How to Create and Update a Calendar

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Before you can add events to a calendar in the Web Toolbox, a calendar must be created. You can create the calendar yourself, or another individual can give you access to one that they have made using the Privileges settings in the Toolbox. If a calendar has already been created, but you do not have access to it in the Toolbox, contact the individual who created the calendar to ask them for access. The steps for creating a new calendar are simple, but remember that having duplicate versions of the same calendar and its events can be very confusing to the campus community.

Create a Calendar

1. Go to https://illinois.edu/toolbox, choose the University of Illinois Springfield, and log in with your netID and password.

2. In the left navigation choose setup under the Calendars heading.

3. Click on the Create tab at the top of the page.

4. Choose the type of calendar you would like to create.
   - A Master Calendar is a calendar that can only include other calendar’s events. You will not be able to add events directly to this type of calendar.
   - An Event Calendar is a calendar that contains events. You can include the events from this type of calendar into a Master Calendar. But this calendar cannot contain events from other calendars.
   - A Resource Calendar is a calendar that contains events that cannot overlap on a date and time. This type of calendar is used when you want to reserve rooms, laptops, projectors, etc. You can include this calendar’s events into a Master Calendar. But this calendar cannot include events from other calendars.

5. Click on Continue.

6. Give your calendar a name. This name will appear at the top of your calendar, so choose it wisely. Use the name of your department or academic program and the word “events” or another fitting word for your calendar’s contents.

7. Answer the questions on this page, choose your audience, and enter a description for your calendar.

8. Click on Save at the top of the page.

9. Once your calendar is saved, several tabs appear next to the General tab that contain
more settings you can adjust:

- The **Appearance** tab allows you to select a look or skin for your calendar. There are several pre-made skins available to you. Please contact the Office of Web Services at [http://go.uis.edu/webhelp](http://go.uis.edu/webhelp) for help in creating a new skin. You can also select the **Screens** sub-tab and change information that appears to your audience on different screens that may appear to them during their use of the calendar. There are also mobile options here.

- The **Widgets** tab can be used by the Office of Web Services to add a calendar feed to your website. Contact us at [http://go.uis.edu/webhelp](http://go.uis.edu/webhelp) for help.

- The **Security** tab allows you to make your calendar Public, Secured or Private. The last two options require university log in information in order to view the calendar. Secured allows you to make the calendar visible to only a group of people, whereas the Private option is visible only to administrators you define on the **Privileges** tab.

- The **Move Events** tab (only available on Event Calendars), allows you to move events from one Event Calendar to another.

- If you would like to use the iCal options built into the Toolbox, contact the Office of Web Services at [http://go.uis.edu/webhelp](http://go.uis.edu/webhelp).

- The **Links** tab contains all the links you may need concerning your calendar.

- The **Privileges** tab allows you to add individuals to receive Emails when events are added, to be a Manager of the calendar, or to be an Administrator of the calendar. Simply enter a university email address (netid@uis.edu) into the **add privileges for** field, then click on the **add** link.

### Update an Existing Calendar

10. Go to the following URL: [http://illinois.edu/toolbox](http://illinois.edu/toolbox) and log in with your netID@uis.edu and password.

11. In the left navigation choose **manage** under the Calendars heading.

12. Choose the **edit** icon next to your calendar name.

13. If you are editing or deleting an existing event, choose **edit** or **delete** to the right of the appropriate item in the list that appears.

14. If you are adding a new item, choose the **Add Event** tab.

15. Fill in the fields provided. The **Event Short Title** is for your reference and does not appear on the calendar.

16. The **Event Title** will appear on your calendar and should be chosen wisely.

17. If you would like your event published for others to see, choose **Yes** for **Publish Event**.
18. If you would like your event to be included in another calendar that includes your events, choose **Yes** for **Share this Event**.

19. Choose your **Event Type**, and enter a **Sponsor** if you have this information. The Sponsor will normally be the name of the department or division.

20. The **Start date** will be the date of the event. Make sure the to check the box to **display date** also.

21. Underneath **Time**, you may choose from four options to display the time on the calendar, and then choose the start and ending time accordingly from the drop-down menus.

22. The **Event title** link is a URL directing your audience to more information. If you have a website with more information, use the URL here.

23. If your event requires registration and it can be done online, enter a URL to your registration page in the **Registration URL** field. You can also simply use this field for a URL for more information. Remember to enter **More Information** into the **Registration Label** field if you do this. The “More Information” text will then link to your information page. If you enter a registration URL, enter “Registration” into the Registration Label field.

24. Enter a **Contact phone**, **email** and **name** if you have this information.

25. Enter a short paragraph about the event in the **Description** field.

26. Enter a **Speaker** name if you have this information.

27. Enter a **Cost** or “free” if your event has no cost.

28. When you are finished entering your information, click **Save** in the upper left corner.

For questions or help, contact the Office of Web Services at [http://go.uis.edu/webhelp](http://go.uis.edu/webhelp).