



What's On in Cessnock LGA Event Calendar


User Help Guide



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1. Changing the layout/view when browsing the Calendar

- 1.1 Use the drop-down box on the right-hand side of the page next to "Choose a view" to select the view you want from the drop-down list.

Choose a view: 

- 1.2 To view the previous or next time period displaying in the Calendar, click the navigation arrows on the top left of the Calendar,  , or the navigation arrow in the top right-hand corner of the "Go to Date" display.

GO TO DATE

July 2012 ◀ ▶

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	31	1	2	3	4
5	6	7	8	9	10	11

- 1.3 Use the month list across the top of the Calendar, above the “prev/next” buttons to quickly jump to a month in the past or future.

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

2. Using filters to find events in the Calendar

- 2.1 Select a type of event from the event category list on the left-hand side of the web page by checking the box next to that category.

Select event category

- Cessnock Performing Arts Centre
- Arts & Culture
- Entertainment
- Markets & Fetes
- Sports & Outdoors
- Family Friendly
- Youth Activities
- School Holidays
- Library
- Noticeboard
- Council Events
- Annual Events
- Business
- Education
- Environment


Select: [All](#), [None](#)

TIP

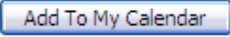
- You may select more than one event category to view several event types at one time. Do this by checking the box next to each category you are interested in viewing.
- You can select “All” or “None” by clicking on either of these options at the bottom of the list

3. Printing the Calendar

- 3.1 Click on the “Print” icon which appears at the top of the Calendar, or below an event in the event detail view.

 PRINT

4. Adding events to personal calendars

- 4.1 Select one or more events on the calendar by checking the box to the left of the event listing.
- 4.2 Click on the  link near the top of the page.
- 4.3 In the "Event Actions" window select your calendar type from one of those listed

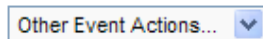
-  facebook
-  YAHOO! Calendar
-  Microsoft Office Outlook Calendar
-  Windows Live Calendar
-  Apple iCal
-  Google Calendar

TIP

- If your personal calendar type isn't listed you can download event information in the form of an **iCalendar** (.ics) file. **iCalendar** is a standard format that you can import into most calendar programs. To download event information select the “Download Event Info” from the “Other Event Actions” drop down box on the main calendar page or by clicking on the “Download event information” link at the bottom of the “Event Actions” window
- To learn more about adding events to calendars or downloading event information click the “Help” link at the top of the “Event Actions” window.

5. Notification of changes to Calendar events

- 5.1 Select one or more events in the Calendar by checking the box next to the event
- 5.2 In the “Other event actions” drop-down box at the top of the Calendar on the right-hand side. select “Notify me of changes”



- 5.3 Enter your name and email address in the pop-up window and then select “Set Notification”

4pm AUEST

Mayoral Academic Challenge

CALENDAR What's On in Cessnock LGA Events

CATEGORY Education

VENUE (I.E BADDELEY PARK) Performing Arts Centre

CONTACT PHONE 02 4993 4210

WEB LINK <http://www.cessnock.nsw.gov.au>

NOTES Heat Round. Open to all Cessnock City Primary Schools and Year 7 & 8 High School students

WHEN Wednesday, 8 August 2012, 9:30am – 1:30pm AUEST

Notify me by email of changes to any of the events listed above.

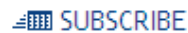
Your name

Your email address

Set Notification

6. Subscribing to regular Calendar updates

- 6.1 On the main Calendar page, click on the “Subscribe” icon at the top of the page



- 6.2 In the pop-up window, select your subscription method from one of the options provided

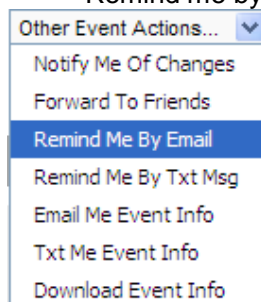
- Weekly email
- RSS Feed
- Atom Feed
- Download iCalendar File

- 6.3 Fill in the required information for the option you select and then click the blue action button

7. Setting email reminders in the Calendar

- 7.1 Select one or more events in the Calendar by checking the box next to the event

- 7.2 In the drop-down box which says “Other event actions” select either “Remind me by email”



- 7.3 Fill in the required information and click “Set Reminder”

Email me a reminder before each event listed above.

Your name

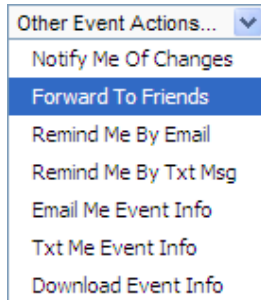
Your email address

Set Reminder

8. Forwarding Calendar events to friends

8.1 Select one or more events in the Calendar by checking the box to the right of the event

8.2 In the “Other event actions” drop-down box at the top of the Calendar, select “Forward to friends”



Other Event Actions... ▾
Notify Me Of Changes
Forward To Friends
Remind Me By Email
Remind Me By Txt Msg
Email Me Event Info
Txt Me Event Info
Download Event Info

8.3 In the Event Actions pop-up window, type your friend’s email address and a note. Click “Send email” to send a message that contains the event information and your note.

Your name

Your email address

Send me a copy

Your friends’ email addresses (up to 50 allowed)

Note to your friends

Attach event info as an iCalendar (.ICS) file

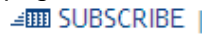
Send Email

TIP

- To learn more about forwarding events to friends, click the “Help” link at the top of the Event Actions pop-up window.

9. Receiving RSS or Atom feed for the Calendar

9.1 On the main Calendar page, click on the “Subscribe” icon at the top of the page



9.2 In the pop-up window, select either RSS feed or Atom feed and then click on the “Open” button

- Weekly email
- RSS Feed
- Atom Feed
- Download iCalendar File

TIP

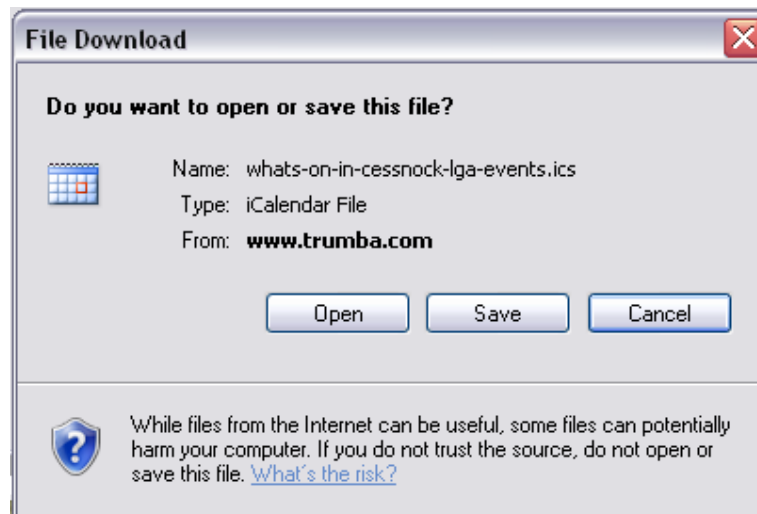
- You can also subscribe to an RSS feed by clicking on the RSS icon at the top of the Calendar. The pop-up window will display the feed and from here you can click on the link “Subscribe to this feed” link in the window.
- For more help and information on RSS and Atom feeds, click on the “Help” link in the top right-hand corner of the “Subscribe” pop-up window.

10. Subscribing to or downloading an iCalendar feed

10.1 Click on the iCal icon at the top right-hand side of the Calendar







10.2 When the file download box appears, click on “Open”.



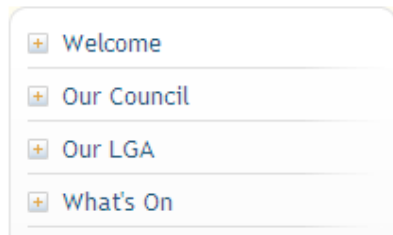
The calendar information will then be downloaded into your operating system’s calendar installed on your computer


TIP

- If you are not using a compatible operating system, you can download an .ics file to your computer which contains a current snapshot of events on the calendar starting from the current day.
- To do this, follow the instructions for subscribing to regular calendar updates in Item 6 and click on “Download iCalendar file”
 -  Weekly email
 -  RSS Feed
 -  Atom Feed
 -  Download iCalendar File
- To learn more about downloading .ics files, click on the “Help” link in the Subscribe window.

11. Submitting events to the Calendar

- 11.1 Click on the “What’s On” link in the left hand menu on the Cessnock City Council Website.



- 11.2 Click on the  to expand and click on “Submit an event” link
- 11.3 Click on the “Cessnock Event Submission Guidelines” to read the guidelines before submitting an event
- 11.4 Fill in the required information. All fields marked with an asterisk (*) are mandatory
- 11.5 Submitter’s information is required in order for the Publisher to verify information about your event. Ensure your email address and phone number is valid and entered correctly

Name: *

Email: *

Phone #: *

Refer to the TIP section below for information on each field of the Event Information section

- 11.6 You must elect that you agree to the Submission Guidelines before your event can be submitted

[Submission Guidelines:](#) *

- 11.7 Click on the blue “Next” button

- 11.8 Review your information and if correct, click “Submit”. If you need to change anything, click on the blue “Back” button at the bottom of the page. Do not click on the back button on your browser as you may lose your data

- 11.9 Once you have clicked “Submit” you will receive a confirmation message. Wait at least 48 hours for your event to approved and uploaded to the online Calendar

TIP

- **Event Title** – choose a brief name for your event
- **Street Address** – Type in the correct street address where your event will be held i.e. 152 Vincent St, Cessnock, 2325, or if no street address is available, use the name of the venue, i.e. Baddeley Park, Cessnock, 2325.This will be used to create a map link for your event.
- **Start date** – the date of the beginning of your event
- **Duration** – the number of hours/minutes your event runs for. Click on the “Specify End” link if your event runs for multiple days and/or you would prefer to nominate the finishing time of your event. Select a repeating pattern if this applies to your event – i.e. Daily, Weekly, Monthly, Annually
- **Event type** – Select all event categories which apply to your event by checking the box next to the category. You may select more than one event type. The “Cessnock Performing Arts Centre” category is for events held at this venue only.
- **Event image** – If you would like to upload an image for your event, it will need to be either BMP, JPEG, GIF, TIFF or PNG file type. Images need to be 160 pixels wide by approximately 160 high. If they are smaller or larger than this size they will be resized, which may reduce their quality.
- **Contact phone** – Enter a valid phone number which can be used by the public when seeking further information on your event.
- **Submission guidelines** –Click on the link to open the Guidelines document. Ensure that you have read and understand the Event Calendar Submission Guidelines before selecting “I accept” in the drop-down box.
- **Web link** – Enter a website URL, i.e. www.cessnock.nsw.gov.au for your event if applicable.
- **Event detail** – Include here any extra information i.e. ticketing costs, items to bring etc, and/or a promotional blurb for your event.

12. Withdrawing submitted events from the Calendar

- 12.1 You can withdraw an event you have submitted by clicking on the link “Withdraw event submission” from the email account used to create the event. The link can be found at the bottom of the confirmation email generated on event submission.

TIP

- If you are the event organiser and you have lost or do not have access to the event withdrawal link, you can email the Calendar Publisher at calendar@cessnock.nsw.gov.au or call Cessnock City Council Help and Information on 02 4993 4100

13. Requesting more information about the Calendar or Calendar events

- 13.1 To request more information about the Calendar email calendar@cessnock.nsw.gov.au or call Cessnock City Council Help and Information on 02 4993 4100
- 13.2 For more information on a particular event, click on the event to open up the event detail. Use the phone number or email address listed in the event detail to contact the organiser of the event.

