



EMS MASTER CALENDAR

User Guide

V44.1

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CHAPTER 1: Introduction to the EMS Master Calendar User Guide

EMS Master Calendar provides instant, online access to a centralized calendar of events that not only provides date, time and location, but also, displays a detailed event description, directions to the venue and any other important information you choose to enter.

This guide details the procedures for opening and logging in to EMS Master Calendar. It also provides an overview of the major navigational elements and it also details application features that are common to both a Master Calendar site administrator and an EMS Master Calendar user. See Also: [Master Calendar Release Notes](#).

This section will provide information on:

- » [Logging into EMS Master Calendar](#)
- » [Using Basic Features of EMS Master Calendar](#)
- » [Managing Your Calendars](#)
- » [User Options](#)

- » [Publicizing an Event in EMS Master Calendar](#)
- » [Managing Events](#)

CONTACT CUSTOMER SUPPORT

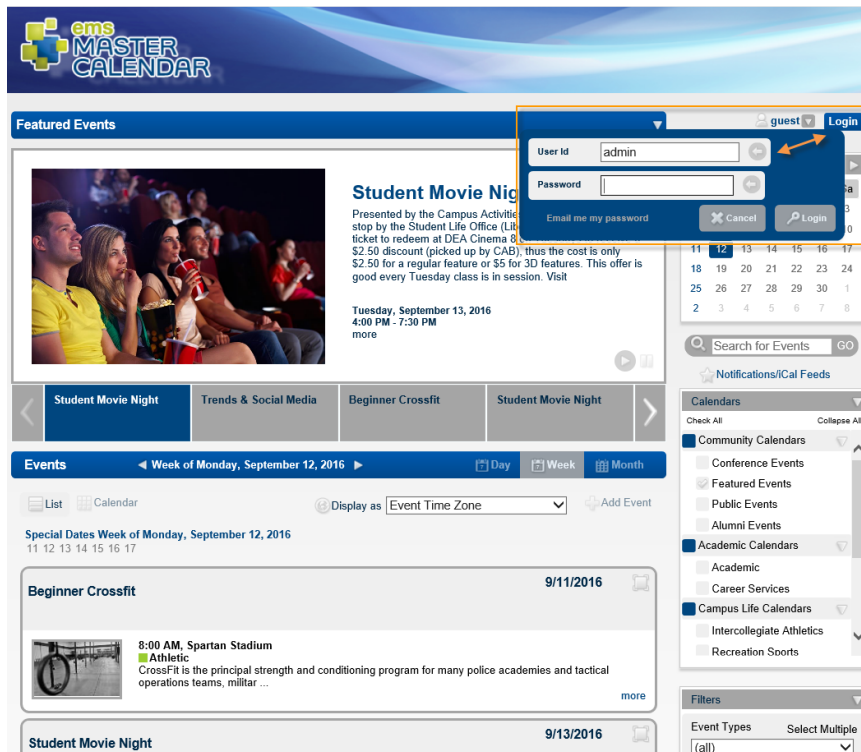
- » Option 1 (Recommended): Search the [Knowledge Base](#) available in the [EMS Customer Portal](#).
- » Option 2: Submit a [Case](#) directly via the [EMS Customer Portal](#).
- » Option 3: Email support@emssoftware.com.
- » Option 4 (Recommended for critical issues only): Phone (800) 288-4565.

IMPORTANT: If you do not have a customer login, register [here](#).

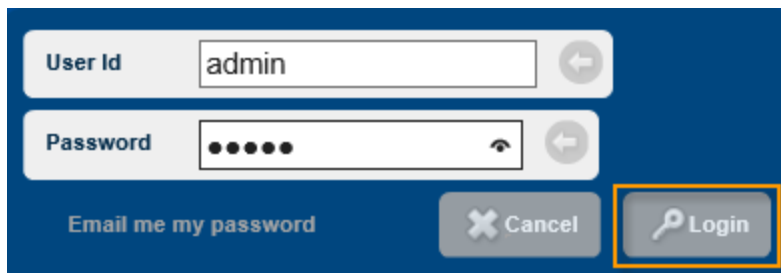
CHAPTER 2: Log In to EMS Master Calendar

1. When you first launch EMS Master Calendar, in the upper-right corner, the user area indicates “Guest.” This page may appear differently than shown below depending on how your site administrator has configured the page. Variations in the page configuration include:

- » A two column or three column layout.
- » A dynamic or static feed at the top or bottom of the page.
- » A dynamic or static announcement at the top or bottom of the page.
- » If your site has public calendars, a calendar picker either in the top row or in the second or third column.



2. Click **Log In** and enter your User ID and password, then click Login.



TIP: Your User ID is not the same as your User Name; it is the email address defined for your user account in Master Calendar. If you forget your password and the option **Email me my password** shows at the bottom of the Login dialog box, click this option to have your full password emailed to you.

If you are a site administrator, the first time you log in, you must use admin/admin as the User ID /password combination. It is recommended that you change this combination after your first login.

3. If the option is available, select a time zone. The time zone you pick is automatically set as the default time zone for any event that you submit. You can always change this value for an event.
4. Once you have logged in to the system, the User ID field will automatically populate with your ID, the Welcome message will state “Welcome <User Name>,” and EMS Master Calendar will open on the Home page. The calendars you can access and the tasks you can do from this page are determined by your user profile.

CHAPTER 3: Use Basic Features of EMS Master Calendar

This section provides an overview of basic features on the EMS Master Calendar.

Basic features include:

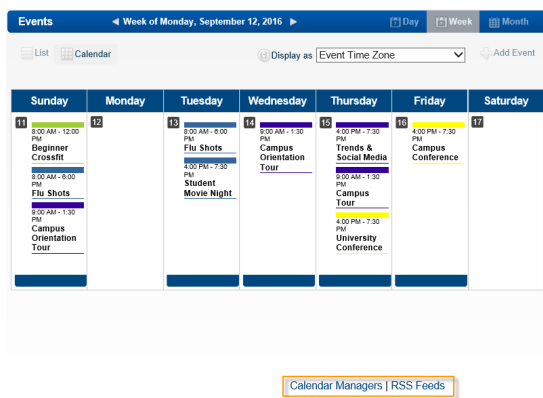
- » [Using Field Icons in EMS Master Calendar](#)
- » [Searching by Keyword](#)
 - » [Exporting Search Results](#)
- » [Searching for an Event or Special Date](#)
- » [Using RSS Feeds in EMS Master Calendar](#)

HYPERLINKS

On any Master Calendar page, any item that appears in **blue** is a hyperlink. Different links have different purposes. For example, a link might open a blank email, or a page on which you can view the information for the selected item. In addition, if the link is for an event, depending on how you are logged in to the system, you might also be able to edit the information for the selected event, as well as carry out other actions. If the link is a column header, then you can click

the link to sort the displayed information based on the column header, and then click on the link again to reverse the sort order.

A **Calendar Managers** hyperlink and an **RSS Feeds** hyperlink shows at the bottom of the default Master Calendar page, the bottom of the Master Calendar Home page, and the bottom of every page in Master Calendar.



Clicking on **Calendar Managers** takes you to a page of all currently active calendars in EMS Master Calendar, listed by name and the name and email of the Calendar Manager.

See Also: [Use RSS Feeds in EMS Master Calendar](#)[Using Field Icons in EMS Master Calendar](#) and [Search for an Event or Special Date](#)

CHAPTER 4: Use Field Icons in EMS Master Calendar

This topic guides you in using the interactive icons next to many fields in the application, including:

- » [Search Icon](#)
- » [Lookup Icon](#)
- » [Calendar Tool Icon](#)
- » [Color Picker Icon](#)
- » [Time Picker Icon](#)

SEARCH ICON

You can keyword-search any field with the **Search** icon.



LOOKUP ICON

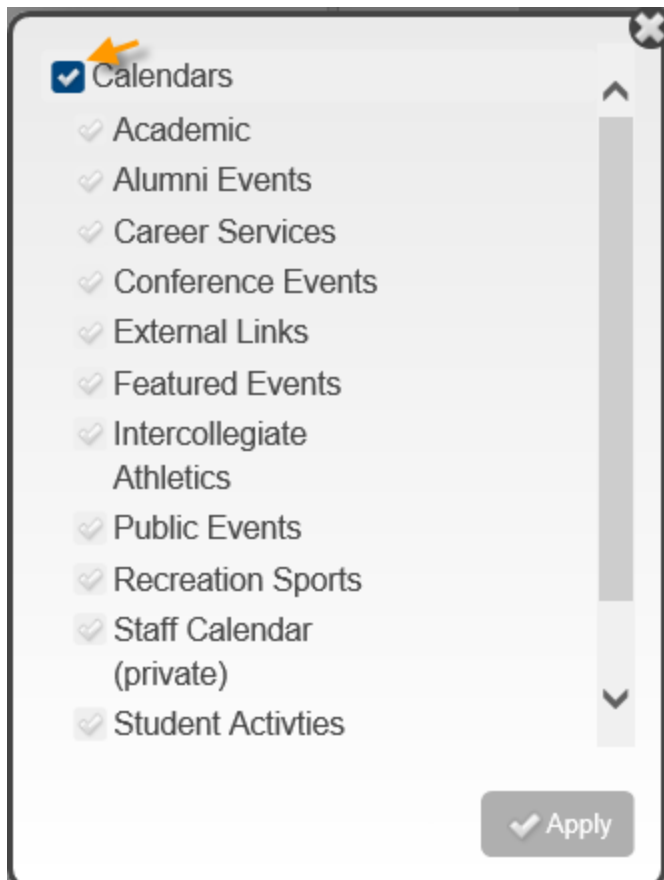
Fields with a Lookup icon enable you to select from a list of options.



Some fields provide an option to select multiples.



To select all, click the check box at the top of the list.



The image shows a list of calendar categories with a 'Select All' checkbox at the top. The categories are:

- ☒ Calendars
- ☐ Academic
- ☐ Alumni Events
- ☐ Career Services
- ☐ Conference Events
- ☐ External Links
- ☐ Featured Events
- ☐ Intercollegiate Athletics
- ☐ Public Events
- ☐ Recreation Sports
- ☐ Staff Calendar (private)
- ☐ Student Activities

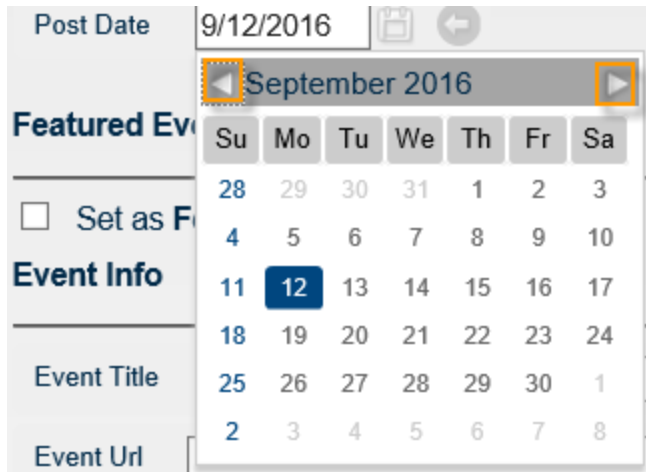
An orange arrow points to the 'Select All' checkbox. A vertical scrollbar is on the right side of the list. An 'Apply' button is at the bottom right.

After you make your selections, click Apply to close the dialog box. “Multiple Selected” appears in the field after you make your selections and close the list. If you select all values on the list, then the field is populated with the phrase “All.”

CALENDAR TOOL ICON

For any date field in EMS Master Calendar, you can manually enter the date, or you can click the Calendar Tool from which you can select a date for the field. By default, the Calendar Tool shows the current day’s date when it opens. You can use the scroll features on the tool to select dates within the current calendar year, or for previous or future years. If you manually enter a date in a date field, you can enter the date in any month/day/year format—mm/dd/yyyy, m/d/yy, and so on. The application always displays the date based on the language that is specified for your web browser and you cannot modify this.

Calendar Tool

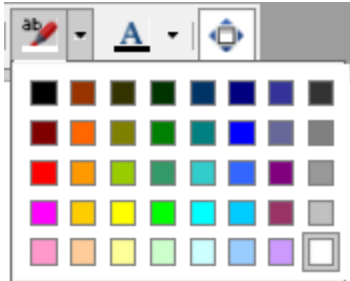


Use the forward and back buttons to scroll through the months for a given year. Select a different month for a given year. Select a different year for a given month.

COLOR PICKER ICON

If you can specify a color for a selected item in Master Calendar, for example, an event label, then a Color Picker icon appears next to the item. You can manually enter an RGB or HEX value for the color in the field, or you can click the Color Picker icon to open the Color Picker dialog box and select an RGB color or a Named Color, or on the Color slider tab, define a custom color. After you use the Color Picker dialog box to select a color, the dialog box closes automatically and the Font Color field is populated with the RGB or HEX value for the selected color.

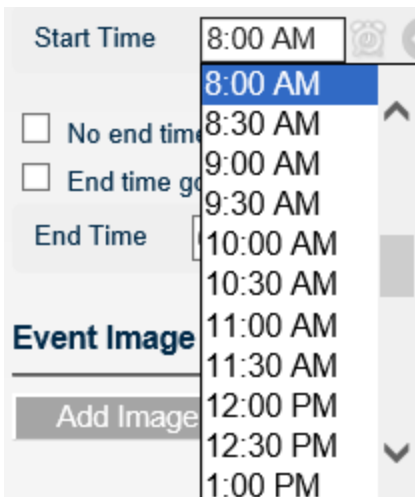
Color Picker Dialog Box



TIME PICKER ICON

For any time field in EMS Master Calendar, you can click the Time Picker icon to open a list from which you can select a time for the field. The list shows half hour time increments for a 24-hour period.

Time Picker List



CHAPTER 5: Search by Keyword

You can keyword-search any field with the Search icon.



Whether you are searching for events and special dates, or you are searching for other information in other areas of Master Calendar, the page from which you are carrying the search always has a field into which you can enter partial or complete search criteria. This search field is frequently named “Keyword,” but is also can be named something else such as Title or Description.


Concept: A search from a Master Calendar page is not case-sensitive and the search is limited to the exact order of characters in the search string and typically, the string can appear anywhere in the search results. For example, if you enter “ball” as your search string, search results can include Football, Baseball, Ballgame, and so on. In addition, the search string can appear in any information that is associated with the item for which you are searching. For example, if you are searching for an event, the search results can appear in the event name, the event description, and so on. Some searches that are accessible

only to a Master Calendar site administrator require that the search results begin with the search string.

CHAPTER 6: Export Search Results

Once you have [searched for an event or special date](#), you can export the search results to an external file. The default name that Master Calendar assigns to a data file that is exported from the Search page is Export.<format>. For example, for a comma-delimited file, the default file name is Export.csv. You can change the filename and specify where to save the file.

1. From the Search results page, click the **Export** option. Depending on your browser settings, the File downloads. You may be prompted to choose the file location.



[Back to Calendar](#)
admin [Log Out](#)

Search Results

From: To:

☐ Use Selected Filters
 ☒ General events
 ☐ Special dates

Your search for: 'crossfit' returned (20) result(s)

Export

Event Date	Title	Location	Calendar	
9/18/2016 8:00 AM	Beginner Crossfit	Spartan Stadium	On Multiple Calendars	
9/25/2016 8:00 AM	Beginner Crossfit	Spartan Stadium	On Multiple Calendars	
10/2/2016 8:00 AM	Beginner Crossfit	Spartan Stadium	On Multiple Calendars	
10/9/2016 8:00 AM	Beginner Crossfit	Spartan Stadium	On Multiple Calendars	
10/16/2016 8:00 AM	Beginner Crossfit	Spartan Stadium	On Multiple Calendars	
10/23/2016 8:00 AM	Beginner Crossfit	Spartan Stadium	On Multiple Calendars	
10/30/2016 8:00 AM	Beginner Crossfit	Spartan Stadium	On Multiple Calendars	
11/6/2016 8:00 AM	Beginner Crossfit	Spartan Stadium	On Multiple Calendars	
11/13/2016 8:00 AM	Beginner Crossfit	Spartan Stadium	On Multiple Calendars	
11/20/2016 8:00 AM	Beginner Crossfit	Spartan Stadium	On Multiple	

Calendars

Check All Collapse All

- Community Calendars
 - Conference Events
 - Featured Events
 - Public Events
 - Alumni Events
- Academic Calendars
 - Academic
 - Staff Calendar (private)
 - Career Services
- Training Calendar
 - Training Events

Filters

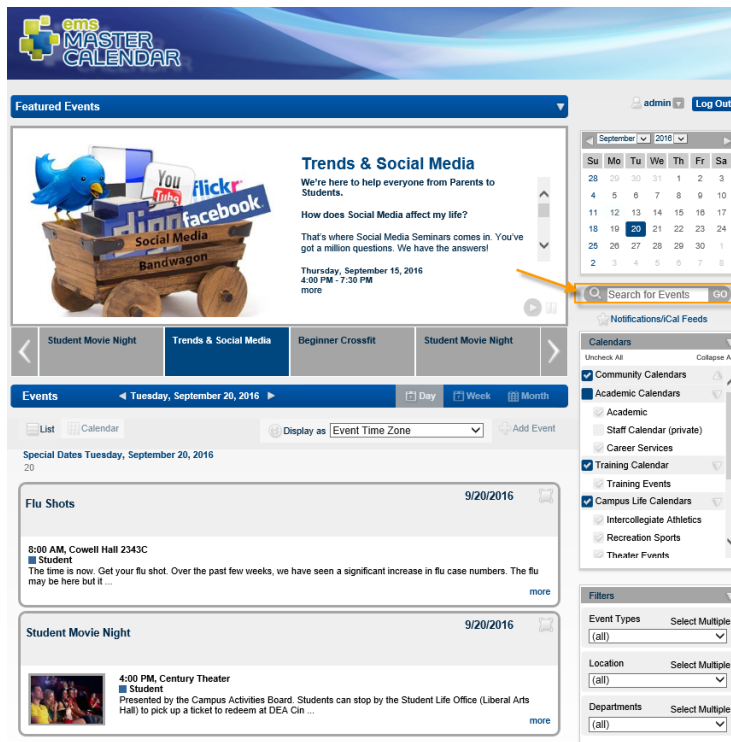
Event Types Select Multiple (all)

Location Select Multiple (all)

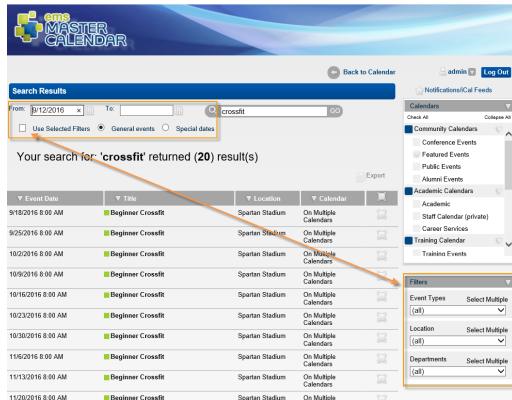
Departments Select Multiple (all)

CHAPTER 7: Search for an Event or Special Date

1. On the Master Calendar main menu, click **Search**. The Search page opens. This page contains all the fields that you use to specify the search criteria. It also contains a list of all calendars to which you have access either as a guest or user.



2. In the search results that appear, filter your search criteria.

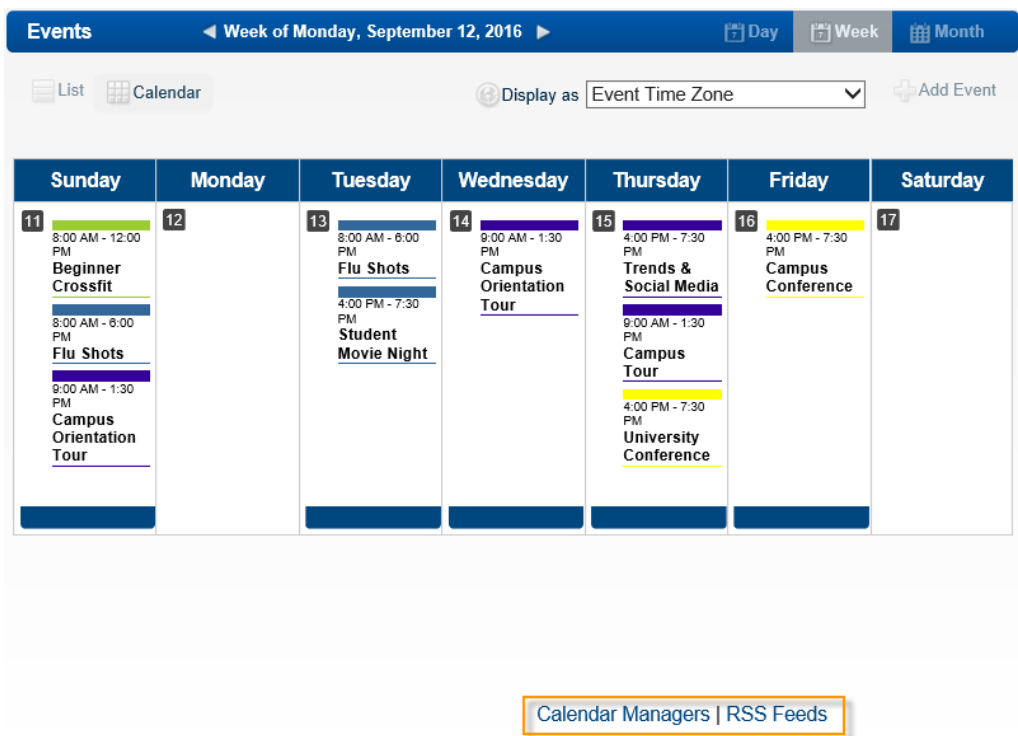


3. Click **Go** to apply your filters. Event search results are grouped by event date, location, and calendar. Special date search results are grouped by event date, title, notes and calendar.

See Also: [Export Search Results](#)

CHAPTER 8: Use RSS Feeds in EMS Master Calendar

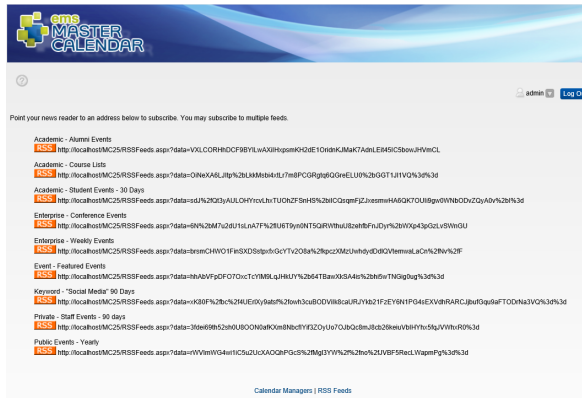
If your site administrator has configured RSS feeds, the RSS Feeds hyperlink will be available at the bottom of all pages in EMS Master Calendar.



The screenshot shows the EMS Master Calendar interface. At the top, there's a navigation bar with 'Events', a date selector for 'Week of Monday, September 12, 2016', and view options for 'Day', 'Week', and 'Month'. Below this, there are tabs for 'List' and 'Calendar', a 'Display as' dropdown set to 'Event Time Zone', and an 'Add Event' button. The main calendar grid shows events for the week of September 11-17, 2016. Events include 'Beginner Crossfit', 'Flu Shots', 'Campus Orientation Tour', 'Trends & Social Media', 'Campus Tour', and 'University Conference'. At the bottom of the calendar, a link 'Calendar Managers | RSS Feeds' is highlighted with an orange box.

1. Click on the link to see a list of all currently active RSS feeds.
2. Click on the **RSS button** below a feed to open the feed.

NOTE: The first time you click the RSS Feeds link, you may be prompted to download an RSS feed reader.



CHAPTER 9: Manage Your Calendars

When anyone, guest or user, first access EMS Master Calendar, the Default page opens. All calendars that have been defined as public are available from this page. Anyone, guest or user, can view all public events that have posted to these public calendars. If you want to view the events that are posted to the private calendars to which you have been granted access, then you must log in to EMS Master Calendar and open the Master Calendar Home page. You can view events for both single and multiple calendars. Also, a variety of options of available for working with the calendar display and the events.

This section will provide information that will allow you to:

- » [Modify the Calendar Display](#)
 - » [Filter Events on the Calendar](#)
 - » [Set a Timeframe for the Calendar Display](#)
- » [Navigate EMS Master Calendar](#)
- » [Open Events from EMS Master Calendar](#)
- »





- » [Subscribe to a Calendar](#)
- » [Subscribe to a Calendar Using Email](#)
- » [Subscribe to a Calendar Using iCal](#)




CHAPTER 10: Modify the Calendar Display

To modify the calendar display and work with the calendar, use the Calendar Display icons at the top of the Calendar Display page. Depending on the Icon Set that your Master Calendar site administrator has selected, the Calendar Display icons that you see may look slightly different than the icons shown here.

CALENDAR DISPLAY ICONS

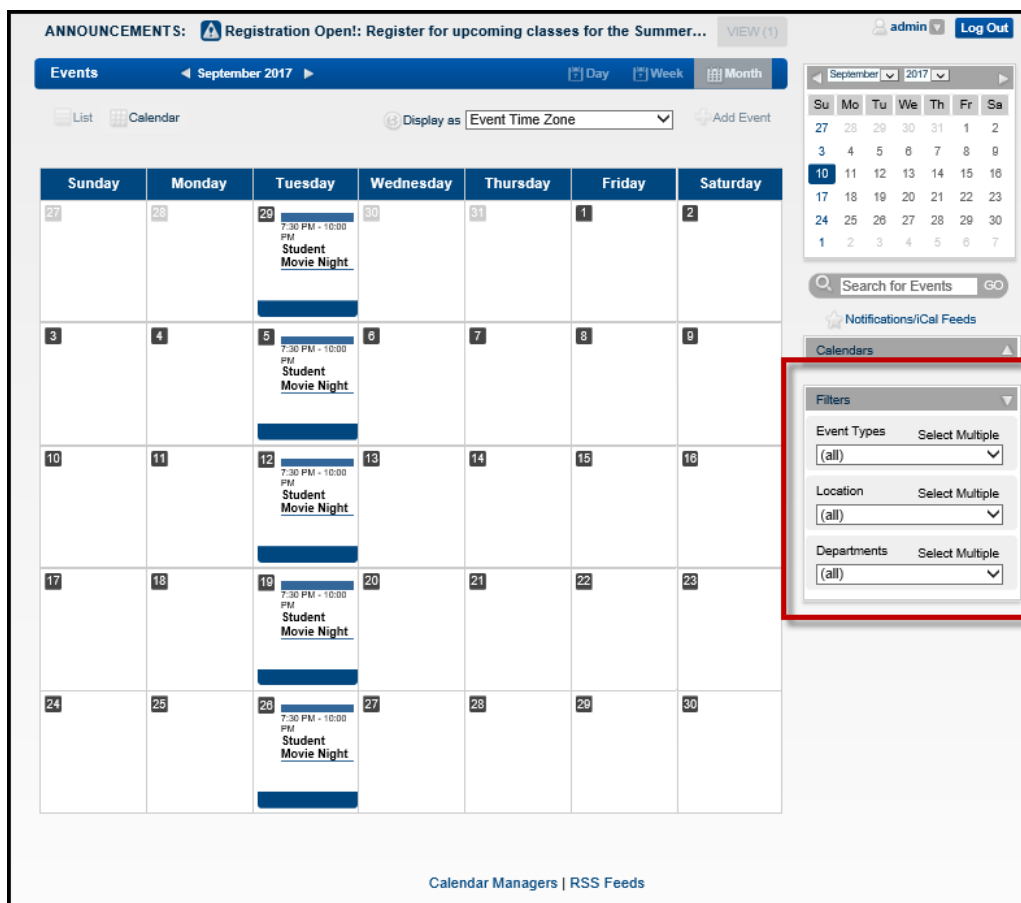



ICON	DESCRIPTION
	Export the calendar event information.
	Add an event to the selected calendar or calendars.
	To receive a system-generated email when events are added to the selected calendars or when events are modified or canceled for the selected calendars.
	To print the selected calendars from a selected printer in the current format and view.

ICON	DESCRIPTION
	To approve events for a calendar that you are viewing as the Calendar Manager
	Change the current Calendar view to a list.
	Change the current Calendar view to a grid

CHAPTER 11: Filter Events on the Calendar

From the calendar display, set filters in the lower-right corner.



ANNOUNCEMENTS:  Registration Open!: Register for upcoming classes for the Summer... [VIEW \(1\)](#)

Events [September 2017](#) [Day](#) [Week](#) [Month](#)

[List](#) [Calendar](#) [Display as](#) [Event Time Zone](#) [Add Event](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29 7:30 PM - 10:00 PM Student Movie Night	30	31	1	2
3	4	5 7:30 PM - 10:00 PM Student Movie Night	6	7	8	9
10	11	12 7:30 PM - 10:00 PM Student Movie Night	13	14	15	16
17	18	19 7:30 PM - 10:00 PM Student Movie Night	20	21	22	23
24	25	26 7:30 PM - 10:00 PM Student Movie Night	27	28	29	30

[Search for Events](#) [GO](#)

[Notifications/Cal Feeds](#)

Filters

Event Types [Select Multiple](#)
(all) [v](#)

Location [Select Multiple](#)
(all) [v](#)

Departments [Select Multiple](#)
(all) [v](#)

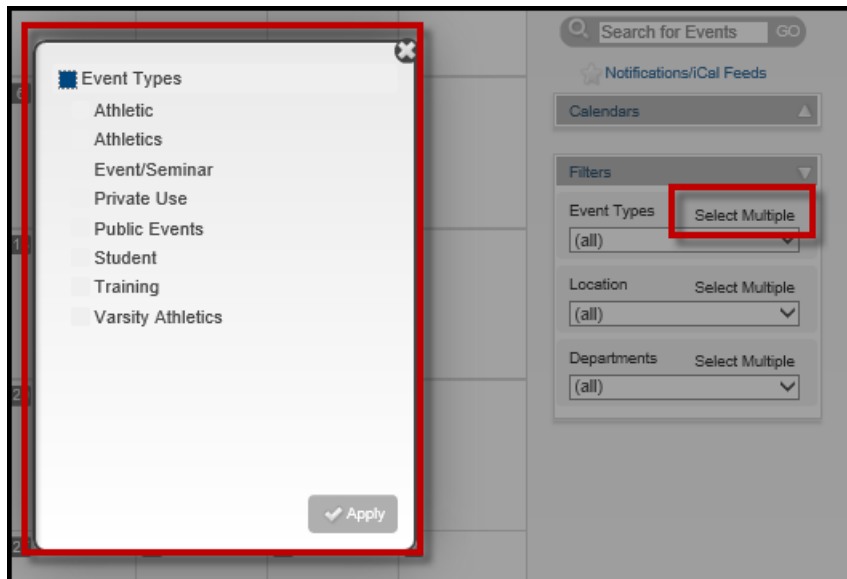
[Calendar Managers](#) | [RSS Feeds](#)

- » **Event Types**—Only those events of a selected type or types.
- » **Locations**—Only those events that take place at a selected location or locations.
- » **Rooms**—Only those events that take place at a selected sub-location or sub-locations.
- » **Departments**—Only those events that take place at a selected department or departments.

NOTE: “Rooms” is the default label for a sub-location. Depending on how your Master Calendar site administrator has configured Master Calendar, you may see this labeled differently, such as “Fields,” “Offices,” and so on.

“Department” is a default label. Depending on how your Master Calendar site administrator has configured Master Calendar, you may see this labeled as something different, such as “Business Units.”

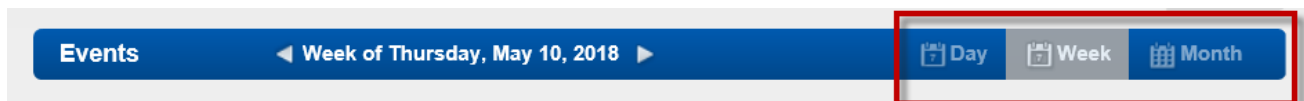
1. To select multiple event types to display on the calendar, click on the **Select Multiple** link next to the Event Type filter.
2. Click **Apply**.



CHAPTER 12: Set a Timeframe for the Calendar Display

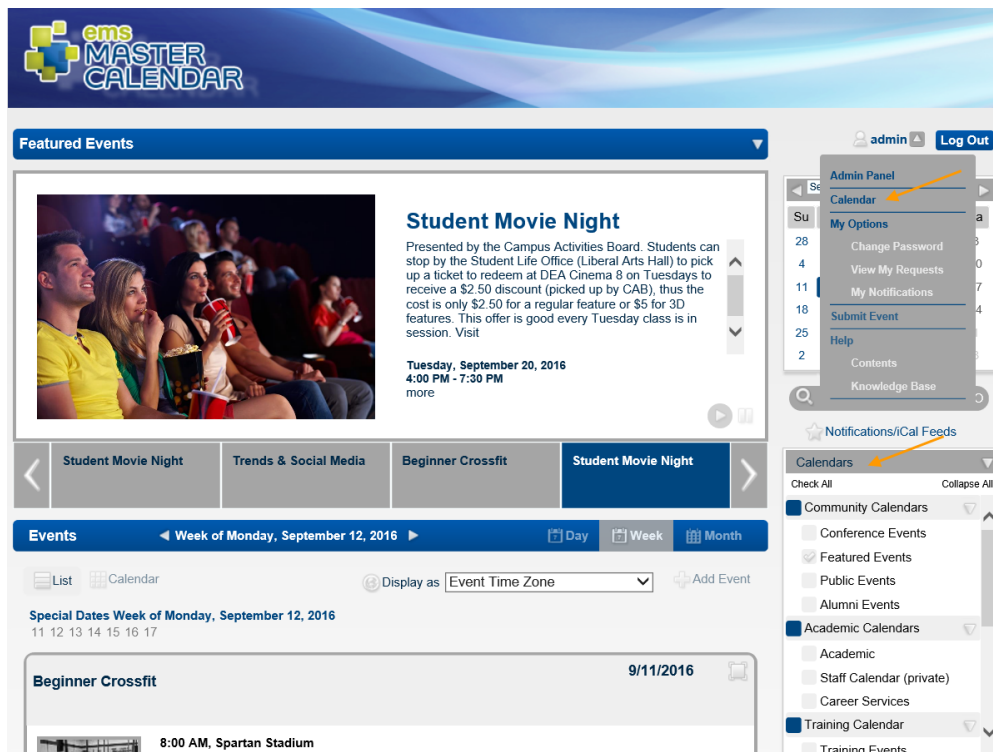
To change the timeframe for the Calendar view or the List view, for example, show only a day at a time, select the appropriate option (Day, Week, or Month).

Icons for changing the starting date for the calendar display.



CHAPTER 13: Navigate EMS Master Calendar

The Calendars section is available on the Default page and on the EMS Master Calendar Home page. You can also click **Calendar** on the EMS Master Calendar main menu.



The screenshot displays the EMS Master Calendar interface. At the top, there's a header with the EMS Master Calendar logo. Below the header, a "Featured Events" section highlights "Student Movie Night" with a photo of students and event details: "Presented by the Campus Activities Board. Students can stop by the Student Life Office (Liberal Arts Hall) to pick up a ticket to redeem at DEA Cinema 8 on Tuesdays to receive a \$2.50 discount (picked up by CAB), thus the cost is only \$2.50 for a regular feature or \$5 for 3D features. This offer is good every Tuesday class is in session. Visit". The event is scheduled for "Tuesday, September 20, 2016" from "4:00 PM - 7:30 PM".

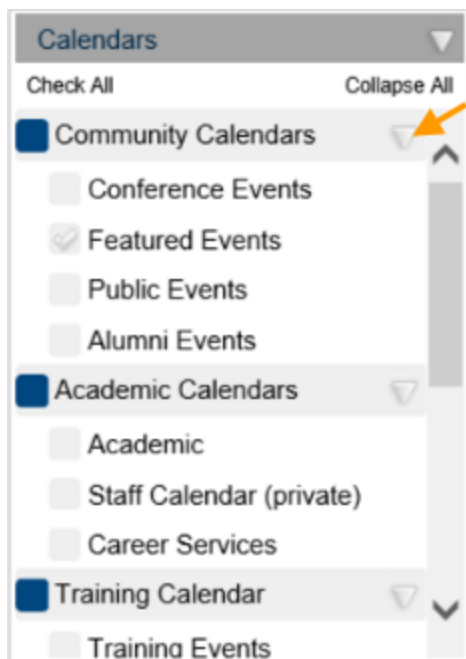
Below the featured event, there's a navigation bar with tabs: "Student Movie Night", "Trends & Social Media", "Beginner Crossfit", and "Student Movie Night". The "Events" section shows a "Week of Monday, September 12, 2016" view. A "Special Dates Week of Monday, September 12, 2016" section lists dates from 11 to 17. A "Beginner Crossfit" event is shown for "9/11/2016" at "8:00 AM, Spartan Stadium".

On the right side, there's a sidebar with a "Calendar" menu. The menu includes options like "Admin Panel", "Calendar", "My Options", "Change Password", "View My Requests", "My Notifications", "Submit Event", "Help", "Contents", and "Knowledge Base". Below the menu, there's a "Notifications/iCal Feeds" section with a "Calendars" dropdown menu. The dropdown menu lists various calendar categories: "Community Calendars", "Conference Events", "Featured Events", "Public Events", "Alumni Events", "Academic Calendars", "Academic", "Staff Calendar (private)", "Career Services", "Training Calendar", and "Training Events".

VIEW EVENTS IN EMS MASTER CALENDAR

The Calendar panel is condensed into groups, which you can expand or collapse. Next to each grouping and each category within each group, you can click to select specific items.

1. To expand a group, click the **Expand** button.



2. As you select and deselect checkboxes next to each item, the events shown in the left panel change.



Featured Events

Trends & Social Media
We're here to help everyone from Parents to Students.
How does Social Media affect my life?
That's where Social Media Seminars comes in. You've got a million questions. We have the answers!
Thursday, September 15, 2016
4:00 PM - 7:30 PM
[more](#)

Events ← Week of Monday, September 12, 2016 → [Day] [Week] [Month] [Add Event]

Special Dates Week of Monday, September 12, 2016
11 12 13 14 15 16 17

Beginner Crossfit 9/11/2016
8:00 AM, Spartan Stadium
Athletic
CrossFit is the principal strength and conditioning program for many police academies and tactical operations teams, militar ...
[more](#)

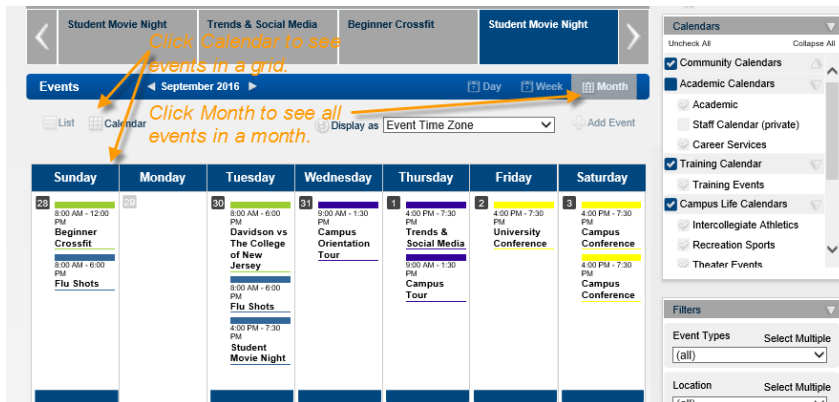
Campus Orientation Tour 9/11/2016
9:00 AM, Kalmanovitz Hall
Event/Seminar
The weekly orientation tour meets on the Adams Library Lawn and will take roughly 1 hour!
[more](#)

Student Movie Night 9/13/2016

Calendars
Check All Collapse All
Community Calendars
Academic Calendars
Academic
Staff Calendar (private)
Career Services
Training Calendar
Training Events
Campus Life Calendars
Intercollegiate Athletics
Recreation Sports
Theater Events

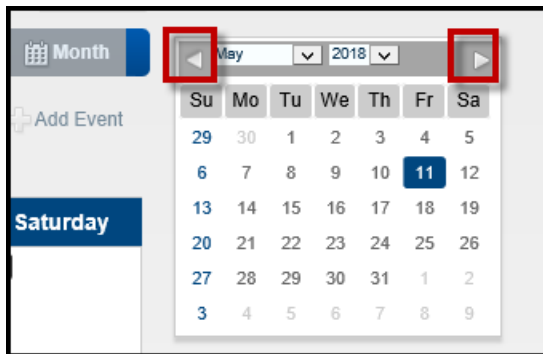
Filters
Event Types Select Multiple
(all)
Location Select Multiple
(all)
Departments Select Multiple
(all)

- Each calendar you select may have its own default timeframe (Day, Week, Month, or Year) and view (Calendar or List). For multiple calendars, a single combined calendar shows all the events. The default date for the calendar display is the current day's date.



SCROLL THROUGH EVENTS IN EMS MASTER CALENDAR

1. In the Calendar view or the List view, use the Next and Previous Buttons on the Calendar Tool to navigate through calendar dates month by month or year by year.



2. In the Calendar view, if any events are present as you scroll through the dates, the calendar is updated with these events. In addition, if you chose "Day," as the

timeframe, and no events are scheduled for a particular day, then as you scroll this day, the phrase “No Events” is displayed.

3. In the List view, if any events are present as you scroll through the dates, the list is updated with these events. If no events are scheduled within the selected time frame, then “No Events” is displayed; however, if events occur within the selected timeframe but they have a date prior to the current day’s date, then a Show Past Events option is displayed on the calendar. Select this option to update the list with these past events.

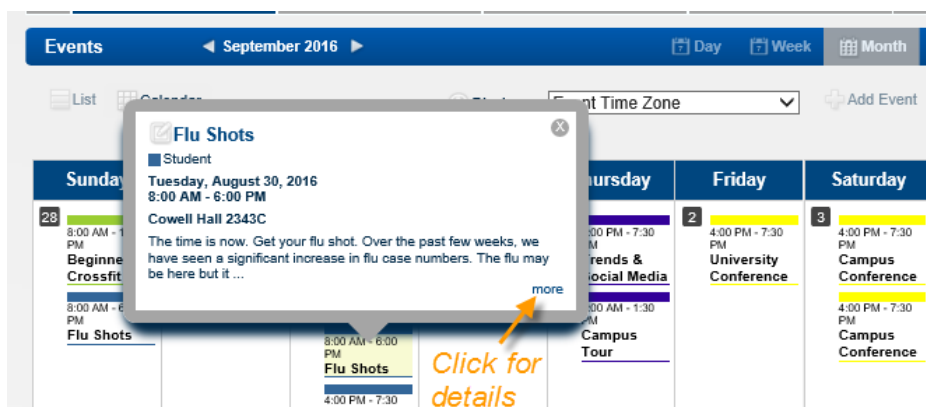
NOTE: By default, the list is grouped by Event Date. You can select a different Group By option (Location or Calendar).

CHAPTER 14: Open Events from EMS Master Calendar

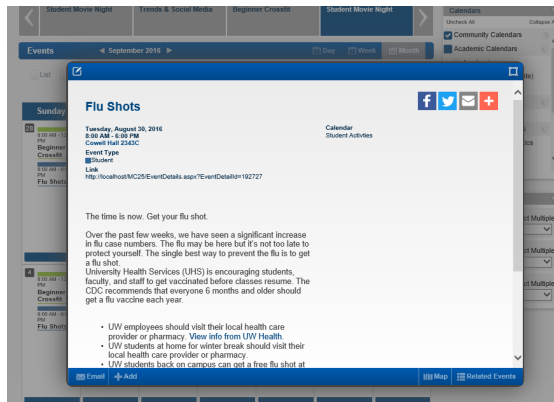
To see more detailed information about an event, click on its title in the calendar.

- » To view a summary of the event details for an event that is displayed on a calendar, click on the event title to open the Event Details Summary page.

Event Details Summary page



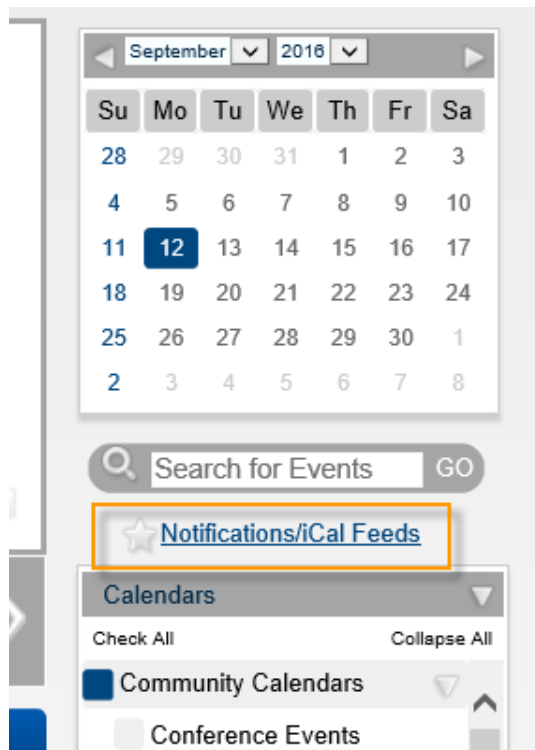
- » To view the event details in full on the Event Details page, including related events, click **more**.



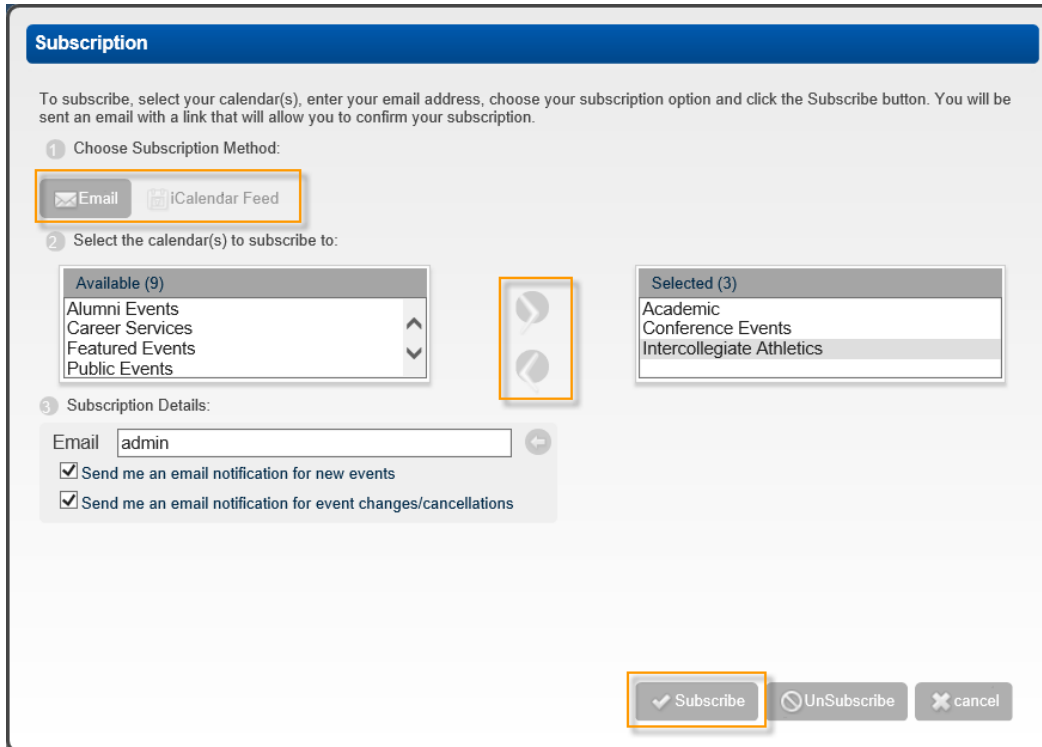
CHAPTER 15: Subscribe to a Calendar

You can subscribe to a calendar so that you are notified of changes to events. This enables you to receive a system-generated email or automatically update calendars in your email system when events are added, modified, or canceled.

1. In the Calendars section, click **Notifications/iCal Feeds**.



2. Click the **Subscribe** icon. The Subscription page opens. The calendars to which you can subscribe appear in the Available Calendars list.



Subscription

To subscribe, select your calendar(s), enter your email address, choose your subscription option and click the Subscribe button. You will be sent an email with a link that will allow you to confirm your subscription.

1 Choose Subscription Method:

☒ Email ☐ iCalendar Feed

2 Select the calendar(s) to subscribe to:

Available (9)

- Alumni Events
- Career Services
- Featured Events
- Public Events

Selected (3)

- Academic
- Conference Events
- Intercollegiate Athletics

3 Subscription Details:

Email

☒ Send me an email notification for new events

☒ Send me an email notification for event changes/cancellations

3. Choose your subscription method—Email (the default value) or iCalendar feed.

- » **Email**—To receive a confirmation email that contains a link that you must click to activate or edit your subscription. If you select this option, go to “To subscribe using email.”
- » **iCalendar feed**—To automatically add the selected calendars to your email program and subscribe to updates to the calendar. If you select this option, the Email field and email options are removed from the page.

4. Use the right and left arrows to move calendars from and to your Selected list.

See Also: [Subscribe to a Calendar Using Email](#) and [Subscribe to a Calendar Using iCal](#).

CHAPTER 16: Subscribe to a Calendar Using Email

Once you have begun the process of subscribing to a calendar, you can subscribe using email as follows. See Also: [Subscribe to a Calendar](#).

Subscription



To subscribe, select your calendar(s), enter your email address, choose your subscription option and click the Subscribe button. You will be sent an email with a link that will allow you to confirm your subscription.

1 Choose Subscription Method:

☒ Email ☐ iCalendar Feed

2 Select the calendar(s) to subscribe to:

Available (9)
Alumni Events
Career Services
Featured Events
Public Events

Selected (3)
Academic
Conference Events
Intercollegiate Athletics

3 Subscription Details:

Email

☒ Send me an email notification for new events
☒ Send me an email notification for event changes/cancellations

1. If you are a guest, enter the email that is to be used for your subscription in the Email field. Optionally, as a user, you can edit this email address if needed.
2. Select one or both of the options that are available for email subscriptions—email notifications for new events and email notifications for changes and cancellations.
3. Click **Subscribe**. A message confirms that an email has been sent and prompt you to confirm your subscription request.
4. Click **Done** to close the message and return to the Calendar Display page.

CHAPTER 17: Subscribe to a Calendar Using iCal

Once you have begun the process of subscribing to a Calendar, you can choose to subscribe via iCal. See Also: [Subscribe to a Calendar](#).

1. From the Subscription page, select the iCalendar option and click **Subscribe**.

Subscription

To subscribe, select your calendar(s), enter your email address, choose your subscription option and click the Subscribe button. You will be sent an email with a link that will allow you to confirm your subscription.

- Choose Subscription Method:

☐ Email
☒ iCalendar Feed
- Select the calendar(s) to subscribe to:

Available (10)

 - Academic
 - Conference Events
 - Featured Events
 - Intercollegiate Athletics

Selected (2)

 - Alumni Events
 - Career Services
- Event Types(s):

Available (40)

 - Academic
 - Academic Class
 - Academic Lab
 - Academic Lecture

Selected (2)

 - Academic Class
 - Academic Lecture
- iCal Links:

Http iCal Link

WebCal iCal Link

- When prompted to choose if you want to allow this website to open a program on your computer. Click **Allow**.
- When prompted to choose if you want to add this Internet Calendar to your email program (in this example, Microsoft Outlook) and subscribe to updates.
- Optionally, click **Advanced** to open a Subscriptions dialog box and customize the settings for your subscription on your email program.
- Click **Yes** to add the calendar or calendars to your email program.

CHAPTER 18: User Options

When your site administrator sets you up as a user in a Master Calendar system, you are supplied with both your User ID and password. You can change your own password, or you can have current password emailed to you if you have forgotten it. In addition, you can view a history of all the event requests that you have submitted, and you can view a summary of all your calendar subscriptions and reminders.

This section will provide information that will allow you to:

- » [Change Your Password](#)
- »
- » [View Your Notifications](#)
- » [View Your Requests](#)

CHAPTER 19: Change Your Password

1. [Log in to EMS Master Calendar](#).
2. On the Master Calendar main menu, point to **My Options**, and then click **Change Password**.



The Change Password dialog box opens. Your current User ID appears at the top of the dialog box.

Change Password Dialog Box



The screenshot shows the 'Change Password' form in the EMS MASTER CALENDAR application. The form has a blue header with the EMS logo and the text 'ems MASTER CALENDAR'. Below the header, the title 'Change Password' is displayed. The form contains the following fields and controls:

- Email: admin
- Old Password: A text input field with a clear button (X) on the right.
- New Password: A text input field with a clear button (X) on the right.
- Confirm Password: A text input field with a clear button (X) on the right.
- + Update: A button to submit the form.
- Email me my password: A checkbox.

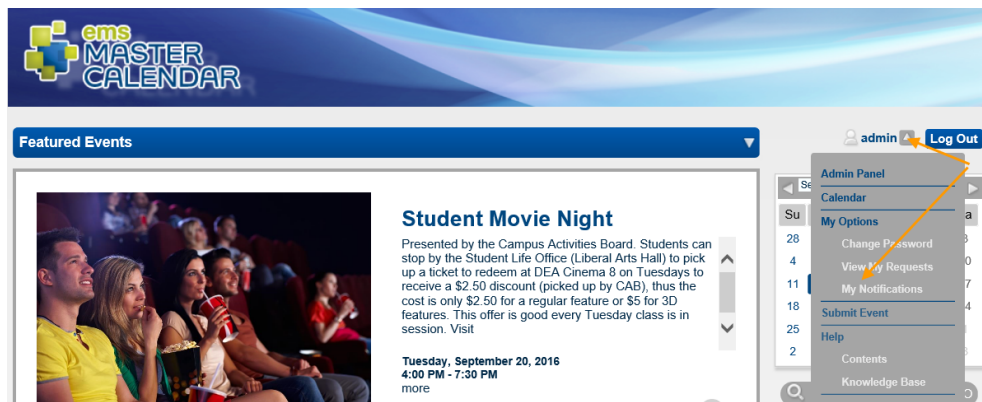
3. In the **Old Password** field, enter your current password.
4. In the **New Password** field, enter your new password.
5. In the **Confirm Password** field, re-enter your new password exactly as you entered it in the New Password field.
6. Click **Update**. Your new password is saved. The message “Password Saved” appears at the top of the dialog box.

CHAPTER 20: View Your Notifications

A notification is one of two types of Master Calendar system-generated emails that you can receive:

- » **Subscriptions**—Emails about new, modified, or canceled events for a selected calendar or calendars.
- » **Reminders**—Emails that alert you about the start of, or changes to, specific events.

1. On the Master Calendar main menu, point to **My Options > My Notifications**. The My Notifications page opens. By default, the Subscriptions tab is open.



NOTE: Your notifications are determined by your [Calendar Subscriptions](#).

2. To narrow down the information you see:
 - » Sort your notifications based on a particular characteristic (for example, Event Title).
 - » Click the Delete icon next to the notification to delete a subscription or a reminder.

CHAPTER 21: View Your Requests

1. Log in to EMS Master Calendar.
2. On the Master Calendar main menu, point to **My Options**, and then click **View My Requests**. The View Request page opens. By default, the Current tab is the opened tab. The Current tab shows all your event requests going forward from the current day's date. The Historical tab shows all your past event requests.

View Request Page

admin [Log Out](#)

Current Historical Title [GO](#)
☐ Show Cancelled

Actions	Title	First Event	Last Event	Status	Calendar
	Alumni Dinner - Chicago	5/14/2018	5/14/2018	Approved	Alumni Events

IF	STATUS
The request was approved for all calendars to which you submitted it	Approved
The request was denied for all calendars to which you submitted it	Disapproved

IF	STATUS
The request has not previously been approved for any calendar, or it was previously denied for any calendar, <i>and</i> it is currently pending on one or more calendars	Pending

3. Optionally, you can do one or more of the following to customize the information that you are viewing to better suit your needs:

- » Click **Show Canceled** to also view all canceled events on this page.
- » Click the event title to open the Event Summary page and edit an event request.
- » Sort your request based on a particular characteristic (for example, Event Title).
- » Enter complete or partial search criteria in the Title field and click Quick Search to search for a particular event.

CHAPTER 22: Publicize an Event in EMS Master Calendar

There are several ways to publicize an event:

- » If your Master Calendar implementation allows anyone to request an event, it has to be submitted for approval first.
- » Authorized (administrative) users, however, often have permissions to submit an event directly to a calendar without requiring approval.

Whether you are an everyday user or administrative user, the process is the same:

1. [Submit an event in Master Calendar](#) (specifying all necessary event information).

TIP: Choose "Featured Event" if your event needs to be featured on the calendar. Be sure to include an event image and a catchy description to catch people's interest. Choose the calendar(s) you want the event to appear on.

2. Check your event on the calendar. Once the event is approved by the Calendar Manager (if approval is required), it will show on the calendar(s) you selected. People who subscribe to the calendar will be alerted to the new event.

CHAPTER 23: Manage Your Events

This section guides you in viewing and submitting in Master Calendar efficiently and effectively.

Administrative users such as calendar managers should refer to [Managing Calendars](#) for guidance in configuring and managing calendars and approving event requests.

This section provides information on the following:

- » [Types of EMS Master Calendar Users](#)
- » [Submit an Event](#)
 - » [Additional Info Fields](#)
 - » [Custom, Email, and Attachment Fields](#)
 - » [Event Times Fields](#)
 - » [General Info Fields](#)

CHAPTER 24: Types of EMS Master Calendar Users

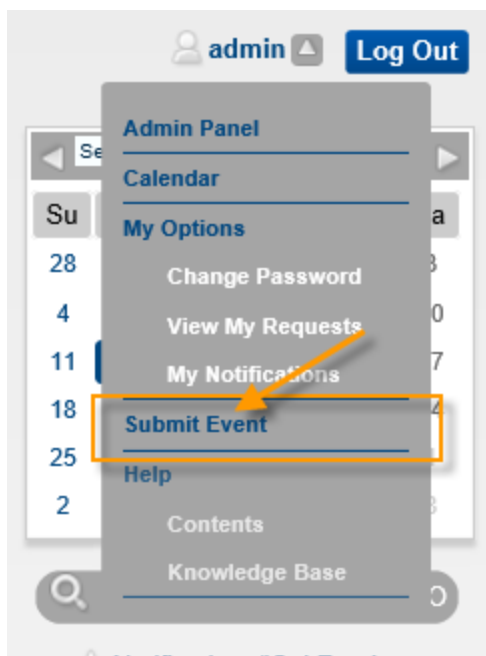
Your system administrator establishes different types of users, who can perform different actions in EMS Master Calendar.

- » A **guest user** can submit a request to post an event to a public calendar.
- » A **calendar requester** can submit a request to post an event to a public calendar and to any private calendars to which they have been granted access.
- » If the **calendar manager** approves the request, the event is posted to the calendar. The calendar manager can also deny the request. After the calendar manager approves or denies request, the system automatically generates an email to the requestor, informing the requestor of the calendar manager's decision.
- » A **calendar user** can post events directly to a public calendar and to any private calendars to which they have been granted access without the calendar manager's approval.

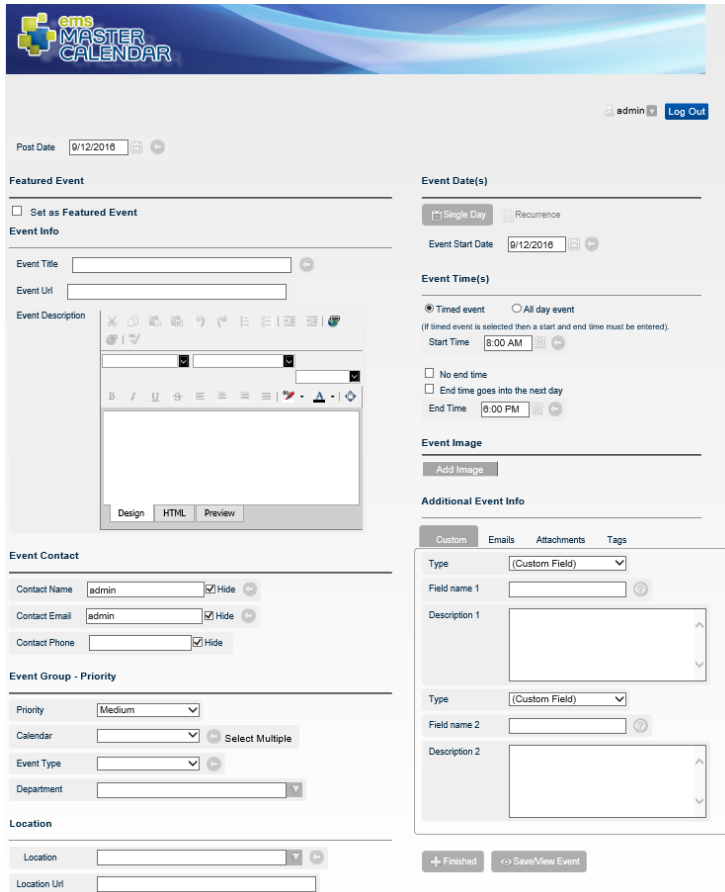
CHAPTER 25: Submit an Event

See Also: [Types of EMS Master Calendar Users.](#)

1. On the Master Calendar main menu, click **Submit Event**.



2. The Submit Event page opens. Enter the event information on the Submit Event page.



See Also:

- » [General Info Fields](#)
- » [Event Times Fields](#)
- » [Additional Info Fields](#)
- » [Custom, Email, and Attachment Fields](#)

3. Optionally, click **Save/View Event** for a preview of the event to determine if you are satisfied with the event request.
4. After you have entered all the information for the event and are satisfied with the entry, click **Finished**. The system processes your submission and returns you to the calendar. If you are a Calendar User, then the event is automatically posted to the selected calendars. If you are a Calendar Requester, then after the Calendar Manager approves or denies your request, the system automatically generates an email to you, informing you of the Calendar Manager's decision. If the Calendar Manager approves your request, the event is posted to the selected calendars.

CHAPTER 26: Additional Info Fields

FIELD NAME	DESCRIPTION
Additional Info	Appears on the Submit Events page only if the Calendar Manager has associated User Defined Questions (UDQs) with the calendar. If needed, you can modify the default answer for the UDQ.

CHAPTER 27: Custom, Email, and Attachment Fields

FIELD NAME	DESCRIPTION
Custom Fields	<p>This tab is opened by default when the Submit Events page first opens.</p> <p>» Field Name—Enter a name that describes or provides hints about the additional information that is to be entered in the Description field. For example, if the Description field is to contain information about parking at the event, you could enter Parking Info for the field name.</p> <hr/> <p>NOTE: For a list from which you can select a preset field name, click the Hint icon to open a list of Custom Field Hints.</p> <hr/> <p>» Description field—Enter additional information about the event in this field.</p> <p>» URL—Enter the URL for a website that provides additional information about the event.</p>
Emails	<p>Click Emails to open the Emails tab. On this tab, you can enter the email addresses for the invitees to the event. Separate multiple email addresses with either commas or semi-colons.</p>

FIELD NAME	DESCRIPTION
Attachments	<p>To add attachments to the event, click Attachments to open the Attachments tab, and then click Browse to open the Choose File dialog box for browsing to and selecting the attachments. After you have added all of the required attachments, click OK. A list of the attachments appears on the tab. The list shows the name of each attachment, the size of the attachment, and provides an option to delete the attachment (for example, if you added the attachment in error or the attachment becomes obsolete).</p>

CHAPTER 28: Event Times Fields

FIELD	DESCRIPTION
Start Date	The starting date for the event. The default value is the current day's date.

Time Indicates whether the event is an untimed event, a timed event, or an all-day event.

» If the event is an untimed event, you must specify only a date for the event. Depending on how your site administrator has configured your Master Calendar site, the event name and the phrase “Untimed Event” is displayed on the calendar, or only the event name is displayed on the calendar.

» If the event is a timed event, you must specify a start time, and then you must do one of the following:

- » Specify an end time for the same day.
- » Select no end time.
- » Select end time goes into the next day.

The event name is displayed on the calendar and if you:

» Selected an end time, the beginning and end time are also displayed on the calendar.

FIELD	DESCRIPTION
	<p>» Selected no end time, only the beginning time is displayed on the calendar.</p> <p>» Selected end time goes into the next day, the beginning and end time are displayed on the calendar with a Next Day icon displayed next to the ending time.</p> <p>» If the event is an All Day event, you must specify only a date for the event. The phrase All Day Event is displayed above the event name on the calendar.</p>
Recurrence	If the event is a recurring date, click Recurrence to open the Recurrence dialog box and specify the information for the recurring event.
Time Zone	The time zone that is displayed is the time zone that you selected when you logged in to EMS Master Calendar. You can select a different time zone if needed.

CHAPTER 29: General Info Fields

Only the event title, date, and time are displayed on the calendar entry and on the Event Details page. You can display the event contact name, event contact phone number, and event contact email on the Event Details page, or you can hide this information. All other event information (images, email addresses, and so on) is always displayed on the Event Details page. Click Preview at any time to preview the information that is to be displayed for the event.

TIP: Use the Recurrence date to set a recurring event.

FIELD	DESCRIPTION
Event Title	The title or name of the event.
Event URL	The URL (website address) for the event's web page.
Post Date	The date that the event is to be posted to the selected calendar or calendars. The default value is the current day's date.
Event Type	Dropdown list of all currently active event types in Master Calendar.

FIELD	DESCRIPTION
Priority	<p>Dropdown list. Available values are High, Medium, and Low. In conjunction with the event time (All Day, Untimed, Times), this variable determines where the event appears in a calendar display—at the top in a List view or at the top of the calendar date cell in the Calendar view. For any priority, the order is All Day Event, Untimed Event, Timed Event.</p>
Contact Name	<p>The name of the contact person for the event.</p> <p>NOTE: If you do not want this information displayed on the Event Details page, make sure that Hide is selected.</p>
Contact Email	<p>The email for the contact person for the event.</p> <p>NOTE: If you do not want this information displayed on the Event Details page, make sure that Hide is selected.</p>
Contact Phone	<p>The phone number for the contact person for the event.</p> <p>NOTE: If you do not want this information displayed on the Event Details page, make sure that Hide is selected.</p>
Location	<p>The location where the event is to take place. You can manually enter a location, or you can click the Lookup icon to open the Locations dialog box and select a location from a Locations dropdown list.</p> <p>NOTE: The Locations dialog box also contains an optional Sub-Locations dropdown list that is labeled in a way that best meets your organization's needs (for example, Rooms or Fields). If you want to specify both a location and a sub-location for the event, then you must use the</p>

FIELD	DESCRIPTION
	Lookup function.
Location URL	The URL (website address) for the location's web page.
Department	<p>The department that is hosting or sponsoring the event.</p> <p>NOTE: Department is a default label. Depending on how your Master Calendar site administrator has configured Master Calendar, you might see this labeled as something else, such as "Business Units" for example.</p>
Event Description	A text description of the event. The event description is displayed in the Event Details Summary dialog when a guest or user places their mouse pointer on the event title in the calendar or on the Event Details page when a guest or user clicks on the event name for more information about the event. After you enter a description, you can select the text and then use the standard Window formatting icons (color, text size, text weight, and so on) that are above the Event Description field to customize the formatting of the text.
Add Image	Click Browse to open the Choose File dialog box for browsing to and selecting an image that is to be associated with the event.

CHAPTER 30: Glossary for EMS Master Calendar

TERM	DEFINITION
Event Title	The title or name of the event.
Title URL	The URL (website address) for the event's web page.
Post Date	The date that the event is to be posted to the selected calendar or calendars. The default value is the current day's date.
Calendars	A list of all active calendars that are currently in your EMS Master Calendar system. Click the Lookup icon to open the Calendars dialog box and select the calendars to which you want to post events.
Event Type	Drop-down list of all currently active event types in your EMS Master Calendar system.
Priority	Drop-down list. Available values are High, Medium, and Low. In conjunction with the event time (All Day, Untimed, Times), this variable determines where the event appears in a calendar display—at the top in a List view or at the top in the calendar date cell in the Calendar view. The order is: » High Priority —All Day Event, Untimed Event, Timed Event

TERM	DEFINITION
	<p>» Medium Priority—All Day Event, Untimed Event, Timed Event</p> <p>» Low priority—All Day Event, Untimed Event, Timed Event</p>
Contact Name	<p>The name of the contact person for the event.</p> <p>Note: If you do not want this information appearing for the event, select Hide.</p>
Contact Phone	<p>The phone number for the contact person for the event.</p> <p>Note: If you do not want this information appearing for the event, select Hide.</p>
Location	<p>The location where the event is to take place. You can manually enter a location, or you can click the Lookup icon to open a dropdown list of locations and make a selection from this list.</p>
Location URL	<p>The URL (website address) for the location's web page.</p>
Event Description	<p>A text description of the event. The event description appears on the calendar when a guest or user clicks on the event name for more information about the event. After you enter a description, you can select the text and then use the standard Window formatting icons (color, text size, text weight, and so on) that are above the Event Description field to customize the formatting of the text.</p>
Add Image	<p>Click Browse to open the Choose File dialog box for browsing to and selecting an image that is to be associated with the event.</p>

TERM	DEFINITION
User Types	<p>» Standard—This is the default value for a user type. You must manually apply permissions for this type of user.</p> <p>» Template—This type of user is available only if you have active templates defined in EMS Master Calendar. (See Also: Configure User Templates)</p> <p>If you select this type of user:</p> <ul style="list-style-type: none">» The Permissions tab is initially removed from the page.» A Template dropdown list opens. You use this list to select the correct template for the user's permissions.» Optionally, if you want to add permissions for the user in addition to the ones that are defined by the selected template, select Add additional permissions to template user to make the Permissions tab available again. <p>» Administrator—This type of user has full access to all calendars in Master Calendar as well as to all system areas and functions.</p>