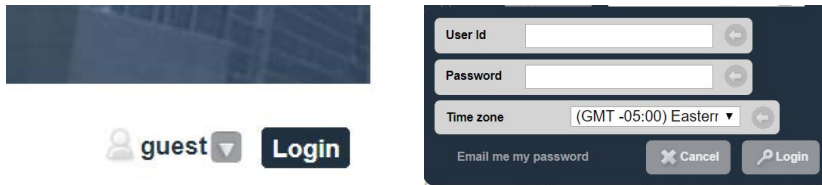


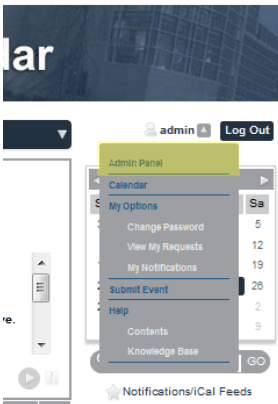
Virtual Calendar Approver Instructions

Login and Select Event

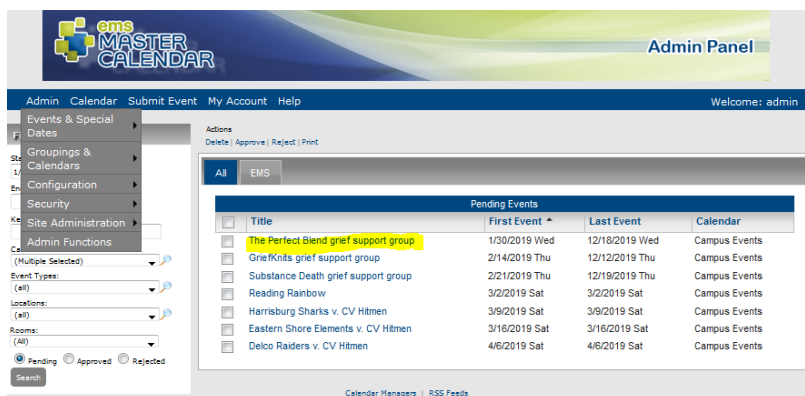
- Go to <https://events.ship.edu/MasterCalendar> and select login. You will be prompted for a user name and password. Approvers will be provided with a user name and password.



- Select the admin panel from the admin dropdown.

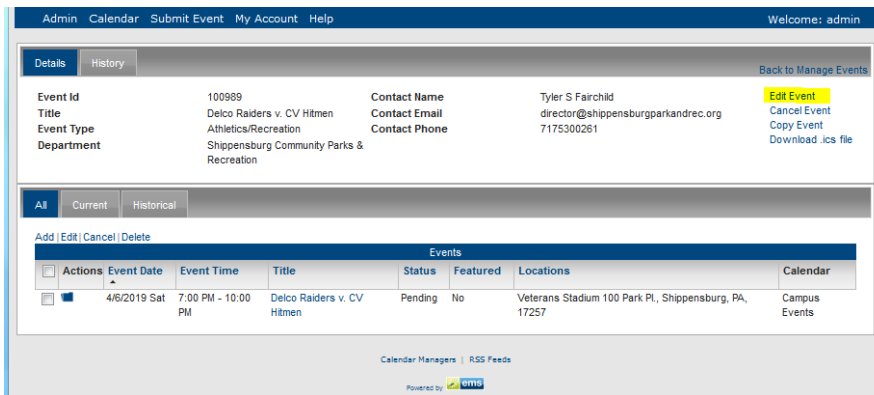


- The admin panel will display the events that have been submitted via the form. Click on the event name to review event details. Some will have a single event and some will have multiple meeting. Select the appropriate Calendar. Check that they include valid contact information, reasonable event times and a valid link URL. The fields are required, but information can be poor.



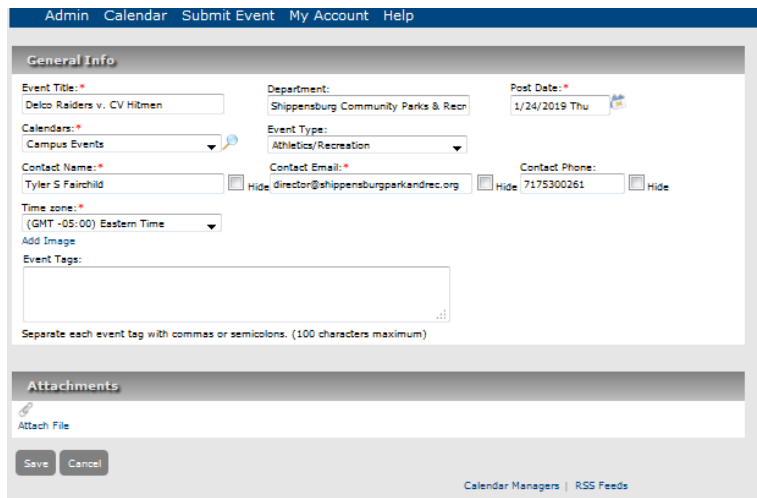
Reviewing and Editing an Event

- Select the event from the admin panel. Select Edit event to change general information



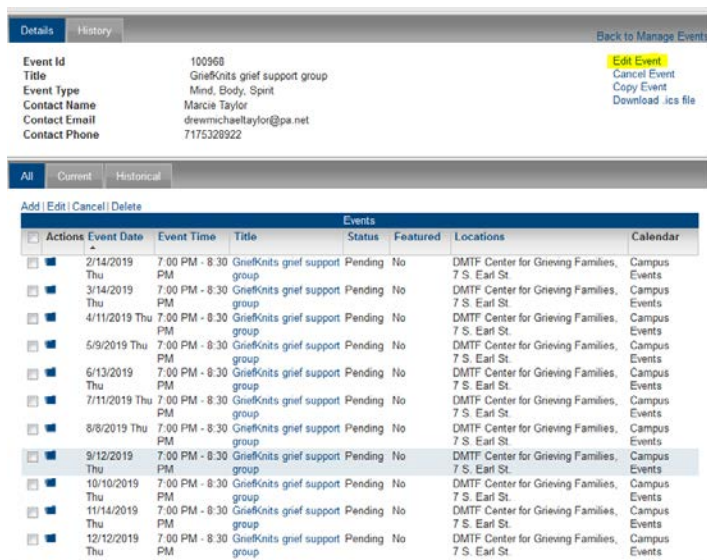
The screenshot shows the 'Details' tab of an event in the admin panel. The event ID is 100989, titled 'Delco Raiders v. CV Hitmen'. The contact information is for Tyler S Fairchild, with email director@shippensburgparkandrec.org and phone 7175300261. The event type is 'Athletics/Recreation' and the department is 'Shippensburg Community Parks & Recreation'. The event is currently 'Pending' and located at 'Veterans Stadium 100 Park Pl., Shippensburg, PA, 17257'. The 'Edit Event' button is highlighted in yellow.

- Select and change fields that apply to all events in the post. Here you would change calendar selection. When completed select save.



The screenshot shows the 'General Info' form for editing an event. The event title is 'Delco Raiders v. CV Hitmen', the department is 'Shippensburg Community Parks & Rezon', and the post date is '1/24/2019 Thu'. The calendar is set to 'Campus Events' and the event type is 'Athletics/Recreation'. The contact information is for Tyler S Fairchild, with email director@shippensburgparkandrec.org and phone 7175300261. The time zone is '(GMT -05:00) Eastern Time'. There is an 'Add Image' button and an 'Event Tags' field. The 'Save' button is highlighted in yellow.

- Some post have reoccurring events. Changing the general information here will change the information in all of the events in the post.



The screenshot shows the 'Details' tab of an event in the admin panel. The event ID is 100968, titled 'GriefKnits grief support group'. The contact information is for Marcia Taylor, with email drewmichaeltaylor@pa.net and phone 7175328922. The event type is 'Mind, Body, Spirit' and the department is 'Shippensburg Community Parks & Recreation'. The event is currently 'Pending' and located at 'DMTF Center for Grieving Families, 7 S. Earl St.'. The 'Edit Event' button is highlighted in yellow.

Actions	Event Date	Event Time	Title	Status	Featured	Locations	Calendar
<input type="checkbox"/>	2/14/2019 Thu	7:00 PM - 8:30 PM	GriefKnits grief support group	Pending	No	DMTF Center for Grieving Families, 7 S. Earl St.	Campus Events
<input type="checkbox"/>	3/14/2019 Thu	7:00 PM - 8:30 PM	GriefKnits grief support group	Pending	No	DMTF Center for Grieving Families, 7 S. Earl St.	Campus Events
<input type="checkbox"/>	4/11/2019 Thu	7:00 PM - 8:30 PM	GriefKnits grief support group	Pending	No	DMTF Center for Grieving Families, 7 S. Earl St.	Campus Events
<input type="checkbox"/>	5/9/2019 Thu	7:00 PM - 8:30 PM	GriefKnits grief support group	Pending	No	DMTF Center for Grieving Families, 7 S. Earl St.	Campus Events
<input type="checkbox"/>	6/13/2019 Thu	7:00 PM - 8:30 PM	GriefKnits grief support group	Pending	No	DMTF Center for Grieving Families, 7 S. Earl St.	Campus Events
<input type="checkbox"/>	7/11/2019 Thu	7:00 PM - 8:30 PM	GriefKnits grief support group	Pending	No	DMTF Center for Grieving Families, 7 S. Earl St.	Campus Events
<input type="checkbox"/>	8/6/2019 Thu	7:00 PM - 8:30 PM	GriefKnits grief support group	Pending	No	DMTF Center for Grieving Families, 7 S. Earl St.	Campus Events
<input type="checkbox"/>	9/12/2019 Thu	7:00 PM - 8:30 PM	GriefKnits grief support group	Pending	No	DMTF Center for Grieving Families, 7 S. Earl St.	Campus Events
<input type="checkbox"/>	10/10/2019 Thu	7:00 PM - 8:30 PM	GriefKnits grief support group	Pending	No	DMTF Center for Grieving Families, 7 S. Earl St.	Campus Events
<input type="checkbox"/>	11/14/2019 Thu	7:00 PM - 8:30 PM	GriefKnits grief support group	Pending	No	DMTF Center for Grieving Families, 7 S. Earl St.	Campus Events
<input type="checkbox"/>	12/12/2019 Thu	7:00 PM - 8:30 PM	GriefKnits grief support group	Pending	No	DMTF Center for Grieving Families, 7 S. Earl St.	Campus Events

- You should also review event details. Select the checkbox next to the event and then select edit.

This is where you should review and adjust event details if needed

- Event description - this is a wysiwyg text box
- Time
- Any custom field your requester has added
- You can select checkbox Cancel to cancel an event
- You can also select checkbox Feature to feature an event. Featured events will display at the top of the Calendar page. Note: featured events require an image. Suggested image size - The images can be jpg or png at 72dpi, size should be 325px x 192px.

View of form approval screen below:

Feature location and display below:

- When review is complete you may Preview and or Save changes (see above). Selecting Save will approve and post event to the calendar.