

Event Calendar Admin Module User Guide

Dated:
30 April, 2012

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1. Introduction

- Offices and student organizations are encouraged to make use of [Campus Buzz](#), a weekly email newsletter on the latest happenings, to publicise their events or activities to all students (undergraduates, postgraduates and NIE students).
- Web-based **Event Calendar Admin Module** allows **authorised staff and student club officials** to publish news/events on the [NTU Event Calendar](#) and/or Campus Buzz. This documentation provides instructions on how to use the Events Calendar Admin Module.
- **Authorised users** may go to <http://cougar1:7086/admin/publish/newspublishing.aspx?SiteID=26> to access the **Event Calendar Admin Module**. When prompted for logon, remember to prefix **student** or **staff** to the authorised network account username.
- You may use the [Event Registration System \(ERS\)](#) accessible from the **Events Calendar** admin module to set up online registration for your event.

Notes:

- Student Clubs must first apply for role-based account from **StudentLink** to access the Events Calendar Admin Module. Existing role-based account can be granted access to use the Events Calendar admin module. Staff may apply via **StaffLink** with approval from the supervisor. Please contact CITS' Helpdesk (helpdesk@ntu.edu.sg) if you require assistance on account application or access right matters.
- Campus Buzz is collated every Thursday and thus all events for the following week will have to be posted to the Event Calendar **latest by Wednesday** of the current week.
- Campus Buzz seeks to inform students about the latest happenings, so please do not post your announcements for longer than 2 weeks.
- Student Clubs should only post events/activities of their own clubs. Advertisement for sponsor or publicity for a third party is NOT allowed.
- The Student Affairs office (SAO) (email: sao-fa@ntu.edu.sg) may help other organisations to post to NTU Event Calendar if the event is deemed appropriate and beneficial to NTU students.
- SAO reserves the right to edit or remove any postings that are deemed inappropriate.

2. Creating an Event or a Campus Buzz Article

- To create a new posting, log on Windows using the **authorised username and password**, then access the **Event Calendar Admin Module** (<http://cougar1:7086/admin/publish/newspublishing.aspx?SiteID=26>) and click the **'Create'** button (refer Figure 1)

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Home ▶
News Publishing for Event Calendar

Select the category:
Archived in Year:
Sort by:

To subscribe news published from other schools or department, please go to [News Subscription](#) module.

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Figure 1

- Next you will see the window below (refer Figure 2). Fill in the following fields:

Public Site > Event Calendar > Events > Pages > Create Page

Create Page

Page Title and Description
Enter a URL name, title, and description for this page.

(2.A) ← Title:

(2.B) ← Description:

(2.C) ← URL Name: Pages/ .aspx

Page Layout
Select a page layout to control how the page will be displayed.

(2.D) ← (NTU News Article Detail) NTU NewsHub/NewsArticleDetail.aspx

Figure 2

Note: Do not use special characters e.g. % # for Title and URL

- **(2.A) 'Title' (Mandatory):** File name of the event page that you will create in the system.
- **(2.B) 'Description' (Optional):** Description of the event page that you are creating.
- **(2.C) 'URL Name' (Mandatory):** System will default to same value as 'Title' (field 2.A).
- **(2.D) 'Template Name' (Mandatory):** Only one available value which is defaulted to '(NTU News Article Detail) NTU NewsHub/NewsArticleDetail.aspx'.

- Click 'Create' button
- Next, you will see the Event creation page with the following fields (refer Figure 3):

The screenshot shows the NTU NewsHub event creation interface. At the top, there is a red header with the NTU logo and navigation links. Below the header, the page title is 'Event Calendar' and 'events'. The main form contains several fields:

- (3.A)** Article Title* (Mandatory text input field)
- (3.B)** News Category* (List of checkboxes: Campus Buzz, Grant Calls, Event Calendar)
- (3.C)** Hide (Radio buttons: Yes, No)
- (3.D)** Publish Date/Time* (Date and time selection fields)
- (3.E)** Expiry Date/Time* (Date and time selection fields)
- (3.F)** Thumbnail (80x80 pixels)(max width=82 pixels for event calendar) (Text input field)

Each field has an 'Edit Content' button and a 'Click here to add new content' link below it.

Figure 3

Note: Do not use special characters e.g. % #

- **(3.A) 'Article Title' (Mandatory):** Title of the event to be displayed in summary listing and article details page.

- (3.B) 'News Category' (Mandatory): Tick where you want your event to be published: "Event Calendar", "Campus Buzz" and/or "Grant Calls".
- (3.C) 'Hide' (Do not change): Leave the default value as 'No'.
- (3.D) 'Publish Date/Time' (Mandatory): If event's News Category (field 3.B) is 'Campus Buzz' and its Publish Date and Event End Date (field 5.C) window falls within the publishing date range of the Campus Buzz current issue, this event will be included into the eNewsletter.
In the following example, Event A will be published in Campus Buzz eNewsletter published for the period 1 Jan 2011 to 7 Jan 2011. Event B will be included in the "Coming Events" section since its Published Date (31 Jan 2011) falls within the one-month period from 1 Jan 2011.



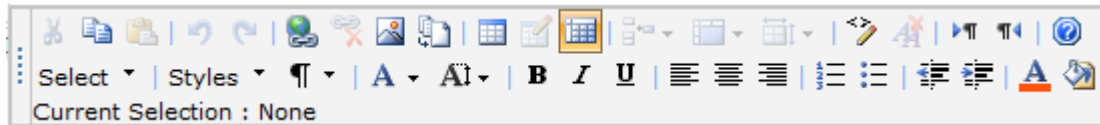
- (3.E) 'Expiry Date/Time' (Mandatory): the event will be automatically archived after the Expiry Date/Time.
- (3.F) 'Thumbnail' (Optional, maximum width = 82 Pixels for event calendar, maximum width = 230 Pixels for campus buzz): Insert Image that will be displayed in events summary listing page as thumbnail. Click 'Edit Content' to insert (see section 6.5 for details).

Refer Figure 4 for other Event Article properties fields:



Figure 4

- **(4.A) 'Summary' (Optional):** Text summary of the event to be displayed in NTU Event Calendar.
- **(4.B) 'Description' (Optional):** Details of the event that you are creating. You may click on 'Edit Content' and Edit Menu Bar will appear as below:



You may insert tables , hyperlinks  or pictures  (see **section 6.5** for details).

You may click on  (Edit HTML Source) to edit the content in html mode if you wish.

- **(4.C) 'Attachment' (Optional):** You may create groups of hyperlinks, attach any forms, documents etc to be downloaded when users browse your event (see **section 6.6** for details).

Refer Figure 5 for remaining Event Article properties fields:

The image shows a form with the following fields and controls:

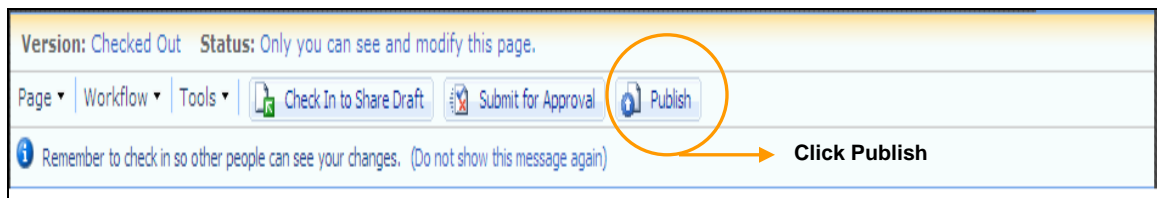
- Event Category***: A dropdown menu with "Please select" as the current value. An arrow points to the label **(5.A)**.
- Allow User Registration?**: Radio buttons for "Yes" and "No".
- Event Start Date/Time***: A date and time selector showing "30/04/2012" at "09:00". An arrow points to the label **(5.B)**.
- Event End Date/Time***: A date and time selector showing "30/05/2012" at "17:00". An arrow points to the label **(5.C)**.
- Venue (no more than 255 characters)**: A large text area. An arrow points to the label **(5.D)**.
- Event Contact Information (no more than 255 characters)***: A text area with an "Edit Content" button and a link "Click here to add new content". An arrow points to the label **(5.E)**.
- Meta-Keywords (no more than 255 characters)**: A large text area. An arrow points to the label **(5.F)**.
- Meta-Description (no more than 255 characters)**: A large text area. An arrow points to the label **(5.G)**.
- Meta-Robots**: Radio buttons for "Follow", "No Follow", "Index", and "No Index". An arrow points to the label **(5.H)**.
- On Campus Icon**: A checkbox. An arrow points to the label **(5.I)**.
- Target Audience***: Radio buttons for "Broad Category" and "Specific Category". Checkboxes for "Public", "Staff", "Student", and "Alumni". An arrow points to the label **(5.J)**.

Figure 5

- **(5.A) 'Event Category' (Mandatory)**: Select drop down value of which you would like the event to be classified under.
- **(5.B) 'Event Start Date/Time' (Mandatory)**: Start date/time of the event.
- **(5.C) 'Event End Date/Time' (Mandatory)**: End date/time of the event.
- **(5.D) 'Venue' (Optional)**: Venue of event.
- **(5.E) 'Event Contact Information' (Mandatory)**: Contact information for the event.
- **(5.F) 'Meta-Keywords' (Optional)**: Words matching when users searches for articles in the internet.
- **(5.G) 'Meta-Description' (Optional)**: Description matching when users searche for articles in the internet.
- **(5.H) 'Meta-Robots' (Optional)**: Leave as default values 'Follow' and 'Index'.
- **(5.I) 'On Campus Icon' (Optional)**: see section 5 for details
- **(5.J) 'Target Audience' (Mandatory)**: Leave as default values with 'Broad Category' radio button selected.
The following check boxes may be ticked:
 - a. Public
 - b. Staff
 - c. Student
 - d. Alumni

3. Publishing an Event or a Campus Buzz Article

- After all the necessary values have been entered and confirmed in page edit mode, remember to **publish** your Event or Campus Buzz Article to the Events Calendar site. From the top menu, click 'Publish' as shown in the figure below:



- If you are publishing the event in [NTU Event Calendar](#), please refer to **section 6.3** to check that your event appears correctly under the correct date(s) and category.

If you need to modify or update any details of the event, please refer to **section 6.2**.

4. Allowing User Registration for an Event (Optional)

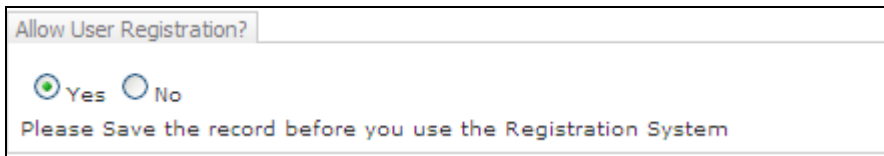
- In page edit mode (Figure 5 top-right), the default value for 'Allow User Registration' is 'No'.



A screenshot of a web form titled "Allow User Registration?". It features two radio buttons: "Yes" and "No". The "No" radio button is selected, indicated by a green dot inside the circle.

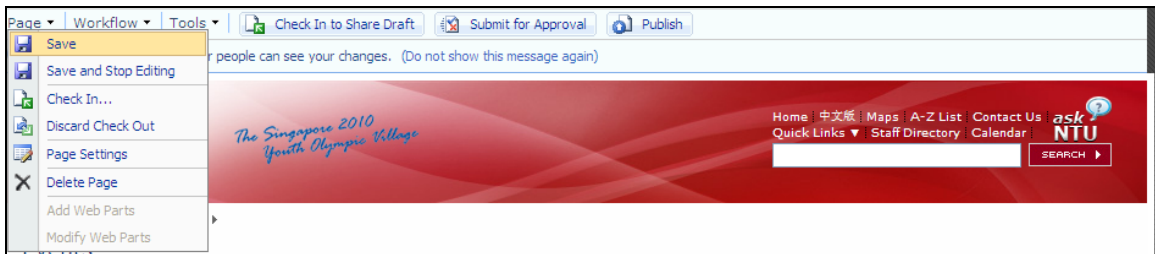
If your event does not require registration, skip this section.

- Otherwise, select 'Yes' and the message 'Please Save the record before you use the Registration System' will appear.



A screenshot of the "Allow User Registration?" form. The "Yes" radio button is selected. Below the form, a message reads: "Please Save the record before you use the Registration System".

- Go to top of page, under the top menu, select 'Page' and click 'Save'.



- After saving the page, the link 'Use Event Registration System' will appear.



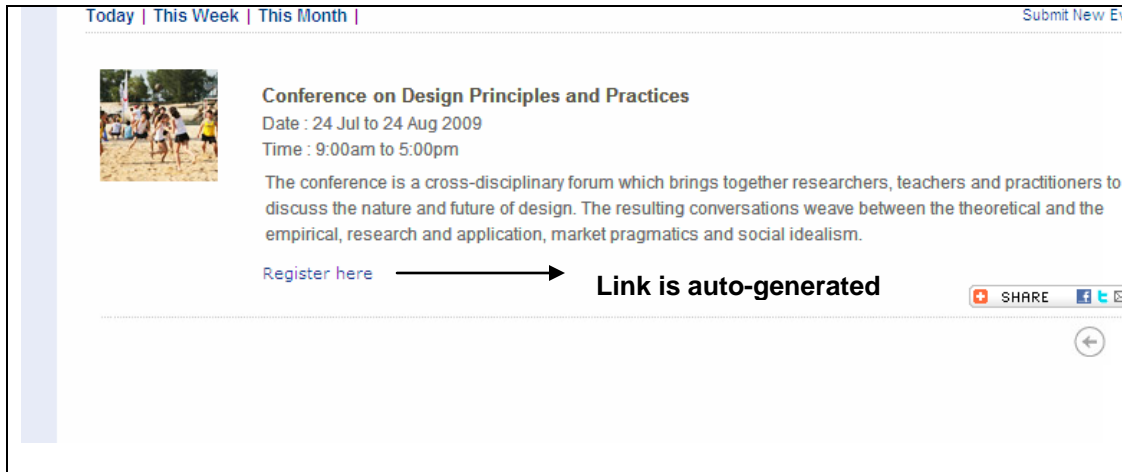
A screenshot of the "Allow User Registration?" form. The "Yes" radio button is selected. Below the form, a link labeled "Use Event Registration System" is displayed in blue text.

- Click on this link and you will be directed to NTU's **Event Registration System (ERS)**.

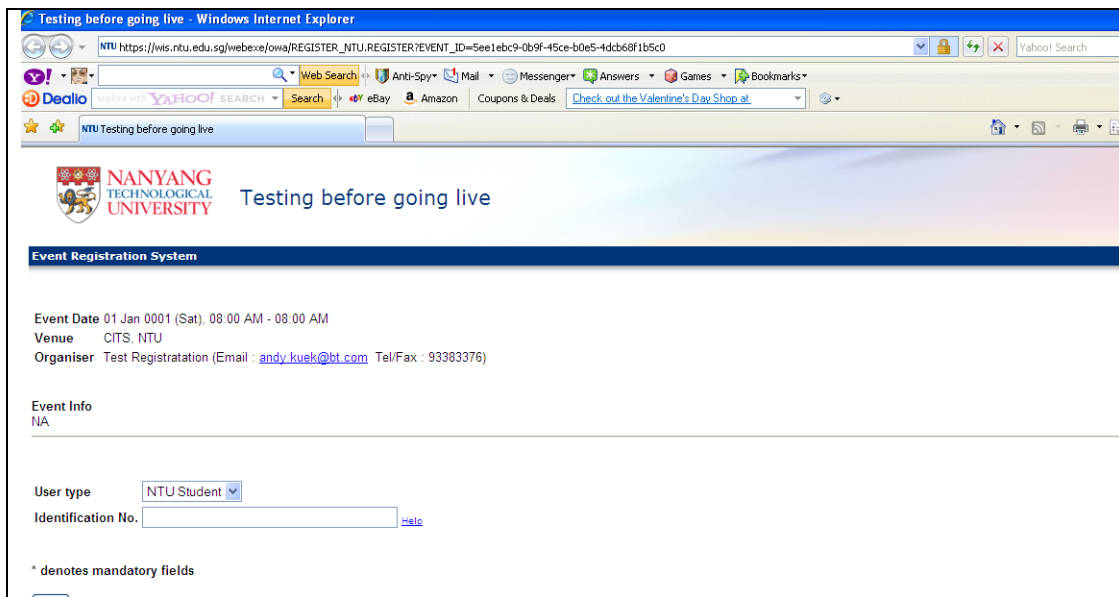
- Proceed to complete and confirm the creation of registration form in Events Registration System. Upon completion, the window is refreshed with the URL for event registration as shown below.



- To go back to the event creation page and to publish the event, please refer to **section 6.2**. Upon approving and publishing the event (refer **section 3**), the 'Register Here' link is auto-generated in the NTU Event Calendar summary listing as shown below:



- When users click on the 'Register Here' link, they will be directed to the Events Registration System to register for the event using the form created in previous steps, as shown below:



5. Enable On Campus Icon (Optional)

- In page edit mode (Figure 5), the default value for 'On Campus Icon' is 'Unchecked.'



This option is applicable only to event published in Campus Buzz. Once the 'On Campus Icon' is checked, the "On Campus" Icon will be displayed beside the event title in Campus Buzz eNewsletter as shown below.

Arts And Culture

Sports Mania On Campus → **On Campus Icon**
 Date: 23 Mar - 23 Apr 2009
 Time: 9:00am to 5:00pm

All Day Event 2
 Date: 27 - 30 Apr 2010
 Contact Info: contact
 summary of all day event 2

6. Quick Tips

6.1 Property Description using Tool Tip

- Mouse over the property field and a tool tip will appear with description on what the property is for. Some examples are shown below:

Article Title*

Edit Content

Event Calendar Gpian Live
 NTUPageTitle.html

Publish Date/Time*

05/01/2010 00:00
 NTUStartDate

Expiry Date/Time*

01/01/2011 00:00

6.2 Search for a Created Event Page to Modify Details

- To edit or modify your posting, log on Windows using the **authorised username and password**, then access the **Event Calendar admin module** (<http://cougar1:7086/admin/publish/newspublishing.aspx?SiteID=26>)
- Select the correct category and click the 'Search' button as shown below:

Home | 中文版 | Maps | A-Z List | Contact Us | **ask** NTU
Quick Links | Staff Directory | Calendar

SEARCH

Home ▶

News Publishing for Event Calendar

Select the category:

Archived in Year:

Sort by:

To subscribe news published from other schools or department, please go to [News Subscription](#) module.

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- A list of events will be displayed as shown below.

Home | 中文版 | Maps | A-Z List | Contact Us | **ask** NTU
Quick Links | Staff Directory | Calendar

SEARCH

Home ▶

News Publishing for Event Calendar

Select the category:

Archived in Year:

Sort by:

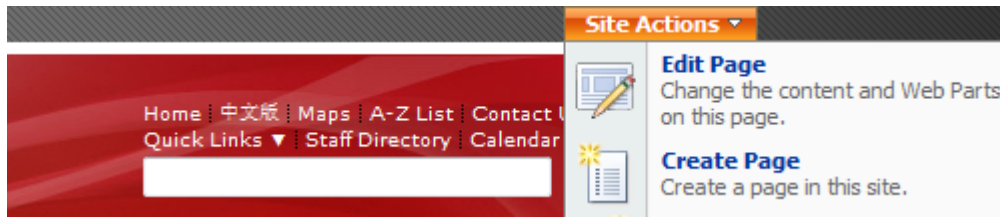
To subscribe news published from other schools or department, please go to [News Subscription](#) module.

Sort News

Thumbnail	Title	Start Date (dd-MMM-yyyy)	End Date (dd-MMM-yyyy)	Created Date (dd-MMM-yyyy)	Posted By	Status
	"Pay It Forward" with KDF on 15 May 2010!	01-Apr-2010	16-May-2010	01-Apr-2010		Approved
	ADM Internship 3rd Year (10 weeks)	23-May-2011	25-Jun-2011	28-Apr-2010	Goh Koon Ngee	Approved
	ADM Internship 3rd Year (5 weeks)	23-May-2011	30-Jul-2011	28-Apr-2010	Goh Koon Ngee	Approved
	CAC Campus Concert - Cao Ge @ Lee Kong Chian Lecture Theatre	02-Mar-2007	02-Mar-2007	17-Apr-2008	huang	Draft
	Caltex National Karting Challenge 2007	16-Aug-2007	09-Sep-2007	17-Apr-2008	huang	Draft
	Cervical Cancer Awareness Campaign	01-Mar-2007	09-Mar-2007	18-Apr-2008	huang	Approved
	Chinese New Year	03-Feb-2011	04-Feb-2011	26-Apr-2010	Goh Koon Ngee	Approved
	Chinese Society Lunchtime Concert	06-Feb-2007	06-Feb-2007	17-Apr-2008	huang	Draft
	Choir - Cantemus 2007 'Vox Populi'	09-Mar-2007	09-Mar-2007	17-Apr-2008	huang	Draft

- From the list, look for your event and click on it.

- Your event page will be displayed. Click '**Site Actions**' at the top right corner and select '**Edit Page**' to edit your event.



- When done, remember to '**Publish**' your event as mentioned in **section 3**.

6.3 View a Published Event or Campus Buzz Article

- Go to the following URL for Event Calendar public site. Select a date from the calendar and the active events for the day will be listed.

<http://www.ntu.edu.sg/eventscalendar/eventscalendar.aspx>

The screenshot displays the NTU Event Calendar website. At the top, there is a navigation bar with links for PROSPECTIVE STUDENTS, STUDENTS, ALUMNI, FACULTY / STAFF, MEDIA, CORPORATE VISITORS, and LOGIN. A search bar is also present. The main header features the NTU logo and the text "Event Calendar" with the date "7 Feb 2012, Tuesday".

On the left side, there is a calendar for February 2012 with the 7th highlighted. Below the calendar are sections for "SEARCH EVENTS" (with a search box and "Advanced Search" link), "BROWSE EVENTS" (with filters for Audience: Student, Faculty and Staff, Alumni, Public; and Category: View All, Arts and Culture, Community Services, Competitions / Contests, Conferences / Seminars, Exhibitions / Fairs, Research, Festive Events, Scholarships / Bursaries, Short Courses / Workshops, Special Events, Sports / Recreation, Talks and Forums, Others), and "USEFUL LINKS" (Academic Calendar, Public Holidays, Research Grant Call).

The main content area is titled "Featured Events" and features a large banner for "SONNETS FOR AN OLD CENTURY" written by Jose Rivera and directed by Rayann Condy. Below the banner, there is a list of events for the day:

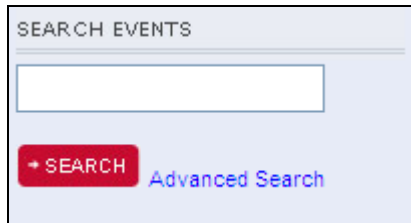
- Lao Jia - The Musical**: Date: 4 Feb to 7 Feb 2012, Time: 11:00am to 5:00pm, Venue: Nanyang Auditorium Level 3 Exhibition Hall.
- Molecular Frontiers Symposium on Emerging Technologies in Biomedicine**: Date: 4 Feb to 7 Feb 2012, Time: 11:00am to 5:00pm, Venue: Nanyang Auditorium Level 3 Exhibition Hall.
- Contemporary Asian Dance Based on Traditional Technique and Spirituality**: Date: 4 Feb to 7 Feb 2012, Time: 11:00am to 5:00pm, Venue: Nanyang Auditorium Level 3 Exhibition Hall.
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- Molecular Frontiers Symposium on Emerging Technologies in Biomedicine**: Date: 4 Feb to 7 Feb 2012, Time: 11:00am to 5:00pm, Venue: Nanyang Auditorium Level 3 Exhibition Hall.
- Contemporary Asian Dance Based on Traditional Technique and Spirituality**: Date: 4 Feb to 7 Feb 2012, Time: 11:00am to 5:00pm, Venue: Nanyang Auditorium Level 3 Exhibition Hall.

At the bottom of the page, there is a footer with contact information (50 Nanyang Avenue, Singapore 639798), a directory (A-Z Directory, Sitemap, FAQs, Career Opportunities), copyright and privacy information, and social media links (Follow NTU on Twitter, Facebook, YouTube, RSS).

NTU Event Calendar

6.4 Search for a Published Event or Campus Buzz Article from Event Calendar

- There are 2 types of searches available from the NTU Event Calendar:
 - Basic Search – Key in any words that you may want to search for in the text box and then click 'Search'. List of relevant events and campus buzz articles will be listed



The screenshot shows a search interface titled "SEARCH EVENTS". It features a text input field for entering search terms. Below the input field, there is a red button labeled "+ SEARCH" and a blue link labeled "Advanced Search".

- Advanced Search – Click on Advanced and you will be prompted to enter the search criteria as follow:
 - 'Keywords': Phrase that you are searching for
 - 'Source': Source sites from which the article is published as shown below:



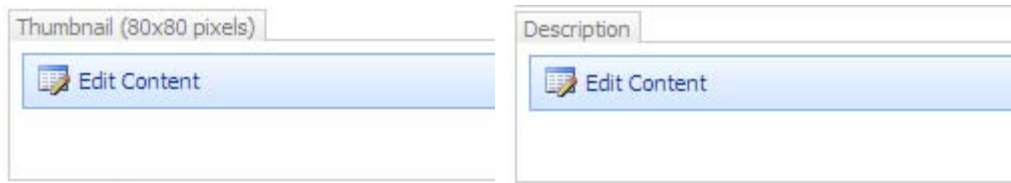
The screenshot shows the "Advanced Search" interface. It includes the following fields and controls:

- Keywords:** A text input field.
- Source:** A dropdown menu with "All" selected.
- Category:** A dropdown menu with "All" selected.
- From:** Three dropdown menus for day (dd), month (mmm), and year (yyyy).
- To:** Three dropdown menus for day (dd), month (mmm), and year (yyyy).
- Buttons:** "Search" and "Reset" buttons.

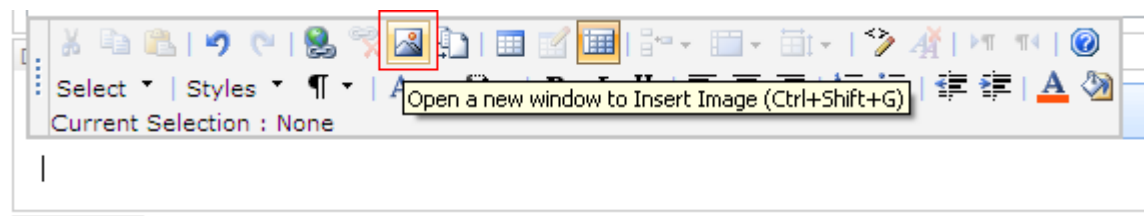
- 'Category': Category in which the article is published in Event Calendar as shown below:
- 'From' and 'To': Event active date period. You may select the day, month and year in the 'From' and 'To' drop-down lists.

6.5 Upload and Insert Images

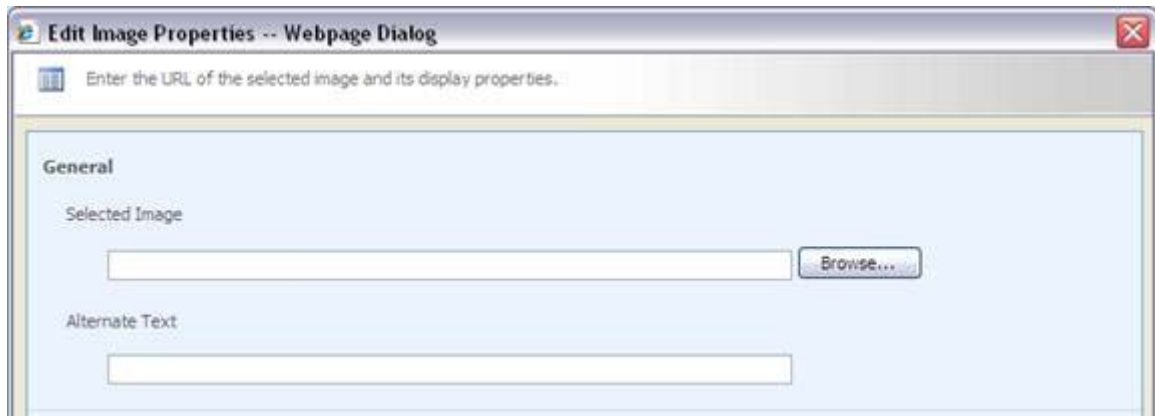
- You may insert images in fields like 'Thumbnail' or 'Description'. Click on 'Edit Content'.



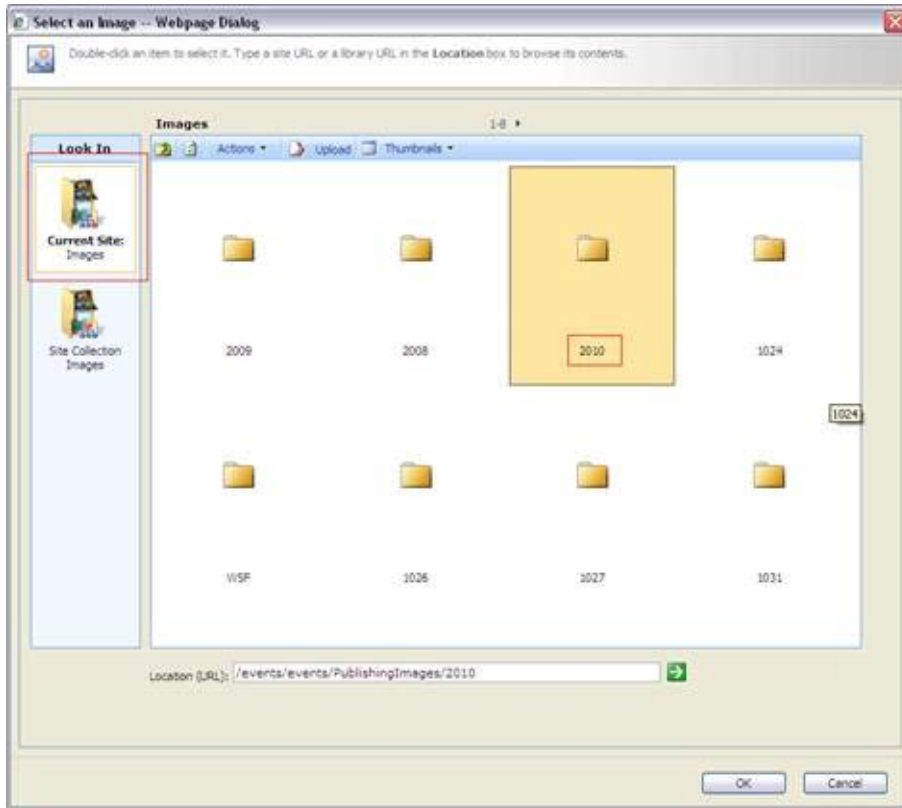
- The Edit Menu Bar will appear as below. Click on the 'Insert Image' icon.



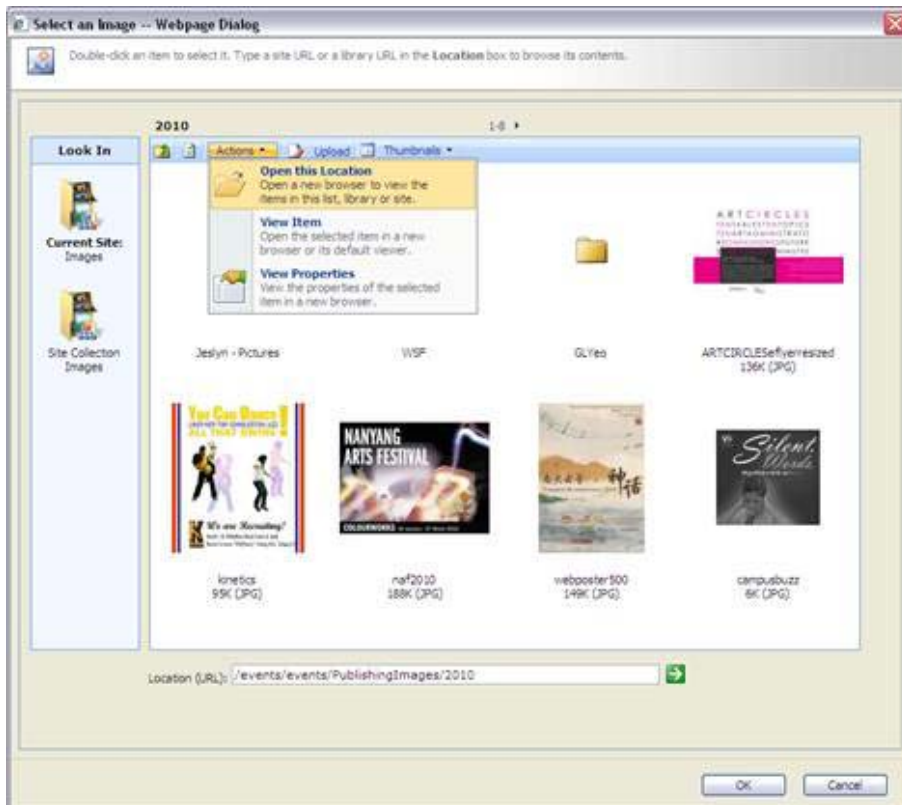
- A new window is opened. Click on 'Browse'.



- Click on 'Current Site: Images' on the left panel; then double click on the current year folder, e.g. '2010' folder.



- Click on 'Actions' drop-down on top and select 'Open this location'.



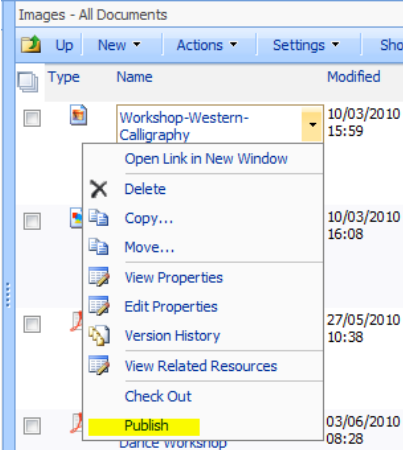
- Click on 'New' drop-down on top and select 'New Folder' to create your own sub-folder. This will help you to find your uploaded images easily.
Note: You should create this sub-folder once only and use it for uploading of images for any subsequent events.



- Double click on your sub-folder to access. Click on 'Upload' on top to upload your image(s) there.



- For each newly uploaded image, click on the drop-down arrow and select 'Publish'.



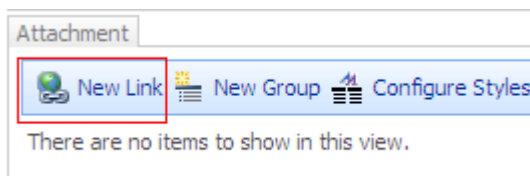
- After you have finished uploading your image(s), close the current window. Go back to the image browse window and Click on the Refresh icon.



- You should see your image sub-folder. You can then double click on it to open and select the image(s) you want to insert.

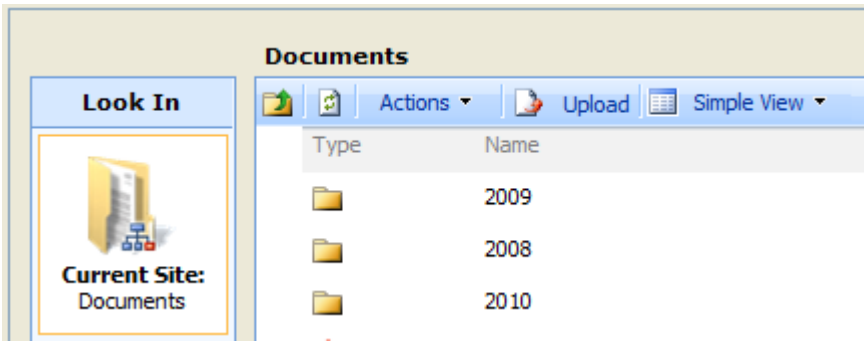
6.6 Upload and Attach Documents

- In the 'Attachment' field, click on 'New Link'.

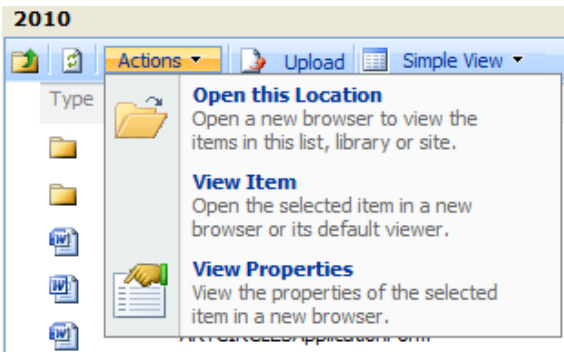


- You can type in an external URL or click 'Browse' to upload an attachment document.

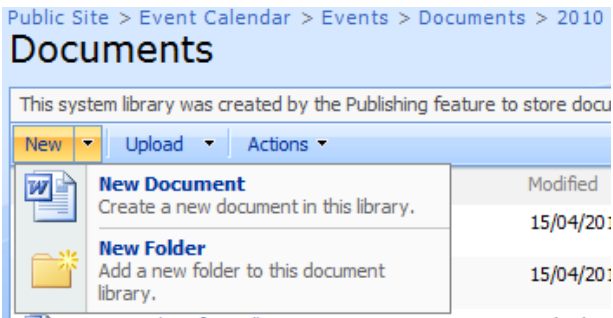
- Click on 'Current Site: Documents' on the left panel; then double click on the current year folder, e.g. '2010' folder.



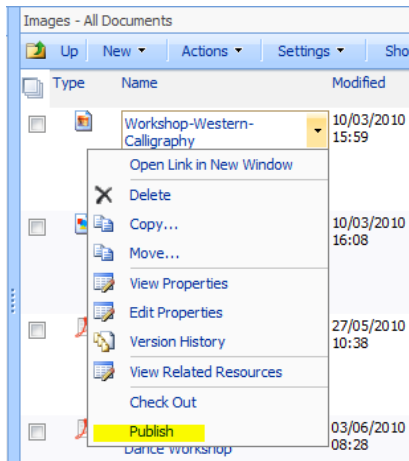
- Click on 'Actions' drop-down on top and select 'Open this location'.



- Click on 'New' drop-down on top and select 'New Folder' to create your own sub-folder. This will help you to find your uploaded documents easily.
Note: You should create this sub-folder once only and use it for uploading of documents for any future events.



- Double click on your sub-folder to access. Click on 'Upload' on top to upload your document(s) there.
- For each newly uploaded document, click on the drop-down arrow and select 'Publish'.



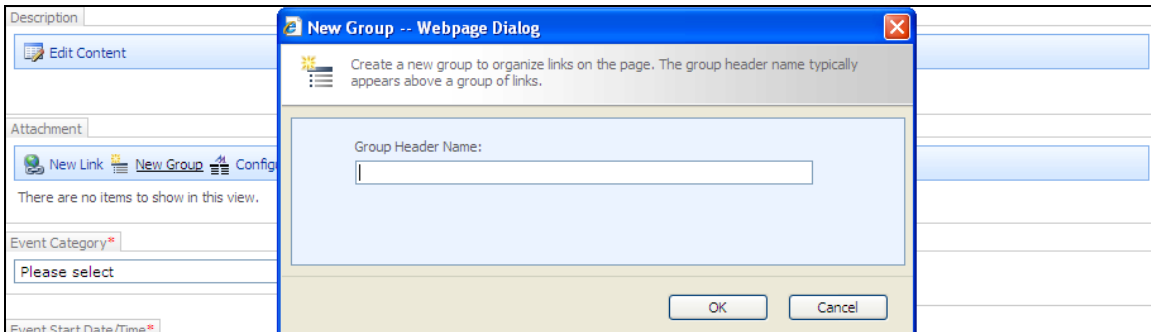
- After you have finished uploading your document(s), close the current window. Go back to the document browse window and Click on the Refresh icon.



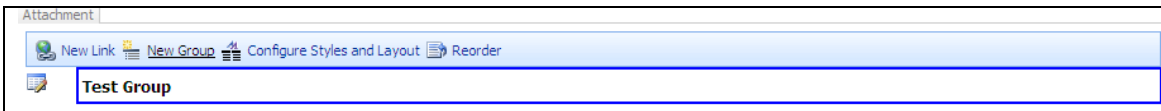
- You should see your document sub-folder. You can double click on it to open and select the document(s) you want to attach.

If you have many links, you may create **groups** to organise the links under logical groupings by clicking on 'New Group'. New links created can thereafter be organised under the different grouping headers created.

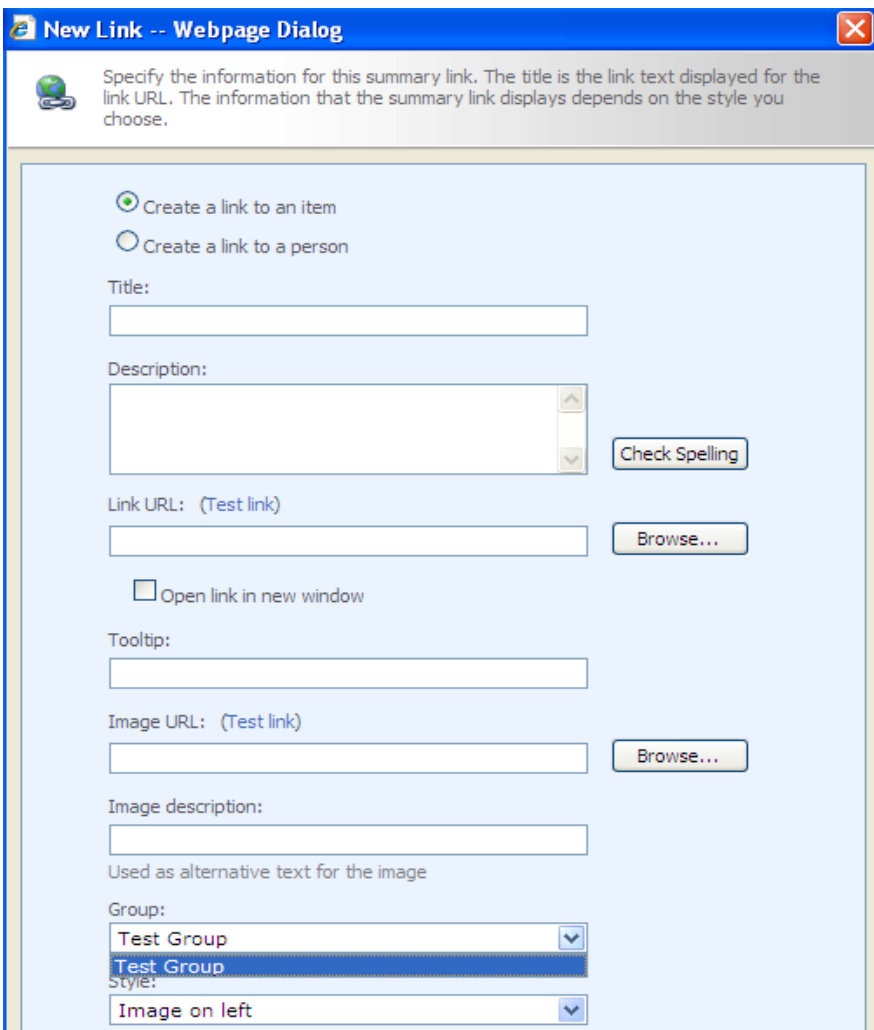
- In the 'Attachment' field, click 'New Group' and key in the 'Group Header Name', e.g. 'Test Group'.



- Click 'OK' and page refreshes as displayed below. Click 'New Link'.



- Select 'Create a link to an item' or 'Create a link to a person' from NTU directory. Select 'Test Group' from the 'Group' drop-down list and click 'Ok'.



- Page refreshes with the link created under the group 'Test Group'.

