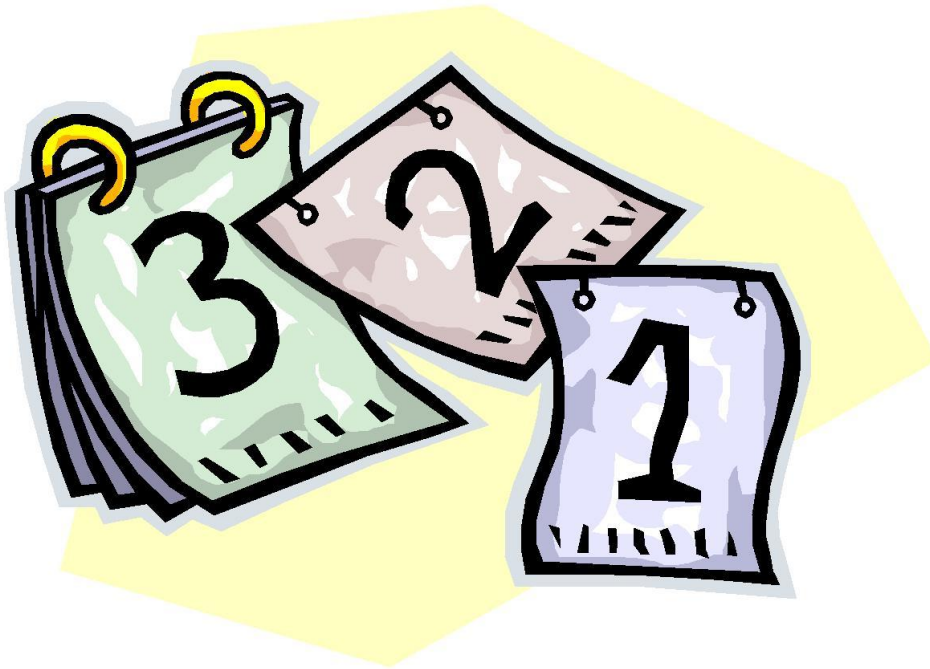# The Episcopal Diocese *of* Newark

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

Table of Contents

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
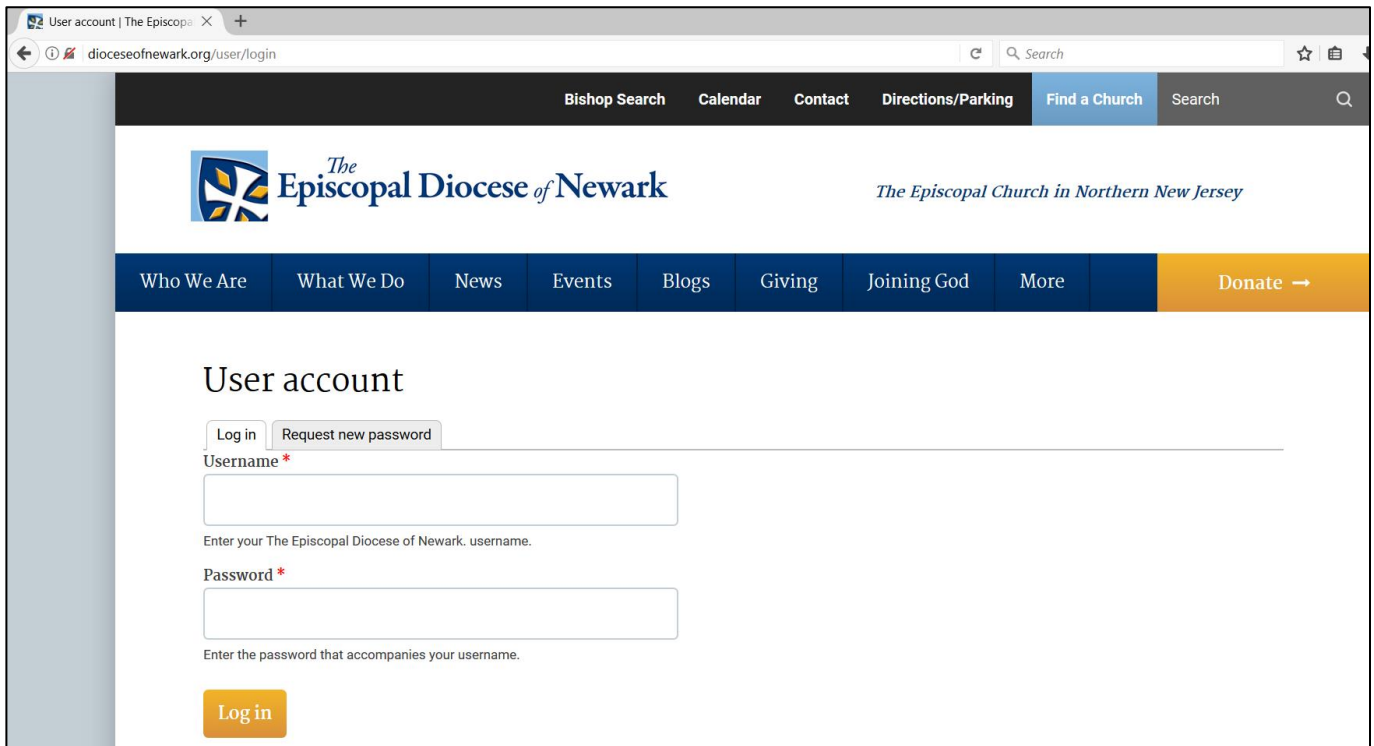- Concerts

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

How do I create a Community Event?

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

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.

Enter the title of the event

Please be descriptive and limit abbreviations.

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.
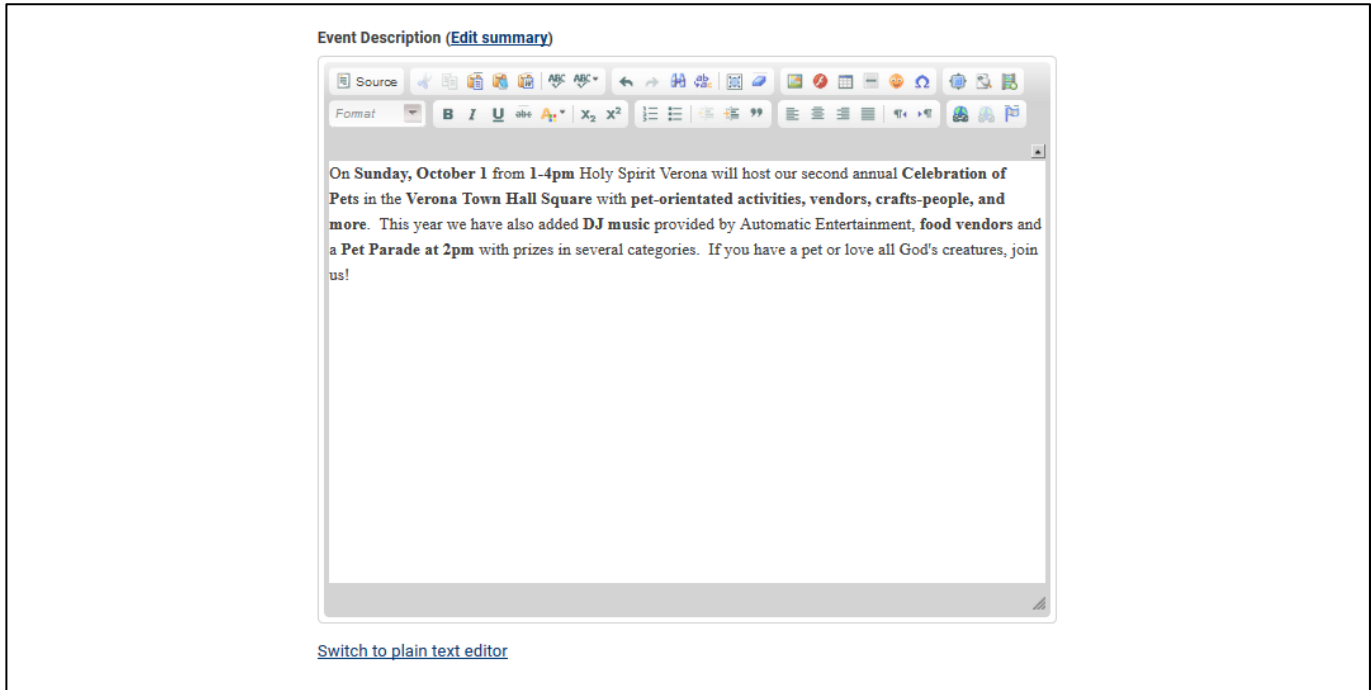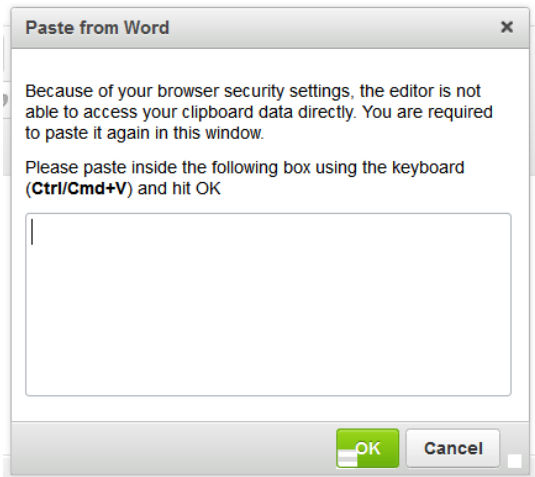

To paste items from a Word document

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":
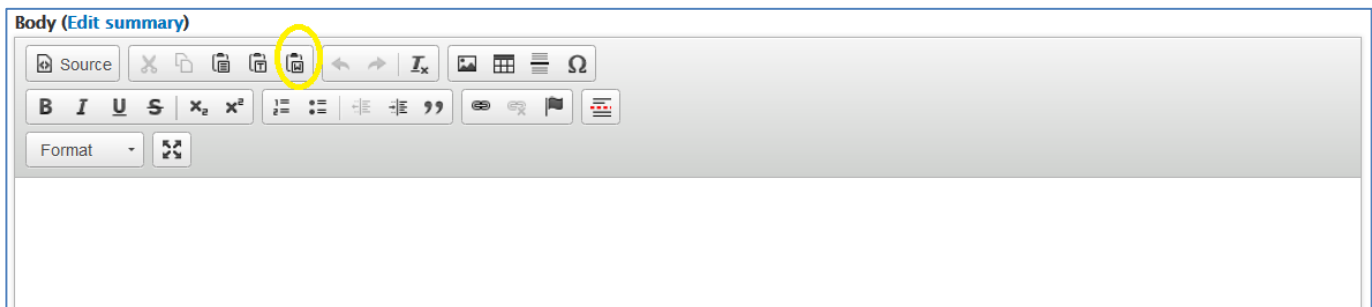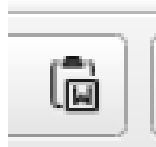
and follow the prompts to paste your data in the window that will pop up. (Drupal is the content management platform used by the calendar and website.)
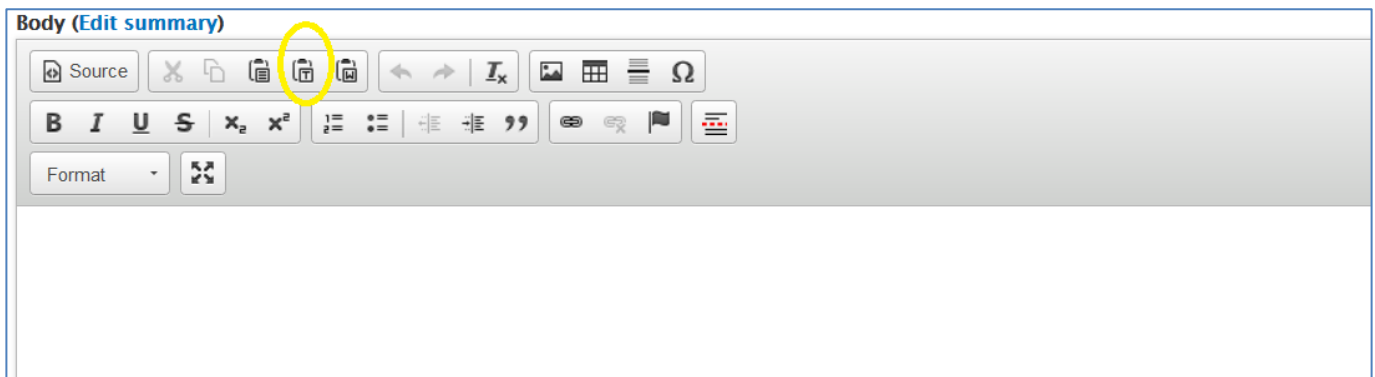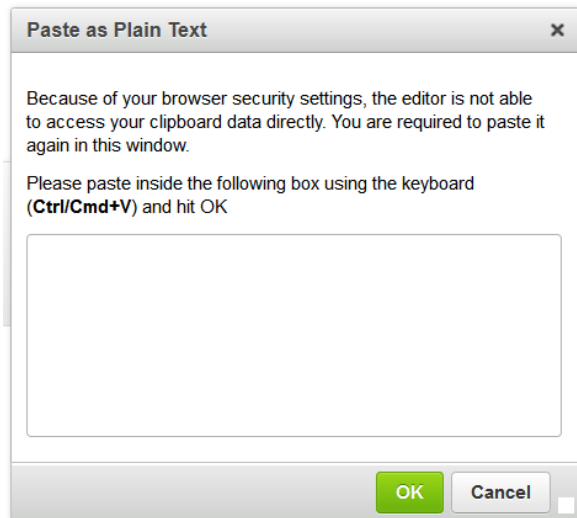
To paste items as plain text

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.

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.**

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

Browse...   No file selected.   Upload

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.

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.

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.
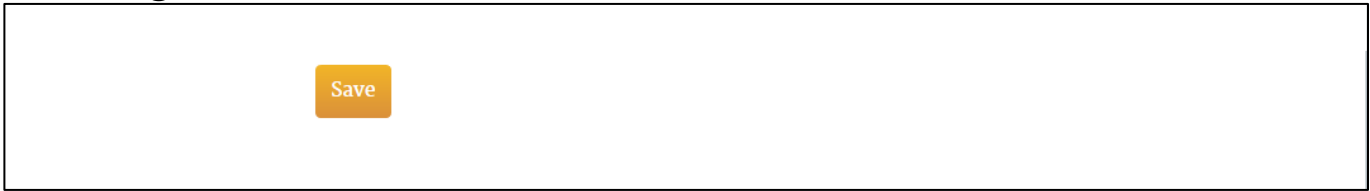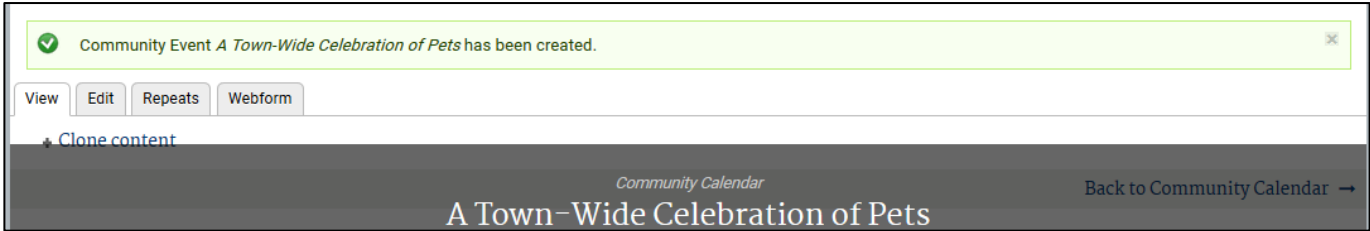
Don't forget to click Save

*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.

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.