How to Create and Update a Calendar in the Webtools Toolbox

Prepared by Ralph Shank

Before you can add events to a calendar in the Webtools 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 and the community.

Create an Event 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 New tab at the top of the page.

4. Choose the type of calendar you would like to create.

   1. 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, and Web Services can help with the creation of these types of calendars.

   2. 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.

5. Click on the Continue button.

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. Choose the options on this page carefully. Enter a description for your calendar. Give your unit ownership, choose your display type, and enter a message for if there are no events scheduled, etc.

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

9. The Appearance tab allows you to select a look or skin for your calendar. There is a default skin that most calendars use available to you. Please contact the Office of Web Services at http://go.uis.edu/webhelp for help in creating a new skin. You can also select

How to Create and Update a Calendar in the Webtools Toolbox– 4/6/18 – Page 1 of 3
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.

10. 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 for help.

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

12. The Links tab contains the links you may need concerning your calendar.

13. 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 button. You can also add a Group you’ve created to any field.

Update an Existing Event Calendar

14. Go to the following URL: http://illinois.edu/toolbox and log in with your netID@uis.edu and password.

15. In the left navigation choose manage events under the Calendars heading.

16. Click on the name of your calendar.

17. If you are editing or deleting an existing event, choose the name of your event or the delete button to the right of the appropriate item in the list that appears. If you are copying an event, use the copy button in the Copy column next to your event.

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

19. The Title will appear on your calendar and should be chosen wisely.

20. If you would like your event title to point to a specific web page, add that URL to the Title URL field.

21. Enter a date range for your event in the Date field. The Start date will be the date of the event. Make sure the to check the box to display date also.

22. Underneath Time, you may choose from options to display the time on the calendar, and then choose the start and ending time.

23. Add a sponsor in the Sponsor field. If there is no sponsor, add the University of Illinois Springfield, or your department, office, or unit.
24. Under Event Indexing there are specific items that will help your audience find your event when searching.

25. Add a summary, description, an image, and contact information in their designated spaces.

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

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

28. If your event contains registration, you can enter a registration label and URL for registration.

29. 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).