

## Instructions for Adding an Event

First, please make sure you either have your popup blocker deactivated, or that you have added dbhdid.ky.gov as a domain that is allowed to have popups in your browser.

Note the header row, which indicates that fields whose title has an orange background are required fields. It also has three buttons besides the **Instructions** button—**Save**, which will save your new entry; **Cancel**, which will cancel adding an event and return you to the calendar page; and **Reset**, which will reload an empty form.

To add a new event, start by using the three dropdown lists at the top of the window to (1) select a **Category**, (2) select an **Entity** (the branch, program, service, etc. to which this event belongs), and (3) select an **Event Type**. You must make these selections in that order. Note that the **Entity** dropdown list includes only the entity or entities for which you have “calendar responsibility.”

These selections enable the application to search the database for standard information for that type of event and to fill in as many spaces as possible (such as the **Event Name** and times, and location and contact information). If your entity has events that are not reflected in the **Event Type** dropdown list, you need to request that the event type be added to the database. Please email to Dave Meredith **an event type and contact information at a minimum**. If the contact person is an in-house DBHDID staff member, a name is sufficient for contact information, as the system already has email addresses and telephone numbers for in-house DBHDID staff.

If your new event type has standard information for start time and end time, location, event description, or any other item that you see listed on the **Add a New Event** form, you should provide this as well. The more information you can provide, the less information you will have to key in when you enter events of that type in the future.

If you have made selections from the dropdown lists and need to change one or more of them, please click the Reset button at the top of the page before changing your selections. This ensures that all the text boxes are cleared before you change your selections, so that erroneous information is not entered in the database.

When you are adding an event, you must add an **Event Date** and **Event End Date**. You can change any of the information from **Event** downward in the table. Except for dates, a lot of the information for most recurring events is already in the database, and using that information helps to prevent data entry errors and makes your data entry job easier.

The fields **Course ID#**, **Trainer 1** and **Trainer 2** are intended for training events, though they may be used for other event categories. The fields **Registration Text** and **Registration URL/Email** allow you to enter a URL where users can register for your event or an email address, including text for that link or email address. **Registration Text** and **Registration URL/Email** are combined in the **Event Details** box that users view on the main calendar page, to appear as a link. If you have only a URL (Web address) for registration, then you should enter that URL in both the **Registration Text** and **Registration URL/Email** fields.

If you have an email address for registration, you should enter in the **Registration Text** field the text you want to appear in the **Registration** row of the **Event Details** box – usually someone's name. Then enter the email address in the **Registration URL/Email** field.

If you enter in the **Registration Text** field something like "Email John Smith at john.smith@ky.gov," the email address will not be clickable in the Event Details box. It will only be clickable if you put the name in the **Registration Text** field and the email address in the **Registration URL/Email** field.

Instead of an email address or URL, you might want to enter a registration deadline. You should enter that in the **Registration Text** field. If you do not have a URL or an email address to enter, leave the **Registration URL/Email** field blank.

The Calendar of Events (COE) also has its own registration system, so if the event does not have an external registration link or an email address, and you want users to be able to register for your event, you can use the Calendar of Events' own registration system. When a user registers using this system, you will receive an email that shows the event for which the user has registered, along with the user's name, organization, address, telephone, and email address.

For using the COE registration system, beneath the **Registration URL/Email** field are two buttons: **Insert Registration URL** and **Clear Registration Fields**. When you click the **Insert Registration URL** button, "Click here to register" will be added to the **Registration Text** field, and the correct URL for the COE registration system will be added to the **Registration URL/Email** field.

These same instructions apply if you are editing an event to add the COE registration URL on the **Edit This Event** page. Don't worry if you somehow accidentally delete the "Click here to register" text, because if that field is empty but you have the registration URL, the database will add the text when you save the event.

In the COE registration system, all events use the same registration form. When a user clicks on the "Click here to register" link for an event, the COE application sends the event's database ID to the registration form so it can retrieve your information and the event information from the database.

If you are editing an event that has the COE registration URL in the **Registration URL/Email** field, you will see that it has "?e=XXX" at the end of the URL (XXX being a number in the 600s or higher). That is the EventID. You should not remove the "?e=XXX" portion of the URL. But, if you do, no worries, because the database will add it back when you save the edited event, because it knows which event you are editing.

I recommend that you add to your email client an email rule for the subject "Event Registration," and keep an eye on your Junk E-Mail folder, because no matter what I have done, the test messages have all gone into my Junk E-Mail folder. If you haven't already done so, you should also add **DBHDID Webmaster** with the email address **rs\_ipop.dbhdid@email.uky.edu** to your Safe Senders list.

The last line in the **Add a New Event** form is **Attachment**. If you have a document for your event that you want COE visitors to be able to view and download, check the checkbox to the

left of "Check the box if you have an attachment for this event" in the **Attachment** line. Each event is allowed only one attachment, so if you wish to include multiple documents, you must combine them into one document before uploading the attachment. The size of each attachment is limited to 4 megabytes, so please limit your file size to 4000 KB.

When you have completed the **Add a New Event** form with the necessary information, click the **Save** button. If you have left empty required fields or have entered information in the wrong format, the system will notify you and will not allow you to save your information. If the event was saved successfully in the database, a popup window will appear notifying you of that.

If you have checked the **Attachment** checkbox, then when you click "OK" on the "The event was added successfully" popup, you will be transferred to the "Upload or Update a Calendar of Events Attachment" page where you can upload your attachment (instructions are included on that page). Otherwise, you will be returned to the main calendar page.

If while on the "Upload or Update a Calendar of Events Attachment" page you decide not to upload or update an attachment, simply click either the **Cancel** button or the "Calendar Home" link in the page header to return to the main COE page.

Regarding your attachment, if you are logged in you can delete it from the main COE page in the **Event Details** box for the event. If you need to replace the document you uploaded, you can do that from the **Edit This Event** page. You can also add an attachment for an existing event that has no attachment using the **Edit This Event** page. Click the **Instructions** button on that page for instructions for adding or updating an attachment.

If you need assistance, please contact Dave Meredith.