

## **JCF Community Calendar Video Tutorial Transcript**

to see the video go to: [www.vimeo.com/8904285](http://www.vimeo.com/8904285)

### **Introduction**

In this tutorial we'll be learning how to use the Jewish Community Federation's online calendar on the organization's new website, [jewishfed.org](http://jewishfed.org). We'll start by creating a user profile on the log-in page, and then proceed to the calendar section of the website where we'll see how to submit an event to the calendar, and how to edit and clone the event once it is submitted.

#### **1) Set up a Personal Profile (:27)**

- A. The first thing we'll do is set up a user profile.
- B. Creating a personal profile will allow you to login to our website so you can post events to the calendar which you can then edit or duplicate at any time.
- C. To begin, click on the Login link in the top right section of the website homepage.
- D. Enter your name, user name, user email, user city, and password. You can upload a photo of yourself but you don't have to.
- E. Once you're logged in you'll see your username at the top of the screen.

#### **2) Submit an Event to the Calendar (1:32)**

- A. Now let's submit an event to the Calendar.
- B. Get to the calendar by clicking on 'See what's happening in our community' in the lower-left or use the web address [jewishfed.org/calendar](http://jewishfed.org/calendar).
- C. To submit an event click on the 'Submit an Event' button on the right.
- D. Use this form to enter your event's details. A required area is marked by an asterisk.
- E. Enter the event's title and subtitle.
- F. Selecting a Community Category will group your event with others like it and make it easier for people to find. You can select more than one community category.
- G. In the description area you can make text bold, italic, and add bullet points, and links. If you are familiar with html you can also view the source code.
- H. Use the paste buttons to copy and paste content from a different site or document.
- I. Add an image to your event by browsing to the image you want on your computer and click 'upload'. A default image will be inserted if you do not select one yourself.
- J. For Region, choose the geographic area where the event will be taking place.
- K. Enter event venue, address, and city. Zip is optional.
- L. Enter the date and time. You can indicate that the event is 'All day' with the check box.
- M. Next, select whether your event is a one-time event, or repeats on a weekly or monthly basis.
- N. Next, enter the cost of the event. If it is free, enter 'Free.'
- O. Enter the contact name, phone, and email.
- P. Lastly, you can enter any websites associated with your event, such as those being used to promote the event, sell tickets, or collect registrations. In the absence of a web address, just leave the http://.

- Q. Finally, click 'Preview' to make sure your event details appear correctly. When they do, click 'Submit.'

**3) Edit or Clone Your Event (7:03)**

- A. Now that you've submitted your event you can choose to edit or clone your details by using the buttons above your event.
- B. Clicking 'Edit' will open the event form again and you can make the changes you like.
- C. Clicking 'Clone' will open the event form again so you can make a *copy* of your event and re-submit it with updated details – a good option if the same event occurs at a different time or at another location, so you don't have to start all over from the beginning.

**4) Moderation (7:50)**

- A. All your events will be reviewed by a site administrator before being posted live to the site.
- B. If you notice inappropriate content on the website, be sure to submit the 'Report A Problem' form right away by clicking on the 'Report A Problem' link on the right side of the calendar page and a JCF staff person will attend to the issue promptly.

**Conclusion (8:15)**

If you have questions regarding the calendar you can watch this video again, review the transcript of this tutorial, or submit a comment online using the '**Report A Problem**' link on the right. This completes the calendar tutorial. We've learned how to create a profile on the log-in page, how to navigate to the calendar section of the website, how to submit an event to the calendar, how to edit and clone the event, and how to report inappropriate content.

Thank you, and enjoy using the new community calendar.