

## Posting Events

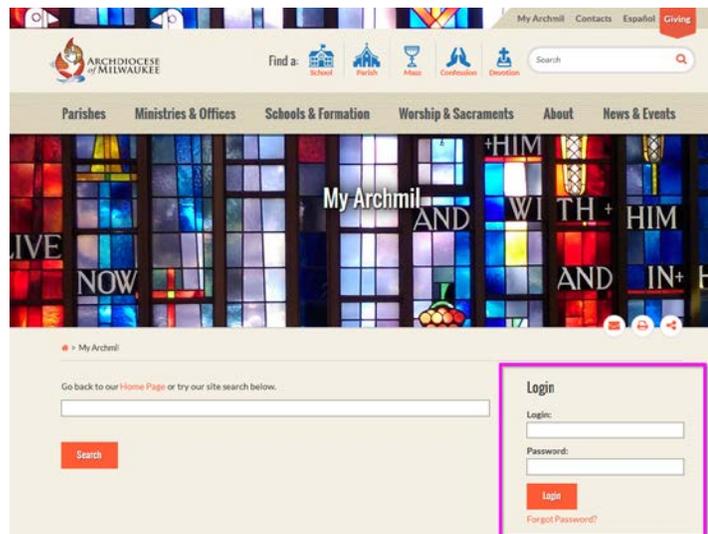
*Parishes, schools and the central offices all have the ability to post events to the archmil.org website. Events are posted as one-time or reoccurring.*

### Adding your event to archmil.org

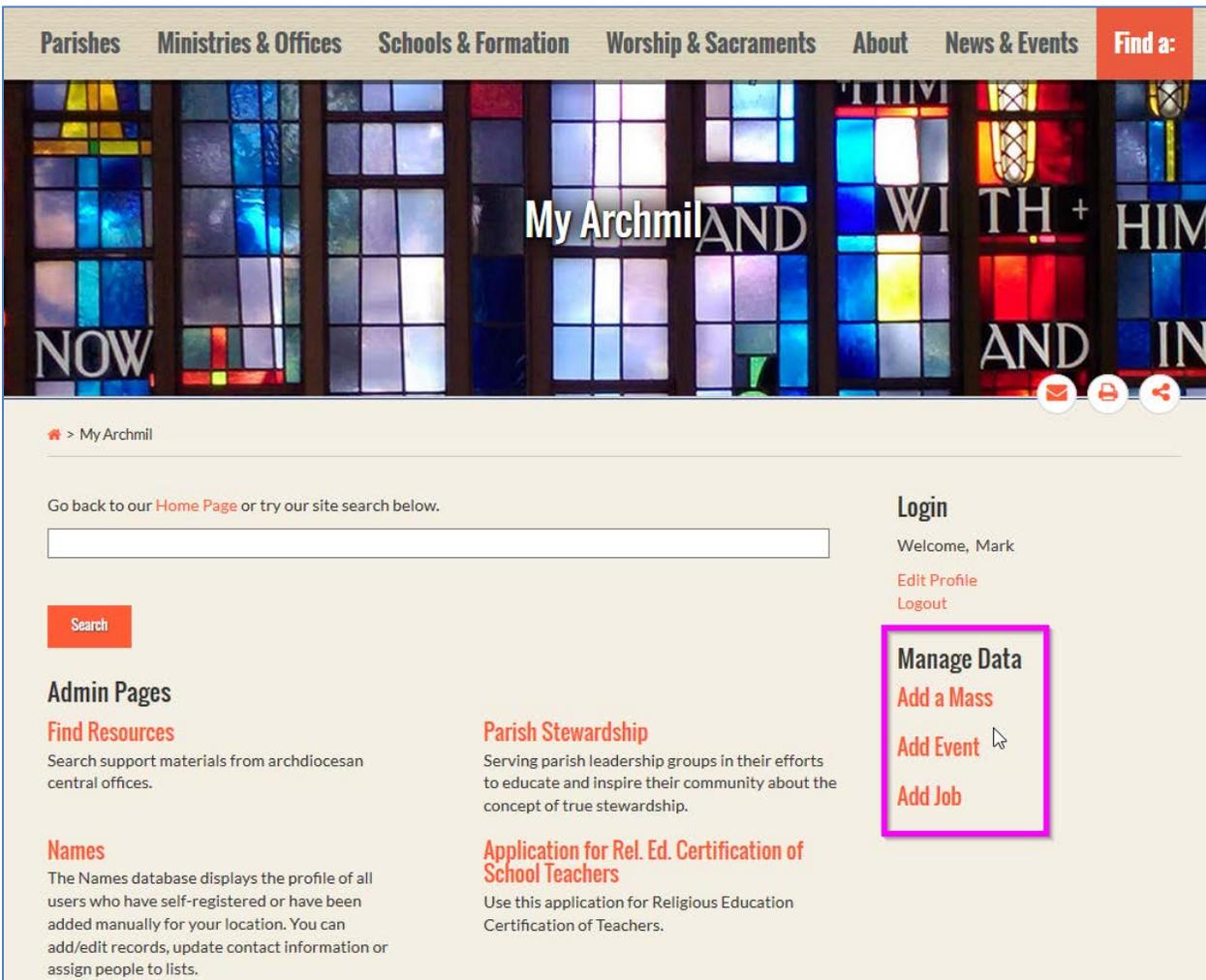
To access the **Events Maintenance** section of the site you must first log into archmil.org by clicking the **MyArchmil** link on the main blue toolbar.



Enter your **Login** (username) and password. Click the **Login** button.



Click **Add Event** link in the right column of the screen. This will launch the Events Editor.



Note: The items displayed on this landing page are unique to the individual. You may not see these exact items on your screen.

ARCHDIOCESE  
of MILWAUKEE

Find Resources Manage Data Names Return to ArchMil.org

Event Info

Title

\*Required

Summary

Detail

Facilitator

Enter the **Event Title** (Required)

Enter a **Summary** of the event. (Recommended) This should be a short narrative (**no more than 160 characters**) or the first sentence of the full description. It is important because it appears on the main event listing. This is a text only field, there is no formatting available.

Click the blue **Edit** button to open the **Detail** editor. (Required)  
Type the full description here; format the text as appropriate. You can use bolding, italics, bullet lists, etc. Do not use the formatting from your word processor.

**Note:** The Summary and Detailed description never appear on the same page so both are important.

**Facilitator** is an optional field; you will seldom use this.

*Screen capture continued on next page...*

**Event Location**

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**Location Name**

**Address 1**

**Address 2**

**City**

**State**  
WI

**Postal Code**

**Latitude**

**Longitude**

**Contact**

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**Contact**

**Email**

**Phone**

Enter the **Location Name** and **Address** along with any pertinent **Contact** information.

Use the Address 1 field for the main address information. Google calculates the Latitude and Longitude and places a pin on our maps based on this information. If this is not an actual address, the map pin is placed either in the center of your city or zip code.

*Screen capture continued on next page...*

**Scheduling**

Feature until

Starts  Ends

**Recurrence Type**  
\*Required  
Once

**Select Tags**

Event Type  Language  Parish   
- select - - select - - select -  
\*Parish OR School Required

School  Sources   
- select - - select -

Save Cancel

## Scheduling

Disregard the Feature Date, we are not using this.

Enter the **Start Date/Start Time** and the **End Date/End Time** (the actual date(s) of the event).

Note: If no time is entered the event appears as an all-day event starting at midnight.

Set the **Recurrence Type (Required)**

Most events are one-time events, if you have an event that recurs one per week or once per month, see the next page for details on the correct setup.

Next, select a tag for your **Event Type** and **Language** when appropriate. All others are optional

Finally, click the **Save** button to post your event to the website.

*Screen capture continued on next page...*

## Weekly Recurrence

If you select **Weekly** recurrence, you must enter a number in the first field indicating which weeks you're scheduling. If an event happens every week, enter a 1. If the event is every other week, enter a 2.

Then, check the box next to the day(s) of the week. In this example, the event occurs every week on Tuesdays, Thursdays and Fridays.

**Recurrence Type**  
\*Required

Weekly ▾

Every  week(s) \* Required

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday  
\* Required

**Date Exclusions**

 [add](#)

## Date Exclusion

You can now **exclude individual dates** from the normal recurring event. To expand on the example above, you might not want this event to appear on the fourth Thursday in November because Thanksgiving falls on that day. Simply enter the date to exclude and click the "add" link.

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## Monthly Recurrence

If you select **Monthly** recurrence, you have two options.

You can select a specific day of the month or you can select a specific week and day(s) of that week. In the example below, the event occurs on the first Friday of every month.

Finally, you must enter a number in the last field indicating which months you're scheduling. If an event happens every month, enter a 1. If the event is every other month, enter a 2, etc.

**Recurrence Type**  
\*Required

Monthly ▾

On the 1 ▾ day

On the First ▾  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

of every  month(s) \*Required

**Date Exclusions**

 [add](#)

Note: If you have an event that happens every first and third Fridays of the month (or any other days for that matter), you'll need to post two separate events using the monthly recurrence, once for the first Friday and one for the third Friday.

### Date Exclusion

You can now **exclude individual dates** from the normal recurring event. To expand on the example above, you might not want this event to appear in a specific month because of a conflicting event. Simply enter the date to exclude and click the "add" link.

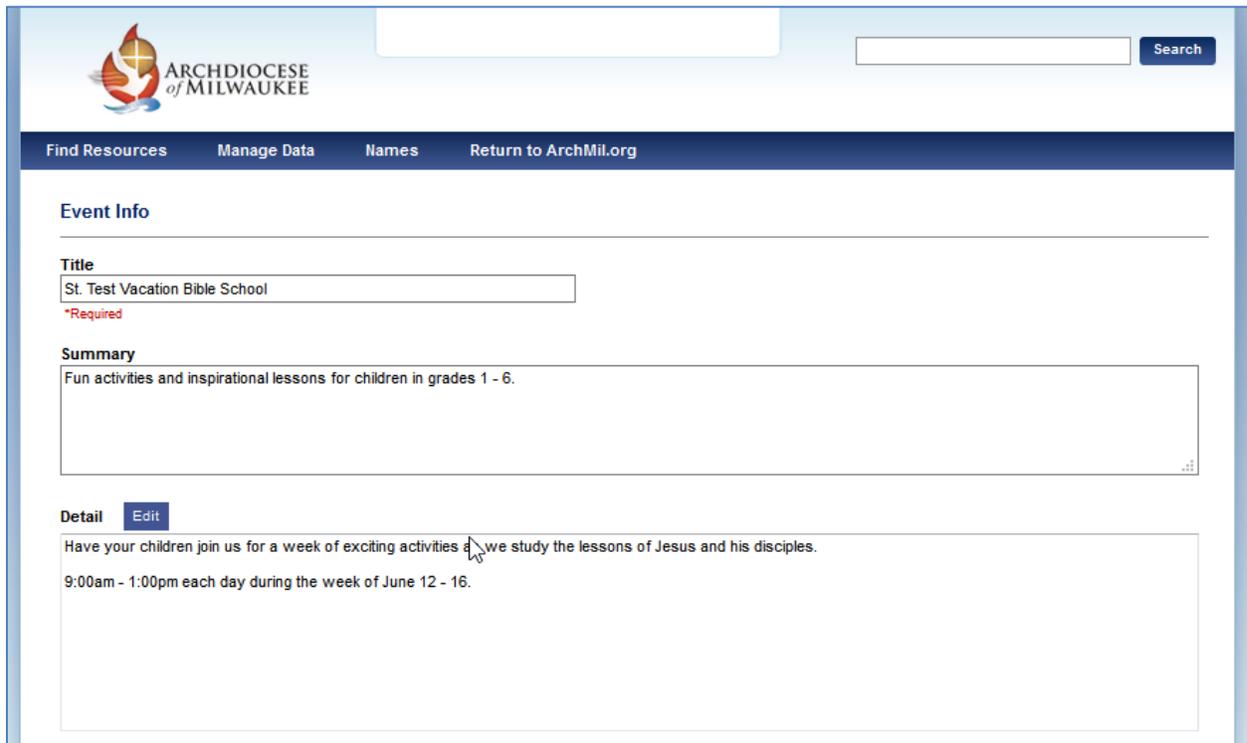
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## Posting an event that occurs multiple days in the same week

Good examples of these types of events are vacation bible school or a parish festival.

**If an event occurs at the same time each day**, the best approach is to use the weekly recurring schedule and then limit the results with the start and end dates.

First, add the event from the main events page.



The screenshot shows the Archdiocese of Milwaukee website's event management interface. At the top left is the logo for the Archdiocese of Milwaukee. To the right is a search bar with a "Search" button. Below the logo is a navigation menu with links for "Find Resources", "Manage Data", "Names", and "Return to ArchMil.org". The main content area is titled "Event Info" and contains several input fields:

- Title:** A text box containing "St. Test Vacation Bible School" with a red asterisk and the word "Required" below it.
- Summary:** A larger text box containing "Fun activities and inspirational lessons for children in grades 1 - 6."
- Detail:** A section with an "Edit" button and a text box containing "Have your children join us for a week of exciting activities & we study the lessons of Jesus and his disciples." and "9:00am - 1:00pm each day during the week of June 12 - 16."

Make sure that you enter a summary, this will display on each day's listing.

*Screen capture continued on next page...*

In this example, the event runs from June 23 through June 26, starting at 9am and finishing at 1pm each day.

### Scheduling

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Feature until

Starts   Ends

**Recurrence Type**  
\*Required

Weekly

Every  week(s) \*Required

Monday
  Tuesday
  Wednesday
  Thursday
  Friday
  Saturday
  Sunday

\*Required

### Select Tags

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**Event Type** 
**Language** 
**Parish**   
\*Parish OR School Required

**School** 
**Sources**

It will display on the website like this.

**Tuesday, June 23**

9:00 AM - 1:00 PM

**St. Test Vacation Bible School**  
 St. Test Parish  
 3501 S Lake Dr  
 Milwaukee, WI 53207

Come and join us for Vacation Bible School at 9am - 1pm from June 23 through June 26.

**Wednesday, June 24**

9:00 AM - 1:00 PM

**St. Test Vacation Bible School**  
 St. Test Parish  
 3501 S Lake Dr  
 Milwaukee, WI 53207

Come and join us for Vacation Bible School at 9am - 1pm from June 23 through June 26.

*Continued on next page...*

If you enter the same dates and times but as a one-time event instead of a recurring event...

**Scheduling**

---

Feature until

Starts   Ends

**Recurrence Type**  
\*Required

**Select Tags**

---

Event Type  Language  Parish   
\*Parish OR School Required

School  Sources

...it will display like this.

**Tuesday, June 23**

6/23/2015 9:00 AM  
through  
 6/26/2015 1:00 PM

**St. Test Vacation Bible School**  
 St. Test Parish  
 3501 S Lake Dr  
 Milwaukee, WI 53207

Come and join us for Vacation Bible School at 9am - 1pm from June 23 through June 26.

The event appears to start on the morning of June 23 and runs non-stop until 1pm on June 26.

As you can see, this is not the preferred approach.

*Continued on next page...*

You may have a multi-day event with different start and end times each day, many parish festivals fall into this category.

Create a new event and enter a summary and as much detail as possible in the detailed description.

The screenshot shows the top navigation bar of the Archdiocese of Milwaukee website. The logo is on the left, and navigation links for 'Find a Parish | Mass | Confession | School' and 'News | Events | Resources | Jobs | About Us | Contacts' are on the right. Below the navigation is a dark blue menu with links: 'Offices & Services', 'Bishops', 'Parishes', 'Education', 'Our Faith', 'Giving', 'Vocations', 'Español', and 'Login'. The main content area is titled 'Event Info' and contains three sections: 'Title' with a text input field containing 'St. Test Summer Festival' and a red asterisk indicating it is required; 'Summary' with a larger text area containing 'Come and join us July 10 - 12 for great music, delicious food and many fun family activities.'; and 'Detail' with a scrollable text area containing the same summary text, followed by specific details for 'Friday night' (4pm - 10pm) and 'Saturday' (1pm - 10pm).

Since the times change each day, only enter the time for the first day of the event.

The screenshot shows the 'Scheduling' section of the event creation form. It includes a 'Feature until' date field set to 05/15/2015. Below that are 'Starts' and 'Ends' fields, both set to 07/10/2015, with time fields set to 04:00 PM and 10:00 PM respectively. A 'Recurrence Type' dropdown menu is set to 'Once'. The 'Select Tags' section contains four dropdown menus: 'Event Type' (set to 'Parish Festivals'), 'Language' (set to '- select -'), 'Parish' (set to '- select -' with a red asterisk and the text '\*Parish OR School Required' below it), and 'School' (set to '- select -'). There is also a 'Sources' dropdown menu set to '- select -'. At the bottom are 'Save' and 'Cancel' buttons.

Note: Don't forget to use the Parish Festival Event Type

Once the event is saved, we'll use the **Copy** feature.

**Friday, July 10**

**edit**  
**Copy**

4:00 PM - 10:00 PM

**St. Test Summer Festival**  
St. Test Parish  
3501 S Lake Dr  
Milwaukee, WI 53207

Come and join us July 10 - 12 for great music, delicious food and many fun family activities.

**Near**  
City or Zip  
5 miles

**Event Type** clear

- Parish Festivals (1)
- Adult Formation Program (1)
- Young Adult (3)
- Summer Youth Programs (1)

Since the summary and description are already entered, you only need to change the date and the times to create a separate event for the second day.

**Scheduling**

Feature until 05/15/2015

Starts 07/11/2015 1:00 PM Ends 07/11/2015 10:00 PM

**Recurrence Type**  
\*Required  
Once

**Select Tags**

Event Type Parish Festivals Language - select - Parish - select -  
\*Parish OR School Required

School - select - Sources - select -

Save Cancel

Repeat the Copy process for any additional days.