# Web Calendar Management

## MUW.edu

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# Campus Calendar (JCal Pro)

MUW.edu is using JCal Pro for the university's calendar. Each department or office is responsible for posting and maintaining events in the calendar. If you are reading this guide, you were assigned to manage the calendar for your department or office.

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## Before Proceeding

**You will need a website administrator account for MUW.edu. Please contact the university webmaster to request access.**

Per University guidelines: Website administrative access is limited to full-time faculty or staff. Part-time, temporary, adjunct, or student workers are not permitted access the administrative portion of the website.

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## Adding an Event

Upon logging into the Joomla administrator, you will be taken to the Site Dashboard. This is the starting point for everything you do on the university's website.

1. From the Dashboard, select JCal Pro on the left side of the page.

2. The page will re-load to the JCal Pro Events Dashboard.

3. To Create a new event, select the green "NEW" button on the top left. The page will reload with the Event Manager.

4. Any box marked with an Asterisk (*) is required for the event to be published. These are: Title and Primary Category.

5. While the Body Text is not required, a brief description is suggested. You can also include image via RokGallery (see Web Basics guide) within the body of your event.

6. You can select an Event Location from the Location button just below the Title. This will add a Google Map of the location to your event listing. (Most campus locations are already included in the system!)

7. You can add your event to additional categories using the Secondary Categories box. (Make sure you have permission to add your event to another department or office's category first!)

8. Once you have entered your event listing information, select the EVENT DATE tab just above the Title.

9. Enter the Start Time for the event in Central (Chicago) Time. (Central Time is the default time zone)

10. Choose a Duration for the event. You can give it a specific date and time; a length in Days, Hours, and Minutes; Mark it as an All-Day event, or give it No End Date.

11. The Registration Tab is not used by the university. For questions about Registration Forms, ask University Relations.

12. If you are scheduling a regularly occurring event (must have the same day/date and time for all instances), you can set this up under the REPEAT METHOD Tab.
**NOTE:** Avoid scheduling annual events in repeat. You should also remember to set the final recurrence at no greater than the end of the current academic year to avoid publishing event during the summer.

13. Once you have entered all the details for you event, select SAVE & CLOSE

# Frequently Asked Questions

## I used JCal Pro before, what's different?

If you are familiar with JCal Pro, this guide will cover much of what you already know. We've removed individual calendars and replaced them with categories in one Main Calendar.

## How do I login to update the calendar?

You will need to use your Joomla login. If you do not have a Joomla account, you need to contact the Director of Web Communications for an account.

## Where is my department calendar?

For this version of the calendar, we are moving away from each department having individual calendars. The software wasn't designed to support twenty different calendars and the configuration was causing more harm than good.

This time around, we have categories within the one university calendar for offices and departments which post several events per year. You will still have a page with all your upcoming events listed and will still be included on the University homepage. The new setup should eliminate the links to random calendars we saw previously.

## I don't see my Department or Office in the categories.

We removed categories which were not being used. We looked at the past five years of events. Categories which did not post a single event in the past five years (since 2017), were removed to streamline the process.

## Do I need a category or just a special event?

The simple answer to this is how many events will your office or department post? If you are planning to post multiple events (open to the public) each semester, then a category is right for

you. If you have a one-off event or a single annual event, then we can put that event in the **Special Events** category. We don't want a category in the calendar with no events for eleven months out of the year. Your event will still be included with other major events on campus (like Homecoming, or the Welty Gala) and featured on the University Homepage.

## We need a Category.

Please contact the Webmaster ([webmaster@muw.edu](mailto:webmaster@muw.edu)) to add a category to the University Calendar for your department or office.