

# WVU EXTENSION ACTIVE CALENDAR – A USEFUL TOOL

## /SUMMARY

Reach more people and manage events better using the WVU Extension Active Calendar.

## /BACKGROUND

West Virginia University uses Active Calendar (<https://calendar.wvu.edu>) for publishing events on websites and information stations. The WVU Extension Service also uses it for publishing events via the web, social media and email.

Each WVU Extension Service county office is provided with one administrative account and to use Active Calendar for posting Extension event information. Any employee or student with an active WVU Login/Password can submit events for approval.

**Publish your event online at your website and share it with others beyond WVU.**

## /FEATURES

Active Calendar has a number of great features that make it very easy and usable including:

- A simple, one-page web-based form with a few required fields and many optional fields.
- A point-and-click, what-you-see-is-what-you-get (WYSIWYG) events editor.
- An importer to find relevant events on other calendars and add those without editing.
- An event registration system to set attendee limits, waitlists and notices of event changes.
- Grid, summary and list views of events fully searchable by keyword and filterable by category.
- Saving events to Outlook and other clients and sharing events via social media and email.

## /COSTS

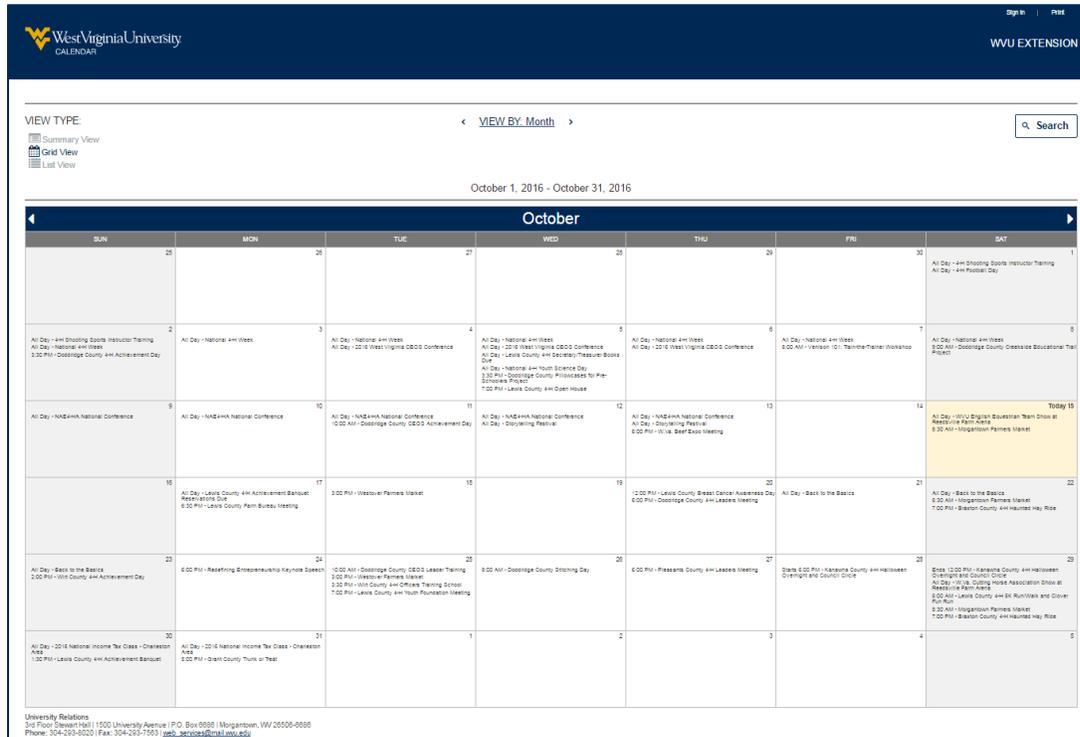
- Free. One (1) Active Calendar administrator account provided per county.
- Any employee or student with a current and valid WVU Login/Password can submit events.

## /PROCESS

1. Visit the WVU Extension Active Calendar (<https://calendar.wvu.edu/site/wvuextension>).
2. ‘Sign In’ at the top of the screen by using your current and valid WVU Login/Password.
3. Add all required and as much helpful information that doesn’t need maintained about the event.
4. Tag as many relevant keywords as well as WVU Extension calendar categories for publishing.
5. Don’t upload documents, rather link to them from an Extension website for easy maintenance.

Alternatively, to add events to an Extension County Office or the Jackson’s Mill calendar:

- A. Visit the Calendar Directory (<https://calendar.wvu.edu/directory>) and find the link for the county site or WVU Jackson’s Mill. **Tip:** use the search box to find a county or WVU Jackson’s Mill.
- B. Use the ‘Visit Site’ link to access the calendar you want to which you want to submit an event.
- C. ‘Sign In’ at the top of the screen by using your current and valid WVU Login/Password.



West Virginia University  
CALENDAR

WVU EXTENSION

VIEW TYPE: [VIEW BY Month](#)

October 1, 2016 - October 31, 2016

SUN	MON	TUE	WED	THU	FRI	SAT
						1 All Day - 4-H Shooting Sports Instructor Training All Day - 4-H Potluck Day
2 All Day - 4-H Shooting Sports Instructor Training All Day - National 4-H Week 3:00 PM - Boone County 4-H Achievement Day	3 All Day - National 4-H Week	4 All Day - National 4-H Week All Day - 2016 West Virginia ODOO Conference	5 All Day - National 4-H Week All Day - 2016 West Virginia ODOO Conference All Day - Lewis County 4-H Secretary/Treasurer Skills	6 All Day - National 4-H Week All Day - 2016 West Virginia ODOO Conference	7 All Day - National 4-H Week 6:00 AM - Harrison Co. Tractor/Trailer Workshop	8 All Day - National 4-H Week 3:00 AM - Boone County Extension Educational Task Project
9 All Day - NAEAA National Conference	10 All Day - NAEAA National Conference	11 All Day - NAEAA National Conference 6:00 AM - Boone County ODOO Achievement Day	12 All Day - NAEAA National Conference All Day - Shopping Festival	13 All Day - NAEAA National Conference All Day - Shopping Festival 6:00 PM - W. Va. Beef Expo Meeting	14	Today 15 All Day - 2016 Spanish Speaking Extension Team Dinner at Mountain Top 6:30 AM - Harrison County Extension Educational Task Project
16 All Day - Lewis County 4-H Achievement Banquet Reception 5:00 6:00 PM - Boone County Farm Bureau Meeting	17	2:00 PM - Harrison Farmers Market	18	1:00 PM - Lewis County Sweet Corn Harvest Day 6:00 PM - Boone County 4-H Leaders Meeting	20 All Day - Back to the Basics	21 All Day - Back to the Basics 6:30 AM - Harrison Farmers Market 7:00 PM - Boone County 4-H Harvesting Day Rice
22 All Day - Back to the Basics 2:00 PM - Wirt County 4-H Achievement Day	23 6:00 PM - Reserving Entrepreneurship Kayaker Dates	10:00 AM - Boone County ODOO Leader Training 3:00 PM - Harrison Farmers Market 3:30 PM - Boone County 4-H Officers Training Session 7:00 PM - Lewis County 4-H Youth Foundation Meeting	24 6:00 AM - Boone County Shooting Day	25 6:00 PM - Putnam County 4-H Leaders Meeting	26 State 6:00 PM - Kanawha County 4-H Halloween Overnight and County Office	27 State 1:00 PM - Kanawha County 4-H Halloween Overnight and County Office All Day - Wirt County Horse Association Dinner at Mountain Top 6:00 AM - Boone County 4-H 4K Run/Walk and Cover Potluck 6:30 AM - Harrison Farmers Market 7:00 PM - Boone County 4-H Harvesting Day Rice
30 All Day - 2016 National Income Tax Classes - Christian Area 1:00 PM - Boone County 4-H Achievement Banquet	31 All Day - 2016 National Income Tax Classes - Christian Area 6:00 PM - Boone County Thank at Treat	1	2	3	4	5

University Relations  
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## /NOTES

- If you're holding a meeting, workshop, conference or event it needs to be submitted by you.
- Extension constituent events (4-H'ers, Master Gardener, CEOs, etc.) are welcome.
- Extension-sponsored events associated with partners or other institutions are welcome.
- Internal Extension meetings, training and professional development opportunities are welcome.
- Event registration system doesn't accept payments, but it can be linked to a payment site.

## /TRAINING & SUPPORT

- Training and support for offices and programs provided by Communications and Technology.
- Searchable contextual help available directly on-demand via the Active Calendar editor ([http://help.activecalendar.com/Application\\_Help.Main-Page.ashx](http://help.activecalendar.com/Application_Help.Main-Page.ashx))
- Additional support information available from University Relations Web Services.

## /CONCLUSION

The redesigned WVU Extension Service website will prominently feature events as part of a mobile-first strategy to put current events in front of visitors in a shareable, useable format.

WVU Extension Active Calendar is a useful tool for achieving Extension's mobile-first goal.

## /CONTACT

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