

# Events Calendar

The Events Calendar Module add-in provides an events management system for your Titan CMS instance. Your Events Calendar Module comes with an Events Data Schema and Events Data Site for management of events for your website.

**Important:** Before using the Event Calendar Module for the first time, please visit the Titan Documentation site for more instructions on configuring the [Events Calendar Module](#).

## Add/Edit Event

1. From your nav tree, click on Events data node.
2. Click Create button in the App Ribbon.

**New Data Item** Cancel Done

Workstation Name  
My Awesome Event 16 characters

Content Type

Data Item  Data Folder

Parent Page  
Events Site

Results **Content** Properties More

Filter Results   Include Children Select a View EventsTable Info

Actions 1 selected Showing 3 of 3

| UID                                 | SUMMARY          | ImagePath | Files | DTSTART |
|-------------------------------------|------------------|-----------|-------|---------|
| <input type="checkbox"/>            | Events Site      |           |       |         |
| <input checked="" type="checkbox"/> | My Awesome Event |           |       |         |

5. The event's content edit pane will display the following fields:

The screenshot shows a content edit pane with the following elements:

- UID** (A): A text input field.
- Event Name** (B): A text input field containing "My Awesome Event".
- Image** (C): A text input field with a question mark icon and a "Browse" button.
- Files** (D): A text input field with a question mark icon.
- Open in new window**: A checkbox.
- Linked Text**: A text input field.
- File**: A text input field with a "Browse" button.
- Navigation icons: A set of five icons including a plus sign, a minus sign, a refresh icon, and up/down arrows.
- A large empty text area at the bottom.

- UID** – Globally unique identifier for the event. Usually used as part of an ICS file import. *\*\*leave blank for now\*\**
- Event Name** – Title of your event; will display on your site. **Required field.**
- Image** – Choose an image from the file pile to display on your event. **Not required.** This image will appear on both the event detail page AND will auto-populate the teaser image field on the Properties Edit Tab.
- Files** – Add files for users to download. This could be a flyer or a registration form. **Not required.**

The screenshot shows a form for creating an event. At the top, there are two date fields: 'Start Date' (with a calendar icon and a time field) and 'End Date' (with a calendar icon). To the right of these are 'Edit' and 'Remove' buttons. Below the date fields is a text area for 'Short Description' and a text field for 'Location Name'. A checkbox labeled 'All Day Event' is also present. Callout letters E through K are placed near various fields to indicate their functions.

- e. **Start Date** – This is the date of the event (single-day event), or the first date if it is an event that repeats or runs for more than one day. **Required field.**
  - Start time should follow this format: **00:00 AM**
- f. **End Date** – This is the date of the event (single-day event) or the last date if it is an event that repeats or runs for more than one day. **Required field.**
  - End time should follow this format: **00:00 AM**
- g. **Edit Recurrence** – Where you add or edit recurrences. *Example: An event will reoccur every 1st Tuesday of the month for four months.*
- h. **Remove Recurrence** – Where you remove a recurrence. *Example: You have a recurring event every 1st Tuesday for four months, but one of the dates falls on a holiday. You can remove that recurrence here.*
- i. **All Day Event** – Check this box if the event runs all day. **Not required.**
- j. **Short Description** – will appear on Events listing page. Auto populates to Short Teaser Text in Properties Edit Tab. **Not required.**
- k. **Location Name**– will appear on Events Listing Page and Detail Page. **Not required.**

The screenshot displays a form with three main sections:

- Street Address (L):** A single-line text input field.
- City (M):** A section with a "Find:" input field and a list of available values: "ALL", "Albuquerque", and "Arlington". A green arrow points from this list to an empty "Selected Values" box.
- State (N):** A section with a "Find:" input field and a list of available values: "ALL", "AK", and "AL". A green arrow points from this list to an empty "Selected Values" box.

- l. **Street Address** – will appear on the Detail Page. Do not include City and State, as you will choose these from the Lookups. **Not required.**
- m. **City** – will appear on Events Listing Page and Detail Page. **Not required.**
- n. **State** – will appear on Events Listing Page and Detail Page. **Not required.**

The screenshot shows a form with the following fields:

- Postal Code**: A text input field with a red circle icon containing the letter 'O' to its right.
- Geographic Coordinates**: A section header.
- Latitude**: A text input field with a red circle icon containing the letter 'P' to its right.
- Longitude**: A text input field.
- Description**: A large text area with a red circle icon containing the letter 'Q' and a question mark icon to its left.

- o. **Postal Code**– will appear on Events Listing Page and Detail Page. **Not required.**
- p. **Geographic Coordinates** – will appear on the Detail Page. **Not required.**
- q. **Description** – Will appear on Events Detail page. Add content just like you would in a freeform block. Can include links, bulleted list, etc. **Not required.**

The screenshot displays two main sections within a form:

- Contact Information:** A large, empty rectangular box with a question mark icon and a red circle containing the letter 'R' in the top left corner.
- Event Type:** A section with a question mark icon and a red circle containing the letter 'S'. It is divided into two columns:
  - Available Values:** Contains a search box labeled 'Find:' with '3 of 3' items listed below: 'ALL', 'Meeting Type', and 'Special Event Type'.
  - Selected Values:** An empty rectangular box.A green arrow points from the 'Available Values' list to the 'Selected Values' box.

- r. **Contact Information** – Will appear on Event Listing Page. Add content just like you would in a freeform block. Can include links, bulleted list, etc. **Not required.**
  - s. **Event Type** – Will appear on Event Listing Page. You can filter by event type on the Events Listing Page. Just select the event type from the list just like you would a tag on your pages or files. **Not required.**
6. Click Save in the App Ribbon.

7. Go to the Properties Button for your event. Scroll to the Teaser Info Text section.

### Teaser Info Text

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**Short Description** A  Use Metatag Description

This is a short description of my event, which will appear on the main Events Calendar List Page.

97 characters

**Long Description**  Use Metatag Description

0 characters

**Teaser Image** B

**Teaser Image Alt Text**

- b. If you uploaded an image in the Content area, that field will also be auto-populated here.
8. The only step you need to do is to add Alt Text for the teaser image. This will ensure that there is Alt text on the events listing page.
  9. Click Publish.
  10. Visit your site to verify the event has been added.

# Add events via data upload

Please read the [online documentation](#) for detailed information on the use of the Upload Data utility and how to prepare data upload files.

Supported upload formats include:

- Comma Separated Values (.CSV)
- Tab-delimited (.TXT)
- "iCalendar" / Internet Calendaring and Scheduling (.ICS)
- XML
- Excel (.XLSX)

**NOTE: While uploading, do not refresh the page or close the window until processing completes.**

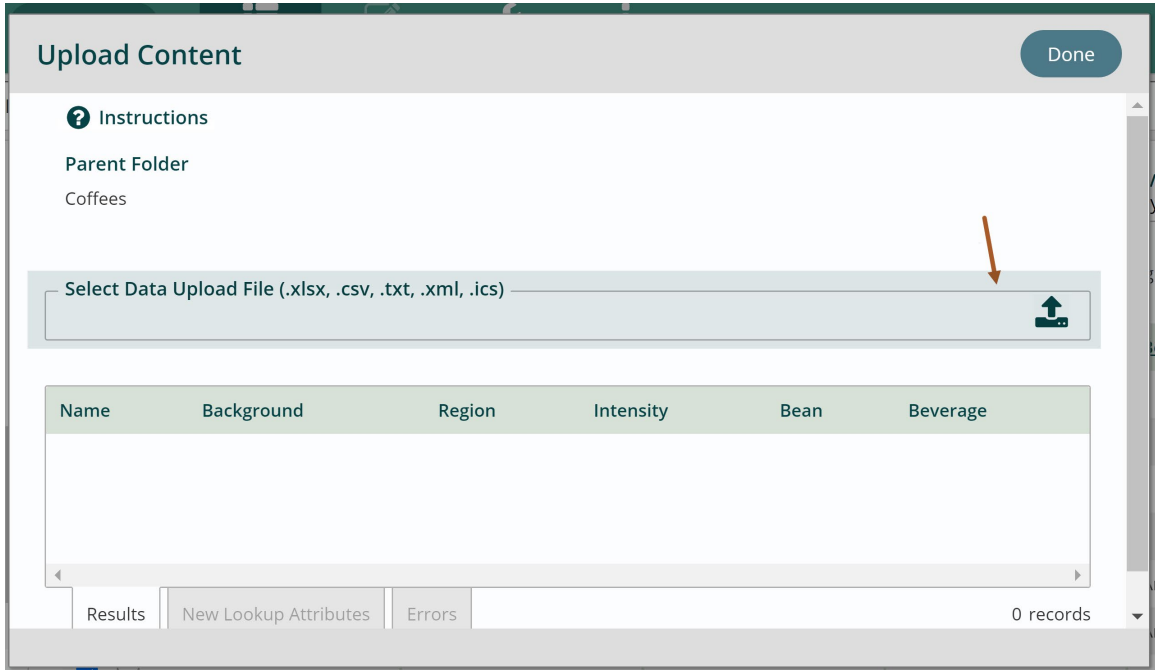
## Upload events

1. From your Site Map, click on Events data site.

| UID      | SUMMARY          | ImagePath                   | Files              | DTSTART              |
|----------|------------------|-----------------------------|--------------------|----------------------|
|          | Events Site      |                             |                    |                      |
|          | My Awesome Event | /Files/Images/Beep-conf...  |                    |                      |
| 99999999 | Test             | /Files/Beep-conference-r... | Milwaukee, Chicago | 4/1/2020 at 12:00 PM |

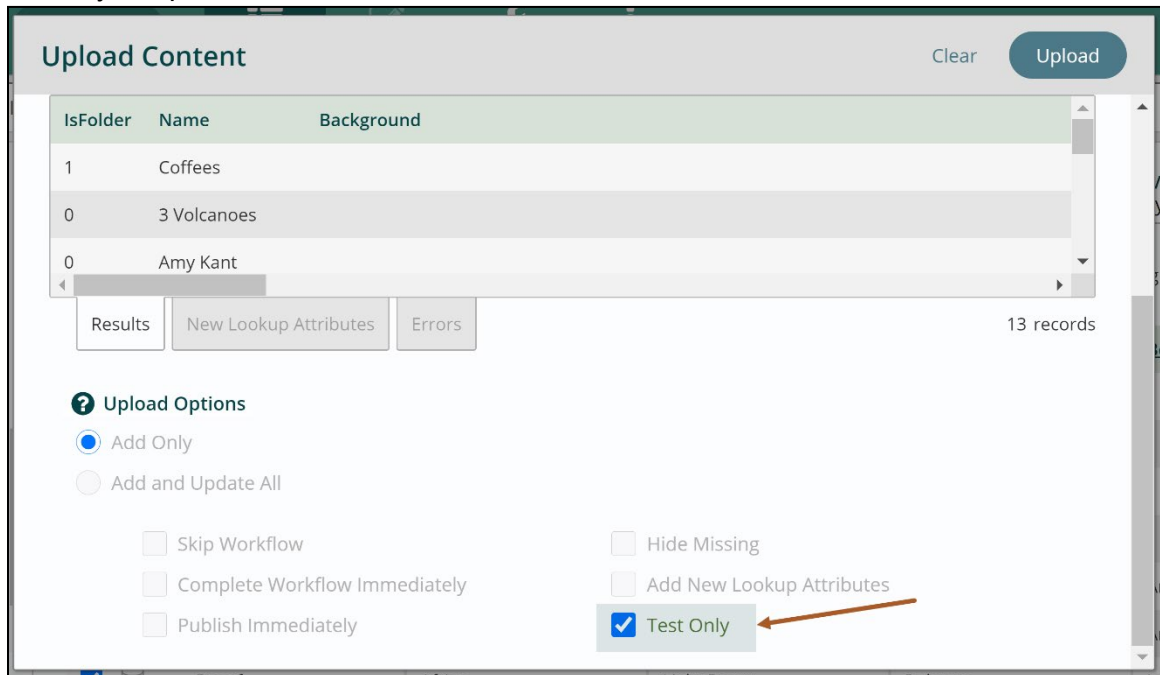
3. From the Data Upload dialog box, click on the Browse button to select the file on your computer.





**NEW in Titan CMS 7.0:** The data upload feature is compatible with .xlsx, .csv, .txt, .xml and .ics file types.

4. You will now see your data in the Data Upload dialog box. We recommend you test your data before permanently uploading it to Titan CMS. You need to choose "Test Only" before you upload the data.



v70-wkst.titanclient.com says

13 records were tested.  
13 succeeded.  
0 failed/cancelled.

Click OK to review results

**OK**


### Upload Content

Clear **Upload**

**?** Instructions

Parent Folder  
Coffees

Select Data Upload File (.xlsx, .csv, .txt, .xml, .ics)

TitanResults (24).xlsx 

| Upload Status | IsFolder | Name          | Background   |
|---------------|----------|---------------|--|
| Success       | 0        | Snowmageddon  | <p>To help keep you warm this winter, we've brought you this composition   |
| Success       | 0        | Hawaiian Kona | <p>Kona coffee is the market name for coffee (Coffea arabica) cultivated o |
| Success       | 0        | Guatemala     | <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod |

Results | New Lookup Attributes | Errors 13 records

- Under Upload Options, select **Add and Update All**, and click the checkbox next to **Skip Workflow**.

The screenshot shows the 'Upload Content' interface. At the top, there are 'Clear' and 'Upload' buttons. Below is a table with the following data:

| IsFolder | UID | SUMMARY                         | ImagePath   | File |
|----------|-----|---------------------------------|---|------|
| 1        |     | Events                          |   |      |
| 0        |     | Peer Power                      | /Files/Woman-in-wheelchair-talking-to-man-with-laptop.jpg | <Of  |
| 0        |     | Washington County Support Group | /Files/Events/Event.jpg                                   | <Of  |

Below the table are tabs for 'Results', 'New Lookup Attributes', and 'Errors'. To the right, it says '7 records'. Underneath is the 'Upload Options' section:

- Add Only
- Add and Update All
- Skip Workflow
- Complete Workflow Immediately
- Publish Immediately
- Hide Missing
- Add New Lookup Attributes
- Test Only

- A window will appear with information on which records will upload properly, and which ones will fail.

The dialog box contains the following text:

...wkst-dev.titanclient.com says

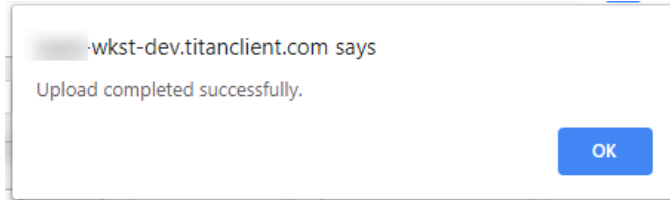
25 records were tested.  
25 succeeded.  
0 failed/cancelled.

Click OK to review results

OK

- Click OK.
- If there are any errors, update them in the source file and then attempt upload again.
- If there are no issues, you can uncheck the **Test Only** checkbox and click **Upload** button to upload the events to your data node.

13. You will see the confirmation window again, informing you that the upload was successful.

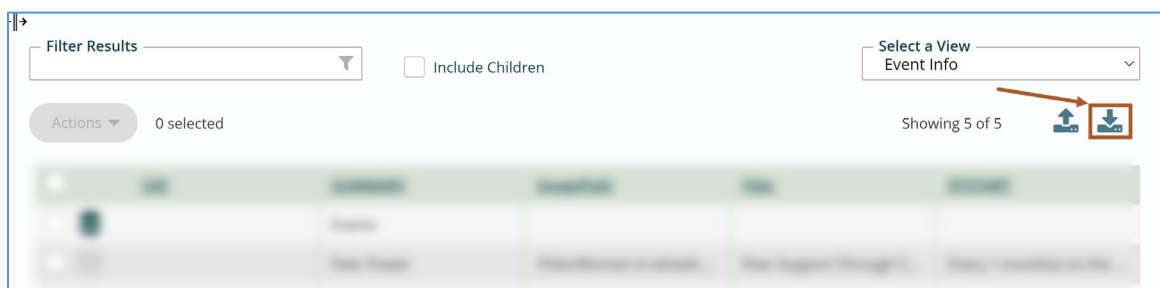
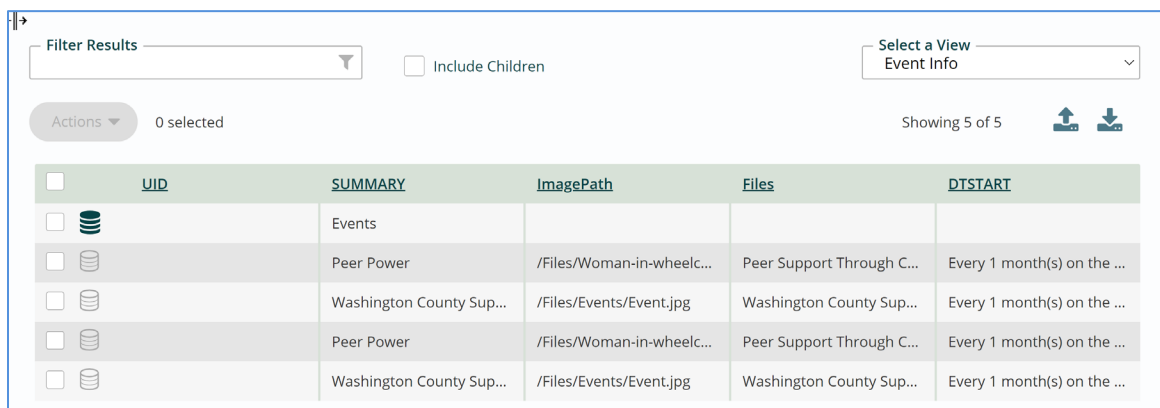
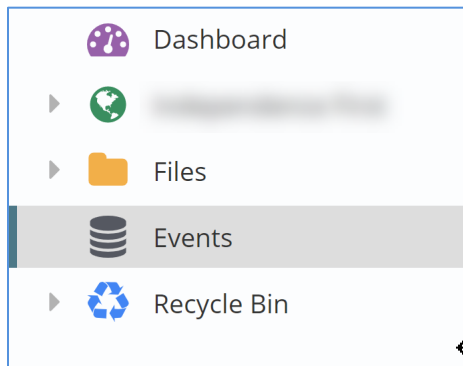


14. The **Browse Pane** will now have all your uploaded events listed.  
 15. You may need to go into each event to add additional content. See [Add/Edit Event](#) for more information.

## Upload Options

| UPLOAD OPTION                 | DESCRIPTION   |
|-------------------------------|---|
| Add Only                      | Creates new items from the records in the data upload file where the record does not already exist in Titan.  |
| Add and Update All            | Updates Data Site items from the records in the data upload file where the record exists in Titan CMS and creates new items where the record does not already exist in Titan CMS. |
| Skip Workflow                 | Update the current version of a data item instead of creating a new version.  |
| Complete Workflow Immediately | Invoke a Publish and one or more Approve Workflow Steps after the items have been updated.  |
| Publish Immediately           | Invoke a Publish Workflow Step after the items have been updated.   |
| Hide Missing Items            | Check this box to hide any of the items at the selected location that do not exist in the data upload file. The hide operation does not apply to Folder records.                  |
| Add New Lookup Attributes     | Check this box to create new Lookup Attributes where values specified in the data upload file do not exist yet in the system.   |
| Test Only                     | Test the upload process without making changes to data item content.  |

## Export Events Calendar to Excel

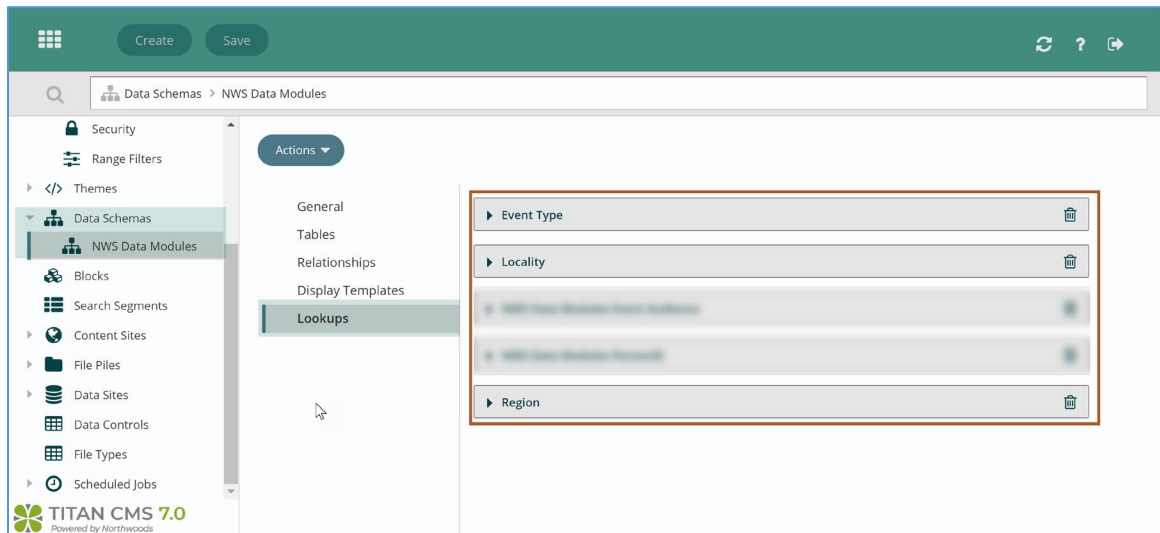


4. The file will download to your computer.
5. Open the file in Excel, make changes and save the file.
6. Follow the steps in [Upload Events](#) to update your Events Calendar.

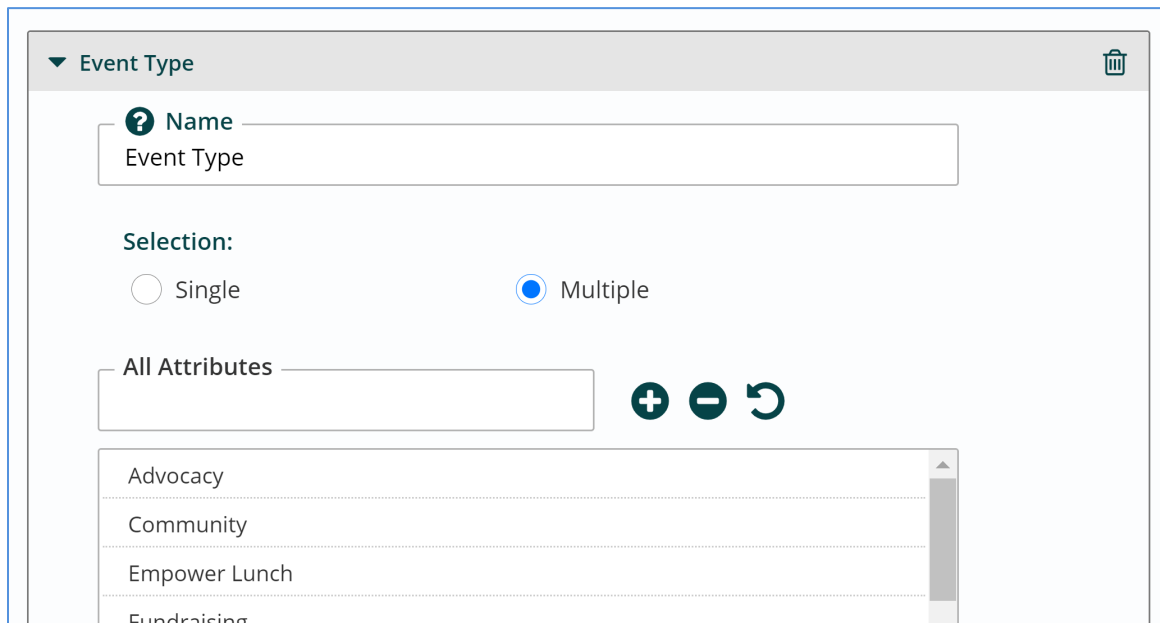
# Update a LookUp in a Data Schema

Follow these steps to change the lookups for City, State or Event Type.

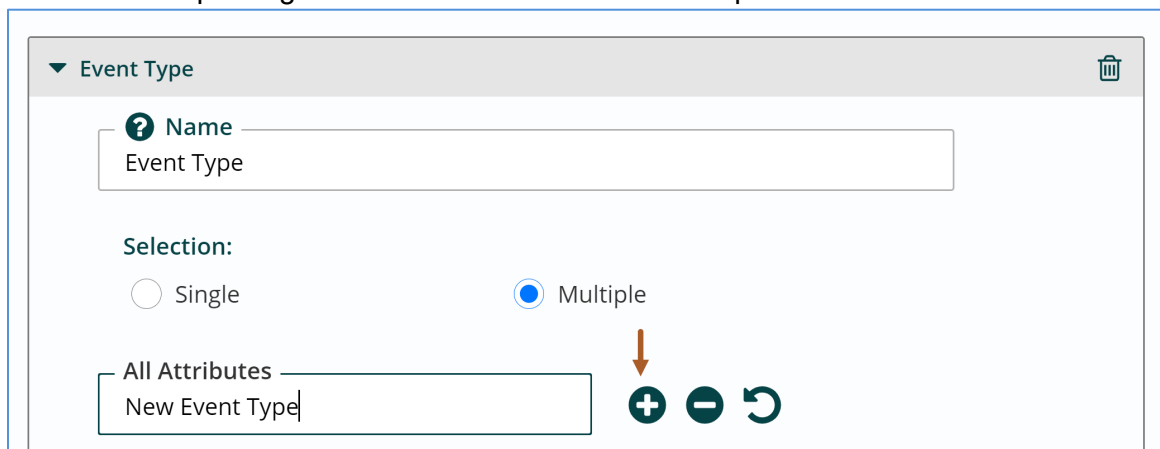
1. Open the Titan Administration Module.



3. Click on Lookups. In your workstation, you will see the following Lookups:
  - a. Locality (City)
  - b. Region (State/Region)
  - c. Event Type (Event category)




5. Under All Attributes, type in the new attribute you would like to have available. Hit ENTER or the plus sign to add the attribute to the Lookup.



- a. **To delete an attribute**, click to select it and then on the minus sign.
  - b. **To modify an existing attribute**, click to select it, make your changes and then click on the Refresh icon.
6. Once complete, click SAVE.
  7. Click on the Refresh button to make sure that your changes display in the Web Content Management Module.

# Default Events Calendar Configuration

## Event Listing Page (Data List Block)



For Providers
For Members
Become a Member

### Events Calendar

**Filter Results** clear all

Date

From: (e.g. mm/dd/yyyy)

🗑

To: (e.g. mm/dd/yyyy)

🗑

Keywords


▼ Locality clear

Milwaukee (2)

▼ Region clear

WI (2)

2 Results Listed




**18th Annual Back to School Health Fair**

📅 Friday, August 2, 2019

📍 Washington High School  
Milwaukee, WI

A healthier child means a healthier classroom, and a healthier classroom is a place where all children can learn, grow and succeed in living their best life!

View Event Details



**18th Annual Back to School Health Fair #2**

📅 Friday, August 9, 2019

📍 Journey House  
Milwaukee, WI

A healthier child means a healthier classroom, and a healthier classroom is a place where all children can learn, grow and succeed in living their best life!

View Event Details

- Your Event Listing Page will be configured for you by our development team.
- The Events List Template will align to your website’s style guide.
- You should not need to update the Data List Block.



If you do end up changing the Data List Block configuration, here are your default settings:

**Select Root**

Events

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**Configure Sorting and Advanced Options**

**Set Optional Filters**

Display the What's New active items only

Display only items published in the last  days

Display only  items

**Caching for Public Displays**

Cache public default view until application/nav refresh

**Select the default sort order for your results**

Last Published Date "Newest First"

Last Published Date "Oldest First"

Sort Date "Newest First"

Distance

Start Date (Descending)

Street Address (Ascending)

Street Address (Descending)

Changed

## Filter Configuration

**Data List** Cancel Done

---

**Available Values**

- Calendar
- NWS Data Modules-Event At...
- NWS Data Modules-Personal...
- Region - Lookup
- Date Ranges - Range
- Proximity
- UserValue

➔

**Selected Values**

|                 |                |  |
|-----------------|----------------|--|
| (using default) | Keyword Filter |  |
| (using default) | Event Type     |  |
| (using default) | Locality       |  |

### Calendar Filter

Cancel Done

#### Calendar Filter Configuration

**Data Field** — Start Date

**Title (optional - "Date" by default)** —

**Usage**

Server

Display and Server

**Display As** — From/To Date Inputs

#### Date Range for Initial Results

**From** — Beginning of Today

**To (relative to 'From')** — No End Date

### Keyword Filter

Cancel Done

**Keyword** —

**Display Filtering**

Permit keyword filtering on display

Use search box value for keyword, when available

**Title (optional - "Keywords" by default)** —

**Keyword Hint (Placeholder)** —

### Locality

Cancel Done

---

#### Filter Configuration

**Usage**

Server

Display and Server

**Return documents that match**

ANY selected attributes

ALL selected attributes

Title (optional - defaults to Tag/Lookup Name)

Subset

Display As

---

#### Attribute Selection

Filter by Attribute Name

Available Values

Selected Values

Find

### Region

Cancel Done

---

#### Filter Configuration

**Usage**

Server

Display and Server

**Return documents that match**

ANY selected attributes

ALL selected attributes

Title (optional - defaults to Tag/Lookup Name)

Subset

Display As

---

#### Attribute Selection

Filter by Attribute Name

Available Values

Selected Values

Find

## Event Detail Page (Data Detail Block)

[Return to Listing](#)



### WASHINGTON COUNTY SUPPORT GROUP

📅 Wednesday, September 9, 2020

🕒 11:00 AM to 12:00 PM

🔄 Monthly on the second Wednesday

📍 The Threshold, Inc  
600 Rolfs Ave  
WI 53090

#### Details:

### Peer Support Group for People with Disabilities

Open, casual group for people with disabilities to talk about anything—life, relationships, family, struggles... whatever is on your mind. Also come prepared to learn about an independent living topic!

Group meets 11 a.m.-12 p.m. on the second Wednesday of each month.

To RSVP or to request accommodations, contact [Tonya Villwock](#) at 414-731-7834 V/Relay

#### Reasonable Accommodations

IndependenceFirst is committed to providing the highest degree of accessibility when offering agency-sponsored events. Please notify [Tonya Villwock](#) at 414-731-7834 V/Relay with your disability-related accommodation requests by 2 weeks before the group meeting. We will do our best to honor accommodation requests made after this date.

#### Environmental and Chemical Sensitivities

For the safety and comfort of those with chemical and environmental sensitivities, IndependenceFirst requests that when attending agency-sponsored events, please refrain from using any perfumed products such as scented soaps, deodorants, perfumes, colognes and heavily-scented fabric softeners. To maintain a smoke-free environment, please also refrain from smoking in paths of travel and doorways.


#### Resources:

📄 [Washington County Support Group](#)

- Your Event Detail Page will be configured for you by our development team.
- The Event Detail Template will align to your website's style guide.
- You should not need to update the Data Detail Block.

### Select Root

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 Events ▲▼

### Detail Display

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**Detail Templates** [refresh](#)

Event Detail ▼

[View Template Configuration in Admin Workstation](#)

### Links

Show Link Text (Follows Teaser Text)

Return to Listing

### Data Editing Configuration

Show Edit Link

Manage

Open in dialog

### Relationships

No relationships to enable