

# Diocesan Calendar Guidelines

---

<b>Criteria for Publishing .....</b>	<b>1</b>
Diocesan Calendar of Events.....	1
Parish/Organization Events.....	1
Department Calendars.....	1
<b>Event Submission.....</b>	<b>2</b>
<b>Managing your Department Calendar .....</b>	<b>2</b>

## Criteria for Publishing

### Diocesan Calendar of Events

1. Sponsored by a diocesan office
2. Of public interest (*e.g.* a Diocesan Pastoral Council meeting *not* a communications team meeting)

### Parish/Organization Events

1. Event sponsored by a parish, school, or other recognized parish/school organization (*e.g.* Home-School Association, Knights of Columbus)
  - a. Note: Events at which Bishop Lynch will be in attendance will be added to his public events calendar by the Office of the Bishop and do not need to be submitted by the parish.
2. Of public interest beyond the parish/school community *e.g.*
  - a. Parish Carnival/Festival
  - b. Advent/Lent Reconciliation Service
  - c. Anniversary of Parish
  - d. Dedication of new construction
  - e. Concert sponsored by the parish
  - f. Parish Mission
  - g. Invited Speaker

### Department Calendars

1. Each department calendar's events are managed by that department and each department is responsible for its own criteria for publishing events to its calendar.
2. Of public interest (*e.g.* Vocations Awareness Night or workshops or a meeting of all school administrators and pastors *not* a board meeting or a private meeting of three principals with the schools office)

## Event Submission

1. Complete the “Suggest and Event” form in the Resources menu of the Communications Page at least two weeks prior to the requested posting of the event
  - a. You must fill out every field on the form marked with a red “\*”
    - i. The *Event Title* field should contain only a short headline-like title for the event
    - ii. For the *Select Category for the Event* drop-down menu:
      1. For parish events select “**Parish / Organization Events**”
      2. For diocesan events select: “**Let the Calendar Administrator Assign Category**”
      3. If the event is an all day event or does not have a specified ending time, you can use those check boxes to remove the requirement of *Start Time* and *End Time*.
        - a. The “**No end time**” option should only be used when there is truly no planned end to the event.
          - i. For a Mass, an estimated *End Time* should be used.
          - ii. For a picnic or dinner without a scheduled *End Time*, an estimated time should be entered.
    - b. Use the *Description* field for additional information
      - i. Do not put location or contact information in the *Description* field. Use the *Event Location* and *Event Contact* fields for that information.
    - c. The Web Page Link should be a link to the web-based registration for the event (if applicable); a page on your site with additional event information; or your department, parish, school, or organization web page. You get the link by browsing to the page in your web browser and then copying and pasting the URL. It will begin with “http://”.
    - d. Complete the *Event Location* Information
    - e. Complete the *Event Contact* information with your own information, so people will be able to contact you with any questions about your event.
  2. The calendar administrator (currently Maria Mertens) will review the event and make any edits required before approving it.

## Managing your Department Calendar

1. Login to the Administrative Calendar
  - a. [www.calendarwiz.com/dosp](http://www.calendarwiz.com/dosp)
  - b. Click on the **Login** button
  - c. Enter the *Screen Name* (Originally created as your DOSP e-mail address) and *Password* for your account

- d. Click the **Login** button
2. To Add an Event
  - a. Click the **Add Event** button in the menu, or in month, week, or list view, click the **+** in the upper right hand corner of the day block to which you wish to add the new event.
3. In the *Dates and Times* tab
  - a. Please refer to Event Submission 1.a for more information about entering event date and time information.
  - b. You can only select categories in the *Select Category* field to which you have permission to add/manage events.
  - c. Do *not* change font, style, size, or color settings.
4. In the *Description and Details* tab
  - a. Please refer to Event Submission 1.b-e for more information about entering Description and Details information
5. In the *Announce and Remind* tab
  - a. This tab will not be useful in our configuration of CalendarWiz because we have not allowed the possibility for individual users to create an account and receive e-mail messages. Please do not use this tab.
6. In the *Private Notes* tab
  - a. You can use this field to add notes to your event that will only be viewable to logged-in users (yourself and other administrators).

## History

2011 January 3 - Published