



Event Calendar

User Guide

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1. What is the Purpose of This Facility?

This facility enables the user to view a calendar which shows events that are considered to be of interest to users of the Stedman Cousins Web Site.

By default, the system displays a **Calendar Month View** of the calendar. Users can choose:

- Calendar Week View.
- Year View.
- Month View.
- Week View.
- Day View.

Events are added to the Calendar by authorised users, such as the Secretary of the Stedman Cousins. If a user has information about an event that may be of interest, please contact the Secretary using the **Contact Us** facility, allowing time for the information to be processed - at least 1 week before the start date of the event.

1.1. Key Points

A summary of the key points covered in this document is shown in Table 1.

Item	Reference
1. Terms used in this document.	Section 2.1 on page 4.
2. An outline of the functions available.	Section 3 on page 5.
3. How to access the Event Calendar Page.	Section 6.1 on page 6.
4. How to use the Calendar Month view of the calendar.	Section 6.2 on page 7.
5. How to use the Calendar Week view of the calendar.	Section 6.3 on page 8.
6. How to use the Year view of the calendar.	Section 6.4 on page 9.
7. How to use the Month view of the calendar.	Section 6.5 on page 10.
8. How to use the Week view of the calendar.	Section 6.6 on page 11.
9. How to use the Day view of the calendar.	Section 6.7 on page 12.
10. Where to go for help and where to find additional information.	Section 7 on page 13.

Table 1: Things You Need to Know



2. Terms and Concepts

This section provides a definition of the terms and concepts used in this document.

2.1. Terms

Term	Definition
Anonymous User	A Web site user who is just visiting, i.e. a Guest.
Stedman Cousins Member	A user who has applied for membership of the Stedman Cousins and has paid the appropriate membership fee.
FAQ	FAQ is an acronym for "Frequently Asked Question(s)". The term refers to listed questions and answers, all supposed to be frequently asked in some context, and pertaining to a particular topic.
Forum	An Internet forum is a web application for holding discussions and posting user generated content. Internet forums are also commonly referred to as Web forums, message boards, discussion boards, (electronic) discussion groups, discussion forums, bulletin boards, fora (the Latin plural) or simply forums.
Help Desk	The Help Desk provides the users with a central point for help on various issues in using the Web site. The user notifies the help desk of his or her issue, and the system issues a Ticket that has details of the problem. This enables the Web site administrators to manage the issues through to resolution.
Home Page	The homepage (often written as home page) or main page is the front page, webserver directory index, or main web page of a website of a group, company, organisation, or individual.
Registered User	A user who has registered with the Stedman Cousins Web site by providing basic information including a userid and a valid e-mail address. There is no fee required.

Table 2: Definition of Terms



3. What Functions are Available?

This section provides an outline of the functions available on the Event Calendar Page.

The Event Calendar Page allows the user to view a calendar which shows events of interest to users of the Stedman Cousins Web Site.

The user can choose to view the calendar as:

- Calendar Month View (default).
- Calendar Week View.
- Year View.
- Month View.
- Week View.
- Day View.

The user can select particular categories of interest:

- Australia.
- Canada.
- England.
- New Zealand.
- U.S.A.
- Wales.
- Other Countries.
- All categories (default).

The user can also navigate the calendar by selecting a particular year, month or day.

When the user finds a calendar entry of interest, the user can click on that entry to view the details.

4. Who Uses This Facility?

This section explains what particular user groups can and cannot do on the Event Calendar Page.

The Event Calendar Page is used by Registered Users, Stedman Cousins Members or Anonymous Users who wish to view the Stedman Cousins calendar of events.



5. When is This Facility Needed?

This section describes the situations where the user needs to make use of the Event Calendar Page.

The Event Calendar Page is needed when a user wishes to view the Stedman Cousins calendar of events.

6. How Do I Use This Facility?

This section describes the steps required to perform each function available on the Event Calendar Page.

6.1. Accessing the Event Calendar Page

To access the Event Calendar Page, you simply select the **Event Calendar** item on the Main Menu. The system will display the Event Calendar Page.



6.2. Event Calendar Page – Calendar Month View

An example of an Event Calendar Page – Calendar Month View is shown in Figure 1.

This view shows the Calendar for the selected month.

From this page, the user has access to these options:

1. Select a Calendar Week View by pressing the **Calendar Week** tab.
2. Select a Year View by pressing the **Year** tab.
3. Select a Month View by pressing the **Month** tab.
4. Select a Week View by pressing the **Week** tab.
5. Select a Day View by pressing the **Day** tab.
6. Choose a particular year using the Year drop-down list.
7. Choose a particular month using the Month drop-down list.
8. Choose a particular category using the Category drop-down list.
9. Select a particular calendar item in order to view the details by clicking on an item of interest in one of the days on the calendar.

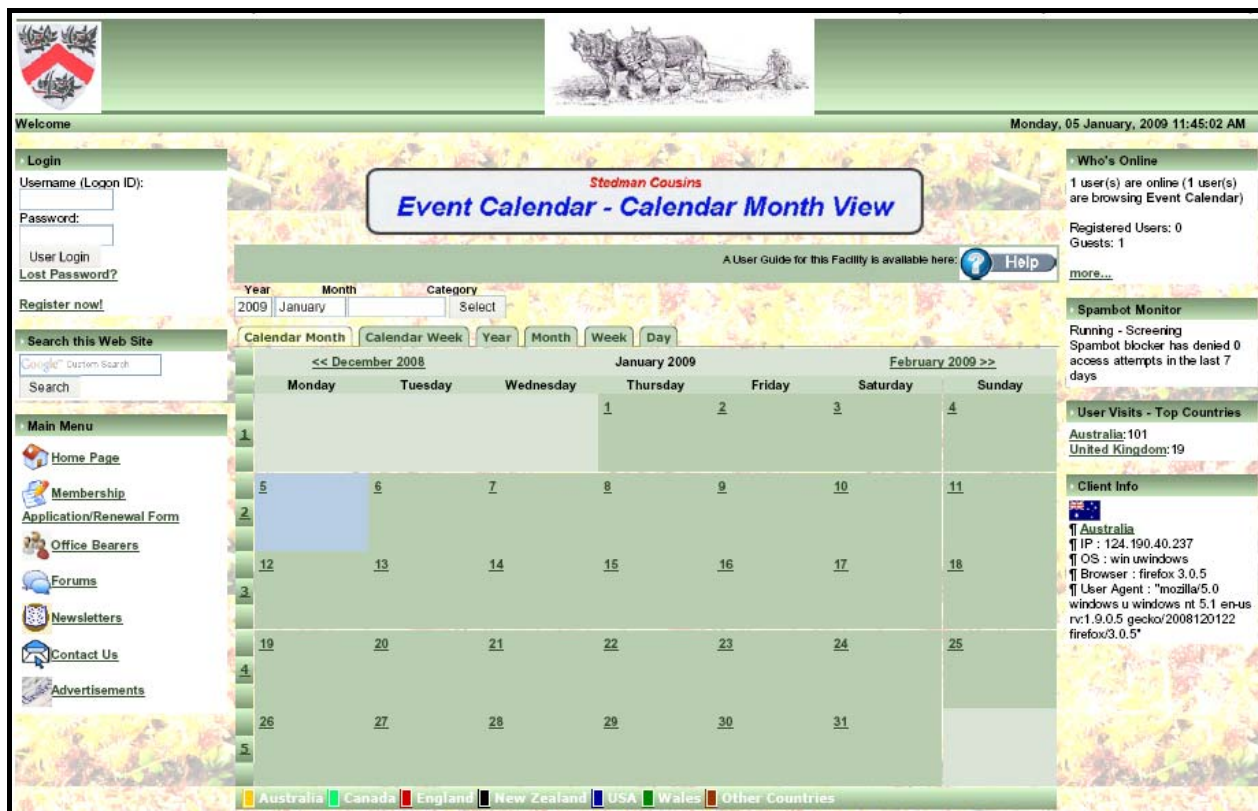


Figure 1: Sample Event Calendar Page – Calendar Month View



6.3. Event Calendar Page – Calendar Week View

An example of an Event Calendar Page – Calendar Week View is shown in Figure 2.

This view shows the Calendar for the selected week.

From this page, the user has access to these options:

1. Select a Calendar Month View by pressing the **Calendar Month** tab.
2. Select a Year View by pressing the **Year** tab.
3. Select a Month View by pressing the **Month** tab.
4. Select a Week View by pressing the **Week** tab.
5. Select a Day View by pressing the **Day** tab.
6. Choose a particular year using the Year drop-down list.
7. Choose a particular month using the Month drop-down list.
8. Choose a particular category using the Category drop-down list.
9. Select a particular calendar item in order to view the details by clicking on an item of interest in one of the days on the calendar.

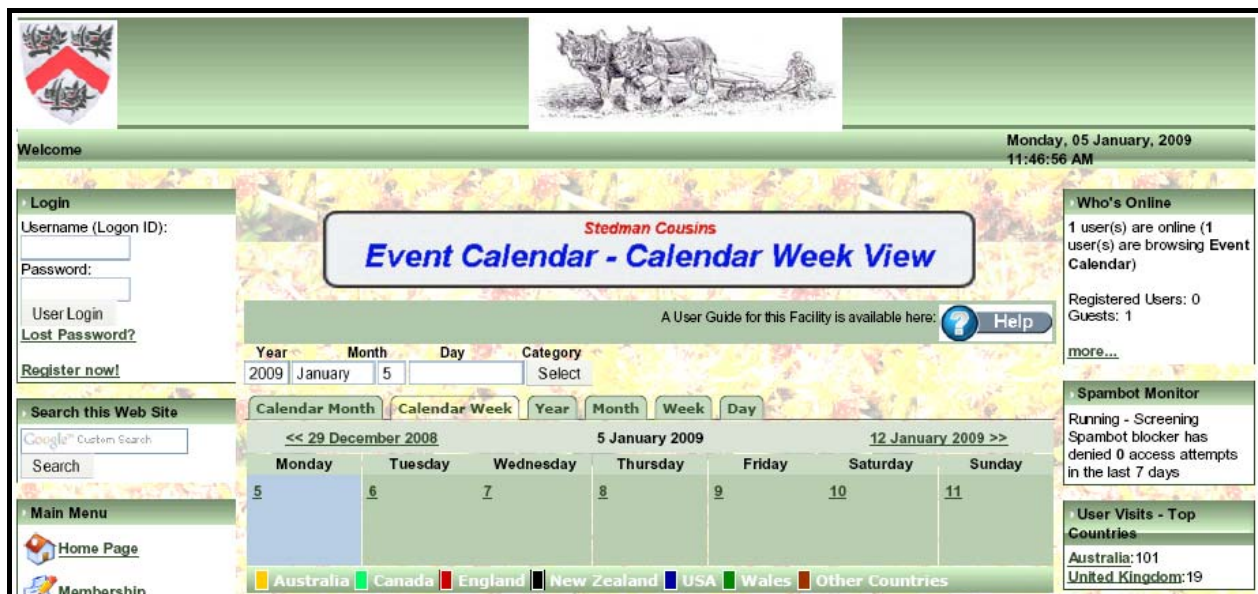


Figure 2: Sample Event Calendar Page – Calendar Week View



6.4. Event Calendar Page – Year View

An example of an Event Calendar Page – Year View is shown in Figure 3.

This view shows a list of events for the selected year.

From this page, the user has access to these options:

1. Select a Calendar Month View by pressing the **Calendar Month** tab.
2. Select a Calendar Week View by pressing the **Calendar Week** tab.
3. Select a Month View by pressing the **Month** tab.
4. Select a Week View by pressing the **Week** tab.
5. Select a Day View by pressing the **Day** tab.
6. Choose a particular year using the Year drop-down list.
7. Choose a particular month using the Month drop-down list.
8. Choose a particular category using the Category drop-down list.
9. Select a particular calendar item in order to view the details by clicking on an item of interest in one of the days on the calendar.



Figure 3: Sample Event Calendar Page – Year View



6.5. Event Calendar Page – Month View

An example of an Event Calendar Page – Month View is shown in Figure 4.

This view shows a list of events for the selected month.

From this page, the user has access to these options:

1. Select a Calendar Month View by pressing the **Calendar Month** tab.
2. Select a Calendar Week View by pressing the **Calendar Week** tab.
3. Select a Year View by pressing the **Year** tab.
4. Select a Week View by pressing the **Week** tab.
5. Select a Day View by pressing the **Day** tab.
6. Choose a particular year using the Year drop-down list.
7. Choose a particular month using the Month drop-down list.
8. Choose a particular category using the Category drop-down list.
9. Select a particular calendar item in order to view the details by clicking on an item of interest in one of the days on the calendar.

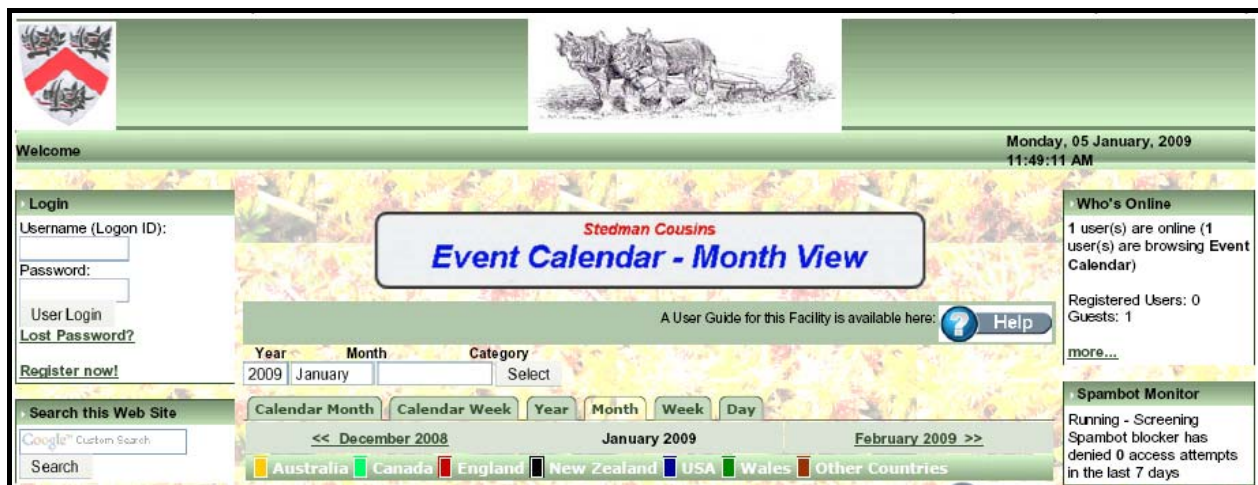


Figure 4: Sample Event Calendar Page – Month View



6.6. Event Calendar Page – Week View

An example of an Event Calendar Page – Week View is shown in Figure 5 Figure 3.

This view shows a list of events for the selected week.

From this page, the user has access to these options:

1. Select a Calendar Month View by pressing the **Calendar Month** tab.
2. Select a Calendar Week View by pressing the **Calendar Week** tab.
3. Select a Year View by pressing the **Year** tab.
4. Select a Month View by pressing the **Month** tab.
5. Select a Day View by pressing the **Day** tab.
6. Choose a particular year using the Year drop-down list.
7. Choose a particular month using the Month drop-down list.
8. Choose a particular category using the Category drop-down list.
9. Select a particular calendar item in order to view the details by clicking on an item of interest in one of the days on the calendar.

The screenshot displays the 'Event Calendar - Week View' page. At the top, there is a green header with a logo on the left and a central image of a horse-drawn plow. Below the header, there is a 'Welcome' message and the date 'Monday, 05 January, 2009 11:50:11 AM'. The main content area is titled 'Event Calendar - Week View' and includes a search bar, a login form, and a navigation menu with tabs for 'Calendar Month', 'Calendar Week', 'Year', 'Month', 'Week', and 'Day'. The 'Calendar Week' tab is selected, showing a week starting on 29 December 2008 and ending on 12 January 2009. The page also includes a 'Who's Online' section, a 'Spambot Monitor' section, and a footer with country links.

Figure 5: Sample Event Calendar Page – Week View



6.7. Event Calendar Page – Day View

An example of an Event Calendar Page – Day View is shown in Figure 6.

This view shows a list of events for the selected day.

From this page, the user has access to these options:

1. Select a Calendar Month View by pressing the **Calendar Month** tab.
2. Select a Calendar Week View by pressing the **Calendar Week** tab.
3. Select a Year View by pressing the **Year** tab.
4. Select a Month View by pressing the **Month** tab.
5. Select a Week View by pressing the **Week** tab.
6. Choose a particular year using the Year drop-down list.
7. Choose a particular month using the Month drop-down list.
8. Choose a particular category using the Category drop-down list.
9. Select a particular calendar item in order to view the details by clicking on an item of interest in one of the days on the calendar.

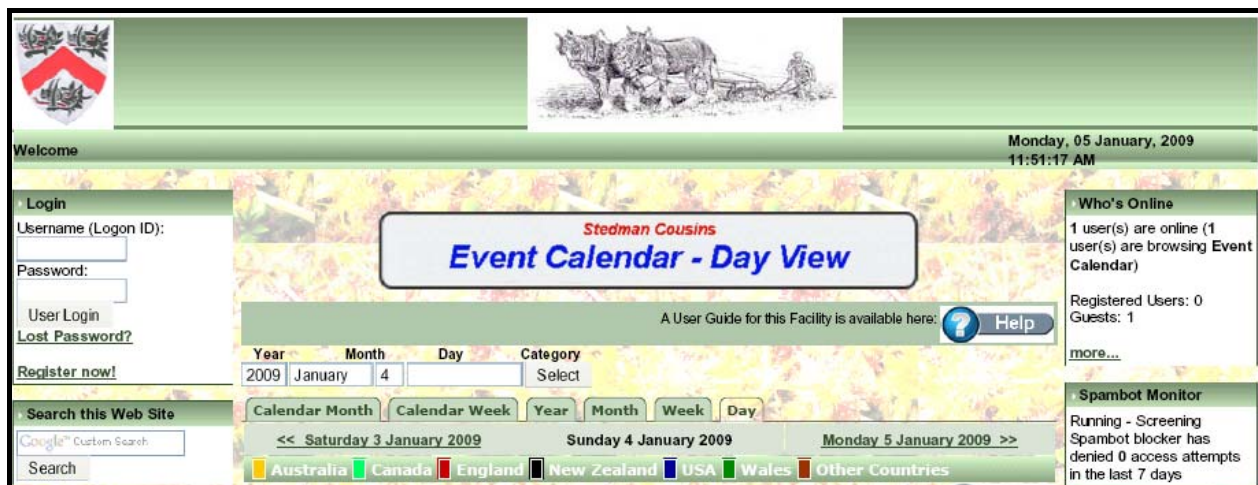


Figure 6: Sample Event Calendar Page – Day View



7. Where Do I Go for Help?

This section explains what to do if you find errors or omissions, if you have questions, if you have comments or suggestions, or if you have problems using the Web site.

7.1. *Errors and Omissions*

If there are any errors or omissions in this document, please use the **Help Desk** facility on this Web Site to report the problem. A *Ticket* will be opened in your name so that the administrators can manage the problem through to resolution.

7.2. *Questions*

If you have any questions about the information in this document, please use the **FAQ** facility on this Web Site. By searching the set of FAQs you may find the information you are looking for. If you cannot find the answer to your question, please submit your question using the **FAQ** facility so the administrators can respond.

7.3. *Comments and Suggestions*

If you have any comments about the functions provided by this Facility or if you have suggestions for improvement, please use the **Forums** facility on this Web Site. This will enable the administrators and other users to respond to your comments.

7.4. *System Problems*

If you encounter an error when using this Facility, please use the **Help Desk** facility on this Web Site to report the problem. A *Ticket* will be opened in your name so that the administrators can manage the problem through to resolution.



7.5. Related Documents

A list of related User Guides is shown in Table 3.

To find out how to	Refer to this User Guide
Find information about: <ul style="list-style-type: none"> • The Stedman Cousins' aims and pursuits. • News about recent activities (e.g. the latest publications of the Stedman Cousins Newsletter). • News about forthcoming events. • News about the latest Forum topics. • News about the latest FAQ items. • The latest advertisements. 	Home Page - User Guide.pdf
Access Stedman Cousins Web site facilities through the User Menu and the Main Menu.	Home Page - User Guide.pdf
Access the site-wide search facility.	Home Page - User Guide.pdf
View a calendar which shows events that are considered to be of interest to users of the Stedman Cousins Web Site.	Event Calendar - User Guide.pdf (this document)
View the details of an event which has been entered in the Stedman Cousins event calendar.	Event Calendar - View the Event - User Guide.pdf
Add an event to the Stedman Cousins event calendar.	Event Calendar - Submit an Event - User Guide.pdf
Edit an event in the Stedman Cousins event calendar.	Event Calendar - Edit the Event - User Guide.pdf

Table 3: Related Documents