Clark School Calendar Tool

1. Logging In
   - The calendar requires you to log in.
   - Where you log in depends on your department, institute, center, office, or other affiliation. Note the URL begins with https and that it is case-sensitive:

   **NanoCenter**
   https://mnemosyne.umd.edu/tomcat/calendar/nano/admin/admin.jsp

   When you go to this link, you will be rerouted to a login page. Log in using your directory ID and password. After doing so, you'll be taken to your calendar administration page. *Only bookmark the link at this point (if desired).*

2. Your Privileges
   - You will not be able to log into another unit's "area" unless your account has been explicitly set up to do so. If you feel you need to manage events for more than one unit, please contact Faye (flevine@umd.edu).
   - By the same token, others will not be able to access your area (unless such privileges have been assigned), and those outside your unit will not be able to edit or remove any of your submissions.
   - There are four types of users in the system:

     1) **General User:** Anyone with an LDAP user ID and password who clicks the "Submit Event" link on your or any other participating site's calendar page can enter an event. They can **not** edit their event, approve it, or see a preview of it. *Example:* faculty, students, non-communicator staff, student organizations.

     2) **Trusted User:** Can add, edit, preview and approve their own events only for a specified department. They can view an admin page which will only show the events they have submitted. They can **not** promote items to the front page. This type of user is most likely someone within the Dean's Office. *Examples:* External Relations submitting alumni events, Co-op submitting their workshops, Outreach submitting their summer activities.

     3) **Department Admin:** Can add, edit, preview, approve, un-approve, and promote any item for their designated department. People designated as Communicators will have this level of access. An email will be generated to Department Admins letting them know an event has been submitted by any level of user. *Example:* Rosalia and Nicole from Aerospace can fully manage all of Aerospace's calendar events, and will receive e-mail notification any time any submitter checks the "Aerospace" box in the Submit To: field on the calendar form. If the event is from another Department Admin or a Trusted User (as a recommendation), they may accept it or ignore it, but cannot edit it. If they receive an event from a General User They may choose to accept the event for their calendar, accept it but modify it, or ignore it.

     4) **Super Admin:** Can add, edit, preview, approve, un-approve and promote to front page for *any department.* They will also receive event submission notifications for the
department to which they are designated. Currently, this level only applies to Missy Corley, Faye Levine, and Dale Morey. A Super Admin can be called upon to assist in emergencies where the usual Trusted User(s) or Department Admin(s) are not available.

3. Promoting Events To Your Homepage

The calendar allows you to flag certain events as important, so they can "jump to the head of the line" and be guaranteed to show on your homepage until they expire. By default, you can have up to three promoted events on the home page.

Currently, we cannot mix "promoted" and "regular" calendar items on the homepage, so the logic works like this:

1. The calendar scans your approved events for promoted ones.
2. It will take the first 3 it finds and put them on the homepage.
3. If there are fewer than three promoted events, only show those on the homepage. So you might see two or one.
4. If the calendar finds NO promoted events, it will display the next three regular upcoming events. This ensures that you will never have zero events on your homepage.

Promoting has no effect on the rest of the calendar's environment, only your homepage.

This is only an option. If this won't work for you, simply never promote anything, and the next three upcoming events will always show on your homepage.

4. Tips and Quirks

- By default, the contact information in an event is automatically populated with your name and phone number (since many communicators are the contact person). Don't forget to change this if submitting someone else's event.
- At present, an e-mail alerting another department of a recommended event is only generated the first time the event is submitted. If you return to the event later in edit mode, check the box to submit to another department, then resubmit the event, it will show up in the other department's administrative view as unapproved, but they will not be notified.
- You may format the text in the event's Description field with HTML, but please keep things very simple. Stick to <p>, <br>, <em>, <strong>, and <a>. If your description requires more than one paragraph, you will need to provide paragraph tags. Do not use the <font> tag.
- Try to keep event names and locations relatively short—there's a 50 character limit for the location and a 100 character limit on the event name. It is OK to use abbreviations like Md., UM, 3rd, etc., but with some exceptions:
- Please avoid using our department acronyms (ME, ChBE, etc.), since not everyone knows them. Or, spell out the name once before abbreviating.
- By the same token, use our buildings' proper names: A.V. Williams, J.M. Patterson, Glenn L. Martin Hall (not "engineering building"), Jeong H. Kim Engineering Building or Kim Engineering Building, etc.
- You can't delete an entered event, but you can "un-approve" it.
5. Reporting Problems and Asking Questions

- For questions concerning content, the media, writing style, etc., please contact Missy Corley (mcorley@umd.edu, x56501)
- For questions regarding functionality (how to do something), please contact Faye (flevine@umd.edu, x51418)
- To report a bug or other system error, please e-mail Dale Morey (dale@umd.edu) and cc Faye and Missy so they are also aware of the problem. Dale, however, will most likely be the person to handle the problem.
- To make suggestions about how to improve or enhance the calendar, please e-mail Missy, Faye and Dale.