

Proc 14218_Creating CALENDAR EVENTS (Webus)

1. As calendar events are created, automated e-mails will be sent to media@ctvknox.org with the subject "ctvKnox.org: Post pending review"
2. Additionally, to check for new or unclaimed calendar event posts, access the current list of events at ctvknox.org under the Calendar Posts link. If not logged in it will prompt you to do so with your username and password. It will open a page with a sidebar area that includes "Calendar Events." Click here to view the list.
3. Titles with a "pending" notification beneath them are open to enter on Webus.
4. You will be moving the data from the CTV website Calendar Events Page to Webus. First, select your name from the "Moderator" dropdown menu at the bottom of the page, review the post for typos and any information that is not allowed, then scroll up to click the "Publish" button. This will change the pending status, to prevent duplicate entries.
5. With the CTV website post open, log in to access the Webus entry form (webus.telvue.com – no www.). You will copy and paste to move the data.
6. In Webus, type your username and password (case specific).
7. Then, in the left-hand sidebar, under "Messages," click "Add New Message."
8. Transfer the information from the calendar post on the CTV website to the fields in the Webus form.
9. First, Copy and Paste the "Message Name" (Title).
10. Then, Click the box for "Yes, include this message in WEBLINX."
11. The default is the current day and time for the start date information; however, if the event is more than six weeks away, enter a manual "Start Date" – when to start airing message (typically 6 weeks from the date the event).
12. For the "End Date," use the day after the event and set the time to end as 12:01 a.m. Ex.: Feb. 10 at 8 p.m., set the End Date data to Feb. 11, 12:01 a.m.
13. Once the data is correct, click the option to "Continue."
14. On this next page, click "Add/View Gallery" to match the background image selected on the CTV website and once selected, click the "Select" button.
15. The name of the selected image should now appear next to "Add/View Gallery."
16. The specified colors of text, throughout, should not change.
17. In the "Message Text" box, copy and paste the message from the CTV site and check for and correct obvious spelling errors.
18. Copy and paste the Date and Time in the "Trailing Text Top Line" box. Ex.: "Feb 14 @ 5 pm" (use 3 letter for the month, @, and no periods for the time)
19. Copy and paste the Contact Phone Number in the "Trailing Text Bottom Line" box.
20. You may, at any time, select the preview button at the bottom of the page to double check for spelling errors, correct image, etc.
21. Select the "Save & Publish" option from the blue "Save" Button arrow in Safari, or just hit "Save" in Firefox. With Firefox there is an additional step to Publish, accessed by the sidebar menu option "Publishing" after you hit "Save."
22. After selecting "Publishing", simply click the green "Publish" button on the page.
23. To view the calendar post exactly as it will air, go to the CTV website and select the event name by using the dropdown menu, located at the bottom of the Community Events window. Select the message you wish to view. If changes are needed, return to Webus and select Edit Messages from the left-hand sidebar under "Messages" and repeat the steps to save once changes are made.