

# User Handbook

## LiveWhale

California's friendliest content management system

Event Management System

for

Angelo State University



# EVENTS SYSTEM (WEB CALENDAR) USER HANDBOOK

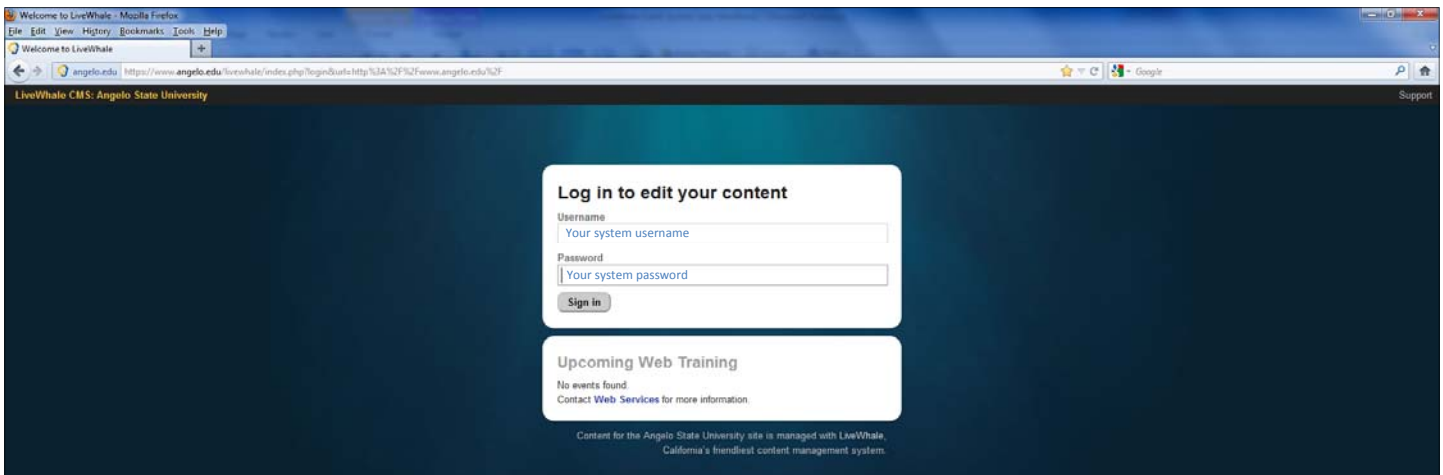
## ACCESS THE LIVEWHALE EVENTS SYSTEM

**Step 1:** Open your Internet browser.  
*(If you use Internet Explorer, you will be prompted to install a plugin the first time you access LiveWhale.)*

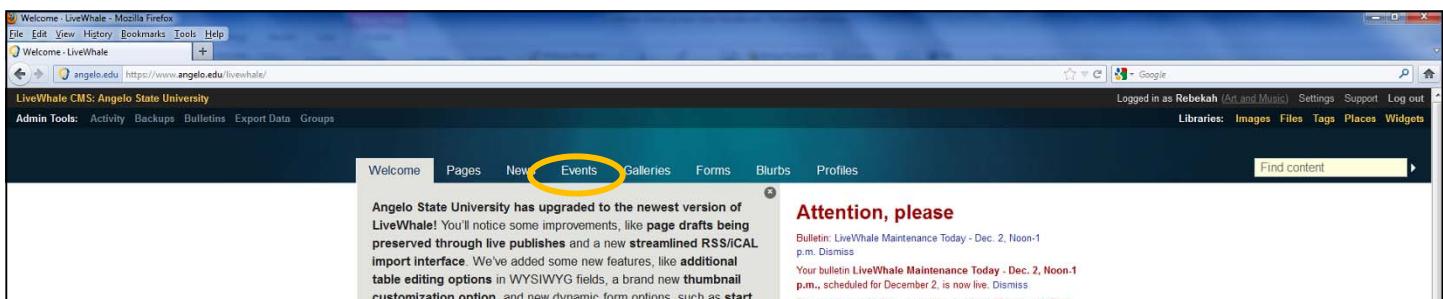
**Step 2:** FIRST TIME EVER TO LOG IN: Visit [www.angelo.edu/livewhale](http://www.angelo.edu/livewhale). Bookmark this page!

FUTURE LOG INS: Open your Internet browser and open the bookmarked page, "Welcome to LiveWhale."

**Step 3:** Use your ASU system user name and password to log in.



**Step 4:** Click on "Events." *(You may not see any of the others choices, such as "pages," "news," etc.)*



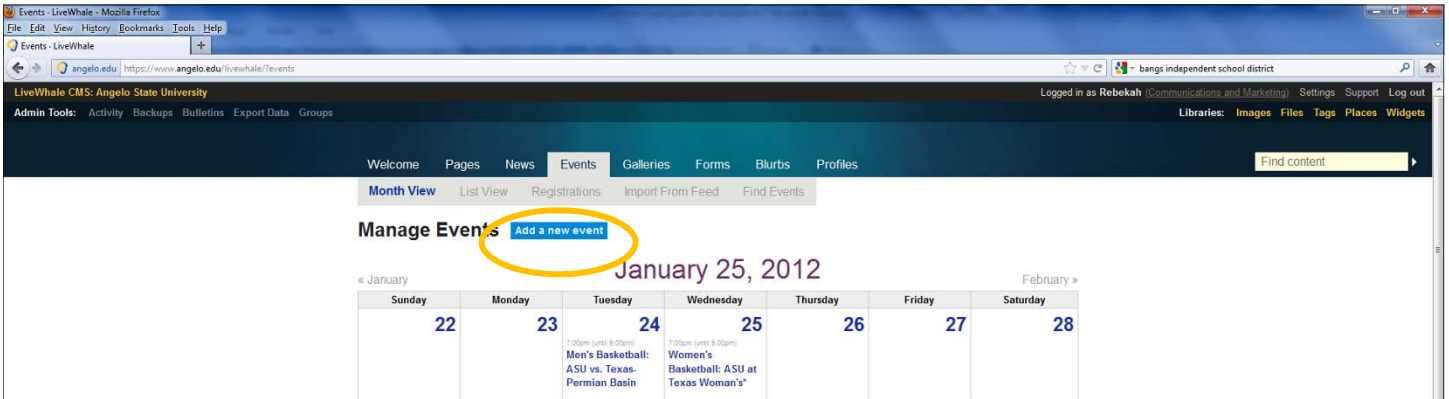
Step 5: You will now see this screen. NOTE: You will only see events for your group(s).

The screenshot shows a web browser window displaying the LiveWhale CMS interface for Angelo State University. The page is titled "Manage Events" and shows a calendar for January 25, 2012. The calendar includes a grid of dates from Sunday, January 22, to Saturday, January 28, with events listed for each day. The events are primarily sports-related, including Men's and Women's Basketball, Softball, and Baseball. The interface includes navigation tabs for "Month View", "List View", "Registrations", "Import From Feed", and "Find Events". The user is logged in as Rebekah.

January 25, 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22	23	24	25	26	27	28
		Men's Basketball: ASU vs. Texas-Permian Basin 7:00pm (until 9:00pm)	Women's Basketball: ASU at Texas Woman's* 7:00pm (until 9:00pm)			
29	30	31	Feb 1	2	3	4
			Women's Basketball: ASU vs. Cameron* 5:00pm (until 7:00pm) Men's Basketball: ASU vs. Cameron* 7:30pm (until 9:30pm)	Softball: ASU vs. Rollins at San Antonio 5:00pm (until 8:00pm)	Softball: ASU vs. East Central at San Antonio 12:00pm (until 3:00pm) Softball: ASU at St. Mary's 4:00pm (until 7:00pm)	Softball: ASU vs. Texas A&M International at San Antonio 10:00am (until 1:00pm) Baseball: ASU vs. Ouachita Baptist 12:00pm (until 3:00pm) Baseball: ASU vs. Ouachita Baptist 5:00pm (until 8:00pm) Softball: ASU vs. St. Edward's in San Antonio 2:00pm (until 5:00pm)
5	6	7	8	9	10	11
1:00pm (until 4:00pm)	4:00pm (until 7:00pm)	5:30pm (until 7:30pm)	5:30pm (until 7:30pm)	1:00pm (until 4:00pm)	12:30pm (until 3:30pm)	

# ADD AN EVENT

**Step 1:** Click “Add a new event.”



**Step 2:** You should see this screen. We’ll address the left side of this screen first.

The screenshot shows the 'Add a new event' form with several callout boxes explaining the fields:

- Event Title:** "Enter a title for this event" (circled in yellow). Your event title goes here. This field is easy to overlook because it already contains text. Your event will not save to the calendar if you forget to complete this field.
- Start Date & Time:** Fill in the start date and time of your event. The end date and time is optional. If the event does repeat, make the “end date” the same day it begins.
- Repeat this event:** If the event repeats, select the appropriate time interval. Options are: Never, Daily, Monday-Friday, or Weekly. If you need to enter a repeating event but these options don't quite fit, contact Jon Wilcox, Ext. 6266, or Becky Brackin at Ext. 6399. Some “tricks” are available. Note: This field can't be edited, once saved.
- Location:** It is a good idea to type your location in the “Plot this event...” field first. For instance, if you type “Carr Education,” pre-populated choices will pop up and you can choose “Carr Education-Fine Arts.” When make your selection, a map will appear with the building already plotted. Then complete your “Location” field with room number and physical address. Example: Carr Education-Fine Arts Building, Eldon Black Recital Hall, 2602 Dena Drive.
- Summary:** The summary of the event should be a “teaser” that piques the readers’ interest to read more about the event. On the finished page, it appears in larger font italics right above the description.
- Event description or link to another page:** If you wish to link to a flyer or web page that gives ALL information about an event — the who, what, when, where, why — you may use the “link to another page” feature. Note: If you use this feature, you cannot edit the event further. When a viewer clicks on this event, he or she will be taken to the page to which you have linked and will not see any other information.
- Media:** You may add an image, video or widget that appears in line with your descriptive text.
- Event Description:** The event description should give details about the event, the speaker, the activity, etc. — the “who, what, why” — admission prices and special instructions. Note: Live-Whale does not provide a separate field for this, so always include “For more information contact who at phone number or e-mail address.”

**Step 2 (continued):** We'll continue with the options down the left side of the screen.

**Registration**  
 Allow site visitors to register for this event

**Comments**  
 Allow users to post comments

**Suggest this item to the following group(s):**  
  
[Show all groups](#)

**Tags**  
  
[Show all tags](#)

**Registration**  
 Allow site visitors to register for this event  
 Limit registrations?  
 Allow  registrants before closing registration  
 Special instructions?

You may select this option to allow comments about your event. We recommend leaving this option unchecked.

You may suggest that other user groups within the university add your event to their group calendars. Note: Avoid using this as an "invitation" to the event. The content managers for the other groups' pages will receive a note suggesting they add this event to their group calendars. Click "Show all groups" to see and select existing groups.

Tagging assists with searches and helps your event be "found." Click "Show all tags" and select the tags that apply to your event, keeping in mind the ways users might think about and search for particular events.

**IMPORTANT:** ALL live events in LiveWhale will display on the public Web calendar unless they are tagged with "non-public." Events tagged "non-public" will appear only in your group calendar and not in the ASU calendar at <https://www.angelo.edu/events/calendar.php>. They also will not be picked up for the TelegRam.

**All tags**

Management and Marketing | Marketing | Mass Media | Mathematics and Computer Science | Meat Market | Military | MIR Center | Modern Languages | MotherDaughter Program | Multicultural Activities | Multicultural Center | Music | non-public | Nursing and Rehabilitation Sciences | Operating Policies & Procedures | Parking Services | Philosophy | Physical Therapy | Physics | Political Science | Predeclared Advising | Psychology | Psychology Sociology and Social Work | Quality Enhancement Plan QEP | Ram Page | Ram Radio | Ram TV | Rambelles | Rambunctious | Rams | Registrar | Residential Programs | Roscoe | San Jacinto Clinic | Security Studies and Criminal Justice | Small Business Development Center | SMART | SOAR | Social Work | Sociology | Spanish | Staff Senate | Strategy Planning and Policy | Student Affairs and Enrollment Management | Student Government Association | Student Life | Study Jam | Supplemental Instruction | Symposium | Teacher Education | TEAMACE | Theatre | Ticket Office | Training and Development | Travel | True Blue | Tutoring | University Center Program Council | University Police Department | University Recreation | Veterans Affairs | Web Services | West Texas Collection | Writing Center

[Use selected tags](#) or [cancel and close](#)

Note: If you use the registration feature, you will need to check LiveWhale occasionally to check your registrations.

Use the same process to login to LiveWhale Events. Click on "Registrations" and then the event you wish to check. A list of your registrants will appear.

Welcome | Pages | News | **Events** | Galleries | Forms | Blurbs | Profiles

Month View | List View | **Registrations** | Import From Feed | Find Events

### Manage Event Registrations

Show: All Past Events

**Public Presentation and Book Signing with Kevin Carroll - "The Katalyst"**  
 4 registered  
 5:30pm on January 18

**Step 2 (continued):** Now we'll address the right side of the "Add a new event" screen.

No one other than LiveWhale users can see your event until you make it "live."

You may add one or more images from the existing library of photos in your group or from your computer. The image or slideshow will appear in the upper right hand corner of your event page, and you may select one of the images to be the thumbnail image for your event when it appears in a list.

You may add one or more links to related content for your event. You might want to add a link, for instance, to the speaker's web page or to other events in a series of events.

**DON'T FORGET**  
to click this button  
after you complete the  
fields. If you don't click  
"Add," but save your  
event, whatever relat-  
ed content you added  
will not appear.

The screenshot shows the 'Add a new event' interface. At the top is a navigation bar with tabs: Welcome, Pages, News, Events (selected), Galleries, Forms, Blurbs, Profiles. Below this is a sub-menu: Month View, List View, Registrations, Import From Feed, Find Events. The main content area is on the right side. At the top right, there is a dropdown menu labeled 'Post event as' with 'Hidden' selected. Below this is the 'Images' section with three buttons: 'Select from your image library', 'Add images from your computer', and 'Use an existing gallery'. Below the images section is the 'Related content' section with the text 'Add a link to a web address, news story, event, gallery, or file.' Two callout boxes are shown: one on the left pointing to the 'Images' section, and one on the right pointing to the 'Related content' section. The right callout box contains two sub-forms. The first sub-form is titled 'Related content' and has a dropdown menu with 'web address' selected. It includes a 'Link title' field with 'More about the speaker', a 'URL of webpage or file' field with 'www.speakerswebpage.com', and an 'Add' button circled in yellow. The second sub-form is also titled 'Related content' and has a dropdown menu with 'news story' selected. It shows a list of news items under the heading 'rambunctious' with titles like 'ASU Surpasses 7,000 in Enrollment for First Time' and 'ASU Mariachi Band Organized'.

**Step 3:** Save your event after you have completed the left and right areas of the “Add an event” screen. If you miss this step, all your previous hard work will be lost.

Registration  
 Allow site visitors to register for this event

Comments  
 Allow users to post comments

Suggest this item to the following group(s):  
  
[Show all groups](#)

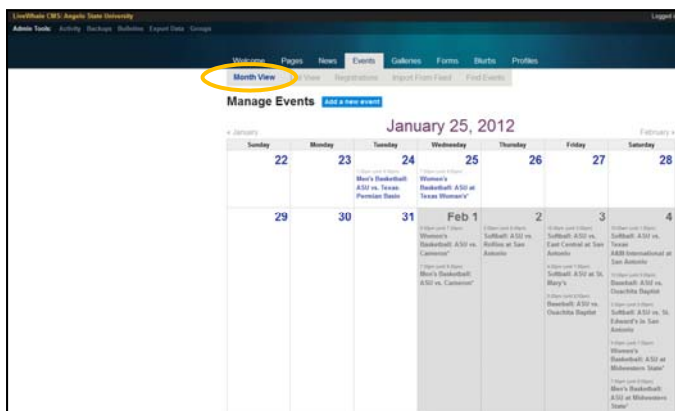
Tags  
  
[Show all tags](#)

**Save this event** or [cancel and go back](#)

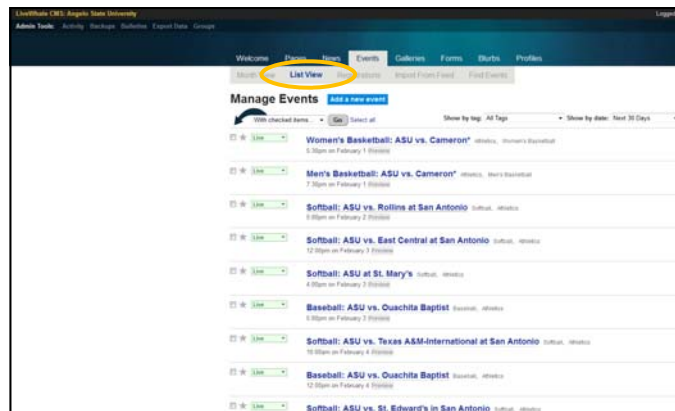
# EDIT AN EVENT

**Step 1:** Log in to LiveWhale Events. Find and click on the event you wish to edit. You may choose two different views of your events to accomplish this.

Month view



List view



**Step 2:** Make changes to your event, as needed, then save the event.

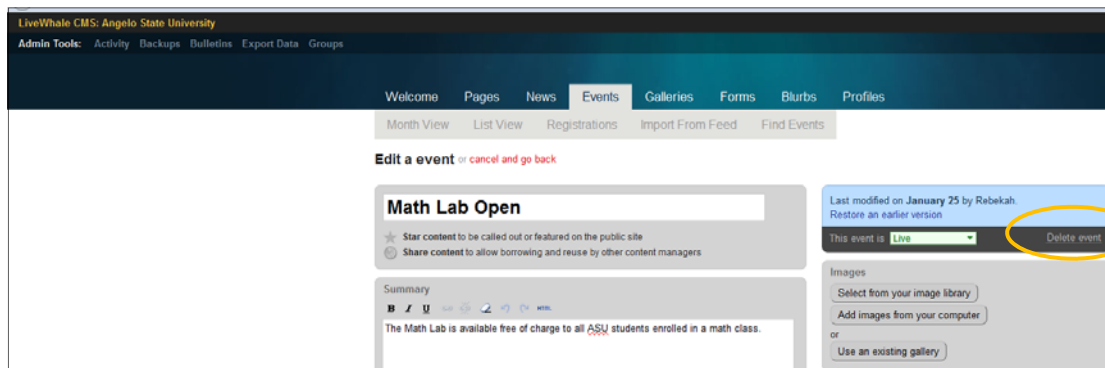
If you need to make changes to more than one event, such as make several events live, the “list view” makes that easier.

You may select all events or just the events you wish to edit, pull down the menu that says, “With checked items...,” select the action you wish to take, and then click “Go.” Confirm that you want to make the change for all these events.

# DELETE AN EVENT

**Step 1:** Log in to LiveWhale Events. Find and click on the event you wish to delete. You may choose two different views of your events to accomplish this as indicated above — “Month view” or “List view.”

**Step 2:** With the event open, click “Delete.” Confirm you wish to delete the event.



If you need to delete more than one event, use the “List View.”

Select the events you wish to delete, pull down the menu that says, “With checked items...,” select “Delete,” and then click “Go.” That change will be made for all items you selected. Confirm that you want to delete these items.

# FIELDS AND FORMATS

**Admission:** List price of admission for local events in the Event Description. It is not necessary to include admission for out of town events. Separate different admission charges by a semicolon.

*Example:* FREE to ASU Students with ID; \$4 General Admission; \$2 Students

1. Use a period to separate dollars from cents only when required. *Example:* \$12.50
2. Avoid using \$.00 when on the dollar. *Example:* \$12
3. If there is no admission charge at all, type "Open free to the public."

**Athletic Games:** Away - **Sport: (Rams or 'Belles) at Opponent Name**  
*Example:* Softball: 'Belles at Eastern New Mexico

Home - **Sport: (Rams or 'Belles) vs. Opponent Name**  
*Example:* Basketball: Rams vs. Abilene Christian

**Athletic Meets:** Away - **Track/Cross Country: ASU in Meet Name at Location**  
*Examples:* Track: ASU in Texas Invitational at Austin  
Cross Country: ASU in Oklahoma State Jamboree at Stillwater, Okla.

Home - **Track/Cross Country: ASU in Meet Name**  
*Example:* Cross Country: ASU in Blue & Gold Classic

**Athletic Tournaments:** Away - **Sport: (Rams or 'Belles) at Tournament vs. Opponent Name**  
*Examples:* Basketball: 'Belles at Hoop & Surf Tournament vs. Harding  
Softball: 'Belles at LSC Crossover Tournament vs. Cameron

Home - **Sport: (Rams or 'Belles) vs./at Opponent Name**  
*Example:* Basketball: Rams vs. Abilene Christian

**Contact Info:** **Include in the Event Description** — Department/Office **OR** Individual Contact Name and phone number or e-mail address.

**Location:** Local - type venue and address separated by a comma  
*Examples:* ASU Auditorium, Mayer Administration Building, 2601 W. Avenue N  
Junell Center/Stephens Arena, 2235 S. Jackson St.

Away - If out of town, type city and state (see **States**)

**Phone Numbers:** Phone numbers should be formatted with hyphens, area code first.  
*Example:* 325-942-2445

**Related Links:** MUST have **www**. *Example:* [www.angelosports.com](http://www.angelosports.com)

**States:** Only list state if outside Texas and/or the city is not immediately recognizable.  
*Examples:* Austin; Durant, Okla.; Honolulu

**STATE FORMATS**

Ala.	Hawaii	Mass.	N.M.	S.D.
Alaska	Idaho	Mich.	N.Y.	Tenn.
Ariz.	Ill.	Minn.	N.C.	Texas
Ark.	Ind.	Miss.	N.D.	Utah
Calif.	Iowa	Mo.	Okla.	Vt.
Colo.	Kan.	Mont.	Ohio	Va.
Conn.	Ky.	Neb.	Ore.	Wash.
Del.	La.	Nev.	Pa.	W.Va.
Fla.	Maine	N.H.	R.I.	Wis.
Ga.	Md.	N.J.	S.C.	Wyo.

If you would like to **add a calendar of events to your department's/office's Web pages**, contact Web Services at 942-2333 or [web.services@angelo.edu](mailto:web.services@angelo.edu).

You may also add an area to your department's/office's home page or another web page that automatically displays upcoming events. This area is called a "widget," and can be customized to display a certain number of events, for instance. Contact Web Services for help with widgets.

The **Small Business Development Center's** page demonstrates a great example of an event widget. Click on

<https://www.angelo.edu/services/sbdc/> to see how the page automatically updates to display five upcoming events.



**For help, please contact:**

**Web Services**  
[web.services@angelo.edu](mailto:web.services@angelo.edu)  
 325-942-2333

Or

**Community Relations**  
[community.relations@angelo.edu](mailto:community.relations@angelo.edu)  
 325-486-6399

## How the event looks in LiveWhale

The screenshot shows the LiveWhale event management page. At the top, there are navigation tabs: Welcome, Pages, News, Events, Galleries, Forms, Slides, Profiles. Below this is a search bar and a 'Edit an event' link. The main content area is titled 'Public Presentation and Book Signing with Kevin Carroll - The Katalyst'. It includes a 'Last modified' notice, a 'Change or remove images' section with a photo of Kevin Carroll, and a 'Location' field set to 'Stephens Central Library, 33 W. Beauregard Avenue, San Angelo, TX'. A map shows the location. The 'Description' field contains the event details. At the bottom, there are registration settings, a 'Comments' section, and a 'Save this event' button.

## How the event looks on our website

The screenshot shows the event page on the ASU website. The header includes 'ANGLO STATE UNIVERSITY' and 'Office of Communications and Marketing'. The event title is 'Public Presentation and Book Signing with Kevin Carroll - The Katalyst'. The date and time are 'January 18 2012, 5:30pm' at 'Stephens Central Library, 33 W. Beauregard Avenue, San Angelo, TX'. A photo shows Kevin Carroll demonstrating the 'art of play'. The text describes Carroll as 'The Katalyst' and provides details about the event. A registration form is located at the bottom, with fields for First Name, Last Name, E-mail, Phone, and # People attending. A 'Register' button is at the bottom of the form.