] [] [Calendar](#)


[Update](#) [Cancel](#)

Edit An Event

1. Click the **Edit**  button beside the event record.
2. Edit the event details.
3. Click Update.

Delete An Event

Permanently delete an event.

1. Click the **Edit**  button beside the required event.
2. Click **Delete**. A dialog box asking 'Are You Sure You Want To Delete This Item?' will be displayed.
3. Click **OK** to confirm deletion or **Cancel** to cancel.

Edit Events

Title: MSDN Update - Wellington, New Zealand

Description: Basic Text Box Rich Text Editor

Styles: Normal Times 3

Black White Bold Italic Underline Link Unlink

Philip Beadle is over from Australia, to talk about Dot Net Nuke, which is an open-source portal framework being adopted all around the world. DotNetNuke provides automated content management capabilities and tools to maintain a dynamic and 100% interactive data-driven web site.

The presentation is about 2 hours long, with a break for pizza at 7pm.

Image: File Location: Root File Name: logo_msdn[2].gif Upload New File

Alternate Text: MSDN logo

Occurs Every:

Start Date: 9/1/2004 [Calendar](#)

Time: 6PM

Expiry Date: [Calendar](#)

[Update](#) [Cancel](#) [Delete](#)

Last Updated By Administrator Account On 12/7/2004 12:26:00 PM

Display Events In A List

Events displayed in a List are displayed in a vertical list down the page. The oldest event is listed first and the most recent event is listed last. Only the first date of a reoccurring event is displayed in the List View.

1. *Select **Settings*** from the module menu.
2. *At **Events Settings** click the **Maximize** button.*
3. *At **Display Format**, select **List**.*
4. *Click Update.*

Events Settings

In this section, you can set up settings that are specific for this module.

[Help](#)

Display Format: List Calendar

Calendar Cell Width:


Calendar Cell Height:

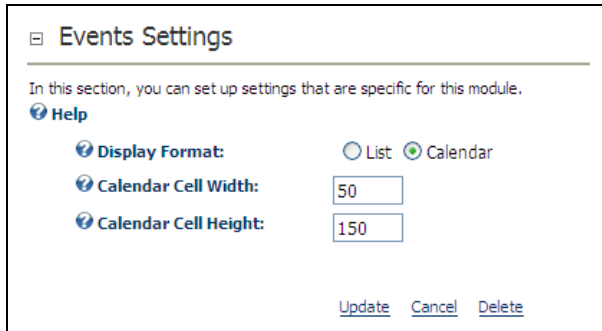
[Update](#) [Cancel](#) [Delete](#)

Event Settings

Display Events In A Calendar

Displays events in a monthly calendar. The calendar display is the default setting.


1. *Select Settings* from the module menu.
2. At **Events Settings** click the **Maximize**  button.
3. At **Display Format**, *select Calendar*.
4. At **Calendar Cell Width** (optional), *set the width of each cell by entering a pixel value, e.g. 50*.
5. At **Calendar Cell Height** (optional), *set the height of each cell by entering a pixel value, e.g. 150*.
6. Click Update.

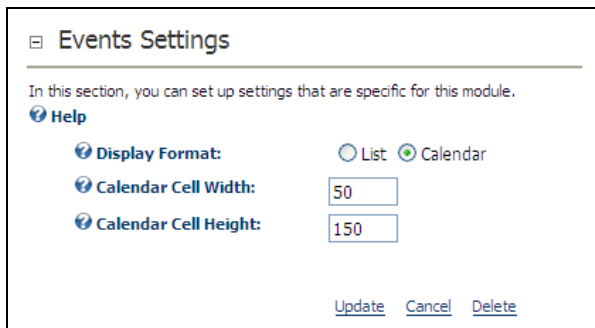


Event Settings

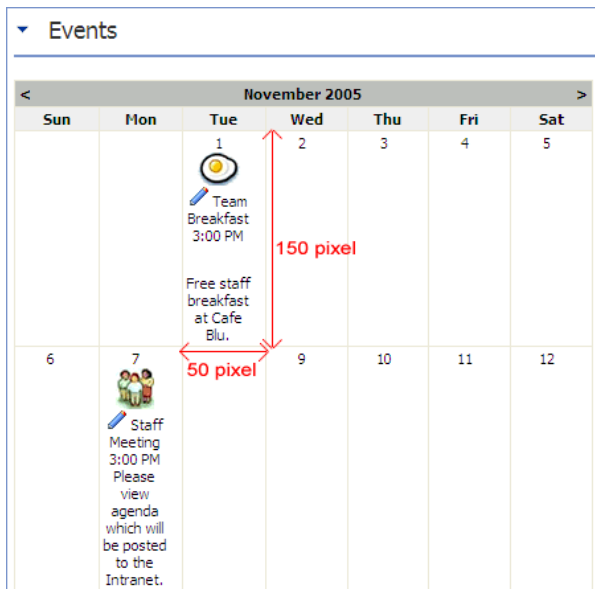
Modify Cell Size

Sets the size of the cells within the event calendar. By default, no values are entered. Where no cell width is entered, the default width is 100% of the pane width. Where no cell height is entered, the default width is the minimum height required.

1. *Select Settings* from the module menu.
2. At **Events Settings** click the **Maximize**  button.
3. At **Display Format**, *select Calendar*.
4. At **Calendar Cell Width**, *set the width of each cell by entering a pixel value, e.g. 50*.
5. At **Calendar Cell Height**, *set the height of each cell by entering a pixel value, e.g. 150*.
6. Click Update.



Events Module Settings



Event Calendar - Cell Set To 50 x 150 pixel

Troubleshooting: Newly Added Event Not Displaying

When the Events module is set to Calendar view, the calendar always displays the current month by default. Therefore, when you save an event that occurs on a month other than the current month, when you update the event it will not be displayed.

To view the event, use the Calendar navigation.