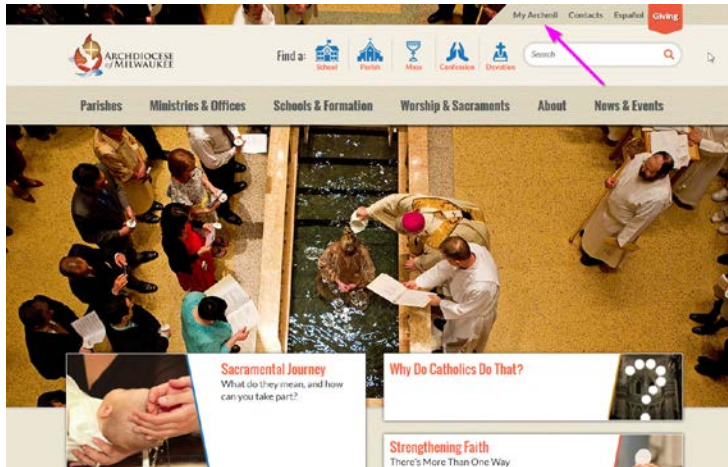


Posting Events

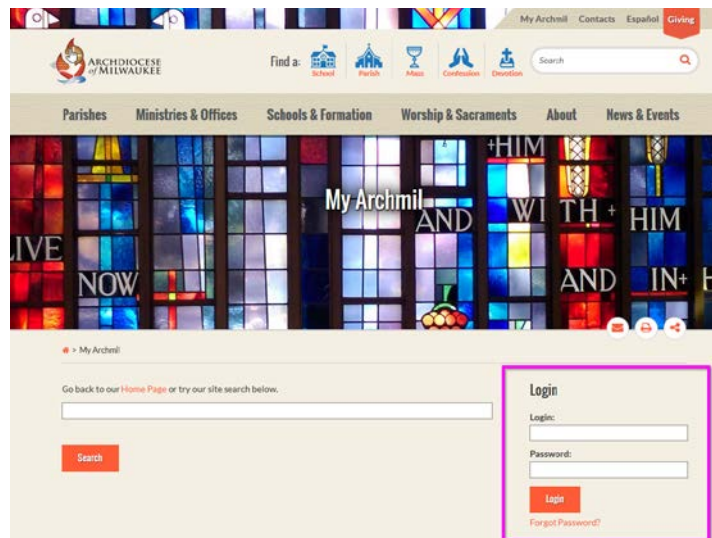
Parishes, schools and the central offices all have the ability to post events to the archmil.org website. Events are posted as one-time or reoccurring.

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.

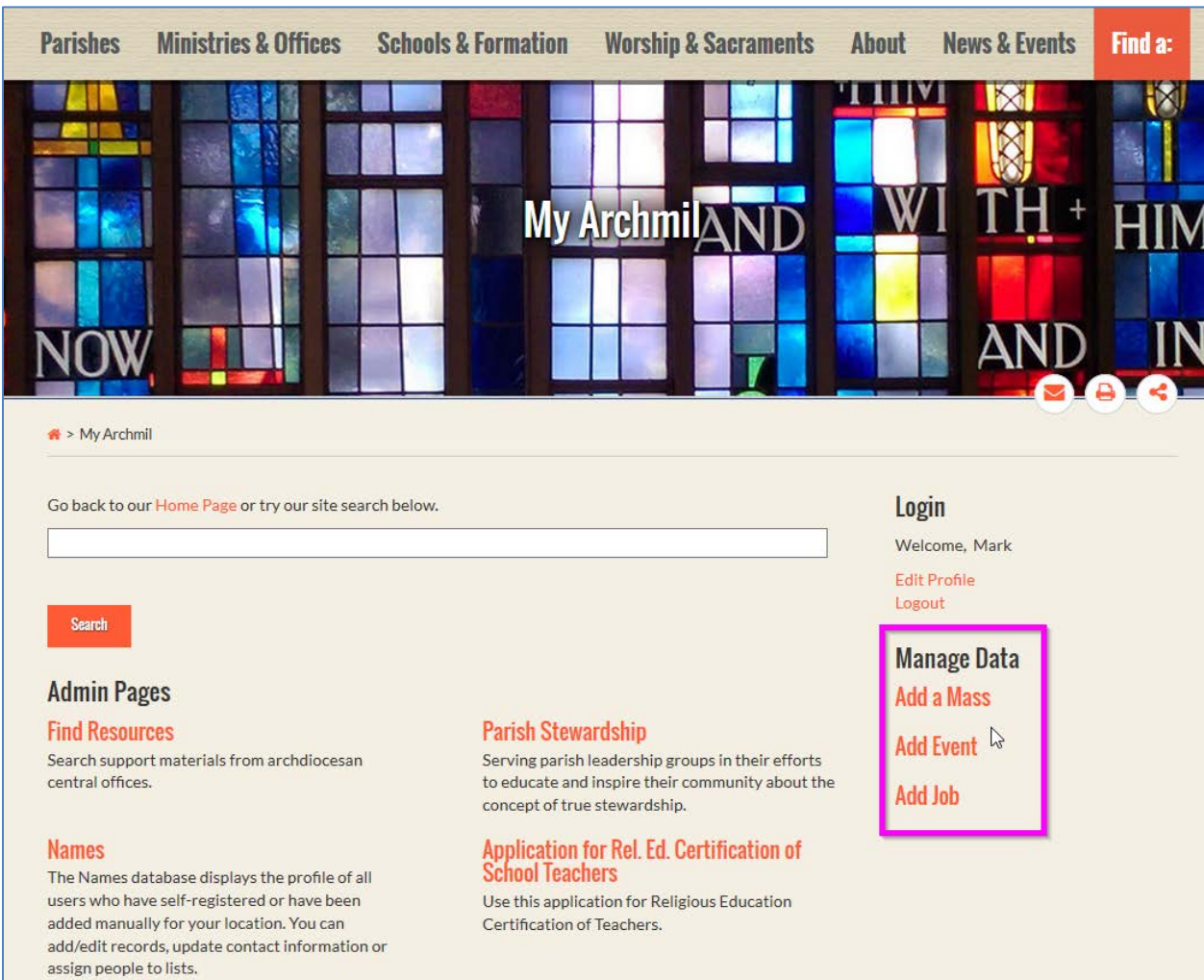


Enter your **Login** (username) and password. Click the **Login** button.



Contact the Information Systems office if you do not have your login information.

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.

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

Location Name

Address 1

Address 2

City

State
WI

Postal Code

Latitude

Longitude

Contact

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: - select -
Language: - select -
Parish: - select -
*Parish OR School Required

School: - select -
Sources: - 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

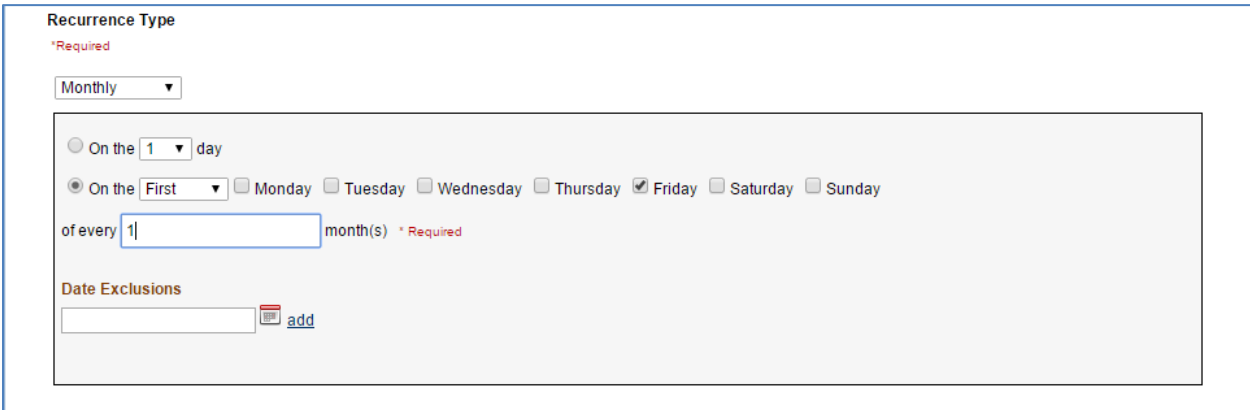
You can now **exclude individual dates** from the normal recurring event. To expand on the example above, you might not want this event to appear on the fourth Thursday in November because Thanksgiving falls on that day. Simply enter the date to exclude and click the "add" link.

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.



The screenshot shows a form titled "Recurrence Type" with a red asterisk and the word "Required" below it. A dropdown menu is set to "Monthly". Below this, there are two radio button options: "On the 1 day" (unselected) and "On the First day" (selected). The "On the First day" option has checkboxes for "Monday", "Tuesday", "Wednesday", "Thursday", "Friday" (checked), "Saturday", and "Sunday". Below these options is a text input field containing "1" followed by "month(s)" and a red asterisk and "Required" label. At the bottom, there is a section titled "Date Exclusions" with an empty text input field and an "add" link.

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.

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, there is a search bar and 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 a form for adding an event. The form has three main sections: 'Title', 'Summary', and 'Detail'. The 'Title' field contains 'St. Test Vacation Bible School' and is marked as '*Required'. The 'Summary' field contains 'Fun activities and inspirational lessons for children in grades 1 - 6.'. The 'Detail' field contains the text: 'Have your children join us for a week of exciting activities and we study the lessons of Jesus and his disciples. 9:00am - 1:00pm each day during the week of June 12 - 16.'. There are 'Detail' and 'Edit' buttons next to the 'Detail' field.

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

Feature until

Starts Ends

Recurrence Type
*Required

Weekly

Every week(s) *Required

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

*Required

Select Tags

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 'Event Info' section of a website. At the top, there is a navigation bar with links like 'Find a Parish | Mass | Confession | School' and 'News | Events | Resources | Jobs | About Us | Contacts'. Below this is a search bar. The main content area has a dark blue header with menu items: 'Offices & Services', 'Bishops', 'Parishes', 'Education', 'Our Faith', 'Giving', 'Vocations', 'Español', and 'Login'. The 'Event Info' section contains a 'Title' field with the text 'St. Test Summer Festival', a 'Summary' text area with the text 'Come and join us July 10 - 12 for great music, delicious food and many fun family activities.', and a 'Detail' text area with the text 'Come and join us July 10 - 12 for great music, delicious food and many fun family activities.' followed by 'Friday night 4pm - 10pm Enjoy our famous fish fry and listen to music from Brew City Coolers (50s and 60s). Saturday 1pm - 10pm Barbeque and corn roast plus music from Wisco Disco (70s and 80s disco).'. There is an 'Edit' button next to the 'Detail' field.

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

The screenshot shows the 'Scheduling' section of a form. It includes a 'Feature until' date field set to 05/15/2015. Below that are 'Starts' and 'Ends' fields, each with a date and time. The 'Starts' field is set to 07/10/2015 at 04:00 PM, and the 'Ends' field is set to 07/10/2015 at 10:00 PM. There is a 'Recurrence Type' dropdown menu set to 'Once'. Below this is a 'Select Tags' section with several dropdown menus: 'Event Type' (Parish Festivals), 'Language' (- select -), 'Parish' (- select -), 'School' (- select -), and 'Sources' (- select -). There is a red asterisk note below the 'Parish' dropdown: '*Parish OR School Required'. At the bottom of the form 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.

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.

Repeat the Copy process for any additional days.