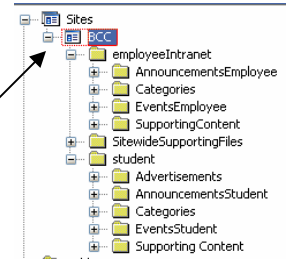


Creating a New Event

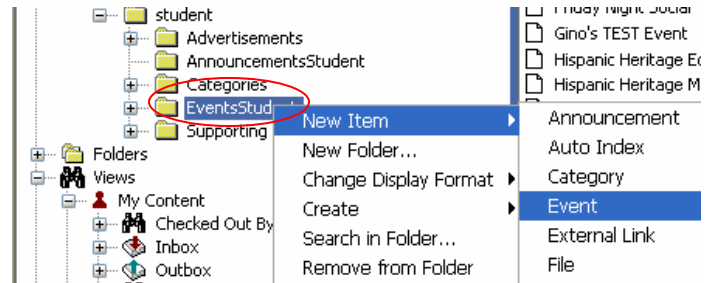
An event is used when there is a specific date, time or location.

1. Access WAM! from a browser window: <http://wam2.broward.edu>
2. Login using your Novell ID and password.
3. Choose Communications community.
4. Expand the folders by clicking on the plus signs until folders are fully expanded.

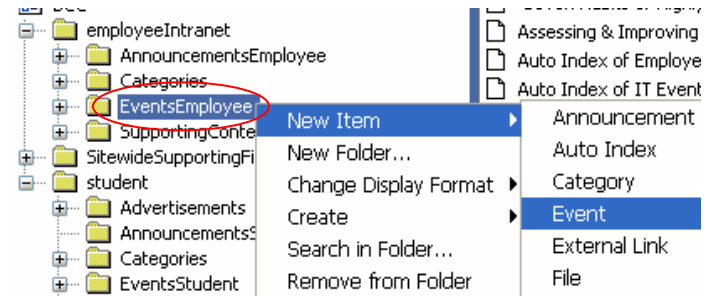


5. Create a new event

- To create a **student event** to be shown on the **student** (blue) home page
- Under the **student** folder
- **Right click the EventsStudent folder.**
- Choose *New Item > Event*



- To create a **employee event** to be shown on the **employee** (red) home page
- Under the **employeeIntranet** folder
- **Right click the EventsEmployee folder.**
- Choose *New Item > Event*.

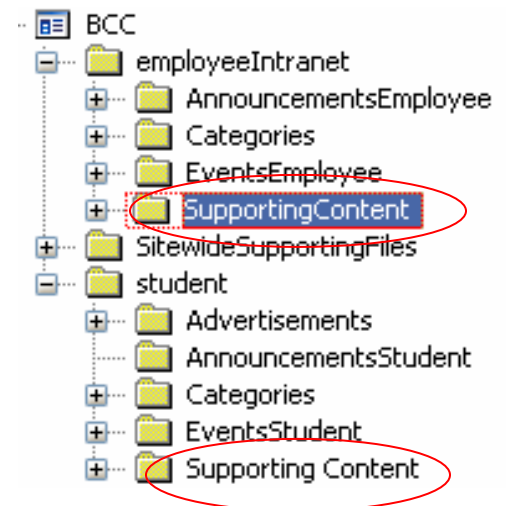


Make sure the event is in an events folder.

IMPORTANT: Place all supporting content (i.e. images, files, external links) in the appropriate SupportingContent folder (student or employee).

If the event is for **employee and student** then the supporting content need only be in one SupportingContent folder where the original announcement was created.

Name your supporting content with the same title as your event with image, file or external link at the end of the title.



Refer to the WAM Manual for specific instructions on importing images (.gif, .jpg), files (.doc, .pdf, .xls), and external web links (i.e. <http://www.cnn.com>).

6. Enter event information:

- **System Title (required)** – This is the title by which WAM sorts and identifies content. THIS NAME MUST BE UNIQUE in the folder. No two system titles can be the same.

- **Display Title (required)** – will appear in the browser window in the Title Bar, will be the link name and will be the name in the Content Explorer list under Content Title

- **Synopsis (required)** shows up anywhere the event is displayed in a list format such as the calendar list page. This field is limited to 90 characters.

- **Keywords (required)** – important for searching for content within WAM or by a search engine. You will search by keywords, author, community or name. Be descriptive.

- **Categories (at least ONE must be selected)** - for searching for events by category. This is the category the event would fall under if someone is searching for events. Choose as many as apply to the event. Events will be classified as “**Student**” events if you select a category **not** labeled as “**Employee Only**”. Student events will be displayed on the BCC home page (blue). Events that are “Student” **and** “Employee” must be created once in one folder and dragged into the other folder selecting ‘**Move, As Link**’.
- **Body** - main content or details of the event that will be displayed on the event full page.
- **Default Variant ID** - Ignore

7. Click the **Insert** button to save the event and to enable you to add location(s) and contact information.

The screenshot shows a web-based form for creating an event. The form is divided into several sections:

- * System Title:** A text input field.
- * Display Title:** A text input field.
- * Synopsis:(Limit 90 Chars):** A text input field.
- * Keywords:** A text input field with a scroll bar.
- Categories:(Choose At Least One):** A grid of checkboxes for various categories, including Academic, Athletics, Conferences, Holidays, Information Sessions - Employee Only, Lectures, Omni, Payroll - Employee Only, Procurement Services, Student Life and Leadership, Alumni, Bailey Hall, Exhibits, Human Resources - Employee Only, Intramural Sports, Meetings - Employee Only, Other - Employee Only, Planetarium, Professional Development - Employee Only, and Visual and Performing Arts. There are also links for "Check All" and "Uncheck All".
- Location and Times:** A section for entering location and time information.
- Contacts:** A section for entering contact information.
- Body:** A large text area for entering the main content of the event.
- * Default Variant ID:** A dropdown menu currently set to "Event Full Page".

At the bottom of the form, there are "Insert" and "Close" buttons.

8. Adding Locations & Times to the event.

- Click the 'Add new item' button.

Student Life and Leadership Visual and Performing Arts
[Check All](#) [Uncheck All](#)

Location and Times:	Campus:	Location Details:	Event Start Date/Time:	Event End Date/Time:	Alldayevent:
			Add new item		

Contacts:	Name:	E-mail:	Department:	Phone:
				Add new item

Enter campus, building/room, start time & date, end time & date

[Return to parent](#)

Campus: All Campuses
Location Details: Building Room
*** Event Start Date/Time:**
*** Event End Date/Time:**
Alldayevent: All Day Event (Times will not be displayed)

Using Calendar Controls

Many WAM pages include calendar controls to make it easier for you to enter dates.

To Enter a Date Using the Calendar Control:

- Click on the Calendar icon next to the field you want to enter.

WAM displays the Calendar.

If you have a specific time this event takes place select it from the set hour and/or set minute first. Make sure to enter the time **before** you select the date. If it is a full day event do not set any hour or minute just select the date.

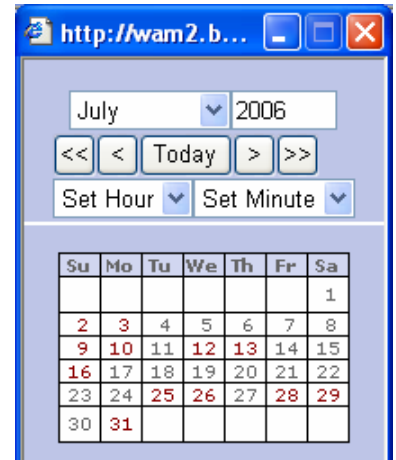
Set the **hour** by clicking on the down arrow next to the 'Set Hour' drop down box.

Set the **minute** by clicking on the down arrow next to the 'Set Minute' drop down box

To set an hour/minute you **must** choose the time **before** choosing the date.

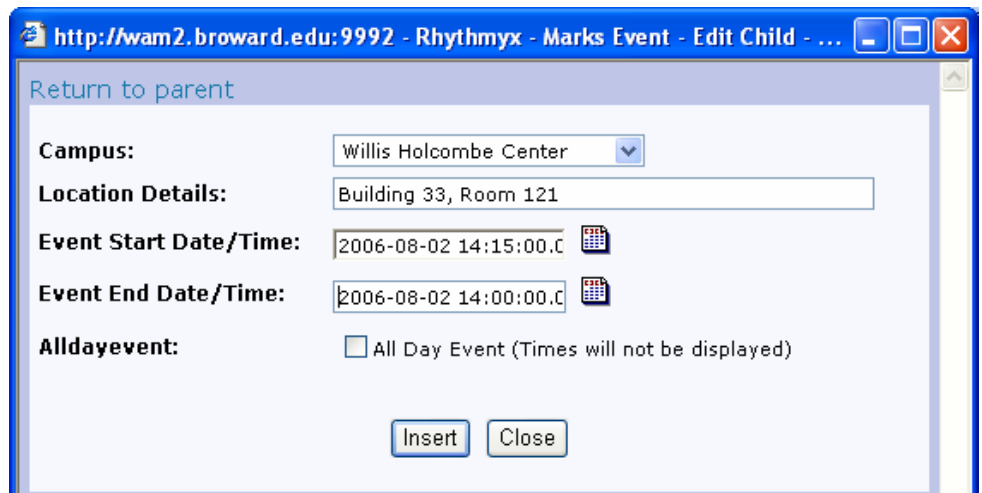
- To adjust the **month**, select the month you want from the drop list or click the month back button < to scroll back one month. Click the month forward button > to scroll forward one month.
- To adjust the **year**, enter the year in the year box, or click the year back button << to scroll back one year. Click the year forward button >> to scroll forward one year.

Click on the date to select it. WAM will automatically enter the date you selected and close the calendar.



Check **'All Day Event'** only if applicable and no time has been set.

- Click **Insert**.



- Add additional locations, dates and time by clicking on **'Add new item'**.
- When finished adding location information click on **'Return to parent'**

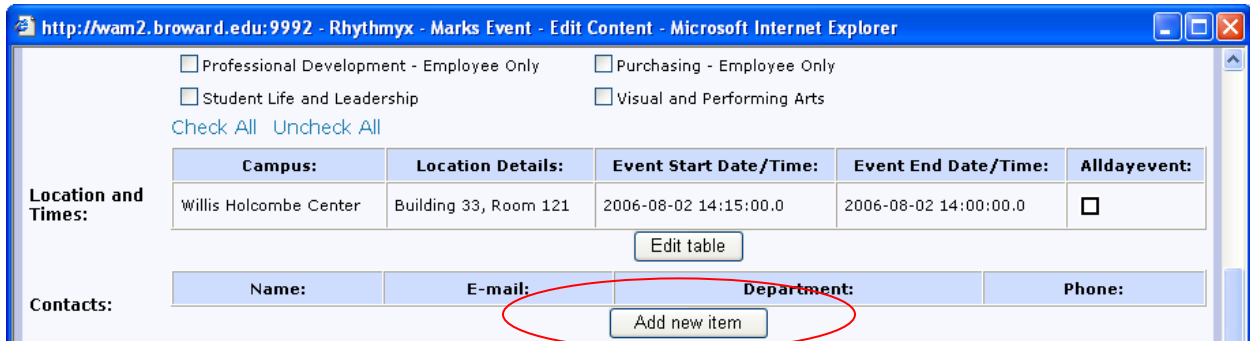


- When finished, click **'Return to parent'**. If you click close you will not return to the event editor.
- Or click **Add new item** to enter multiple locations/dates/times.

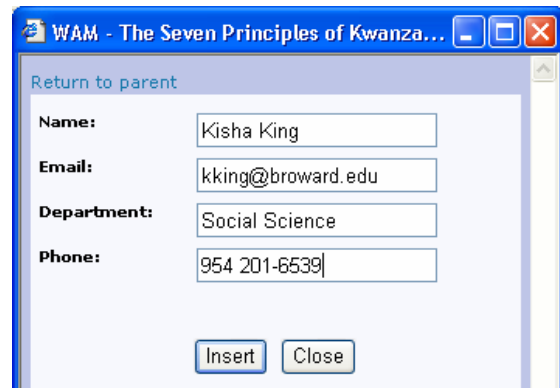
Click on the action buttons to delete, edit or move the order of a location/time.

9. Adding **Contacts** to the event

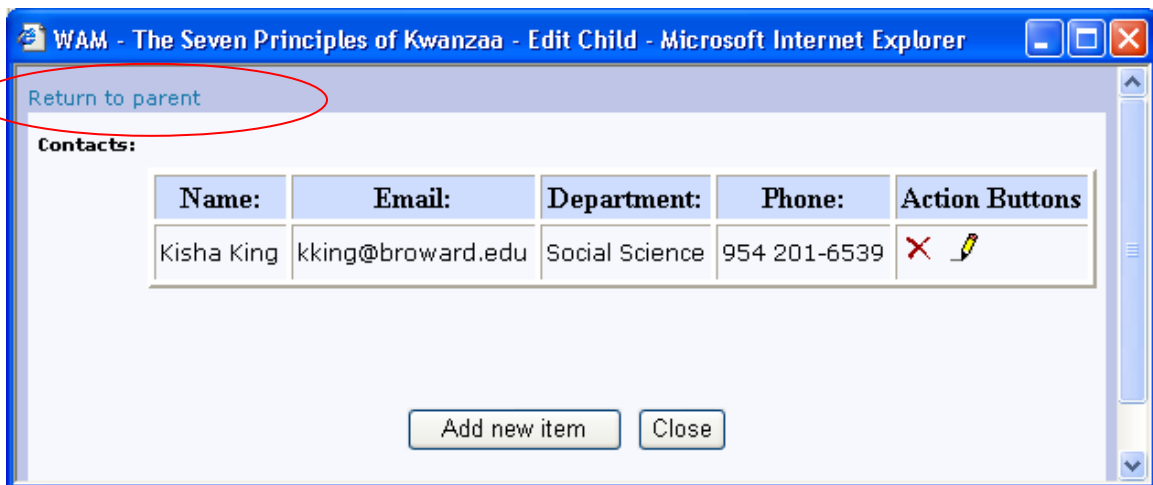
- Click the **'Add new item'** button.



- Enter contact name, email address, department, phone number as applicable.
- Click **Insert**.



- Add additional locations, dates and time by clicking on **'Add new item'**.
- When finished adding location information click on **'Return to parent'**



- When finished then click **'Return to parent'**. If you click close you will not return to the event editor.
- Click **Add new item** to enter multiple contacts.

When finished with your event:

10. Click the **Update** button
11. Click the **Close** button

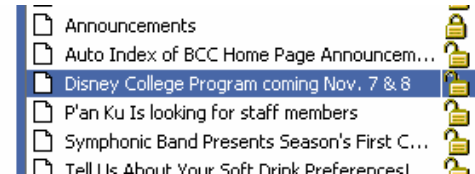
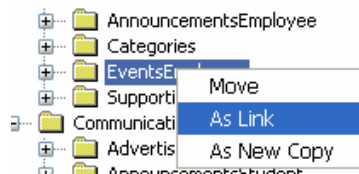
Click on the action buttons to delete, edit or move the order of a contact.



If you have the same event for both Students & Employees:

For the event to display on **both** student and employee pages just create one event. Left click the completed event and, holding your mouse down, drag it from the event folder in which you created the original (i.e. if created in the student event folder, then drag it to the employee event folder)

release the mouse and look for the word **'Move'** then choose **'As Link'**. Whatever changes you make to one will automatically change the other including deleting the event.

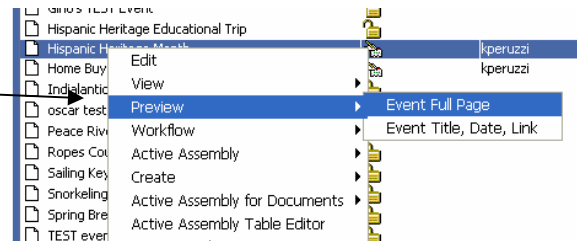


Preview the Event

12. From the Content Explorer window find the event you created and right click to display the Action Menu.

13. Hover over **Preview**.

14. Choose **'Event Full Page'** to preview the page. Make sure the page is to your liking and no further changes are required.



15. Close the window.

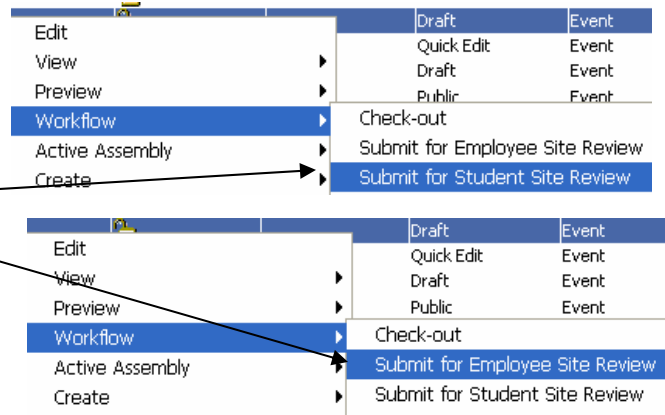
You must submit the event for it to be published on the website.

Submitting the Event to be Published:

16. From the Content Explorer window find the event you created and right click to display the Action Menu.

17. Hover over **'Workflow'**.

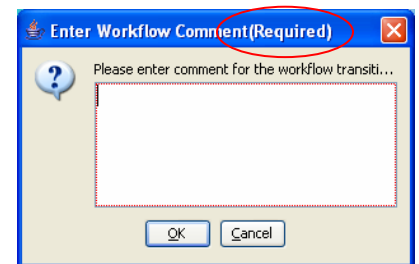
18. Click on either **'Submit for Student Site Review'** OR **'Submit for Employee Site Review'**



19. Enter a comment (required) which will be included in the email sent to the approver. The comment will also be retained in history. This is your opportunity to send a message to the approver.

20. Click **OK**.

21.Your content will be available to view on the web after it has been approved by Public Relations, moved to the public state by that approver and the next publishing edition has run. **Publishing editions run every hour. Until it publishes, even if it is in the public state, you will not see it on the live site**




Your announcement will not be available for you to edit until it is in the public state. Once in the public state right click on the announcement and choose *Workflow* > **'Move to Quick Edit'** to edit your announcement. When the edit is complete submit the item for approval again. Plan to reuse your announcements by using the Quick Edit feature.

Note: Entering comments is required when submitting an announcement for approval.

Events will display on the Employee Intranet and/or Student calendar views.

Text Only | BCC Website



Home Departments Employee Resources Faculty Resources Organizations Search BCC Go

Calendar and Events

Calendar Help Academic Calendar

Employee Events:

- All Events
- Information Sessions
- Meetings
- Other
- Payroll
- Professional Development
- Purchasing

Student Events:

- All Events
- Academic
- Alumni
- Athletics
- Bailey Hall
- Conferences
- Exhibits
- Holidays
- Intramural Sports
- Lectures

Locations:

- All Campuses
- A. Hugh Adams (Central)
- North Campus
- Judson A. Samuels (South)
- Center for Health Science
- Willis Holcombe Center
- Tigertail Lake
- Commercial Boulevard
- Pines Center
- Singapore Center
- Other Site

← PREVIOUS **June 2004** NEXT →

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Search

You can also search for all instances of an event by using its keyword/description:

Keyword Search:

Saturday, June 19, 2004

All Day	Broward CC Athletic Summer Camps The intercollegiate athletic dept will be offering baseball, basketball and tennis camps. (more)	Location: A. Hugh Adams (Central)
2:00 PM - 9:00 PM	Tigertail Keys Trip Three day adventures to Lower Matecumbe Key for sailing, windsurfing and snorkeling. (more)	Location: Tigertail Lake Lower Matecumbe Key
12:00 PM - 6:00 PM	Tigertail Lake Club Day Recreational sailing, windsurfing, and canoeing. Free lunch provided. (more)	Location: Tigertail Lake Tigertail Lake Center
7:00 PM - 11:00 PM	Dance Recital Triple Threat (more)	Location: North Campus Omni Auditorium

Sunday, June 20, 2004

All Day	Broward CC Athletic Summer Camps The intercollegiate athletic dept will be offering baseball, basketball and tennis camps. (more)	Location: A. Hugh Adams (Central)
2:00 PM - 9:00 PM	Tigertail Keys Trip Three day adventures to Lower Matecumbe Key for sailing, windsurfing and snorkeling. (more)	Location: Tigertail Lake Lower Matecumbe Key
12:00 PM - 5:00 PM	Piano Sale Broward Community College leased new pianos last year that are now available for sale. (more)	Location: Other Site


Monday, June 21, 2004

All Day	Broward CC Athletic Summer Camps The intercollegiate athletic dept will be offering baseball, basketball and tennis camps. (more)	Location: A. Hugh Adams (Central)
All Day	REGISTRATION - OPEN REGISTRATION - FALL SESSION I	
All Day	REGISTRATION - OPEN REGISTRATION - FALL SESSION II	
All Day	REGISTRATION - OPEN REGISTRATION - FALL SESSION III	
All Day	REGISTRATION - OPEN REGISTRATION - FALL SESSION IV	

Tuesday, June 22, 2004

All Day	Broward CC Athletic Summer Camps The intercollegiate athletic dept will be offering baseball, basketball and tennis camps. (more)	Location: A. Hugh Adams (Central)
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Text Only | Jobs | BCC Website



Home Departments Employee Resources Faculty Resources Organizations Search BCC Go

Action Links

- Calendar - Academic
- Calendar - Instructional
- Calendar - Student
- Education Master Plan
- Events
- Find People & Places
- Forms
- Groupwise Email
- Helpdesk Request
- News & Announcements
- On Target Newsletter

myIntranet Login

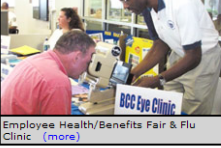
Novell ID:

Password:


BCC Confluence:

Powerful web-based knowledge management tool enables people to easily collaborate in planning, managing, operating and publishing Strategic Plans.

Featured Stories



Employee Health/Benefits Fair & Flu Clinic. [\(more\)](#)



BCC is proud to unveil the new Intranet homepage design. [\(more\)](#)

Employee Search

[click here for more search options](#)

First name Last name

News & Announcements [\(click here for all\)](#)

Honors Institute website selected "Best Practices" winner
Broward Community College's Honors Institute has been recognized for its innovative..... [\(more\)](#)

BCC presents Bedroom Farce
Opening night reception, award presentation Oct. 26; show runs through Nov. 5 [\(more\)](#)

Events: [\(click here for calendar search\)](#)

MS Office: EXCEL Workshops (1&2)
Oct 30 / 1:00PM to 4:00PM [\(more\)](#)

1-9 Immigration & Naturalization
Nov 2 / 9:30AM to 11:30AM [\(more\)](#)

1-9 Immigration & Naturalization
Nov 2 / 1:00PM to 4:00PM [\(more\)](#)

CID Overview for New Employees November 2006
Nov 7 [\(more\)](#)

1-9 Immigration & Naturalization
Nov 13 / 1:00PM to 4:00PM [\(more\)](#)

1-9 Immigration & Naturalization
Nov 20 / 9:00AM to 12:00PM [\(more\)](#)

GroupWise: Special Topics
Nov 20 / 12:30PM to 2:00PM [\(more\)](#)

GroupWise: Special Topics
Nov 20 / 2:30PM to 4:00PM [\(more\)](#)

The event will be placed on the Employee Intranet and/or Student home page. The home page will display the eight most current events.