



MCPS Content Management System (Episerver) Training

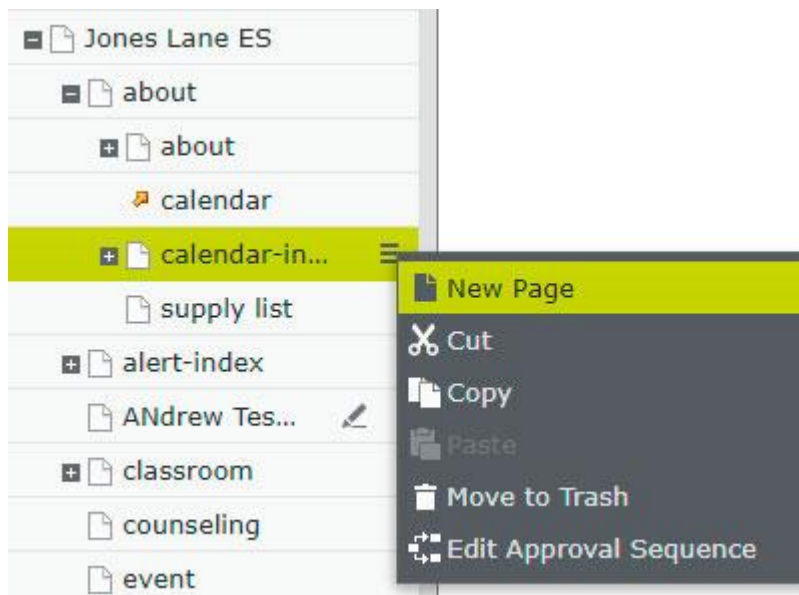
How to Update Calendar Events

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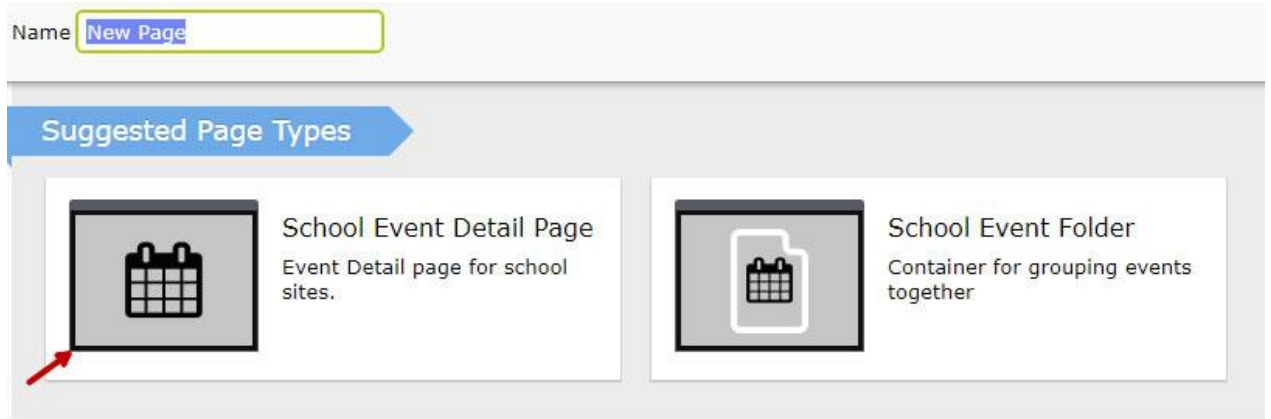
How to Add a Calendar Event

- See *How to Log In and Set Up Your Work Area* for the basics on logging in and setting up your work area in Episerver.
- Navigate to your school's folder in the Navigation Pane and select the **calendar-index** page. It may be contained in the **about** folder.
- Click the menu button on calendar-index page and then select **New Page**.



- The New Page screen will open. Select **School Event Detail Page** and enter a name for

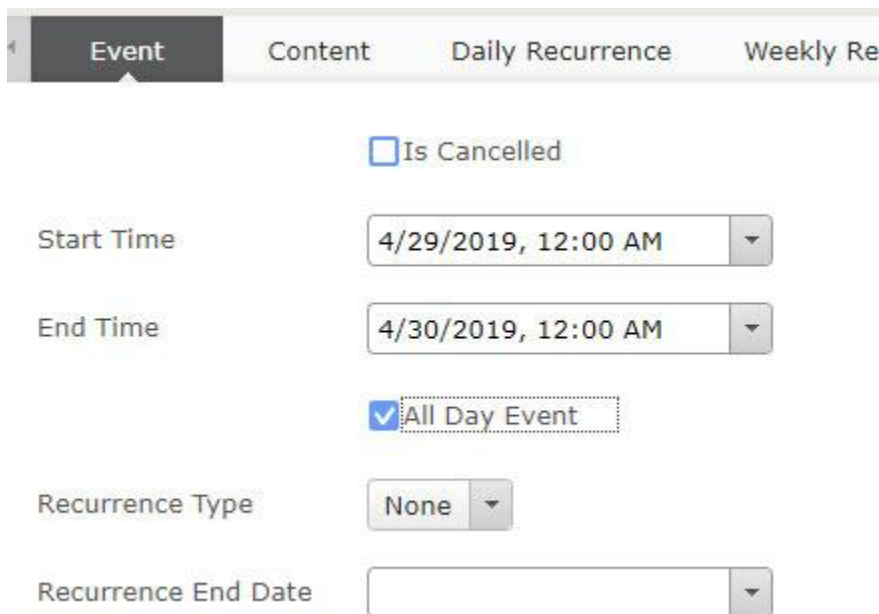
the calendar event in the **Name** field. Example: Kindergarten Orientation



5. The page name you entered in step 3 will be used as the default title for the calendar event, and as the URL for the event page. Example: /schools/joneslanees/about/calendar-index/kindergarten-orientation/
6. If you are in 'On-Page Editing' view, switch to the 'All Properties' view.



7. Select the **Event** tab.



8. **Start Time:** Click on the drop-down menu to select the date and time the event will start.

Example: January 25, 7:00PM

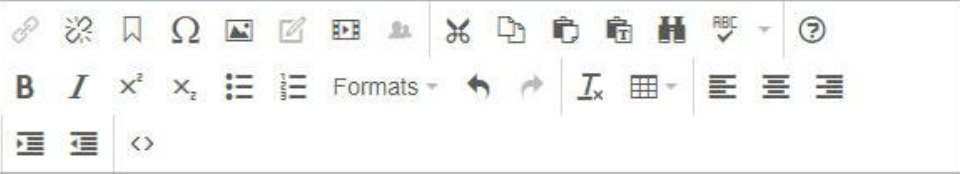
Use the default time (12:00 AM) for all-day events.

9. **End Time:** Click on the drop-down menu to select the date and time the event will end. If it is an all-day event, you do not need to select an end date.

Example: January 25, 8:30PM

10. Check the box for **All Day Event** if it is an all-day event.

11. Select the **Content** tab.

Category	Add one or more categories <input data-bbox="915 575 964 617" type="button" value="+"/>
Title	Kindergarten Orientation
Location	kindergarten classrooms
Description	<div data-bbox="566 800 1536 972"></div> <p>For incoming Kindergarten students. Register for a time by calling the school at 222-</p>

12. Enter the **Title**. Note: The Page Name will be used as the title if this field is not populated.

13. Enter the **Location**. Optional. The location will show on the event detail page.

14. Enter the **Description**. Optional. The description will show on the event detail page. This is a rich text field allowing you to stylize text and add links and images.

15. Click on the “+” sign next to **Category** to tag an event. Example: Fine Arts
The category specified will allow visitors to filter down to a specific category on the Calendar page and see events tagged with “Fine Arts”.

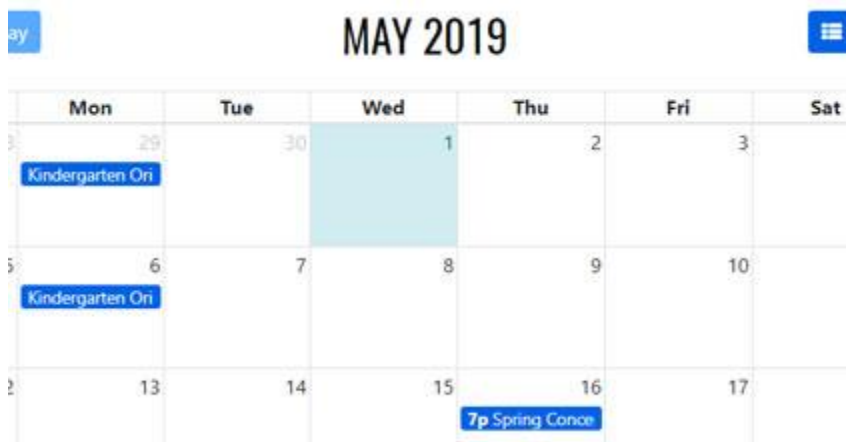


16. Click **Publish**.

17. The event will appear on the homepage under Upcoming Events, depending on the number of events selected to appear on the homepage. This number can be changed.



18. The event will appear on your school's calendar page.



How to Edit an Event

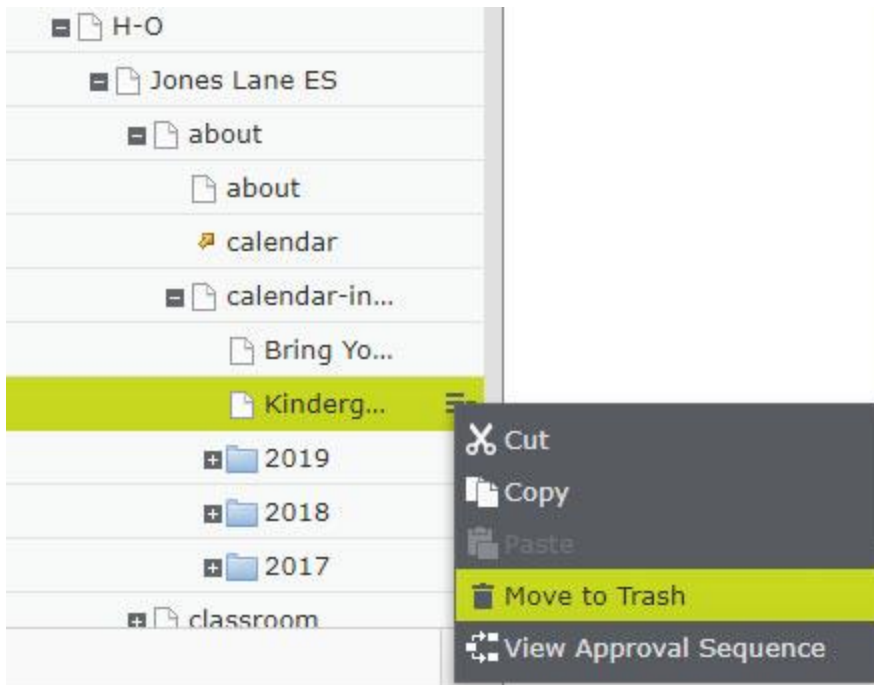
1. Navigate to your school's folder in the Navigation Pane and select the plus (+) sign next to the **calendar-index** page to expand the folder.
2. Select the event detail page for the item you want to edit.
3. Select the Properties view.



4. See steps 6 – 15 above under *How to Add an Event* to make changes to the Event and Content tabs.

How to Delete an Event

1. Navigate to your school's folder in the Navigation Pane and select the plus (+) sign next to the **calendar-index** page to expand the calendar folder.
2. Select the menu next to the event detail page for the item you want to delete and click **Move to Trash**.



How to Schedule an Event

1. Follow the steps above in *How to Add an Event* or *How to Edit an Event* to get to the Properties view for the event.
2. Select the Event tab and enter a **Start Time** for the event. Example: PE Class which will occur every week for the entire school year.

A screenshot of a software interface showing the 'Event' tab selected in a tabbed view. Below the tabs are several form fields: 'Is Cancelled' (checkbox, unchecked), 'Start Time' (dropdown menu, value: 9/3/2018, 12:00 AM), 'End Time' (dropdown menu, empty), 'All Day Event' (checkbox, checked), 'Recurrence Type' (dropdown menu, value: Weekly), and 'Recurrence End Date' (dropdown menu, value: 6/14/2019, 12:00 AM).

3. **Recurrence Type:** Use the drop-down menu to select a recurrence type. Recurrence types: Daily, Weekly, Monthly by Date, Monthly by Day.
4. **Recurrence End Date:** Click on the drop-down menu to select the date and time the event will end.

For Weekly Recurrence

5. If you selected ‘Weekly’ for Recurrence type, select the **Weekly** tab next.



Weekly Recurrence Setting

Repeat every (x) weeks

Repeat (x) times

Days Of The Week

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

6. **Repeat Every (x) weeks:** Enter a number. Example: 2
The event will repeat every 2 weeks.
7. **Repeat (x) Times:** Enter the number of times the event should repeat. Example: 3
The event will repeat every 2 weeks (3 times).
8. **Days of the Week:** Check the box for the day(s) of the week the event will occur.
Example: Monday, Wednesday and Friday

9. For Daily Recurrence

10. If you selected ‘Daily for Recurrence type, select the **Daily** tab next.

11. **Repeat Every (x) days:** Enter a number. Example: 2
The event will repeat every 2 days.

12. **Repeat (x) Times:** Enter the number of times the event should repeat. Example: 3
The event will repeat every 2 days (3 times).

For Monthly Recurrence

13. If you selected ‘Monthly’ for Recurrence type, select the **Monthly** tab next.
14. **Repeat Every (x) months:** Enter a number. Example: 2
The event will repeat every 2 months.
15. **Repeat (x) Times:** Enter the number of times the event should repeat. Example: 3
The event will repeat every 2 months (3 times).
16. **(By Date) Day of the Month:** Enter the date (number) of the month. Example: 15
Content Editor will get an error message if the number exceeds 31.
17. **(By Day) The (x):** Click on the drop-down menu to select an option. Example: First, Second, Third, Fourth, Last
18. **(By Day) (x) of every month:** Click on the drop-down menu to select the day of the week. (Sunday – Saturday)

How to Change the Number of Upcoming Events Displayed on the Homepage

1. Navigate to your school’s folder in the Navigation Pane and select the **calendar-index** page. It may be contained in the **about** folder.
2. If you are in ‘On-Page Editing’ view, switch to the ‘All Properties’ view.



3. Select the **Upcoming View** tab.

The screenshot shows a configuration window for the 'Upcoming View'. The window has a header with four tabs: 'Content', 'Upcoming View' (which is active and highlighted in dark grey), 'Calendar', and 'Left Column'. Below the header, there are three rows of configuration fields:

- The first row is labeled 'Title' and contains a text input field with the value 'Upcoming Events'.
- The second row is labeled 'Button Text' and contains a text input field with the value 'View Full Calendar'.
- The third row is labeled 'Number of Events to Display' and contains a numeric input field with the value '20'. A red arrow points to this field.

4. Enter the number of events you would like to display on the homepage in the **Number of Events to Display** field.
5. Click **Publish**.