

ADX Calendar: Open Entry

How to Request an Event:

1. Go to the YVCC Calendar: www.yvcc.edu/calendar
2. Click the "Submit Event" Button on the right-hand side to login and access the Open Entry Form

Submit an Event Request [\(Help?\)](#)

Please complete the form below to submit your event request. Fields marked with an * are required to complete the form submission. Your event will be forwarded to the appropriate calendar administrator(s) for review and approval before being posted to the calendar.

Event Submitted By

(This information will not be displayed with event.)

First Name:

Last Name:

Email Address:

Category: Select the category that best describes your entry. Reference: [Category Definition Guide](#)

Event Information

*Event Name:

*Event Categorization:

- Academic Dates
- Announcements
- Athletics
- Baseball

[Select All](#) / [Select None](#)

Image: *Optional* - Images can be either a .jpg or .gif format, the size cannot exceed 350 pixels wide and 80k.

*Event Description:

Image Alt Text: Enter a description of the above image.

Upload Image:

Attachment: File size cannot exceed 10MB. You may add more than one attachment if needed. Attachments will display in the order they are entered. Documents can be in any of the following formats: .doc, .docx, .xls, .ppt, .pptx, .vsdx, .wav, .wmf, .wma, .pdf, .avi, .mp3, .ram, .qt, .swf.

Image Alt Text: [\(?\)](#)

Upload Attachment:

Attachment Link Text:

Event Location

Event Location:

- Grandview Campus
- Grandview Activity Center
- Grandview Activity Center

Event Location: Select the most specific location possible. Example: Building + room. If you do not see your location listed, enter it in the "other information" field.

Event Schedule

*Start Date: 
*End Date: 

RECUR PATTERN

CUSTOM SCHEDULE

All Day

Start Time:

End Time:

GENERATE SCHEDULE

3. Schedule Event Dates: by doing whichever of the following is appropriate for your event:

a. One Day Events:

- i. Select the "Start Date". You may either type in a valid date within the text field provided (mm/dd/yyyy) or you may use the Calendar Date selector to select your start date.
- ii. Select the "End Date." The end date field is automatically updated to reflect the same date entered for the event start date. *Note: most events will have the same start and end date. Rarely will you want to change the end date of the event to be a different date than the start date since within the calendar this essentially creates a multi-day, continuous duration event. A true multi-day event is something that begins at a select time on one date and continues through to the end date selected and end time selected without any break. An example of a multi-day event would include a "Dance-a-Thon" or "Fall Registration" if registration can be conducted at any time throughout the dates selected. Otherwise, you will want to use the **Recur Pattern** or **Custom Schedule** options to select additional dates for your event in order to build a series, where each date selected has a distinct start and end time on each of the dates chosen.*

Repeat Schedule/Pattern

- Every Day(s)
- Every Week(s)
- Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday
- On the second Tuesday of every Month(s)
- On day 8 of every Month(s)
- Yearly on this Date

End After:

End On: 

All Day

b. Recur Pattern: The options provided once this button is selected are based off the start date and end date selected for your event. Options based off a single day event series include:

- i. Daily Every (#) Days
- ii. Every (#) Weeks: Checkboxes for Sun-Sat.
- iii. On the(x) day that corresponds to the Start Date selected for every (#) Month(s). - (i.e. On the fourth Wednesday)
- iv. of every (#) Month(s)
- v. On day (x) of every month
- vi. Yearly on this date
- vii. End after (#) of Occurrences.

- viii. End On: You may either enter in a valid date within the text field provided (mm/dd/yyyy) or you may use the Calendar Date selector to display an interactive Calendar interface to select your date.
- c. **Recurring Multi-Day Event (Continuous Duration):** It is also possible to have a multi-day event that you need to recur, but this will most likely be very rare. If you do select a different end date for your event than the start date, and also choose "Recur Pattern", then the options will include:
 - i. Every (#) Weeks
 - ii. On the (x) set number day that corresponds to the Start Date selected (i.e. Wednesday, Thursday, Friday) of every (#) Month(s)
 - iii. On dates (x+) of every (#) Month
 - iv. Yearly on these dates
 - v. End On: You may either enter in a valid date within the text field provided (mm/dd/yyyy) or you may use the Calendar Date selector to display an interactive Calendar interface to select your date.
- 4. If you select Options A-C, Click the "Generate Schedule," button to save your schedule. A list of the dates/times you selected should appear in the following window. Note: if you select the "Custom Schedule" option, this window will be the one in which you enter your event dates.

- d. **Custom Schedule:** If you choose this option, then you will be required to select the dates & times of each occurrence within your "Custom Event Series" from Calendar Grid interfaces that are presented on the screen. To add an event date, click on the "Add" link [Add /](#) on the left hand side of the Event Schedule box. *NOTE: The Start Date and End Date fields are disabled when this option is chosen and you will be required to physically select the first date in your series from the Grids provided.*
 - i. **When to Use "Custom Event Series":** Custom Event Series are for events that have multiple start and end times on the same day. The difference between a custom event series and a recurring single day event series, are that custom event series do not follow a specific pattern and dates for the series can be selected randomly.
- 5. Once you have your generated schedule, you will be able to further customize your schedule to add more occurrences, change dates or times for individual occurrences and other options identified below. The "Current Schedule" window allows for the following schedule customizations:
 - a. **New Schedule:** Use this button to start over with a brand new schedule. This will completely remove all previously selected scheduling options.
 - b. **Add/Delete:** Select "Add" link on the left-hand side of any occurrence in order to add another occurrence on the same date. *Note: You will be required to select a start and end time for the occurrence and "All Day" will not be an option as two occurrences on the same date cannot overlap.* Select "Delete" link on the left-hand side of any occurrence in order to delete that occurrence from your schedule.

- c. **Start Date/End Date/Start Time/End Time:** The options for modifying/selecting start date, end date, start time or end time are available by clicking in the appropriate field.
6. Type any other necessary information in the "Other Details" box.
7. When satisfied, click the "Submit Button." A Preview of your calendar post will appear, much like the following:

Submit A Facility Request Preview (?)

Please review the event preview below and ensure that your event information is correct. If you would like to make changes, use the "BACK" button below to go back to the event entry form. To finalize your event submission, click the "SUBMIT" button below.

Event Details

(This information does not display with the event details.)

Event Submitted By

First Name: test
Last Name: teat
Email Address: smenard@yvcc.edu

Marketing	Internal
Event Date/Time	
11/8/2011 All Day	
Event Marketing Details:	Event Categorization:
Department: Open Entry Yakima	Academic Dates
Event Type: Public	
Highlight: No	

Event Details

atat **Go Back**

Start Date: 11/8/2011
End Date: 11/8/2011
 This event recurs daily until 11/8/2011.

Event Description
 atata

Location Information
 Grandview Campus - Workforce Education Center
 Room: U199

BACK **SUBMIT**

8. You have the option of either selecting "Back" if you need to make changes, or click "Submit" if there are no changes that need to be made.
9. All submissions will be routed to the appropriate department administrator for approval. Refer to the [Department Guide](#) for help.