User instructions for creating and editing calendar entries

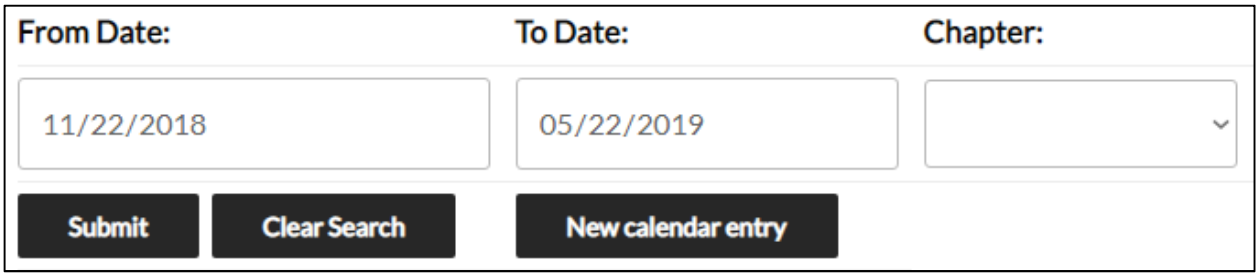
The ASA website provides the capability to display events in chronological order, or sorted by the hosting chapter. Any chapter member can be designated to add entries for their chapter. The calendar is accessed from the menu selection **About the Society→Chapters→Calendars**.

Before you are able to create and edit calendar entries, you must have a login account on the ASA website. To obtain a login, click on the **User Actions→Register** menu and fill out the requested membership information.

Once you have a login, you will need to request that you be assigned the role of '**calendars**'. To request this access, send an email to webmaster@azaleas.org. Once you have been given this role, you will be able to add/delete/edit calendar entries for your chapter.

Adding a new calendar entry

To create a new calendar entry for your chapter, first navigate to the **Calendars** page. At the top of the page, you will see the search selection of **From Date**, **To Date** and **Chapter**. The default display is six months from the present date. Under the search criteria fields are three buttons, **Submit**, **Clear Search**, and **New calendar entry**.



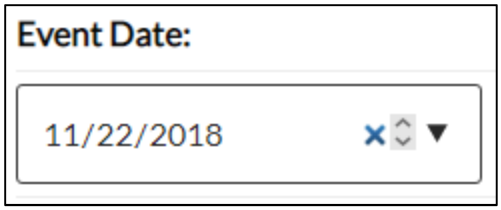
If you do not see the "**New calendar entry"** button, you have not been granted the necessary role. Refer to the instructions above to request that role. To create a new entry, click the button. That will open a form so that you can fill in the appropriate data for the calendar. The chapter selection is set to your chapter and cannot be changed. If you wish to create an entry for a different chapter, or one for all chapters, contact the webmaster, ASA treasurer (treasurer@azaleas.org) or president (president@azaleas.org).

Editing a calendar entry

The process for creating a new calendar entry, or editing an existing one, is the same. You have five fields to complete.

Event date (required)

The **Event Date** is self-explanatory. You can type it in directly, or use the pop-up calendar to browse to the date. The entry format is MM/DD/YYYY. On the right side of the date field are three little icons, an X, up and down arrows and an inverted triangle.



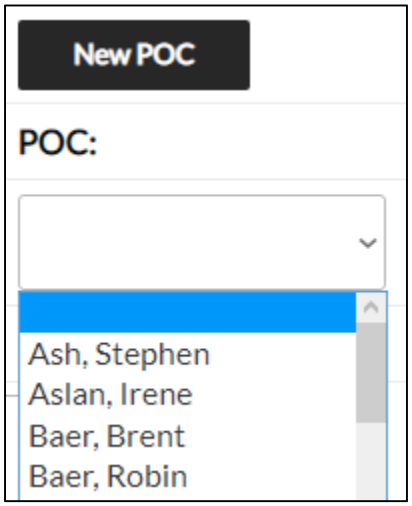
The X will clear out the existing date (which defaults to the current date). The up and down arrows will cycle through the month, day, or year, whichever is selected. The inverted triangle will pop up a calendar from which a date can be chosen.

Event Time (optional)

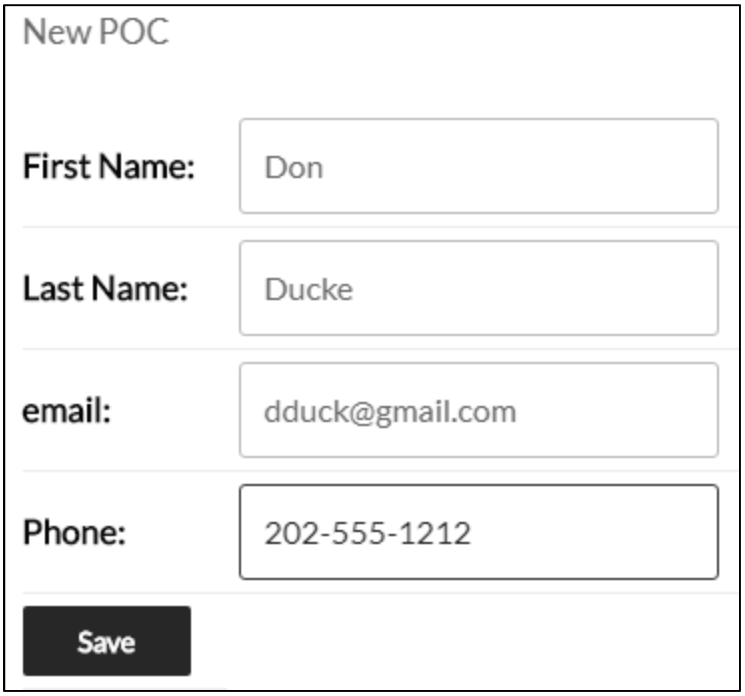
The Event Time field is just a text field. It can be blank, used to specify the time for the event, e.g. 1-5 pm, or in the case of a multi-date event, can specify the ending date. If used for an ending date, it should be entered in YYYY-MM-DD format to be consistent with the way the event date is displayed on the listing.

Point of Contact (POC, optional)

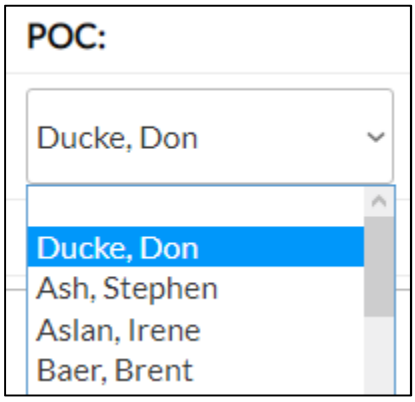
A point of contact for the event should be specified so that interested parties know who to contact for more information. In most cases, the POC will be a member of the chapter, and therefore can be simply picked from the pre-loaded list of members. It can also be left blank if there is nobody to contact, or if you do not know at the time the event is created.



Also, if the POC is not an ASA member, a new record for the individual may be created by clicking the "**New POC**" button. This will pop up a small dialog box where you can enter the person's name, email, and phone number.



After you click save, the person will be added as POC to the calendar entry. The newly added POC will appear at the top of the chapter member listing.



Description and Location

These two fields are large text fields, and may contain any text, including HTML markup characters. In addition, an embedded hyperlink can be created using the fields at the bottom of the form, explained in the next section. Some of the more common HTML tags which might be used are the following.

- **Bold** – enclose the text to be bolded in the tags **** and ****. For example, **This is bold text**.
- **Underlined** – use the enclosing tags <u> and </u>, as in the following: <u>This is underlined text</u>
- **Italics** – as before, enclose the text in and tags.

The proper formatting will appear after the calendar entry is saved.

Embedding hyperlinks

Below the Location text box are instructions for inserting hyperlinks into either the description or location fields. There is a fairly detailed set of instructions on the page, so those will not be repeated here. Mainly, you will need to obtain the URL (Internet address) of the location to which the hyperlink is to point. Once you have that link, you also need to define a text label for the link. Once you have entered those two data values, press the "**Create link**" button. The result of clicking on the button is to place in the clipboard the HTML markup necessary to open the link in a new tab. There will be no visible effect of clicking on the button. Place the cursor in the desired description or location field, and press ctrl-v to paste in the hyperlink.

When you are all finished with the calendar entry, click the Save button. This will return you to the calendar listing with the new/updated entry in the proper chronological order.