

Hello everyone, my name is Nora Wesselmann and I am the Missouri Ploud project coordinator here at the Missouri State Library.

In this video I am going to show you how to use the built in calendar on your website to create and edit events and to tell patrons when your library is closed for the holidays.

On the template the calendar is the first option on the menu under Calendar and News.

The calendar is a grid of dates, with different colored dots representing different kinds of events. There is a key for what these dots represent at the top of the calendar here.

When you hover over a dot, it will get show you the name of the event, and you can click on this arrow below to get more details.

You can also click on the name of the event to bring up its page, with all the information it has.

To see a list of events that you have on your calendar go to the contents tab. This is where you can add, edit, or delete items.

For this demonstration, we are going to create a new event for a book club.

Under the Add New on the green bar, choose event, this will open up a dialogue where you can add all the details about the event.

So here we will go through and add the title, and a summary. A good summary is a hook that gets a patrons attention that makes them want to get more information about the event. Don't add too much detail as we will have a section for that later.

For the Event Starts, click inside the box to open up a calendar dialogue where you can click on when the event starts. This one is going to be on the first Monday of each month.

And you click on this box, it will bring up a drop down list of times in 15 minute increments, and so we are going to scroll all the way down to six o'clock pm.

The blue clock button will set the date and time to the current one and the red button will clear the boxes.

It will automatically put it as an hour long, but you can go in and change if it goes a little longer.

These two checkboxes below let you set the event to last the entire day, or have no firm end time.

Then you can fill out the location and contact information for whoever is in charge of the event so patrons know who to contact if they have questions about the event, so this one is going to be in the library reading room.

The event URL is useful if you have a website you want to attach to the event, such as an author's website if they're doing an author's visit or a Zoom or Facebook link for virtual events.

Reoccurrence is where you can tell the event to repeat every so often.

To set an event click add.

You have a lot of flexibility in how you can set up an event to repeat. In this example, it is going to be every month on the first Monday.

And you can then tell us when to stop repeating either after so many occurrences or at a firm end date, we are just going to set it to a year later.

It will then generate a list of all the dates that the event is set to repeat on.

If one happens to repeat on a holiday or when the library is closed, you can delete that date by clicking on the exclude button and then add a reschedule date down here and we will reschedule it for later in the week, then click add.

And refresh the list, and it will tell you which is the additional date and which is the date that you took kind of the reoccurrence, you can always put it back in the reoccurrence or remove it as needed.

Once you have your pattern setup click save and it should list the dates here.

If your event has a targeted audience or special guests will be there, you can put that information in the attendees box. We are going to put adults, since this is a adult book club.

The text box is where you can put any additional information about the event. I have written up something that I am going to copy and then paste here.

And then, finally, you can add what is called a lead image. You can upload a picture of a poster for the event pictures, in the last time you held the event or anything else you want to see on the event page.

For our book club example I am going to add a picture of the front of the book they're going to read.

So select it from your computer, give it a caption, and once everything is entered click save and it should take you to the newly created event page.

If everything looks correct, change the state to publish to have it show up on the calendar for your patrons to see.

If you need to go in and change the event after it has been created, go to the list of events under the contents tab. Find the event you need to edit and click on its name, then go into edit mode.

Here you can change any of the information in this dialogue, and once you're done, you can click save.

If you need to you can hide events by changing the state to hide. And then, once you've made all the changes you need to, you can change it back to publish to put it back on the calendar.

To delete an event and take it off of the calendar entirely go back to the contents tab.

Click the check box next to the event you want to delete, and then click the red delete button at the bottom of the list. And there it is now deleted.

For holidays, there are two places on your website that you can let patrons know when you are closed. The first is the holiday hours page under the Calendar and News menu, and it is also linked here in your Location and Hours portlet.

As this is a page, it is fairly easy to edit and update.

Just make sure you update this list each year to reflect any date changes for the ones that don't fall on a specific date.

The second place is on your calendar, you can create all day events and put in the title and information that you are closed for the holiday.

So you're going to add a new event. And we are going to put for Veterans Day.

Make sure you put that the library is closed in the title and mention that if any or all of your branches are closed in the summary.

Then click the all-day checkbox and enter the date. For Veterans Day we need November 11.

Lastly, you can set up a yearly reoccurrence so you don't have to enter the holidays every year.

So we'll go yearly on November 11 and it will repeat seven times for seven years and save, and then you can add any details, if you need to.

And then finally click save and then publish the event to the calendar.

That is all I have to show you in this video I hope you found this small presentation helpful. I have my contact information here, as well as Janet Caruthers who works with me on this project if you have any questions or want any more information feel free to reach out to either one of us, thank you for watching and have a great rest of your day.