

MONROE COUNTY COMMUNITY CALENDAR

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Instruction Manual



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- [Monroe Evening News](#)
- [Calendar Instructions](#)
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- [Area Schools](#)

28 February 2006 go today
All categories

[myDates: login/create](#)
[menu: search | print | download | post event | subscribe | admin | logout](#)

DAY WEEK MONTH

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



BROUGHT TO YOU BY THE MONROE COUNTY LIBRARY SYSTEM

Monroe County Community Calendar

<< February 2006 >>

March						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 7:45 AM State of the County Koffee Klub Monroe County Community College, La-Z-Boy Center	3 5:00 PM American Red Cross Blood Drive Ida Elementary School	4 1:00 PM Genealogical Society of Monroe Co. Michigan Monroe County Community College 7:00 PM 4 on the Floor Monroe County Community College - La-Z-Boy Center - Meyer Theater
5 9:30 AM Alcoholics Anonymous Salvation Army Harbor Light 10:00 AM Alcoholics Anonymous Mercy Memorial Hospital 10:30 AM Alcoholics Anonymous Flat Rock Youth Center	6 12:00 PM American Red Cross Blood Drive Erie V. F. W. 2:00 PM American Red Cross Blood Drive Douglas Road Elementary School	7 2:00 PM American Red Cross Blood Drive Lincoln Elementary School	8 5:30 PM The Monroe Business and Professional Women - Young Careerist Program Dolce Vita 7:00 PM La Leche League of Monroe County Heartbeat of Monroe	9 12:00 PM American Red Cross Blood Drive Redeemer Fellowship Church	10 9:00 AM American Red Cross Blood Drive Monroe County Community College - Building A Room 173	11

*If you have any questions or need further assistance please email the
Calendar Administrator at calendar@monroe.lib.mi.us*

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Calendar Overview

Welcome to the Monroe County Community Calendar Manual.

This is a free service brought to you by your Monroe County Library System and is available to everyone in the community. We encourage you to explore the calendar and also feel free to take advantage of all our features by signing up for a free account today.



This calendar was designed to be a flexible environment for you to find out what's happening in the community. There are several ways to view the calendar to suit your preferences. When you first view the calendar you will see all the events in the community, but you can select categories, so you can find exactly what you are looking for. You have the capability to search for events, download events to your computer, subscribe for email updates on new events, set reminders for upcoming events, and much more.

We have added a few community links at the very top of the calendar for easy access. Find out community information on the MCLS, emonroe, Convention & Tourism Bureau, and Monroe Evening News websites. There is also a link to see what is happening at the Branch Libraries. This is more than just a community calendar. It is a place to go to for all your community needs.

One of the premier features of this calendar is the myDates feature. You can create your own personal calendar that only you have access to. This is ideal even if you use a calendar program like Outlook because you can access this calendar from any computer that has an internet connection.

In the next few sections you will find information to help you take advantage of all the useful features of this calendar system. This manual is set up as a step by step guide, so please feel free to have the calendar open and follow along with the instructions.

If at anytime you have any problems with any of the instructions or the calendar, please contact the Calendar Admin at calendar@monroe.lib.mi.us

Viewing the Calendar



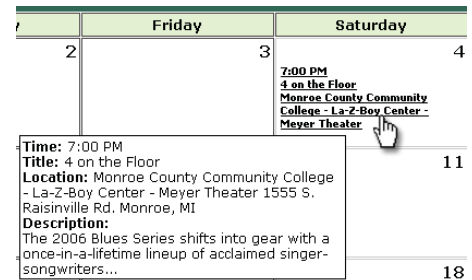
There are two general ways to view our community calendar. The default view appears like your wall calendars and is called "block" format. The other way is to view all the events in a "list" format. To change the calendar from block to list, scroll all the way to the bottom of the calendar. On the right hand side you will find the this option. Click the circle next to the view that you would like to see.



Display in: block list

There are also two different ways to view the events on the calendar. You can take your arrow and hover over any event (without clicking) and a box will appear with the time, title, location, and a brief description.

If you would like to see the complete description and any additional information that may be included with the event, click on the event you would like to see more information about. You will then be taken to a screen like the one shown below.



Monroe County Community Calendar	
4 on the Floor	
Date	04 February 2006
Time	7:00 PM
Location	Monroe County Community College - La-Z-Boy Center - Meyer Theater 1555 S. Raisinville Rd. Monroe, MI
Link	Click here for more information

The **2006 Blues Series** shifts into gear with a once-in-a-lifetime lineup of acclaimed singer-songwriters onstage swapping songs and the stories behind the

Multitalented New Yorker Guy Davis, whose "tough, timeless vocals blow through your brain like a Mississippi dust devil," returns to Monroe for the first time since rocking "The Big Gig!" in 1999.

Guy will be joined by the "Godson of Soul," Ellis Hooks, "one of those voices that sounds like it's been dragged up from somewhere deep and dark and sacred and profane."

At the bottom of the complete event description there are a few additional options. You can **set a reminder** for this event. This option will send you an email reminder of this event, but you will need to have a free account set up. You can **download** this event information into a calendar on your computer. You can **print** this information, or you can **tell a friend about this page**. To tell a friend, all you have to do is enter a email address in the box and click go.

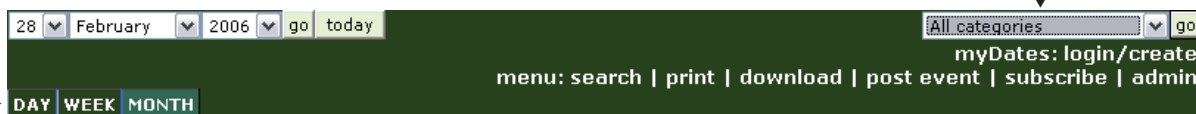
[Click here to set a reminder for this event]

Download: [.vCal][.iCal][.csv][.txt][.xml]

[print]

Tell a friend about this page:

You can limit the amount of events shown on the calendar, by choosing a category. When events are entered into the calendar, they are put into different categories to help you find exactly what you are looking for. This function is found on the upper right hand side of the calendar above the menu options. We have around 30 categories so far ranging from garage sales to local conventions and seminars, and hope to add more in the future.



You can also change the view to Day or Week instead of Month, or jump to a specific day.

Searching the Calendar

To access the search function, click the **Search** link that you will find in the upper right hand section of the calendar. You do not need to have an account to use this feature.



There are two different ways to search for events. There is a **Quick Search** and an **Advanced Search**. The **Quick Search** is there if you have a keyword or subject that you would like to search. For example, if you are looking for information on the Annual Blues Concert, you could type in Blues. This search will bring up every event that has the word Blues in it.



If you are getting too many results with the quick search, you can use the **Advanced Search** to add limits to your search and find exactly what you are looking for.

A screenshot of the "Advanced Search" form. It has a dark green header with the text "Advanced Search". Below the header are several input fields and dropdown menus: "Title:", "Description:", "Location:", "Contact:", "Calendar:" (with a dropdown menu showing "All calendars"), "Category:" (with a dropdown menu showing "All categories"), "Date from:" (with dropdowns for "Oct", "25", "2005"), and "Date to:" (with dropdowns for "Oct", "21", "2006"). A "Search" button is at the bottom.

In the **Advanced Search**, you can also search for events at certain location, or by date range.

Your results will appear above the search boxes. From here you can click on your desired events or search again.

There are two ways to go to the events found in your results:

If you click on the date link (4 Feb 2006) it will take you to all the events happening that day.

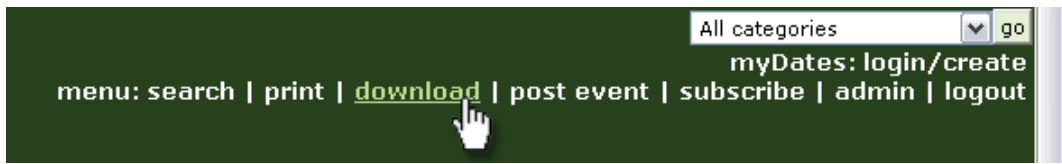
If you click on the event link (next to the date link) it will take you to that specific event.

Search Results	
4 Feb 2006	7:00 PM 4 on the Floor Monroe County Community College - La-Z-Boy Center - Meyer Theater
25 Feb 2006	7:00 PM The Big Gig - Monroe County's 19th Annual Black History Month Blues Concert River Raisin Centre for the Arts
2 May 2006	8:00 AM United Way of Monroe County Health Check Carleton United Methodist Church
11 May 2006	8:00 AM United Way of Monroe County Health Check Monroe County Community College
16 May 2006	8:00 AM United Way of Monroe County Health Check Our Lady of Mt. Carmel Church
25 May 2006	12:00 PM United Way of Monroe County Health Check Dundee Baptist Church

A screenshot of the "Quick Search" form. It has a dark green header with the text "Quick Search". Below the header is a white input field containing the text "county" and a "Search" button.A screenshot of the "Advanced Search" form. It has a dark green header with the text "Advanced Search".

How to Download the Calendar

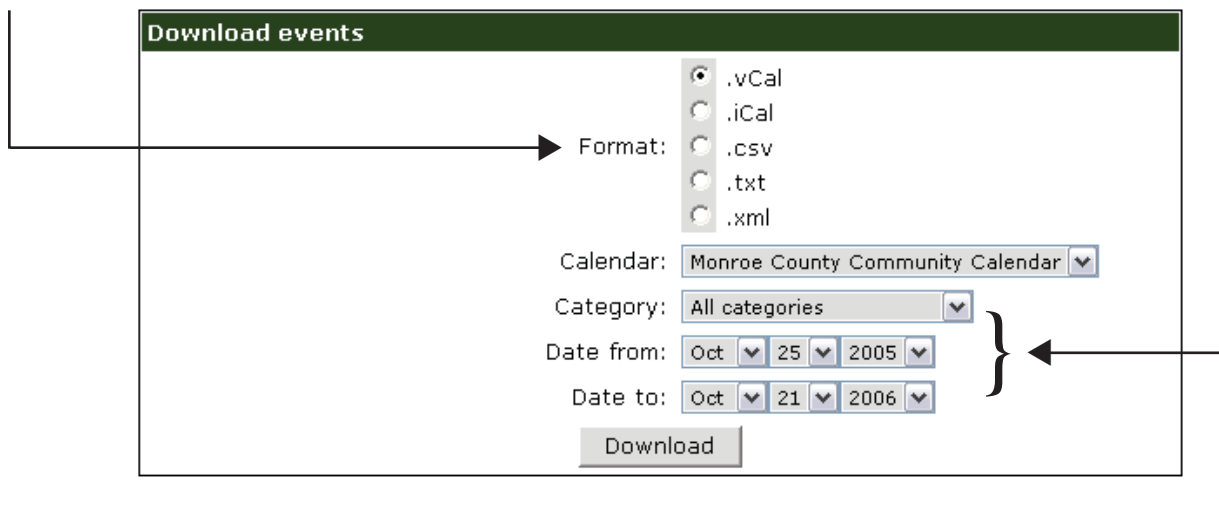
To access the search function, click the **Download** link that you will find in the upper right hand section of the calendar. You do not need to have an account to use this feature.



There are five different formats in which you can download your events. The formats are as follows:

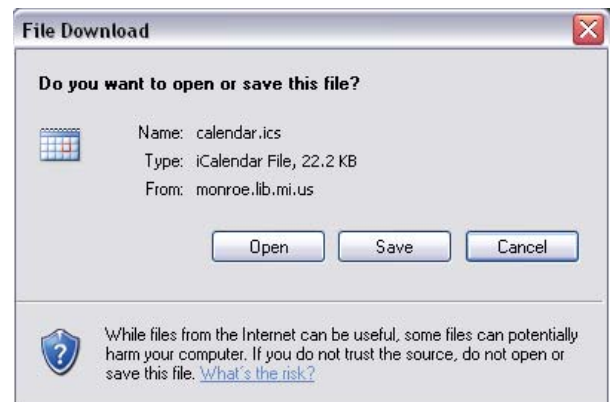
- .vcal & .ical** - For use with other calendars such as outlook.
- .csv** - Use this format to put events into a spreadsheet.
- .txt** - Text format.
- .xml** - Extensible Markup Language for use on the web.

If you are not sure which format you need, try each of them to find out which one works best for your situation.



Once you have selected a format, you have the option of downloading all the categories or limiting your download to a specific category. To limit your results select the category you are interested in downloading by clicking the **Category** drop down menu. You must next choose a date range you would like to download events from. Click the drop down menus for the **Date from** and **Date to**. Now click the **Download** button.

You will now see a box appear on your screen. You want to select the Save button. You will then be asked where you would like to save this file on your computer. After you have made this selection, the file will be saved in that location on your computer.



Creating an Account

The only features that require you to have an account are **myDates**, **Subscribe**, **Post an Event**, and **setting event reminders**. If you do not have an account already, you can click on any of those links to create an account. Once you have created an account for one, that same login will now work for all three features.

If you do not already have a login, click the **Create a new account** link on the bottom *left* hand side of the login box.

Login to your account

To login, enter your username and password below. If you do not have an account, you can create one by clicking the "Create an account" link below. If you have an account, but you have forgotten your password, click the "Forgot password" link.

Username

Password

[\[Create a new account\]](#) [\[Forgot password?\]](#)

Create a new account

To create your account, fill out the information below. We will send a verification email to the email address you supply, so please make sure to enter your email address correctly.

Desired username

Your email address

Desired password

Re-enter password

Type in your desired username, email address, and desired password and then click on Create Account. If you pick a username that is already taken you will be asked to pick another.

At this point, check your email for your verification code. Enter into the box provided and click Verify/activate account. You should now be logged in and have full use of all the features.

If you have any difficulty with setting up an account. Please email the calendar administrator at calendar@monroe.lib.mi.us

Create a new account

Thank you, we have dispatched an email to the email address you have supplied. Please wait a few minutes and check your email to receive the verification code. Once you have the code, enter it into the box below to activate the account.

Forgot your Login?

If you have previously created a login, but cannot remember your username or password, you do not have to create a new account. Use the **Forgot password?** link at the bottom *right* hand side of the login box.

Forgot password?

In order to reset your password, we must first reverify your account. Please enter your email address below, and click verify.

Your email address

The next screen will prompt you to put in your email address. When you click the **Verify** button, you will be sent an email with a new **Verification Code**. You will need to check your email before you can enter the info on the next screen below.

Once you have your **Verification Code**, you can enter it here and reset your password. When you click on the **Verify** button, you will get a thank you message and then be taken back to the login screen.

Forgot password?

We have sent instructions to the email address you supplied. Please check your email now to receive the verification code.

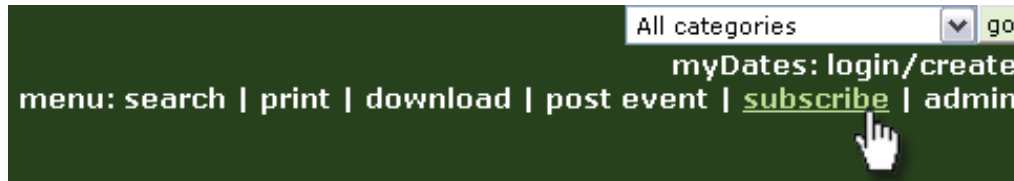
Verification code

Desired password

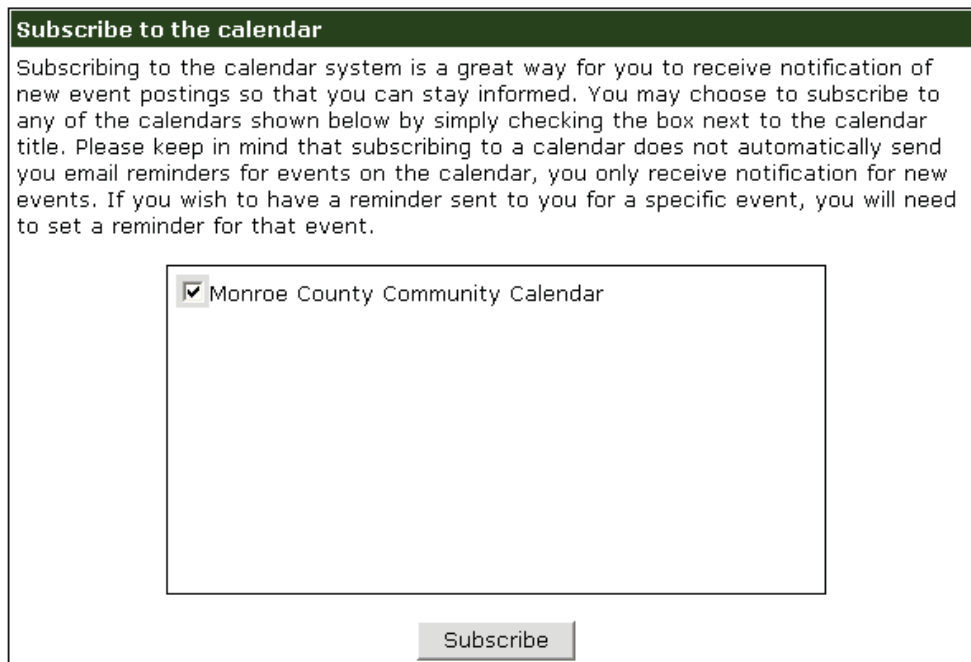
Re-enter password

Subscribing to the Calendar

You can subscribe to the calendar to receive email notification when events have been added. If you would like to receive emails from the calendar when an event has been added, click the **Subscribe** link that you will find in the upper right hand section of the calendar. You will need a username and password to access this feature.

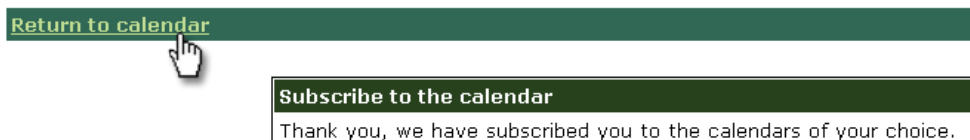


You will be prompted on the next screen to enter your username and password. If you have created an account for any of the other features, you can use the same login here. If you do not have a username or password, click on **Create a new account**. After creating an account, an email will be sent to you with a verification code for you to enter to complete your registration. If you have an account, but cannot remember your password, click on **Forgot password**. See the section on **Creating an Account** on page 8 for more information.



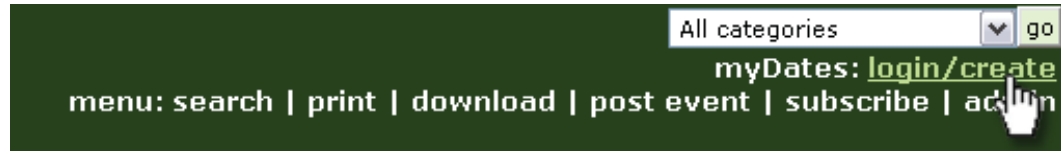
Once you have logged in, you will see the above screen. There should be only one calendar on this list. Click the check box to the left of the calendar entitled **Monroe County Community Calendar** if it is not checked already. All you have to do now is click the **Subscribe** button at the bottom of this screen.

You will now see a thank you message and you are now subscribed to the community calendar. You can click the Return to Calendar link located on the upper left hand side of the screen.

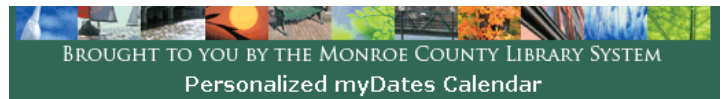
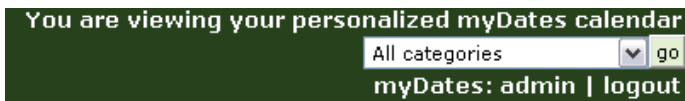


Using the myDates Calendar

With the myDates feature you can create your own personal calendar that only you have access to. This is ideal even if you use a calendar program like Outlook because you can access this calendar from any computer that has an internet connection. Click the **myDates: login/create** link that you will find in the upper right hand section of the calendar. You will need a username and password to access this feature. If you do not have an account set up already, see the **Creating an Account** section on page 8.



Once you have logged in you will be taken directly to your myDates calendar. You will see two changes from the look of the Community Calendar. The **myDates** link now has an **admin | logout** link. This is the link you will choose to manage your myDates calendar. You will also notice that the calendar title has changed to Personalized myDates Calendar.



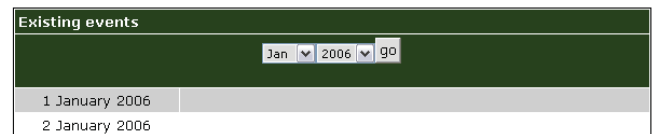
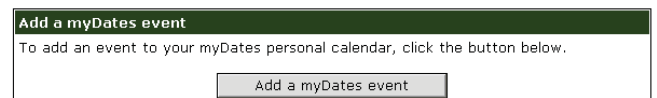
Click on the admin link next to where it says myDates on your menu. If you click the admin link below it, nothing will happen.

Once you have clicked admin, you will see this next screen. Here you can add your own events into your personal calendar by clicking the **Add a myDates event** button.

Any events that you have entered will appear in the **Existing Events** area. They are listed by month, so if you would like to see the next month, use the drop down menus to select month and year.

In this area you have the option to edit or delete events that you have previously added.

The adding event screen is a simplified version of the adding event screen for the community calendar. For detailed event instructions, see the next page for posting an event.

A screenshot of the "Add an event" form. It has a title "Add an event" and is divided into several sections: "Event Information" with fields for "Title:" and "Location:"; "Event Description" with a large text area; "Event Date/Time" with fields for "Date:" (showing "31", "Jan", "2006"), "Number of days:" (showing "1"), "Start time:" (showing "8 am"), and "End time:" (showing "5 pm"); and "Event Appearance" with radio buttons for "Font:" (Tahoma, Arial), "Size:" (10 pt, 12 pt), "Style:" (Normal, Bold, Italic, Bold Italic), and "Color:" (Black, Dark Green). A "Process event" button is at the bottom.

Posting an Event

To be able to post an event, click on the **Post Event** link on the upper menu bar (see graphic below).



You will then be prompted on the next screen to enter your username and password. If you have created an account for any of the other features, you can use the same login here. If you do not have a username or password, click on **Create a new account**. After creating an account, an email will be sent to you with a verification code for you to enter to complete your registration. If you have an account, but cannot remember your password, click on **Forgot password**. See the section on **Creating an Account** on page 8 for more information.

Login to your account

To login, enter your username and password below. If you do not have an account, you can create one by clicking the "Create an account" link below. If you have an account, but you have forgotten your password, click the "Forgot password" link.

Username

Password

[Create a new account] [Forgot password?]

Once you have entered your information, click the **Login** button.

From here you can start entering your event information.

Note: Always select a **category** for your event. There are plenty to choose from. Just click the arrow on the right side of the drop down box to select one.

Add an event

Thank you for your interest in posting an event to the calendar. You have chosen to add your event to the calendar titled **Monroe County Community Calendar**. If this is not the correct calendar, please use the link at the top of the screen to return to the calendar, and then select the correct calendar for your event and click post event from there.

Event Information

Assign event to this category

Title:

Location:

Web Link: *You can include a website here by entering the complete web address. You need to include the http:// at the beginning.*

Contact Name: *Only include the contact information if you would like your to see it on the calendar. It will show up on the calendar.*

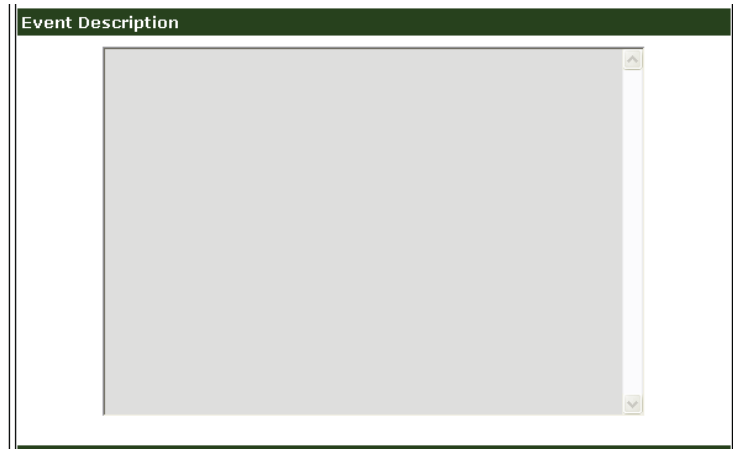
Contact Email:

Attachments: *Use this feature if you have documents or pictures you would like your people to see. Examples: detailed schedules, sign up forms.*

Continue to next page.....

Posting an Event

This next section is where you enter in your event description. This is a required field, and can be as short or as long as you wish. You can also copy and paste text from another application to make it easier to enter multiple events with the same description.



Scrolling further down you will find the date and time information. Use the drop down menus to select your date.

If your event is going to span several consecutive days, you can use the Number of Days menu and your event will appear on all of those days without you having to enter them in separately.

Event Date/Time

Date: 23 Jan 2006 Number of days: 1

Start time: 8 am : 00

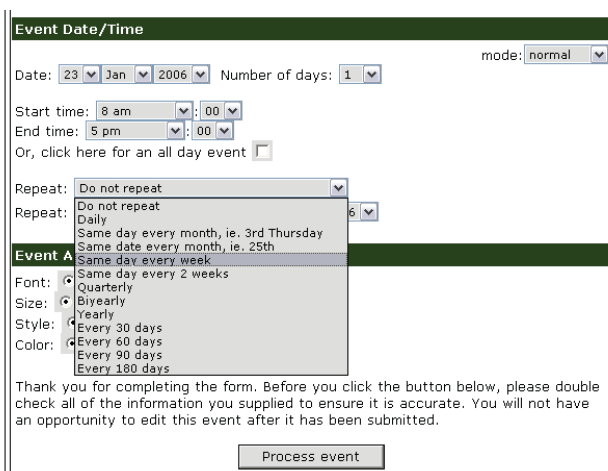
End time: 5 pm : 00

Or, click here for an all day event

Now proceed to the time of your event. Use the drop down menus to set the time. You will find the ability to set the time at 15 minute increments by using the drop down menu that says **00**.

If your event does not have an end time, there is an option that says **no end time** in the **End Time:** drop down menu.

If your event is going to last all day, you can just click on the **click here for an all day event** box.



If your event is a repeating event (an event that occurs weekly, monthly, quarterly, etc.), you will need to use the **repeat** drop down menu.

First select how often the program happens in the first **Repeat:** drop down menu.

Then you will need to enter when your repeating event will stop. You can put in a number of times your events will occur, **or** a specific date your events will end.

Note: If you use the date feature use a date several days after your last event. This way it will not exclude your last event.

Continue to next page.....

Posting an Event

The next section allows you to tailor your event appearance. If you are unsure about this section, it is best to leave it at the default setting.

Event Appearance

Font: Tahoma Arial
Size: 10 pt 12 pt
Style: Normal **Bold** *Italic* ***Bold Italic***
Color: Black Dark Green

Thank you for completing the form. Before you click the button below, please double check all of the information you supplied to ensure it is accurate. You will not have an opportunity to edit this event after it has been submitted.

Process event

Now you have finished adding your event information, and it is a good idea to scroll back up and make sure everything you have entered it correct. Once you have submitted your event, you will not be able to make changes unless you email the Calendar Administrator (calendar@monroe.lib.mi.us). Once you have double checked your information click the **Process** button.

All events will be checked by the Calendar Administrator before they are posted to the calendar. The box below is what you will see after you click the **Process** button. If your event has repeating dates, you will see all the dates listed in this box.

Add an event

Thank you for posting this event. The system administrator has opted to preview all posted events for approval before they are shown to the public. You will receive an email notification if your event is published, or declined.

Your event has been posted to the following dates: 2006-01-23

You have now successfully completed posting an event! If you have any problems or questions about this process, please contact the Calendar Administrator at this email address: calendar@monroe.lib.mi.us