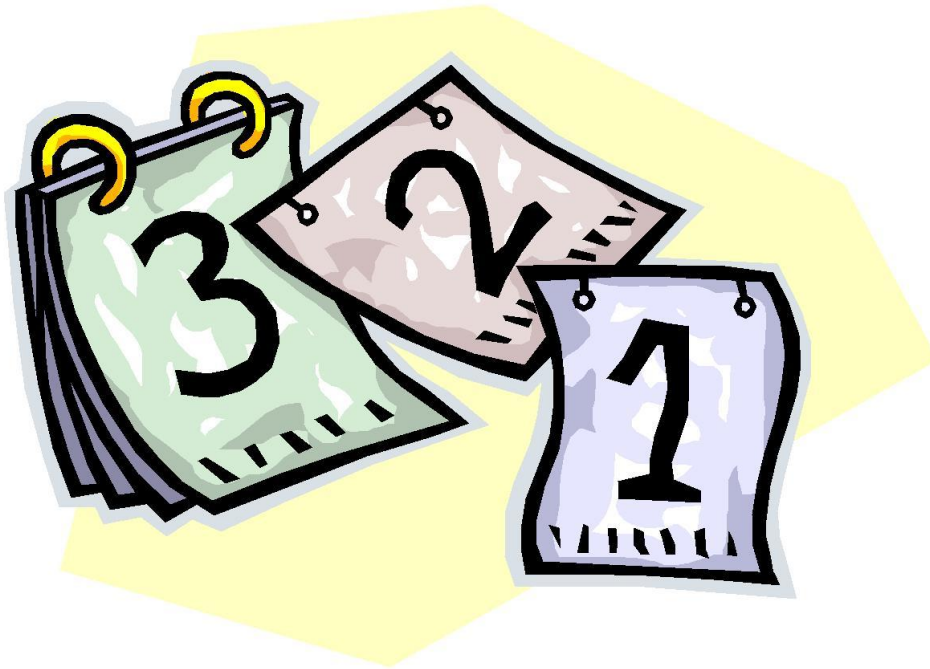




The
Episcopal Diocese of Newark

Equipping congregations... Empowering people... Engaging the world ...with the hope and justice of Jesus.

Community Calendar



User Guide

The Episcopal Diocese of Newark – 31 Mulberry Street, Newark NJ

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What is the Community Calendar?

The Community Calendar (dioceseofnewark.org/community-events) lists events that are hosted by our congregations and associated organizations, and local events hosted by entities of the wider Episcopal Church. Community Events are also displayed in calendar format at dioceseofnewark.org/community-calendar.

How do I post an event to the Community Calendar?

Events can be submitted by anyone with **login authority** to the diocesan website.

There should be **one person** per congregation/organization that has this authority.

To obtain login credentials (user name and password), email a request to Nina Nicholson, Director of Communications & Technology, at nnicholson@dioceseofnewark.org.

Please note: All submissions to the Community Calendar will be reviewed by Nina Nicholson or Randy Johnson before they are published.

What should I post to the Community Calendar?

Events that are open to the diocese or the general public and are unique to your congregation or organization may be added to the Community Calendar.

A few examples of appropriate events are:

- Rummage sales
- Street fairs
- Art shows
- Quiet days/Retreats
- Book discussions
- Concerts
- Fundraisers
- Prayer vigils
- Workshops

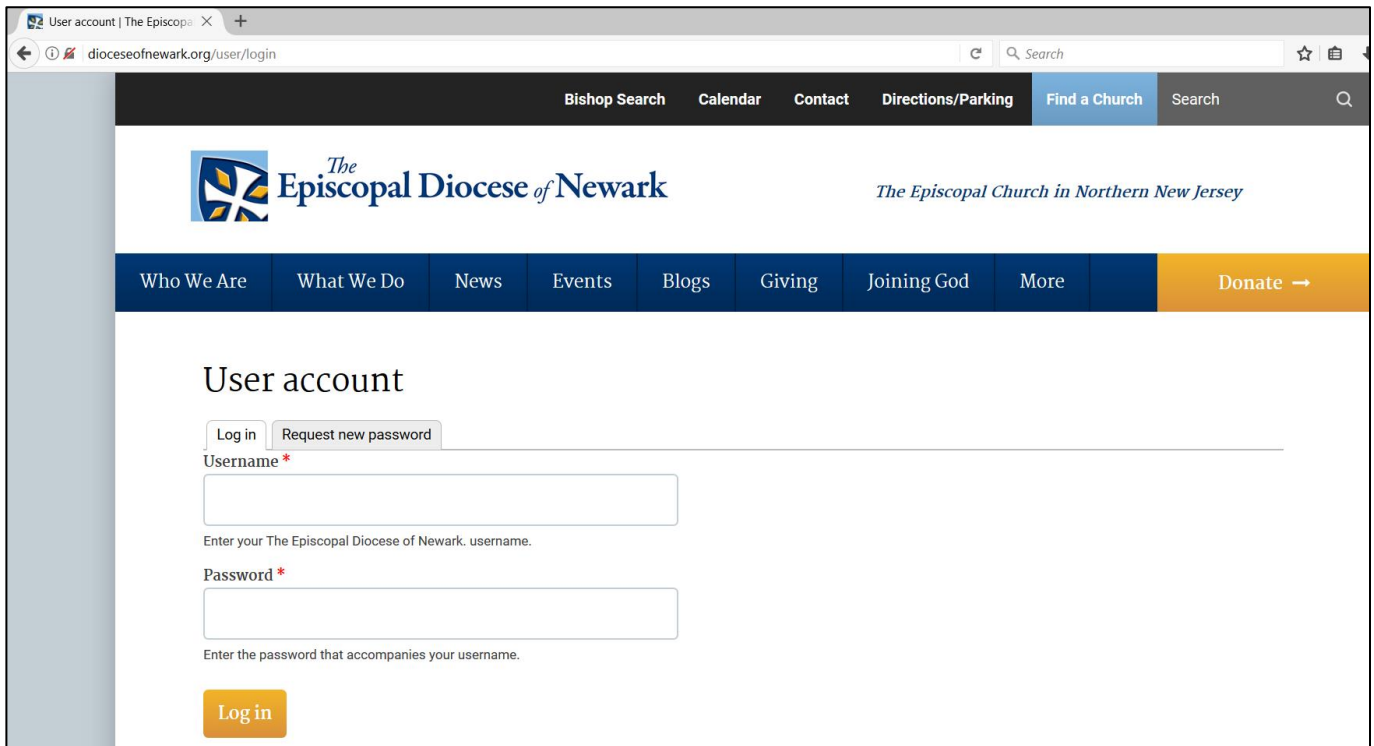
Please **do not** post events that compete with Sunday morning worship or with other events traditionally held by most Episcopal Churches; these submissions will not be approved. For example:

- Blessing of the Animals
- Christmas pageants
- Pancake suppers
- Standard holiday worship services

A good rule of thumb is to ask yourself, *would I be interested in this event if it were at someone else's church?* Unless there is a realistic chance that someone outside your congregation would be interested, please do not post the event.

How do I sign on to the diocesan website?

Go to dioceseofnewark.org/user/login and enter the **Username** and **Password** that have been given to you.



The screenshot shows a web browser window with the URL dioceseofnewark.org/user/login. The page features a dark navigation bar with links for Bishop Search, Calendar, Contact, Directions/Parking, Find a Church, and Search. Below this is the diocese logo and the text "The Episcopal Diocese of Newark" and "The Episcopal Church in Northern New Jersey". A secondary navigation bar includes links for Who We Are, What We Do, News, Events, Blogs, Giving, Joining God, More, and a Donate button with a right arrow. The main content area is titled "User account" and contains two tabs: "Log in" (selected) and "Request new password". Under the "Log in" tab, there are two input fields: "Username*" and "Password*", each with a red asterisk indicating a required field. Below the "Username*" field is the instruction "Enter your The Episcopal Diocese of Newark. username." and below the "Password*" field is "Enter the password that accompanies your username." At the bottom of the form is an orange "Log in" button.

How do I create a Community Event?




After you have signed on, scroll down to the **User Menu** then click on **Create content**.

View Edit Scheduled

History

Member for
1 week 1 day

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[Webmaster](#) [Internet Policy](#) [Contact](#)

User menu

[My account](#) [Create content](#) [Logout](#)

Enter your email address

This is necessary in case we need to ask you questions about your event submission – it will not be displayed on the website.

Email *

You must enter your email so that we can notify you about the status of this event listing. Your email will NOT display on the website. Thank you.

Enter the title of the event

Please be descriptive and limit abbreviations.

Event Title *

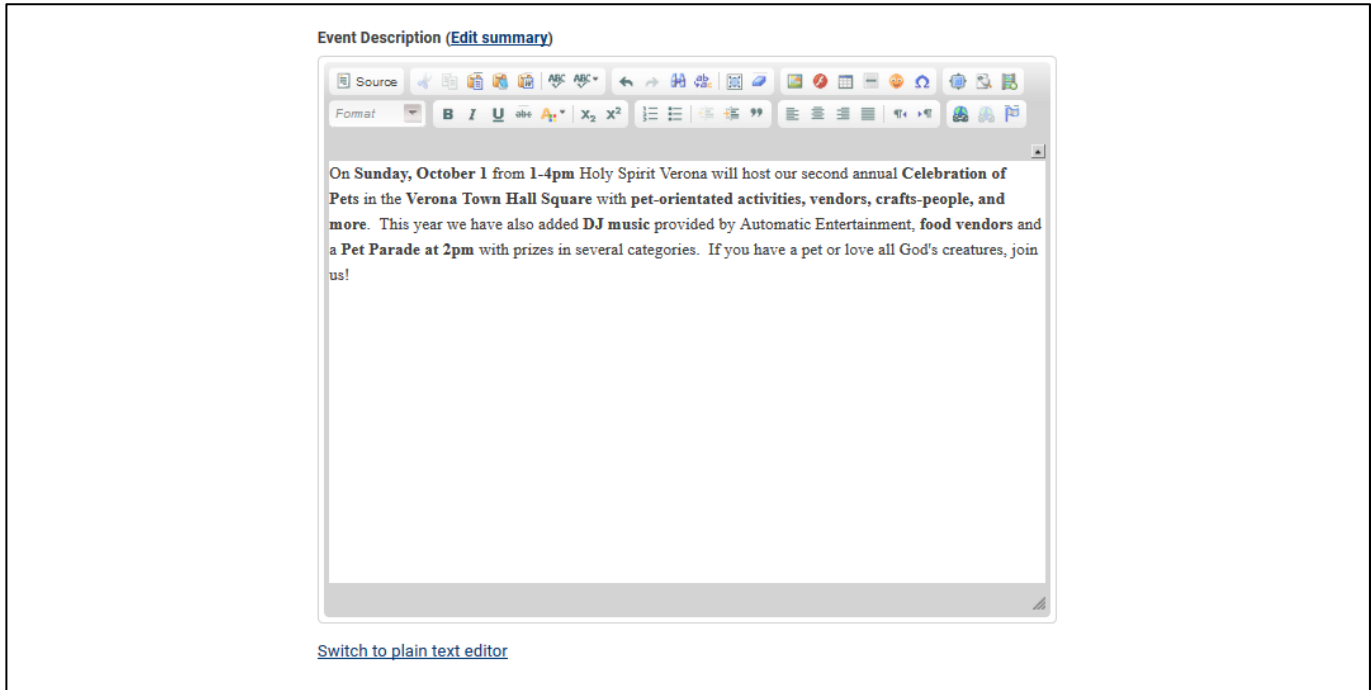
Enter a description of the event

Enter the text to give a concise description of your event.

Please **put the key information in the first line or two** of the description.

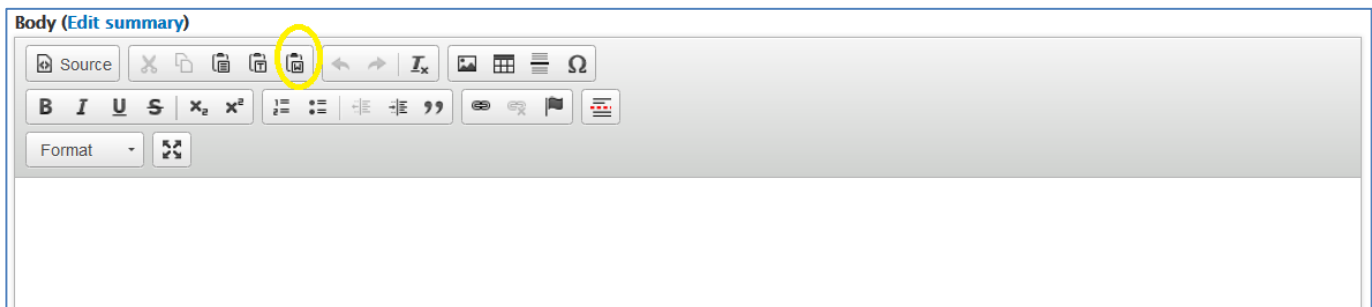
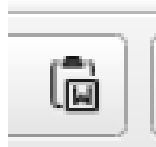
You can format your message using the toolbar icons, which are very similar to the icons found in Microsoft Word.

You can cut/copy and paste information into the Event Description, but please read the instructions below so the information will be properly formatted.

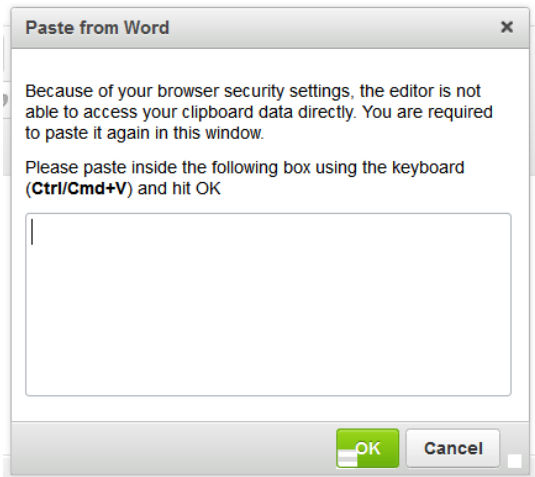


To paste items from a Word document

To retain the formatting of your information from a Word document (and convert it to Drupal format), click on the icon that has the "W":



and follow the prompts to paste your data in the window that will pop up. (Drupal is the content management platform used by the calendar and website.)

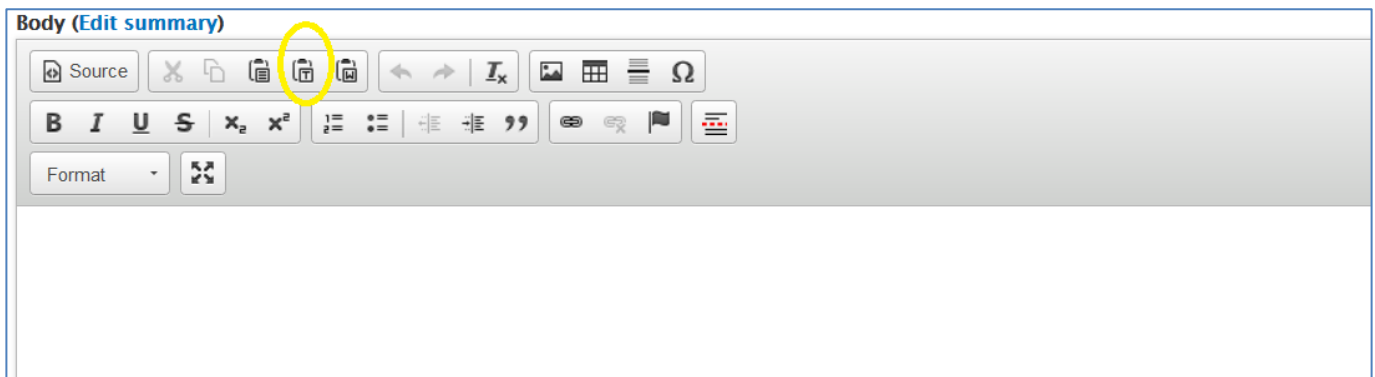


To paste items as plain text

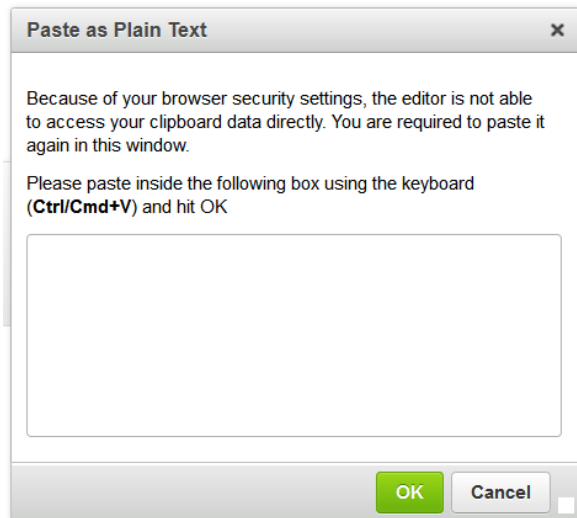
To eliminate the formatting properties of the information you have copied (and convert it to Drupal format),



click on the icon that has the “T”,



and follow the prompts to paste your data in the window that will pop up.



Enter the time and place information

Enter the date and time of your event.

Note: “**Show End Date**” is optional, you can supply just the date and the start time by not clicking this box.

When

Show End Date

Date	Time
<input type="text" value="Oct 1 2017"/>	<input type="text" value="01:00pm"/>
<small>E.g., Sep 18 2017</small>	<small>E.g., 01:30pm</small>

to:

Date	Time
<input type="text" value="Oct 1 2017"/>	<input type="text" value="04:00pm"/>
<small>E.g., Sep 18 2017</small>	<small>E.g., 01:30pm</small>

Select the location of your event from the drop-down menu.

Only enter the location name, street, city, etc. in the rare instances that the location is **not in the drop-down list**.

Where

Select from congregations in the Diocese of Newark, plus Episcopal House, Cathedral House, Cross Roads Camp and the Tinning Center.

Where

To be used ONLY for locations not available in the above select list.

Location name

e.g. a place of business, venue, meeting point

Street

Additional

City

State/Province

Postal code

Country

Enter the registration deadline (if there is one)

This field is optional and the format is mm/dd/yyyy.

Note: If you enter a registration deadline, make sure you include information on *how* to register in the Event Description.

Registration Deadline

Date

E.g., 09/18/2017

Upload the main image

The main image is displayed at the top of your event, and a thumbnail is automatically created for the Upcoming Community Events page (dioceseofnewark.org/community-events).

The main image can *only* be a png, gif, jpg or jpeg file, and must be less than 2 megabytes in size.

Horizontal images work best. Vertical images may be cropped in unpredictable ways.

Main Image

No file selected.

This is the image that is displayed at the top of the individual event page and in the event list. Image must be at least 1290 x 400 pixels; horizontal format works best.
Files must be less than 2 MB.
Allowed file types: **png gif jpg jpeg**.


Main Image Caption

Alternate Text/Title/Caption

Add the Alternate text, which is used by screen readers and search engines, and the Title, which will appear when a user's mouse hovers over the image.

You can also enter an optional caption to be displayed below the main image.

Main Image



PetCelebration18_cropped.jpg (1.38 MB)

Alternate text

This text will be used by screen readers, search engines, or when the image cannot be loaded.

Title

The title is used as a tool tip when the user hovers the mouse over the image.

This is the image that is displayed at the top of the individual event page and in the event list. Image must be at least 1290 x 400 pixels; horizontal format works best.

Main Image Caption

Attachment

Click here to attach registration forms, flyers or other information.

Only pdf files can be attached, and must be less than 2 megabytes in size.

Attachment(s)

Use for flyers, registrations forms or other PDF(s) related to this event.

Add a new file

No file selected.

Files must be less than 2 MB.
Allowed file types: pdf.

Link

Use the optional Link fields if you would like to link back to event information on your church or organization website. Enter the title you would like displayed and the web address for the website/webpage that is associated with your event. In the published event, this title will become a hyperlink that opens a new browser window for the associated web address.

Link

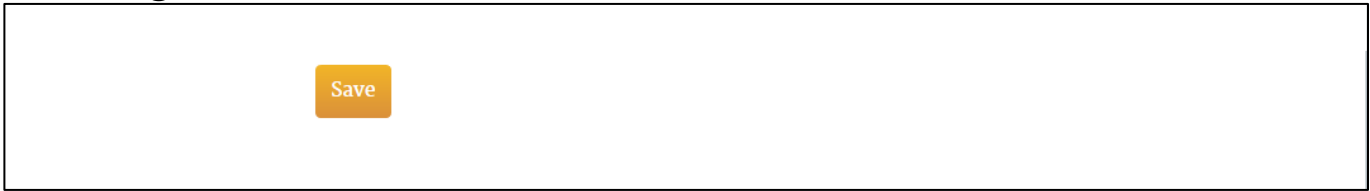
Title

The link title is limited to 128 characters maximum.

URL

A link to an external web page which will open in a new window.

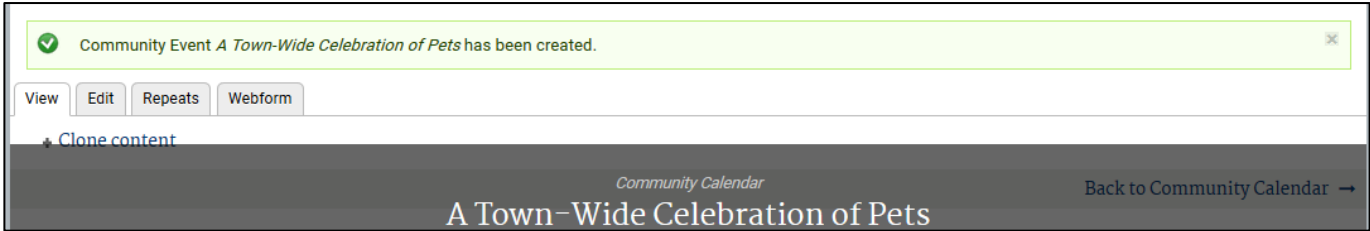
Don't forget to click Save



If you close the browser window without clicking save, your work will be lost.

You will get a confirmation message that the event has been created

A message will appear on your screen:



You will also receive an email message

This is a brief message, meant to confirm that you have submitted a new event to be reviewed.

Thank you for submitting a Community Event to the Diocese of Newark Inbox x



webmaster@dionewark.org

to me ▾

We will contact you with any questions.

At this point, your event has been successfully submitted for review.

When will my event get posted to the Community Calendar?

Nina and Randy will do their best to review your submission in a timely manner.