

Piedmont Wildlife Center Web Calendar Training

User Guide and Training Material

PWC Tech Committee

June, 2007

Introduction

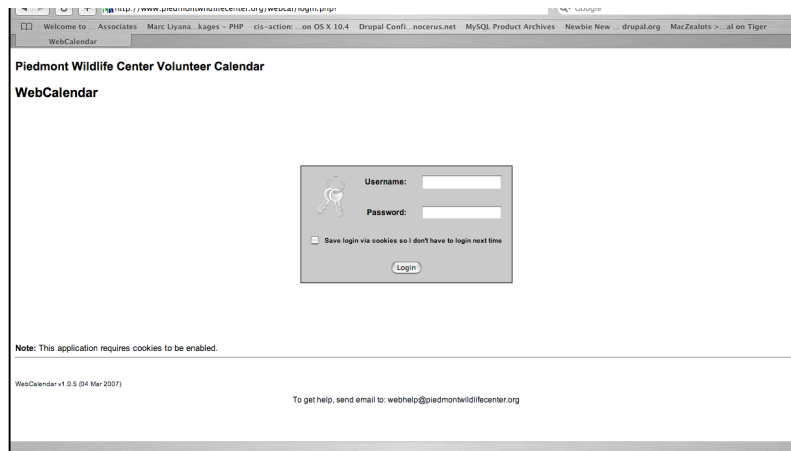
1. In this module, we'll describe what the Web Calendar is and why it helps us.
2. We'll show you how to:
3. Log in to the Web Calendar for the first time and change your password
4. View your personal and all-PWC calendars
5. View and Edit a Calendar Entry, Set email reminders
6. Request for help finding a substitute, and replay to someone else's meeting request.
7. Log your volunteer hours.
8. Get help and reset your password if you forget yours.

What is the Web Calendar?

- An On-line Calendar reachable from by any computer with a web browser and an Internet connection
- Our tool for managing volunteer schedules, committee activities, and PWC fund raising events
- Our planning tool for the volunteer committee

Getting Started

- Make sure you have read the "Getting Started" email sent to pwc_hospital@yahoogleroups.com
 - This email will contain your user name
 - This email will contain your initial password
 - (No one will have this email before July 2007)
- Point your web browser to <http://www.piedmontwildlifecenter.org/webcal/>



- Log in using your user name and first time password provided to you in an email from the Web Cal Admin.
- If you don't have a login from the Web Cal Admin or if you have any problem logging in with your first time password, contact webhelp@piedmontwildlifecenter.org

Change Your Initial Password

- Once you have logged in, change your first time password
- Scroll to the bottom of the screen, and click on the “Admin” link in the Go To menu

4:00pm				
5:00pm				

[Printer Friendly]

Month: Jun 2007 Go

Week: Jun 17 - Jun 23 Go

Go to: My Calendar | Today | Admin | Unapproved Events | Another User's Calendar | Search | Import | Export | Add New Entry | Help
 Views: Monthly Calendar | Weekly Calendar
 Current User: Test User (Logout)

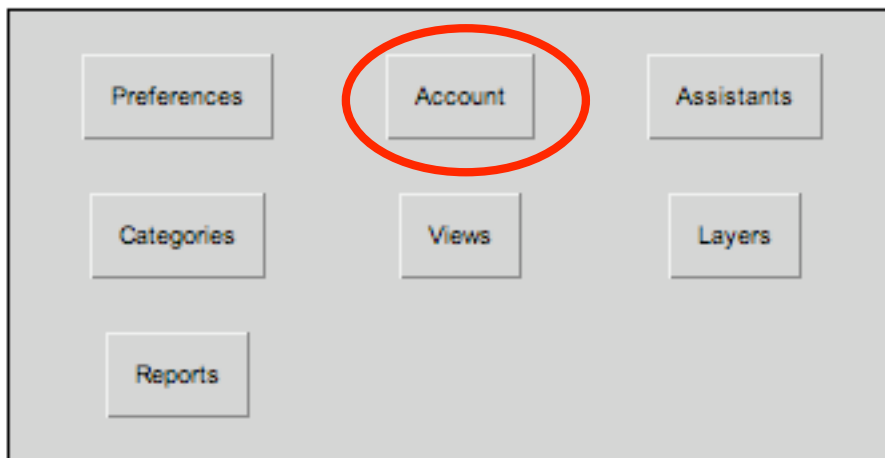
WebCalendar v1.0.5 (04 Mar 2007)

To get help, send email to: webhelp@piedmontwildlifecenter.org

- In the Admin page menu, click on the “Account” Button

Piedmont Wildlife Center Volunteer Calendar

Administrative Tools



- In the “Change Password” fields, enter a new password

Change Password

New Password:

New Password (again):

- HINT: Pick simple password that is easy to remember.
- **IMPORTANT: DO NOT pick a password or PIN that you also use for banking or other important personal web activities.**

Viewing the PWC Weekly and Monthly Calendar

- The first thing you will see when you log in is your personal calendar, called “My Calendar.”
- “My Calendar” only displays your events, shown a week at a time.
- To see all PWC events, scroll to the bottom of the page where it says “Views”.

4:00pm					
5:00pm					

[Printer Friendly]

Month: Jun 2007

Week: Jun 17 - Jun 23

[Go to: My Calendar](#) | [Today](#) | [Admin](#) | [Unapproved Events](#) | [Another User's Calendar](#) | [Search](#) | [Import](#) | [Export](#) | [Add New Entry](#) | [Help](#)

Views: [Monthly Calendar](#) | [Weekly Calendar](#)

Current User: Test User (Logout)

WebCalendar v1.0.5 (04 Mar 2007)

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- You will see links to Monthly and Weekly Calendar of all PWC Events.
- These are the main calendar views you use to manage your volunteer schedule.
- Items appearing on the calendars are called Events.
- HINT: If you can't see your events in the PWC Monthly or Weekly calendar BUT you can see them in the “My Calendar” view, it's possible that your account has not been fully configured by the PWC Web Cal Admin. Please email webhelp@piedmontwildlifecenter.org for help.

Create an Event on Your Calendar: Create Details

- You **own** events that you create. Ownership gives you privileges to make changes and take other actions.
- On “My Calendar,” “Monthly View,” or “Weekly View,” click on the plus sign OR in the Go to bar click on “Add New Event”.

4:00pm				
5:00pm				

[Printer Friendly]

Month: Jun 2007 Go

Week: Jun 17 - Jun 23 Go

Go to: My Calendar | Today | Admin | Unapproved Events | Another User's Calendar | Search | Import | Export | **Add New Entry** | Help
 Views: Monthly Calendar | Weekly Calendar
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WebCalendar v1.0.5 (04 Mar 2007)

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- This opens the Add Entry page.

Piedmont Wildlife Center Volunteer Calendar

Add Entry ?

Brief Description:
 Full Description:
 Access: Public
 Priority: Medium
 Category: None

Date: 20 Jun 2007 Select...
 Time: : am pm
 Duration: 0 : 00 (hours: minutes)
 Send Reminder: Yes No 0 days 4 hours 0 minutes before event

Month: Jun 2007 Go

Week: Jun 17 - Jun 23 Go

Year: 2007 Go

Go to: My Calendar | Today | Admin | Unapproved Events | Another User's Calendar | Search | Import | Export | Add New Entry | Help
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- Be sure to set the START TIME for your shift, and then enter the DURATION.
- Complete the Meeting Information, being sure to keep the meeting access as "Public" and selecting an appropriate "Category" from the pulldown list.
- NOTE: In order to show your hours in the volunteer report, you need to set the category to "Volunteer Schedule"
- If you want to have an email reminder, set the Reminder Option to "Yes" and pick at hat time before the event you want to be reminded.
- Save when complete, click on one of the Calendar Views to cancel.
- NOTE: Email notification will only work if you have entered an email address in your account settings.

Create an Event on Your Calendar: Participants

- You can add others to your event from the "participants" tab.

Piedmont Wildlife Center Volunteer Calendar

Add Entry ?

Details | Participants | Repeat

Participants:

- Ann Rogers
- Sam Segall
- Mary Sessler
- Jana Shannon
- Bethany Shewietzer
- Liz Shirley
- Barbara Shumannfang
- Kathleen Summitt
- Katie Supler
- Renee Trembl
- Test User
- Cyndi Wallace
- Bob Weaver
- Susan Yarnell
- Jenna Zimorowicz

Select... Availability...

Save

Month: Jun 2007 Go

Week: Jun 17 - Jun 23 Go

Year: 2007 Go

Go to: [My Calendar](#) | [Today](#) | [Admin](#) | [Unapproved Events](#) | [Another User's Calendar](#) | [Search](#) | [Import](#) | [Export](#) | [Add New Entry](#) | [Help](#)
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- To select multiple participants on a Windows Computer: with the ctrl key depressed - and keeping the ctrl key depressed - click on the names of the volunteers you want to add to the meeting.
- To select multiple participants on the Mac - with the Apple key depressed - and keeping the Apple key depressed click on the names of the volunteers you want to add to the meeting.
- Save when finished, select "Repeating" your event recurring, or Click on one of the Calendar views to cancel.

Create an Event on Your Calendar: Repeating

- You can schedule your event to repeat multiple times multiple time.
- Select the repeating interval - daily, weekly, monthly, etc.
- Complete any optional configuration data - like day of the week when the event will repeat.
- Save when finished or click on one of the Calendar views to cancel.

Editing an Event On Your Calendar

- You can only edit Events that you own.
- Click on the event appearing on the calendar.
- In the View Entry page, click on the link to "Edit" the entry.

Piedmont Wildlife Center Volunteer Calendar

Introduce Volunteers to Web Cal

Description: Send an announcement to pwc_hospital@piedmontwildlifecenter.org with a description of what web cal is, what it improves and what initial actions volunteers should take to prepare to use the calendar.

Date: Sunday, June 17, 2007

Repeat Type: Sunday, June 17, 2007 (every 2nd Week, Sun)

Time: 10:00am-10:30am

Duration: 30 minutes

Priority: Low

Access: Public

Category: Committee: Technology

Created by: Test User

Updated: Sunday, June 17, 2007 8:34am

Participants: Test User

Chris Cramer (?)

~~Christopher Curley~~ (Rejected)

Printer Friendly

[Edit repeating entry for all dates](#)

[Delete repeating event for all dates](#)

[Copy entry](#)

[Find a Substitute](#)

[Email all participants](#)

Export this entry to:

Month: Week: Year:

Go to: [My Calendar](#) | [Today](#) | [Admin](#) | [Unapproved Events](#) | [Another User's Calendar](#) | [Search](#) | [Import](#) | [Export](#) | [Add New Entry](#) | [Help](#)

Views: [Monthly Calendar](#) | [Weekly Calendar](#)

Current User: Test User (Logout)

- Make the changes you need to make, following the same steps you follow when creating an event.
- Save when done, or click on one of the calendar links to cancel.

Requesting a Substitute

- You can only request a substitute for events you own.
- From the View Entry Page, click on the link for "Find a Substitute."

Piedmont Wildlife Center Volunteer Calendar

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Export this entry to:

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Go to: [My Calendar](#) | [Today](#) | [Admin](#) | [Unapproved Events](#) | [Another User's Calendar](#) | [Search](#) | [Import](#) | [Export](#) | [Add New Entry](#) | [Help](#)

Views: [Monthly Calendar](#) | [Weekly Calendar](#)

Current User: Test User (Logout)

- This opens the message confirmation page. Ensure the meeting request is accurate.

Piedmont Wildlife Center Volunteer Calendar

Confirm your request details:

Your substitution request information is:

To: pwc_hostpital@yahoogroups.com

From: webhelp@piedmontwildlifecenter.org

Subject: Test User needs a substitute on Sunday, June 17, 2007

Your substitution request message will read:

Hi,
I am looking for a substitute to take my shift (Introduce Volunteers to Web Cal) on Sunday, June 17, 2007 starting at 10:00am and lasting 0.5 hour(s).

Please reply to this message OR follow this link below and click ADD TO MY CALENDAR.

http://www.piedmontwildlifecenter.org/view_entry.php?id=4&date=20070617

Thanks,
Test User

(This message was automatically generated by the PWC Hospital Calendar & Schedule)

Click in the window above to edit or add to your message.

Click the Request a Substitute Button or go back to cancel

Request a substitute

Month: Jun 2007 Go Week: Jun 17 - Jun 23 Go Year: 2007 Go

Go to: My Calendar | Today | Admin | Unapproved Events | Another User's Calendar | Search | Import | Export | Add New Entry | Help

Views: Monthly Calendar | Weekly Calendar

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- You can add test to the message by clicking on the message box to add any additional information.
- Click on the send box, click on the return link go back to the View Entry Page, or click on a calendar to cancel.
- After you click submit, you see a “message sent” confirmation. If you don’t see the confirmation, email webhelp@piedmontwildlifecenter.org for assistance.
- Remember to remove yourself as an event participant once someone takes your shift.

Responding to a Substitution Request

- You can only add someone else’s event to your calendar if you are NOT already an owner.
- Follow the link in the substitution request to open the Calendar Entry.

- NOTE: You may have to log in. If so, log in and go back to the email and click on the link again.
- In the View Entry page, click on the link “Add to My Calendar.”
- Once you have added the event to your calendar, your name will appear in the participant list and the event will appear in the “My Calendar” view

Logging Your Volunteer Hours

- You only need to take action to log hour volunteer hours if either the duration of your shift changed or the start time of your shift changed.
- If neither of those are different from the originally scheduled event, then you are done.
- Otherwise, navigate to the calendar entry and click on Edit.

Piedmont Wildlife Center Volunteer Calendar

Add Entry ?

Details | Participants | Repeat

Brief Description:

Full Description:

Access:

Priority:

Category:

Date:

Timed event

Time:

Duration: : (hours: minutes)

Send Reminder: Yes No days hours minutes before event

Month:

Week:

Year:

Go to: [My Calendar](#) | [Today](#) | [Admin](#) | [Unapproved Events](#) | [Another User's Calendar](#) | [Search](#) | [Import](#) | [Export](#) | [Add New Entry](#) | [Help](#)
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- Change the time and/or the duration to reflect your actual shift.
- NOTE: Keeping an accurate record of your volunteer hours provides critical information the volunteer committee uses to plan future schedules.

Done! End of the Basic Information

- You should now know how to:
 - Log in and change your password.
 - View “My Calendar”, and the PWC Monthly and Weekly Calendar.
 - Add and Edit events on the Calendar views.
 - Send a request to find a substitute and respond to someone else’s request.
 - Record your volunteer shift hours.
- How to get help:
 - Send an email to webhelp@piedmontwildlifecenter.org
 - Use the same email address to reset lost passwords