UBCevents – Administration Guide
Version 1.0
1. Events Calendar Structure:
   1.1. Organization of Calendars and Administrative Groups – p. 2
   1.2. Administration of Calendars – p. 2
   1.3. RSS Feeds – p. 2
   1.4. Understanding Categories - Subject and Type – p.2
2. Getting Started:
   2.1. Logging In – p.3
   2.2. Main Menu – p.3
3. Posting an Event:
   3.1. Preferred Lists – p.4
   3.2. Non-Recurring Events – p.4
      3.2.1. Choose a Calendar – p.4
      3.2.1.1. Co-Sponsors – p.4
      3.2.2. Date and Time – p.4
      3.2.3. Recurrence – p.4
      3.2.4. Status – p.5
      3.2.5. Effects - Free/Busy – p.5
      3.2.6. Description – p.5
      3.2.6.1. HTML – p.5
      3.2.6.1.1. Considerations – p.5
      3.2.6.2. Adding Images – p.5
      3.2.6.3. Adding Videos – p.5
      3.2.6.4. Changing Font Colours – p.6
      3.2.6.5. Miscellaneous – p.6
      3.2.7. Price – p.6
      3.2.8. URL – p.6
      3.2.9. Location – p.6
      3.2.10. Contact – p.6
      3.2.11. Categories – p.6
      3.2.12. Sample – p.7
   3.3. Recurring Events – p.8
      3.3.1. First Instance of a Recurrence – p.8
      3.3.2. Exceptions to a Recurrence – p.9
      3.3.3. Changes to a Recurrence – p.10
         3.3.3.1. Editing the Master Event – p.10
         3.3.3.2. Editing an Instance – p.10
1. Events Calendar Structure:

(1.1.) Organization of Calendars and Administrative Groups:
UBCevents is composed of hundreds of mini-calendars, each corresponding to a specific organization at UBC. All events for a particular organization are thus contained within their own calendar, making it easy for them to subscribe to their UBCevents calendar from their own website. Furthermore, this format enables users of UBCevents to find events hosted by a specific organization with ease, by clicking on the 'find an event provider' link on the UBCevents home page.

(1.2.) Administration of Calendars:
Each organization's calendar has a limited number of administrators, who are charged with adding, editing and (if need be) deleting events in their respective calendar. Please contact your organization for a list of accredited administrators.

We understand the nature of some campus organizations may require frequent turnover. Please notify us once it has been determined that you will no longer be the administrator of your calendar. While we will conduct yearly updates of the CWLs connected to the system, changing your organization's administrator CWLs as soon as they change will be to your benefit.

(1.3.) RSS Feeds:
Bedework, the software used for the calendar, automatically generates RSS feeds for all calendars within its structure; as a result, it is possible to pull events from any calendar to your own website. Please see the UBCevents RSS Guide for more information.

(1.4.) Understanding Categories – Subject and Type:
UBCevents is organized through a unique category system that delineates between event subjects and types. Subjects are first broken down into large subject headings (such as ‘Learning and Research’) and then into specific subjects (such as ‘Humanities and Social Sciences’). Types, on the other hand, deal with event types such as 'ceremony' and 'lecture'.

You may use as many categories as you wish; however, please be sure that you choose at least one 'subject' and one 'type' category as this will guarantee proper identification of your event. These categories will act like predefined searches for UBCevents users, and so, it is imperative that you choose them carefully. You will notice that these categories are not an exhaustive list of all those possible (ie, School of Music’s ‘master class’). Creating such a list would have meant an unwieldy and non-generic category-system. If your event, such as a 'master class', does not completely fall within a specific category, please check-off the ones that could apply (ie, music and seminar) and enter-in 'master class' within the description field. Doing so will ensure that the 'master class' is found during the use of the 'boolean search' function.
Here is the breakdown of the categories.

- Subject-Alumni
- Subject-Entertainment-Arts
- Subject-Entertainment-Culture
- Subject-Entertainment-Media
- Subject-Entertainment-Music
- Subject-Entertainment-Social
- Subject-International
- Subject-Learning & Research-Community Service Learning
- Subject-Learning & Research-International Business
- Subject-Learning & Research-Community Service Learning
- Subject-Learning & Research-Humanities and Social Sciences
- Subject-Learning & Research-Learning Support
- Subject-Learning & Research-Science and Technology
- Subject-Lifestyle and Sport-Athletics
- Subject-Lifestyle and Sport-Health
- Subject-Lifestyle and Sport-Recruitment
- Subject-Lifestyle and Sport-Spirituality
- Subject-Lifestyle and Sport-Wellness
- Subject-Personal and Professional Development-Community
- Subject-Personal and Professional Development-Faculty
- Subject-Personal and Professional Development-Staff
- Subject-Personal and Professional Development-Students
- Type-Ceremony
- Type-Concert
- Type-Conference
- Type-Exhibit
- Type-Festival
- Type-Film
- Type-Fundraiser
- Type-Information Session Fair
- Type-Lecture
- Type-Meeting
- Type-Party
- Type-Performance
- Type-Protest
- Type-Recreation and Intramurals
- Type-Reunion
- Type-Seminar
- Type-Theatre
- Type-Thunderbird Athletics
- Type-Workshop

2. Getting Started:

(2.1) Logging In:
Log in from http://calendar.events.ubc.ca/caladmin with your CWL ID and password.

(2.2) Main Menu:
After you have logged in, the Main Menu is displayed.

At the Main Menu, you can choose to add a new event and/or manage existing events.
3. Posting an Event:

(3.1.) Preferred Lists:
When adding an event, some fields will have ‘show preferred’ and ‘show all’ options. ‘Show preferred’ will allow you to view all the items that you use frequently, while ‘show all’ will allow you to view all the options for that particular field.

(3.2.) Non-Recurring Events:
To post a non-recurring event, click on ‘add event’ in the Main Menu.

(3.2.1.) Choose a Calendar:
Select the calendar of the organization hosting the event. Note that you will only see the calendar(s) that you administer.

(3.2.1.1.) Co-Sponsors:
If an event is sponsored by multiple hosts, sponsors are advised to post the event on one calendar, rather than on all calendars. To acknowledge all sponsors, ensure that their names occur in the description. Any searches for those organizations will, as a result, find the event. If, however, the groups involved use RSS feeds from UBCevents to populate an external website/calendar, they will have to post the event within their UBCevents calendar. Alternatively, if possible, these groups can post the event directly on their non-UBCevents calendar.

(3.2.2.) Date and Time:
Enter the date in the same format shown, or use the calendar tool to select a date. If the event lasts a whole day, check off the ‘all day’ box.

(3.2.3.) Recurrence:
If the event is a recurring event, select the ‘event recurs’ radio button and move to the Recurring Events section of this document (3.III). If the event does not recur, select the ‘event does not recur’ radio button.
(3.2.4.) Status:
Leave this field on its default selection, ‘confirmed.’ If, however, you know that event details will change, select the ‘tentative’ radio button.

(3.2.5.) Effects - Free/Busy:
This field is for iCal file downloads. Events flagged as ‘busy’ will block off time on a personal calendar/schedule; events flagged as ‘free’ will appear on the personal calendar/schedule but will not be blocked off.

(3.2.6.) Description:
Enter a concise description of your event. You can also use HTML in this box to provide more dynamic content. For example, you can link to images or videos hosted on external sites.

(3.2.6.1.) HTML:
You can use basic HTML coding in the description to assist with formatting of content as well as adding more dynamic elements to your events page. A useful guide to HTML can be found at http://www.htmlcodetutorial.com/

(3.2.6.1.1.) Considerations:
When using HTML in the description field please take the following into consideration:
- iCal client applications may not support HTML/markup and simply export & display the code as text within the target iCal based event calendar.
- RSS feeding will render image markup fine, but it will ignore video markup (<object> tags). You can still link to videos hosted on an external site within the description.
- If using HTML try to design it in such a way that a minimum amount of information is lost if a user cannot display the HTML.
- If content from a non-unicode compliant character set application is pasted into a Bedework event, the problem word(s) should be immediately visible. It is suggested that event providers carefully read through anything that is pasted to ensure that unreadable words are manually corrected.

(3.2.6.2.) Adding Images:
To insert an image use the following piece of code in your description:

```html
<img src="url of image"/>
```

(3.2.6.3.) Adding Videos:
To insert a video, use the code provided in the ‘embed’ box on video hosting sites such as ‘YouTube’. Below is an example:

```html
<object width="425" height="344"><param name="movie" value="http://www.youtube.com/v/WaIR9dAZRR0&hl=en&fs=1"></param><param name="allowFullScreen" value="true"></param><embed src="http://www.youtube.com/v/WaIR9dAZRR0&hl=en&fs=1" type="application/x-shockwave-flash" allowfullscreen="true" width="425" height="344"></embed></object>
```
(3.2.6.4.) Changing Font Colours:
To change font colours, use the `<font> </font>` tags around the text you wish to alter. See the example below:

```html
<font color="red">This text will be red</font>
```

You can use either text or HEX/RGB values. Please refer to the HTML guide in section (3.2.6.1.).

(3.2.6.5.) Miscellaneous:
To ensure that the description for your event is as useful as possible to visitors of UBCevents, it is important to include the following information:
- Contact Information;
- Specific Location - include building name and room number.

(3.2.7.) Price:
If there is a single price for admission please include it in this text box. If there is differential pricing, please include it in the description.

(3.2.8.) URL:
If the event has a corresponding website, include the URL here. You MUST include the “http://” in the address for the link to function.

(3.2.9.) Location:
This is to indicate the campus location of the event. Please add specific location details in the description.

(3.2.10.) Contact:
Please select ‘see description’ and enter the contact information into the description box.

(3.2.11.) Categories:
To view all the subjects and event types, please click on the ‘show all’ radio button.

For the most accurate search results please select at least one option for both ‘subject’ and ‘type’. You may select more than two tags for your event, but ensure that they are representative of the actual event.

i.e.) I'm hosting a concert fundraiser so I could select:
- Subject-Entertainment-Music
- Subject-Entertainment-Social
- Type-Concert
- Type-Fundraiser

Once the information has been filled out, press the ‘add event’ button to post the event onto UBCevents. To check if your event has been posted successfully, you can click on the ‘launch calendar’ link at the top left corner of the page to open up UBCevents in a new window.
(3.2.12.) Sample:

This is a sample of a completed ‘add event’ form.

Manage Events

![Event Information Form]

Title: Test Event
Calendar: Events Calendar/Science Undergraduate Society
Date & Time: all day
Start: Date Jul 22, 2008
End: Date
Duration 1 days or
This event has no duration / end date
Recurrence: event recurs
Status: confirmed
Effects free/busy: yes (opaque)
Description: Test Event
Price: $22.50 (optional: if any, and place to purchase tickets)
URL: http://www.events.ubc.ca (optional: for more information about the event)
Location: UBC Point Grey Campus
Contact: See description
Categories: Subject: Alumni
Subject: Entertainment-Arts
Subject: Entertainment-Culture
Subject: Entertainment-Media
Subject: Entertainment-Music
Subject: Entertainment-Social
Subject: International
Subject: Learning & Research-CommunityServiceLearning
Subject: LearningAndResearch-BusinessAndFinance
Subject: LearningAndResearch-HumanitiesAndSocialSciences
Subject: PersonalAndProfessionalDevelopment-Staff
Subject: PersonsAndProfessionalDevelopment-Students
Type: Ceremony
Type: Concert
Type: Conference
Type: Exhibit
Type: Festival
Type: Film
Type: Fundraiser
Type: Information Session/Fair
Type: Lecture
Here is the resulting event page.

(3.3.) Recurring Events:
The steps for posting a recurring event are more complex. Let's go over an example to cover the details. An event takes place on Mondays for July and August 2008 and it starts and ends on the same day. However the event skips a week due to B.C Day.

(3.3.1.) First Instance of a Recurrence:
Create the first instance out of the event's series of recurring instances.

- At the Main Menu, click on the ‘add event’ link.
- The first instance would be the first Monday in July 2007, so enter ‘July 7, 2008’ for the Start Date.
- Use the drop-down menu next to the date to select the starting time for the event.
- Under 'end', click on the 'date' radio button and enter ‘July 7, 2008’ for the end date. Be sure to also enter in the end time.
  - Note: Do not confuse the end date with the date when the recurrence stops. The end date should NOT be August 25th, 2008 (the last Monday in August).
- In the 'recurrence' field, select the ‘event recurs’ radio button.
  - Under 'frequency', check 'weekly'
  - A field titled 'repeat' should show-up
  - Select the 'until' radio button and enter August 26, 2008 as the day when recurrence stops
  - Note: In order for the last Monday (Aug 25) to become the last instance of our recurrence, we need to enter ‘August 26, 2008’, rather than ‘August 25, 2008’, as the day that recurrence stops.
• Fill-out the other fields as usual and press the ‘add event’ button when finished. The recurring event has now been created.

(3.3.2.) Exceptions to a Recurrence:
• At the Main Menu, click on the ‘manage events’ link
• From the list of events that appears, find the exception instance.
  o In this example, the exception is August 4 (BC Day), so find the instance for August 4 and click on its title:
  o Note: In the ‘Description’ field, there should be a ‘master’ link and an ‘instance’ link. Clicking on the event's title is equivalent to clicking on the ‘instance’ link. This allows the specific instance to be edited. On the other hand, clicking on the "master" link would allow you to make changes to ALL instances by modifying the master copy. The instance's ‘event information’ page should now appear. Press the ‘delete’ button; once the instance is deleted it will be listed as an exception.

Here is a screenshot of what you should see. Note that the event outlined in red needs to be deleted for the exception to occur.
(3.3.3.) Changes to a Recurrence:

(3.3.3.1.) Editing the Master Event:
Suppose that you have created a recurring event that is priced at $10. However, because of unforeseen circumstances, your costs rise and you need to increase your ticket price to $15. Instead of deleting your events and entering them again, you can use the ‘manage’ events link to change the price for all your event’s recurrences.

- At the Main Menu, click on the ‘manage events’ link.
- From the list of events that appears, find the first event in the recurrence series and click on the ‘master’ link in the description.
- Scroll down to ‘price’ and change it to $15.
- Scroll down to the bottom and click on ‘update event’.

Note: Changes to a master event will only affect instances where no changes have occurred. If you change a master event AFTER changing an instance, be sure to make the change within the instance as well.

(3.3.3.2.) Editing an Instance:
Suppose that you have created a recurring event for a concert series that occurs weekly. While the logistics for each concert are the same, each concert features works by different composers and you want this to be shown on the event page. Instead of deleting these recurring events, you can make these changes by changing the description of the various instances of the recurrence.

- At the Main Menu, click on the ‘manage events’ link.
- From the list of events that appears, find the instance that you want to change, and under ‘description’, click on ‘instance’.
- Scroll down to ‘description’ and make your desired changes.
- Once you are done, scroll down to the bottom of the page and click on ‘update event’.

Note: Once you have changed an instance of a recurrence, any changes made to the master event will have to be made separately within the instances that have been changed.