

palousearts dotcom Calendar Help

The Public Calendar Add page includes limited Instructions. This document tries to add some helpful detail. If you still have questions, feel free to email support at ossinger@netpalouse.com.

Event Title: Required. Short and descriptive works best.

Event Type: Required. Defaults to "Class". Please set an accurate event type – this will help people search the calendar. If you need a change to the Event Type list, just email us.

Contact Name: Optional. Shows up in the Event display.

Contact Email/Phone: Optional. Shows up as a link in the Event display. Also allows the system to send you status reports.

Addl. Info URL: Optional. Include a link to your own web page. (You do not need to include http://)

Long Description: Required. Include Event location, cost, and a detailed description. You can include HTML here. I'm working on some examples to help you point to image files on the web or to format your text.

Event Date: Required. You'll get a yellow error icon if your format is incorrect. A standard MM/DD/YY format seems to work best.

Start Time: Required. Same yellow error icon. Use a 12-hr clock, and specify AM or PM (07:00PM).

End Date: Optional. For multi-day Events. Please don't schedule an Event for the whole year.

End Time: Optional. If your Event ends at 10:00PM, tell people.

Recurrence Information: Optional. I'm not sure what this is for. If your Event happens once a month, then it's up to you to add it to the Calendar each month.