


# Guide to the Administration Area of EZWebCalendar.com

You must be logged into your ezwebcalendar as the site administrator. This username and password were set up when your calendar was created.



Pricing for youth groups, non-profits, & businesses of all sizes.

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**EzWebCalendar.com**  
*more than just a calendar*

Easiest way to get a calendar online TODAY for your business or organization.

This hosted online calendar solution makes it easy for any organization large or small, to have a web calendar in minutes.

Great for:

- Small and Large Businesses
- Schools
- Sports Teams
- Youth Organizations

- Multi User Online Calendar  
Add different user accounts to your system.
- Upload images and documents for each event  
Make it easy to share your organizations documents.
- Add categories to filter your calendar views (Meetings, Games, Review Session, etc.)
- Phone Book  
Provides a easy way for your group to communicate.
- Site News  
List current events and announcements on the top of your calendar.
- Document Listing Section  
The list of documents you have uploaded to the system. These can also be linked to your events.
- All through our web based interfaces that require no programming!
- [And more...](#)

Easily create an online calendar for your organization.

No programming experience required to manage your own web calendar.

Try our online [Demo](#)

**Member Login**

User :

Password :

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Info@EzWebCalendar.com

To access the administrator area click on the **SITE ADMIN** link in the upper right corner of your calendar.

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 [Phone List](#)    [Print Options](#)

**Site News**

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**Event Category Filter:**

**July 2004**

Su	M	T	W	T	F	Sa
				1	2	3
4	5	6	7	8	9	10

# The Administrator Menu

YOUR GROUP NAME HERE > Admin Section > Admin Menu

## Site Settings

[Basic Settings](#) Calendar colors & page settings. Header, footer, and background images.

## Categories

[Add/Edit Event Categories](#) Add and edit CALENDAR EVENT categories.  
[Add/Edit Document Categories](#) Add and edit FILE UPLOAD categories.

## Organizations

[Add/Edit Organizations](#) Add and edit organizations in your calendar.

## Users

[Add User](#) Add new users for your organization.  
[Edit User](#) Edit existing users in your organization.


## Maintenance

[Delete Events](#) Delete events that have been marked inactive.


[Return to Calendar](#)

## Site Settings

Clicking on the Basic Settings link allows you to do modifications to the Basic Settings of your calendar. This is where you can change the name, colors, graphics etc of your calendar. Changing the settings on this page can help you design your calendar so that it easily blends into other websites you may be linking to your calendar. Colors can be set

by either typing the HTML color code or by clicking on the color chooser  and selecting the desired color for that area of the calendar.

## Basic Page Settings

Basic Page Settings	
Require Login :	Yes <input type="radio"/> No <input checked="" type="radio"/> ?
Site Name :	<input type="text" value="Calendar Site Name Here"/> ?
Site Color Theme :	<input type="text" value="Teal"/> ?
Background Color :	<input type="text" value="ffffff"/>  ?
Background Image :	No Image <input type="checkbox"/> or select image: <input type="text"/> <input type="button" value="Browse..."/> ?
HEADER Image :	No Image <input type="checkbox"/> or Select image: <input type="text"/> <input type="button" value="Browse..."/> ?
HEADER Image Alignment :	<input type="text" value="Left"/> ?
FOOTER Image :	No Image <input type="checkbox"/> or Select image: <input type="text"/> <input type="button" value="Browse..."/> ?
FOOTER Image Alignment :	<input type="text" value="Left"/> ?

Require Login: Require login before users can view calendar data.

Site Name: Displayed at the top left of the pages. Example:

### Calendar Site Name Here > Monthly View

Site Color Theme: Easily change the color scheme of the site, which controls the color of the horizontal dividers and basic fonts. Example:

<< Prev	June 2004					Next >>
Sun	Mon	Tue	Wed	Thu	Fri	Sat

Background Color: The overall background color for the calendar

Background Image: An image of your choice that will tile and become the backdrop for the calendar

Header Image: An image of your choice that will be displayed at the top of all pages

Header Image Alignment: Choose the desired alignment of the image

Footer Image: An image of your choice that will be displayed at the bottom of all pages

Footer Image Alignment: Choose the desired alignment of the image

### Calendar Page Settings

Calendar Page Settings					
Basic Day Color :	<input type="text" value="e1e1ef"/>		?		
Current Day Color :	<input type="text" value="F9E9B1"/>		?		
Busy Day Color :	<input type="text" value="d5d5d5"/>		?		
Show News On Main Page :	<input checked="" type="checkbox" value="Yes"/>	?	Show Mini Calendars on Main Page :	<input checked="" type="checkbox" value="Yes"/>	?
Event Description Length :	<input type="text" value="15"/>	?			
<input type="button" value="Save Settings"/>					

Basic Day Color: Days in the calendar that do not have events scheduled.

Current Day Color: Cell color for today's date.

Busy Day Color: Days in the calendar that have events scheduled.

Show News On Main Page: Choose to display news above the main calendar or not.

Example:

Site News	
▪ <a href="#">Important NEW JOB</a>	
▪ <a href="#">This is a news item....</a>	
<a href="#">All Site News &gt;&gt;</a>	

Show Mini Calendars on Main Page: Choose to display mini calendars above the main

**May 2004**

Su	M	T	W	T	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

calendar or not. Example:

Event Description Length: The maximum length of the event titles as shown in the calendar cell.

## Add/Edit Event Categories

Clicking on the Add/Edit Event Categories link allows you to add and edit event categories. You must always have at least one active category for your calendar.

### Add Category

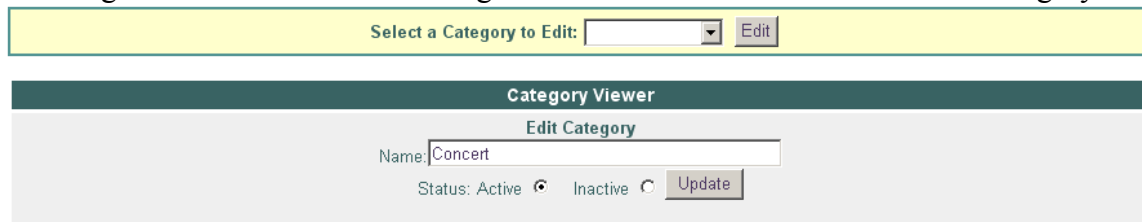
Typing the Name of the new category and clicking the ADD button can easily add categories.



The screenshot shows a form titled "Add Category". It features a text input field labeled "Name:" followed by an "Add" button.

### Edit Category

Select the category you need to edit from the yellow bar. Make changes and click the UPDATE button. Categories cannot be deleted, as there may be associated events but selecting the radio button and clicking the UPDATE button will inactivate a category.



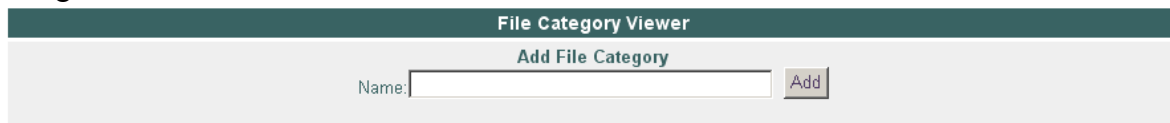
The screenshot shows two parts of the interface. The top part is a yellow bar titled "Select a Category to Edit:" with a dropdown menu and an "Edit" button. The bottom part is a form titled "Category Viewer" with a sub-header "Edit Category". It contains a text input field with "Concert" entered, a "Status:" section with "Active" selected (radio button) and "Inactive" unselected (radio button), and an "Update" button.

## Add/Edit File Categories

File categories are used to group documents, pictures etc that you have added to calendar events. As you upload a file you can select a category where the file will placed for future use.

### Add File Category

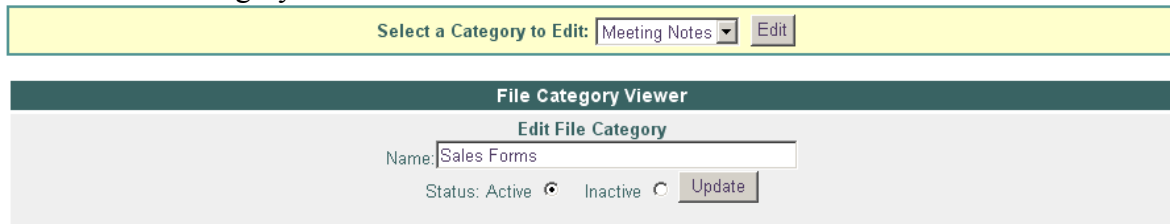
Typing the Name of the new category and clicking the ADD button can easily add categories.



The screenshot shows a form titled "File Category Viewer" with a sub-header "Add File Category". It features a text input field labeled "Name:" followed by an "Add" button.

### Edit Category

Select the category you need to edit from the yellow bar. Make changes and click the UPDATE button. Categories cannot be deleted, as there may be files stored in that category but selecting the Inactive radio button and clicking the UPDATE button will inactivate the category.



The screenshot shows two parts of the interface. The top part is a yellow bar titled "Select a Category to Edit:" with a dropdown menu showing "Meeting Notes" and an "Edit" button. The bottom part is a form titled "File Category Viewer" with a sub-header "Edit File Category". It contains a text input field with "Sales Forms" entered, a "Status:" section with "Active" selected (radio button) and "Inactive" unselected (radio button), and an "Update" button.

## Add/Edit Organizations

A company with a large number of users may want to establish organizations/divisions within the calendar. Users then can be attached to a particular organization. These fields are all optional.

### Add New Organization

Add New Organization	
Organization Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/> State <input type="text" value="State"/>
Zip	<input type="text"/>
Phone	<input type="text"/>
Web URL	<input type="text"/>
<input type="button" value="Save Organization"/>	

### Edit Organization

To edit an existing organization select it from the yellow bar. Make changes and click the Save Organization button.

Select Organization To Edit <input type="text" value="test"/>	
---	--

Edit Organization	
Organization Name	<input type="text" value="test"/>
Address	<input type="text"/>
City	<input type="text"/> State <input type="text" value="State"/>
Zip	<input type="text"/>
Phone	<input type="text"/>
Web URL	<input type="text"/>
<input type="button" value="Save Organization"/>	

## Users

Add and edit calendar users.

### Add User

Add User			
User Name	<input type="text"/>		
First Name	<input type="text"/>	Last Name	<input type="text"/>
Organization	Optional Organization ▾		
Email	<input type="text"/>		
Password	<input type="text"/>	Confirm Password	<input type="text"/>
<a href="#">User Category Access</a>	<input type="checkbox"/> Concert <input type="checkbox"/> Meeting <input type="checkbox"/> PLC <input type="checkbox"/> Sales Call <input type="checkbox"/> Sports Event <input type="checkbox"/> Staff Meetings <input type="checkbox"/> Test Category <input type="checkbox"/> Vacation <input type="checkbox"/> Weddings		
Add User Phone			
	Cell ▾ <input type="text"/>	Ext.	<input type="text"/>
<input type="button" value="Add User"/>			

User Name: Required Username for the user.

First Name: Required First Name of the user – displayed with events this user enters.

Last Name: Required Last Name of the user – displayed with events this user enters.

Organization: Optional - Select an organization associated with this user.

Email: Required valid email for the user.

Password/Confirm Password: Required initial password for the user, user can change upon initial login.

User Category Access: Optional - Select which categories this user can add/access associated events.

User Phone: Optional – Add multiple phone numbers for each user.

## Edit User

Select the user you need to edit from the yellow bar. Make changes to user attributes and click the SAVE CHANGES button. Users can also be deleted by clicking the DELETE User button.

Select User To Edit						
demo						
<b>Edit User</b>						
In the Demo calendar, you can only modify category information for the admin and the demo accounts.						
User Name	demo					
First Name	demo	Last Name	demo			
Organization	Optional Organization					
Email	demo@some.com					
Password	.....	Confirm Password	.....			
Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive					
Admin	<input type="radio"/> YES <input checked="" type="radio"/> NO					
User Category Access	<input checked="" type="checkbox"/> Staff Meetings <input type="checkbox"/> Vacation <input type="checkbox"/> Sales Call <input type="checkbox"/> Weddings <input type="checkbox"/> Concert <input type="checkbox"/> PLC <input type="checkbox"/> Meeting <input type="checkbox"/> Sports Event <input type="checkbox"/> Test Category					
<b>Users Phones</b>						
Phone 1	Cell	555-555-5555	Ext.		Delete	<input type="checkbox"/>
<b>Add New Phone</b>						
	Cell		Ext.			
					DELETE USER	SAVE CHANGES

## Maintenance

The maintenance area allows the calendar administrator to delete events that have been marked inactive.

### Delete Events

Clicking on the Delete Inactive Events button will remove these events permanently from the calendar. If there are events that you want to re-activate click on the checkbox to the right of the event prior to clicking the Delete Inactive Events button.

Delete Inactive Events			
This page will completely delete events that have been marked inactive. Once you delete these you will not be able to undo the delete.			
<b>This will delete 5 inactive events.</b>			
<input type="button" value="Delete Inactive Events"/>			
The Following Events will be deleted: (To make these events active again, check the appropriate box.)			
Name	Start Date	End Date	Check to Make Active
Bob's Event	05/04/2004	05/04/2004	<input type="checkbox"/>
Bob's Event multiple time			
bob's second event description	05/04/2004	05/04/2004	<input type="checkbox"/>
2	05/24/2004	05/24/2004	<input type="checkbox"/>
2			
Binh's Wedding	05/23/2004	05/23/2004	<input type="checkbox"/>
Binh's wedding			
Binh's Wedding	05/24/2004	05/24/2004	<input type="checkbox"/>
Binh's wedding			