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Calendar Entry Best Practices

CapTech Ventures, Inc.
1118 West Main Street
Richmond, VA 23220
804.355.0511
FAX 804.355.4220

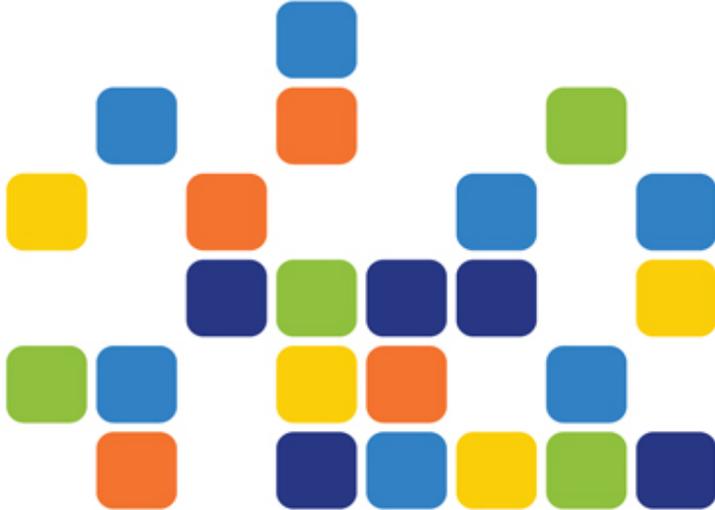


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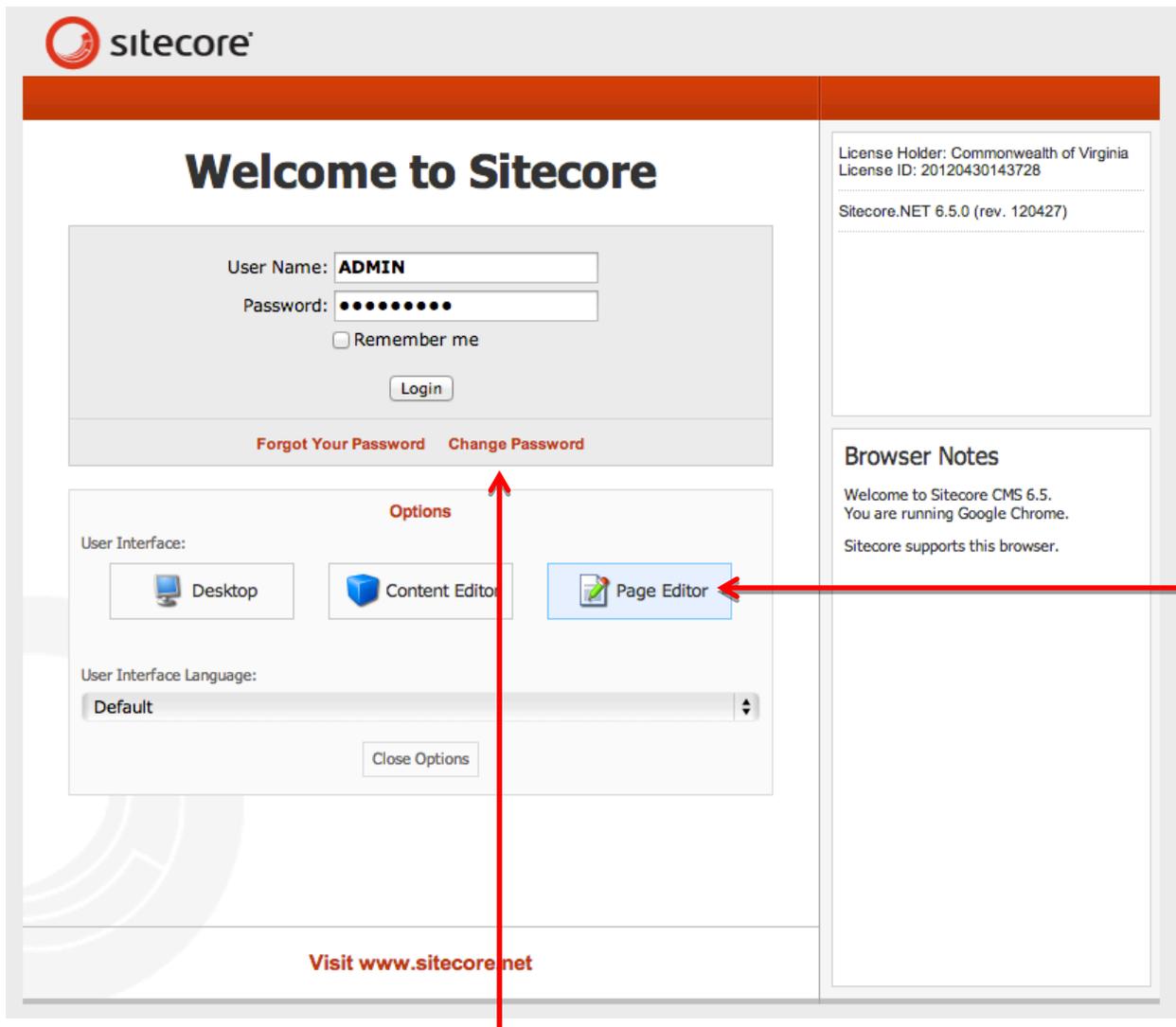
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Objective

This document is to be leveraged to enforce the best practices in regards to calendar event creation via the Sitecore installation for Virginia.gov. The details discussed herein are specific to the configuration on Virginia.gov's Sitecore instance.

Calendar Entries

Log in to Sitecore – make sure you have selected the “Page Editor” button if it is not currently selected.



The screenshot shows the Sitecore login interface. At the top left is the Sitecore logo. The main heading is "Welcome to Sitecore". Below this is a login form with fields for "User Name:" (containing "ADMIN") and "Password:" (masked with dots). There is a "Remember me" checkbox and a "Login" button. Below the login form are links for "Forgot Your Password" and "Change Password".

In the center, there is an "Options" panel. Under "User Interface:", there are three buttons: "Desktop", "Content Editor", and "Page Editor". The "Page Editor" button is highlighted with a blue border and a red arrow pointing to it from the right. Below this are "User Interface Language:" options, currently set to "Default", and a "Close Options" button.

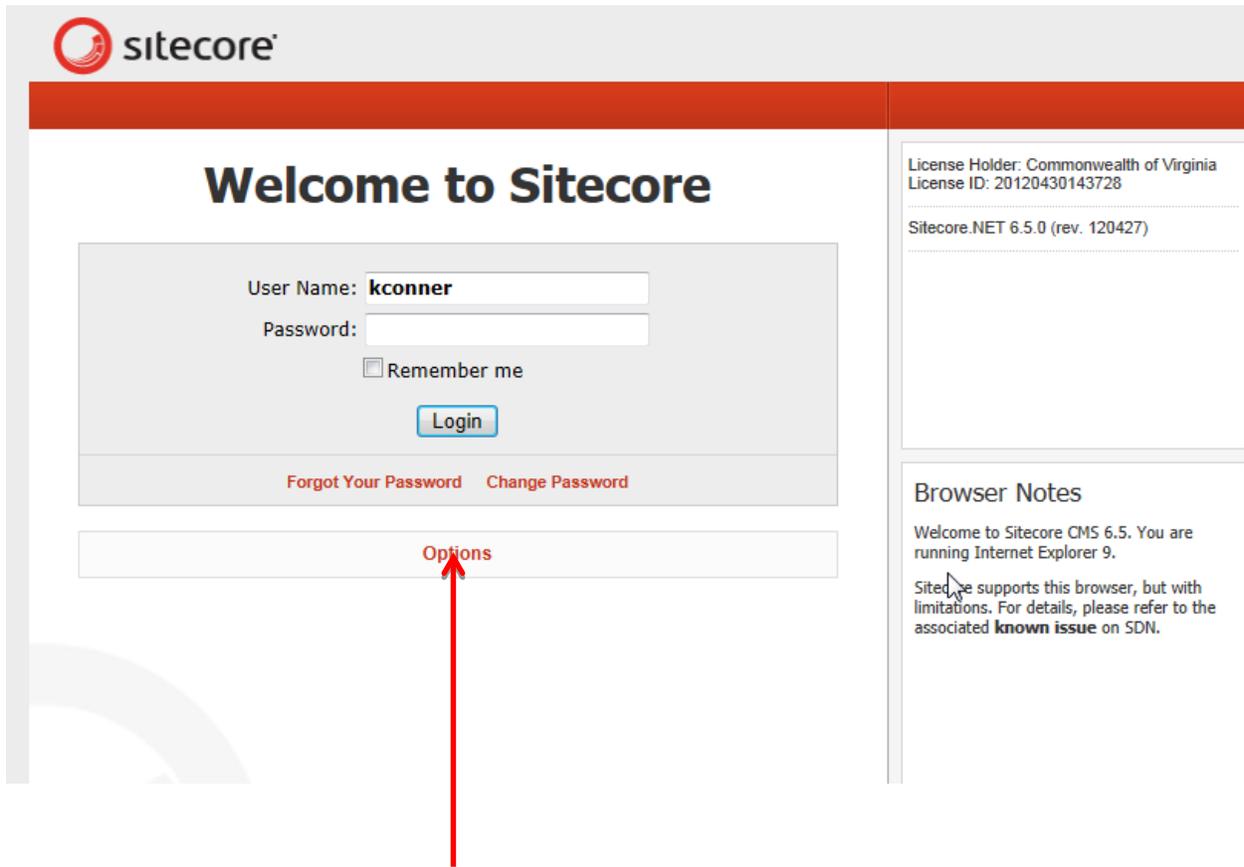
On the right side, there is a sidebar with two sections: "License Holder: Commonwealth of Virginia License ID: 20120430143728" and "Sitecore.NET 6.5.0 (rev. 120427)". Below that is a "Browser Notes" section with the text: "Welcome to Sitecore CMS 6.5. You are running Google Chrome. Sitecore supports this browser."

At the bottom center, there is a link: "Visit www.sitecore.net".

Red arrows are used as annotations: one points vertically up from the bottom center to the "Options" panel, and another points horizontally from the right to the "Page Editor" button.

***Please change your password before logging into Sitecore for the first time.**

If the Page Editor button is not available and the login screen is similar to the below screen shot, then select **Options** to expand the login view and then highlight Page Editor:



Once logged in to the Page Editor, expand the “Connect” drop down, then select the “Commonwealth Calendar” option.



Creating calendar events must be done through the Page Editor. Once you are at the Page Editor, go to the Commonwealth Calendar page under “Connect.” Select the “Show Calendar” button to open the calendar.

Commonwealth Calendar

[No text in field] Commonwealth Calendar text here...

Show Calendar

Search Criteria

Start Date	End Date	Event Type	Search
10/11/2012	10/18/2012	All	<input type="button" value="Search"/>

Event Search Results

New Event (Concert)
 October 11, 2012 09:00 AM
 hosted by the Virginia Board of Accountancy

Hide Calendar

< Prev **February 2013** Next >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
<ul style="list-style-type: none"> Formal Hearings 9:00 AM-9:00 AM Virginia Stormwater Best Management Practices Clearinghouse Committee Meeting 10:00 AM-10:00 AM Board for Contractors Committee Meeting 2:00 PM-2:00 PM 	<ul style="list-style-type: none"> Board of Game and Inland Fisheries 9:00 AM-9:00 AM Board for Contractors 9:00 AM-9:00 AM Immunization Advisory Committee Quarterly Meeting 9:00 AM-9:00 AM 	<ul style="list-style-type: none"> Formal Hearings 9:00 AM-9:00 AM 	<ul style="list-style-type: none"> Formal Hearings 9:00 AM-9:00 AM 	<ul style="list-style-type: none"> Board for Asbestos, Lead, and Home Inspectors 9:00 AM-9:00 AM 	<ul style="list-style-type: none"> Protection & Advocacy for Individuals with Mental Illness Advisory Council 10:00 AM-10:00 AM 	
3	4	5	6	7	8	9
<ul style="list-style-type: none"> Informal Conferences 9:00 AM-9:00 AM Architects Section Meeting 9:30 AM-9:30 AM Defined Contribution Plans Advisory Committee (DCPAC) 10:00 AM-10:00 AM 	<ul style="list-style-type: none"> Informal Conferences 9:00 AM-9:00 AM Interior Designers Section Meeting 9:00 AM-9:00 AM 	<ul style="list-style-type: none"> Informal Conferences 9:00 AM-9:00 AM 	<ul style="list-style-type: none"> Informal Conferences 9:00 AM-9:00 AM 	<ul style="list-style-type: none"> Board of Counseling Regulatory Committee Meeting 	<ul style="list-style-type: none"> Special Conference Committee C 9:00 AM-9:00 AM 	10
11	12	13	14	15	16	
<ul style="list-style-type: none"> Board Meeting 9:00 AM-9:00 AM 	<ul style="list-style-type: none"> Informal Conferences 	<ul style="list-style-type: none"> Informal Conferences 	<ul style="list-style-type: none"> Informal Conferences 	<ul style="list-style-type: none"> Informal Conferences 	<ul style="list-style-type: none"> Informal Conferences 	

On the resulting calendar, you can scroll to the month your event takes place in, then select the + icon to engage the calendar form.

The calendar form is organized in the following manner:

Subject: This is what displays on the calendar – be concise in your naming.

Event type: The event type list is governed by the metadata for the site. The event type defaults to “Meeting.”

Video Title: Optional – if your event needs to include a YouTube video, provide the title that you want to display here.

Video ID: Optional – if you have a video, enter the video ID here to embed it in the event.

Address: Physical address where the event is taking place.

Detailed Description: Specific description of the meeting.

Start time / End time: Start and end time of the event.

Event List: Similar to event type, this is a meta tag that helps further categorize the event. If you need an additional event type, contact your system administrator. The default is “Open Meeting.”

Hosted by: Select the sponsoring agency from this list.

Deaf Interpreter Available Upon Request and Handicap Accessible: Select the appropriate response for each. Yes or No must be selected.

Contact Person: Select the appropriate agency and contact for this event if needed. If names need to be added please contact your system administrator.

Details



Cancel This Meeting:

Subject:

Event Type:

Video Title:

Video Id:

Address:

Detailed Description:

Start time: **End time:**
(yyyy/mm/dd) (yyyy/mm/dd)

Event List:

Hosted By:

Hearing Impaired:

Handicap Accessible:

Contact Person: **(Agency):**
(Contact):

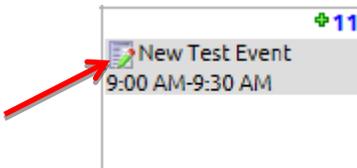
Fill out the above elements and then select "Save." Once the site is published (it is published on an hourly schedule), the event will be visible to the public in the example format pictured below.

Event Details

Meeting	Informal Conferences
Hosted by	Virginia Regulatory Town Hall
Start date	November 08, 2012 at 09:00 AM
Location	Perimeter Center 9960 Mayland Drive, Suite 201 Henrico, VA 23233 Directions
Details	A Special Conference Committee, comprised of two members of the Board of Nursing or an Agency Subordinate, will conduct informal conferences with licensees and/or certificate holders. Public comment will not be received.
Hearing Impaired Accessible	No
Handicap Accessible	No
Person to Contact for Additional Information:	
Name	Jay P. Douglas, R.N.
Title	Executive Director
Address	9960 Mayland Drive Suite 300 Henrico, VA 23233
Telephone	(804) 367-4515
Toll Free	
Fax	(804) 527-4455
Telecommunications Number for the Deaf	
E-Mail	jay.douglas@dhp.virginia.gov
Agency Home Page	http://www.dhp.virginia.gov

Calendar Edits, Deletions, and Cancellations

Calendar entries can be modified by logging into the Commonwealth Calendar and accessing the specific entry as detailed in pages 4 – 6. Place your cursor over the calendar event and click to edit.



You can then edit any of the calendar form fields and select “Save.” The edited calendar entry will be visible after the site is published, which occurs every hour.

You can also choose to cancel the meeting which will label the calendar entry as “Canceled” on the Commonwealth Calendar.

Details ✕

Cancel This Meeting:

Subject:

Event Type:

Video Title:

Video Id:

Address:

Detailed Description:

Start time: **End time:**

Event List:

Hosted By:

Hearing Impaired:

Handicap Accessible:

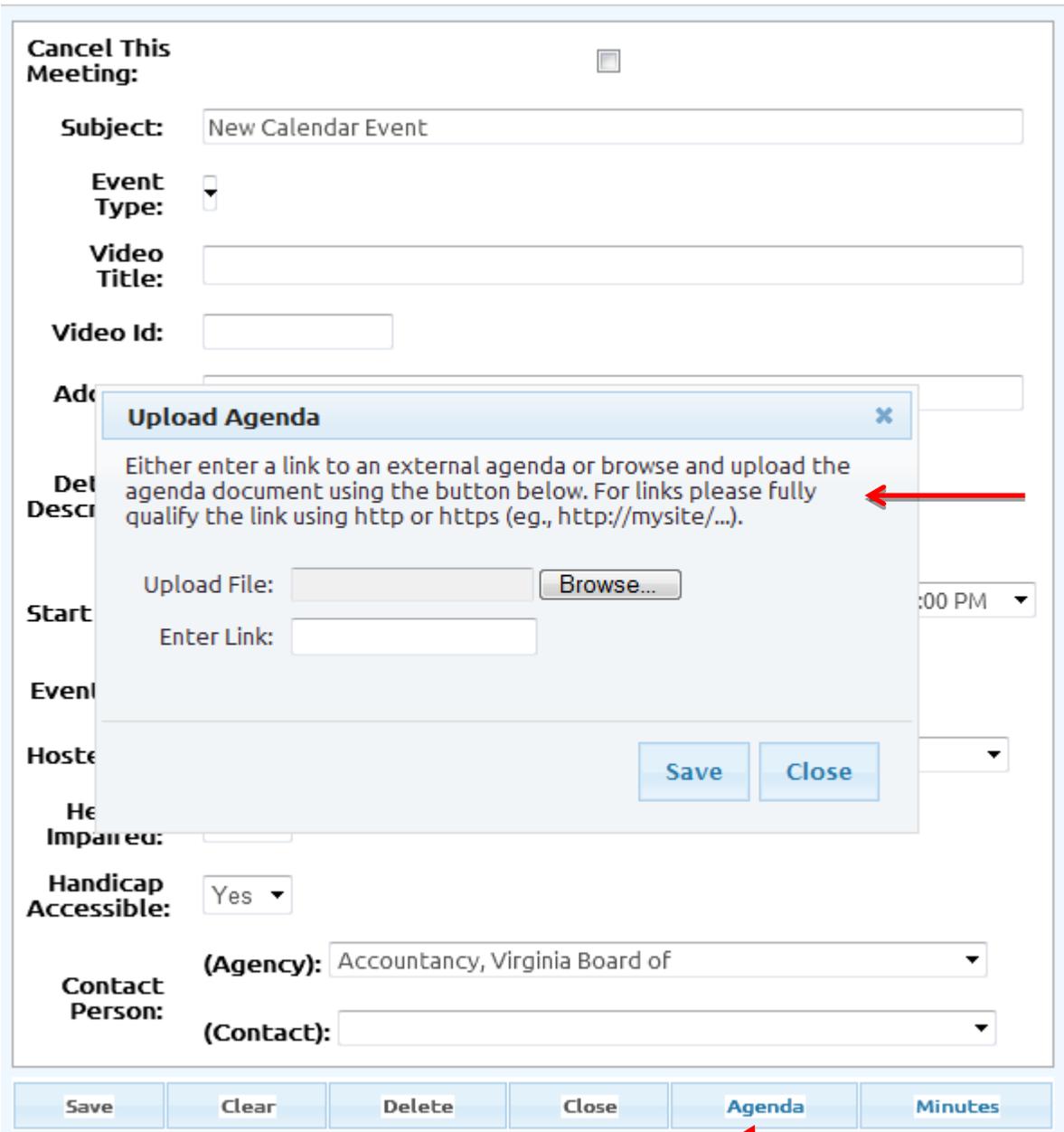
Contact Person:

[Save](#) [Clear](#) [Delete](#) [Close](#) [Agenda](#) [Minutes](#)

You can also select “Delete” to remove the calendar entry completely.

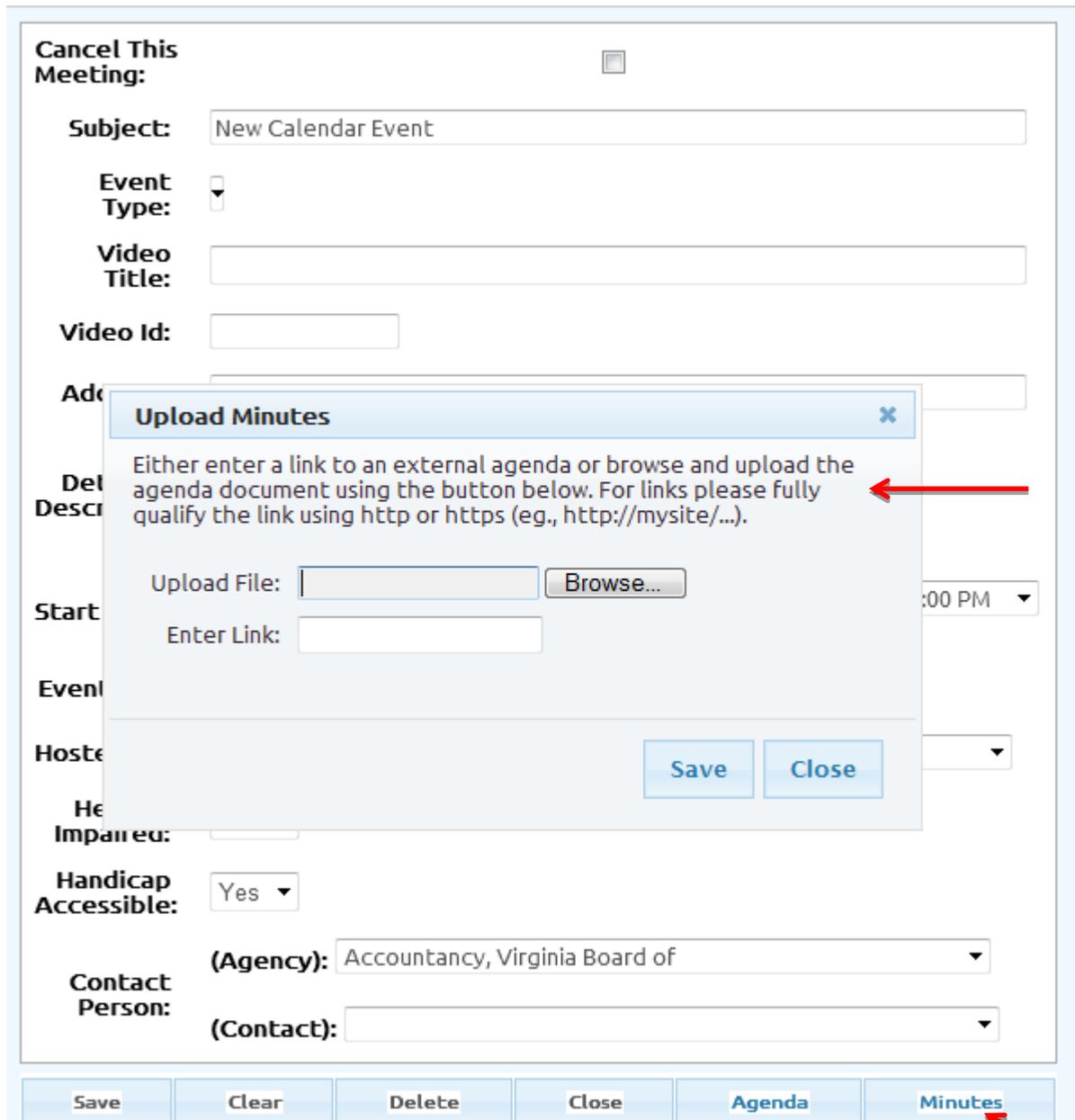
Adding Meeting Agenda and Meeting Minutes (Links and Documents)

Agenda and meeting minutes links and documents can be added by logging into the Commonwealth Calendar and accessing the specific entry as detailed in pages 4 – 6. Place your cursor over the calendar event and click to edit as detailed on page 10:



The screenshot shows the 'Edit Meeting' form in the Commonwealth Calendar system. The form includes fields for Subject, Event Type, Video Title, Video ID, Address, Description, Start Time, Event Name, Host, Handicap Accessible, and Contact Person. An 'Upload Agenda' modal is open, displaying instructions: 'Either enter a link to an external agenda or browse and upload the agenda document using the button below. For links please fully qualify the link using http or https (eg., http://mysite/...).' The modal contains an 'Upload File' section with a 'Browse...' button and an 'Enter Link' text input field. At the bottom of the modal are 'Save' and 'Close' buttons. A red arrow points to the 'Enter Link' field. Below the main form, a row of buttons includes 'Save', 'Clear', 'Delete', 'Close', 'Agenda', and 'Minutes'. A red arrow points to the 'Agenda' button.

You can add agenda or minutes links or documents within the calendar form. However only "Upload File" or "Link" can be selected and included in the calendar event.



Cancel This Meeting:

Subject:

Event Type:

Video Title:

Video Id:

Add:

Description:

Start:

Event:

Host:

Handicap Accessible:

Contact Person: (Agency):
(Contact):

Buttons: Save, Clear, Delete, Close, Agenda, Minutes

Upload Minutes Dialog:
Either enter a link to an external agenda or browse and upload the agenda document using the button below. For links please fully qualify the link using http or https (eg., http://mysite/...).

Upload File:

Enter Link:

Once the file or link has been provided, select “Save” to update the calendar event. Minutes and Agenda links and document can only be added after the calendar event has been created first. You must create the event, save the event and then refresh your view using the tips listed under the next section, **Troubleshooting Tips and Tricks**.

The Virginia Freedom of Information Act was amended ([2.2-3707.1](#)) in the 2002 General Assembly Session to include a requirement for executive branch public bodies to post meeting minutes on the Internet within 10 working days of a scheduled meeting. Future functionality of the new Commonwealth Calendar will include email notifications as a reminder of this requirement.



Troubleshooting Tips and Tricks

If the Event Type and Detailed Description Fields are collapsed as depicted in the below screen shot please attempt the following step to correct:



Details

Cancel This Meeting:

Subject:

Event Type: ←

Video Title:

Video Id:

Address:

Detailed Description: ←

Start time:
(yyyy/mm/dd) **End time:**

Event List:

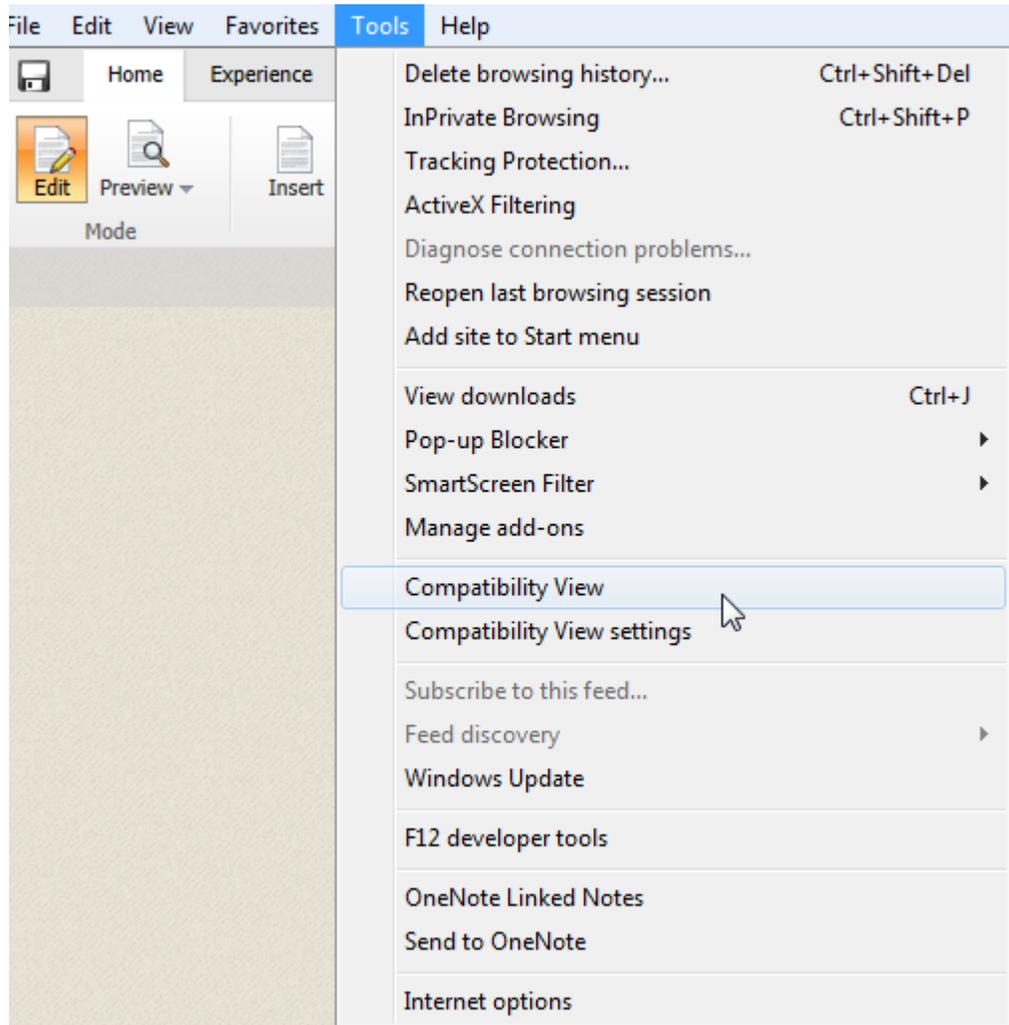
Hosted By:

Deaf Interpreter Available Upon Request:

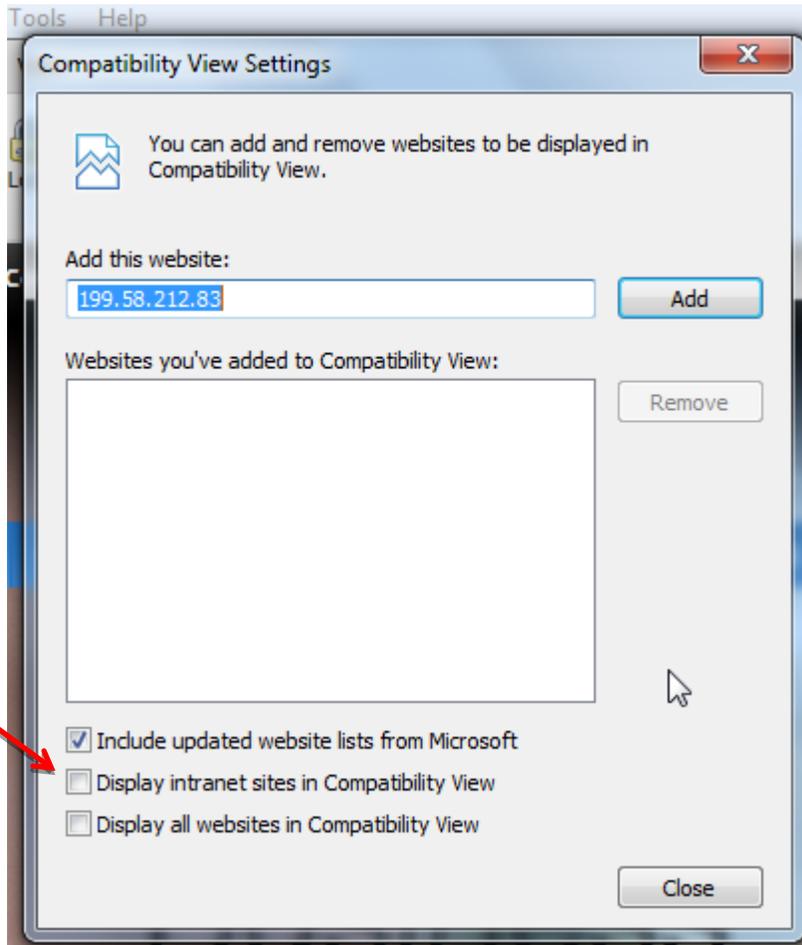
Handicap Accessible:

Contact Person: **(Agency):**
(Contact):

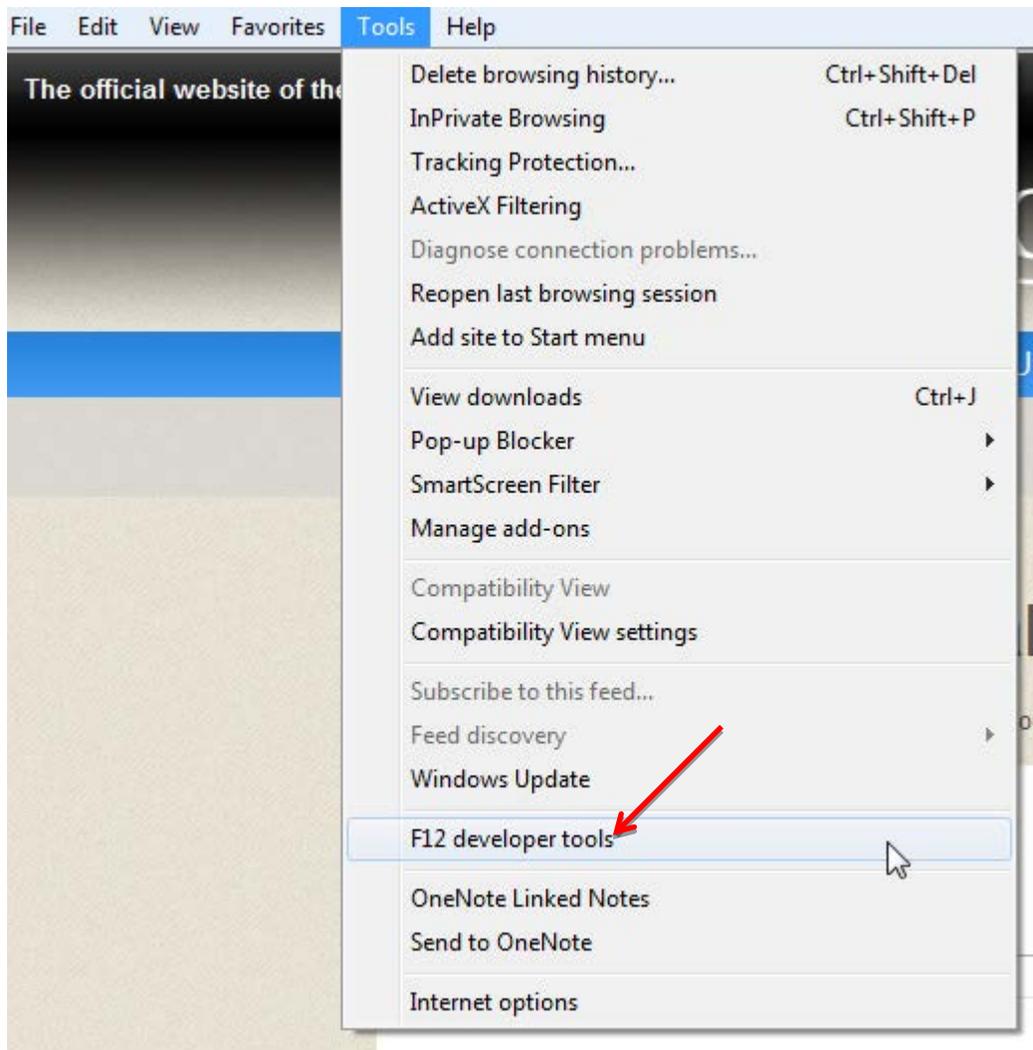
Close the calendar event screen and select **Tools** from the drop down menu and uncheck **Compatibility View**.



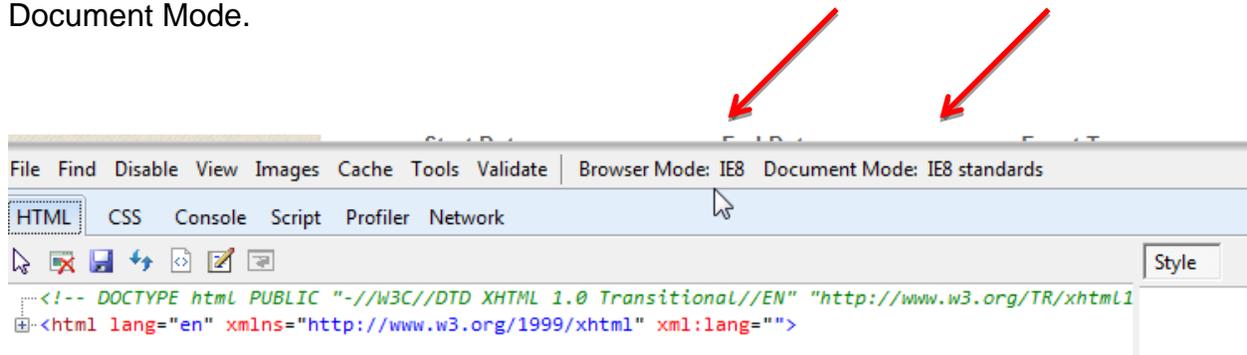
Then, select **Tools** again and select **Compatibility View Settings** and uncheck **Display intranet sites in Compatibility View**.



Then select **Tools** one more time and select **F12 Developer Tools**.



Ensure that IE8 is the selection for Browser Mode and IE8 standards is selected for Document Mode.



If after entering a calendar event you are unable to view it while in the Show Calendar view, simply refresh your screen by hitting the F5 key and selecting Show Calendar again. Then you can find your recently saved calendar event and continue to edit it as needed including uploading agenda links or documents.