

Using Calendars on Your Web Site

About the Master Calendar

The Master Calendar is the University's central online calendar. It provides information to campus and community members and is the source for information about campus events that is sent to the media.

Adding Events to the Master Calendar

- Use keywords to tag events, so that they can be pulled from the calendar as a set.
- Whenever possible, use recurrence patterns when your event happens on multiple days.
- Always include a web page for more information if one exists about the event.
- The master calendar allows for submission of department-specific events. Mark these items as non-global by saying yes to the question "Should this event be excluded from the master calendar (which means it will only display in the primary sponsor's calendar)?"

Saving Master Calendar Events to Outlook

- Use the iCAL button on an individual event to add that event or recurrence pattern to Outlook.
- Use the iCAL button on listing of events or search results screen to add that feed to Outlook.

Reusing Master Calendar Events in Web Pages

From the Master Calendar

1. Access the Advanced Search function.
2. Enter criteria that match the search results you'd like to include and click the Search button.
 - The Maximum Number of Results field will determine how many events to display on your web page at one time.
 - Mark Next Occurrence Only if you only want one occurrence per event within your feed.
3. Copy the web address of the page into your clipboard.

From Web Press

4. Open the page where you'd like the calendar listing to display.
5. Click the Edit List of Content Pages dot and select Create and Connect Page.
6. Select the Calendar Pages group then select the Master Calendar Feed content class.
7. Enter a headline and click OK.
8. Click the Edit Calendar Feed dot. Enter a calendar heading and paste the web address of the search results. Then click the OK button.