

Trumba Web Calendar

Trumba is the web calendar publishing software (www.trumba.com) used on the Worcester State College web site. It replaced the social web calendar that has been used for several years.

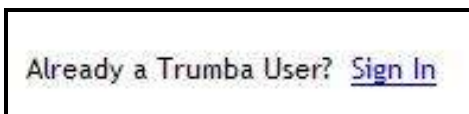
The WSC Home page (<http://www.worcester.edu>) still displays WSC News and the **top five WSC events**.



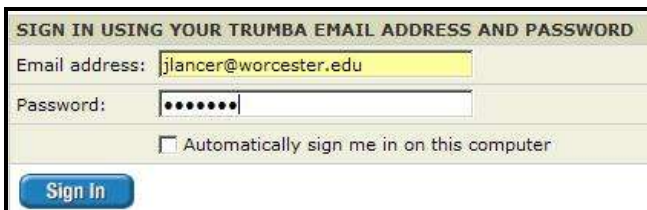
Worcester State College's Webmaster will assign calendar editors in four areas (Academic, Athletics, Student Services, and Alumni). Each editor will be provided a Trumba username and password. Once an account has been finalized, an email from Trumba Support will arrive in an editor's email Inbox. The email will contain a link that will allow the editor to verify their Trumba account and log into their specified calendar.

Logging Into Trumba to Verify an Account

1. Go to <http://www.trumba.com>.
2. In the upper right-hand corner, click the **Sign In** link.



The Sign In dialog box displays.

A screenshot of a "SIGN IN USING YOUR TRUMBA EMAIL ADDRESS AND PASSWORD" dialog box. It has two input fields: "Email address:" with the value "jlancer@worchester.edu" and "Password:" with a masked password of seven dots. Below the fields is a checkbox labeled "Automatically sign me in on this computer" which is unchecked. At the bottom left is a blue "Sign In" button.

3. Enter your Worcester State College **email address** and Trumba **Password** in the boxes provided. Then, click the **Sign In** button.

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Two calendars are listed under the **Current Calendar** heading. The first is the calendar for the editor's area of responsibility, such as Athletics. The second, titled **Submitted**, displays events submitted either by the editor or a WSC user via a WSC Events form. The calendar editor can open each event form to view, approve, delete the event, or to return to the Submitted calendar view.

Initially, an editor sees the default calendar to which he is assigned and all approved events.

Submitted events display only when the Submitted box is checked.

Events are color coded.

Approved events display in the same color as the default calendar.

Submitted events display in the color shown beneath Submitted.



There are two ways to add an event.

- A. An event can be added by the Event Editor.
- B. An Event Form can be submitted by a user.

A link to the form will be added somewhere on the News and Media page.

Adding a New Event

1. Under **CURRENT CALENDAR**, click the link for the calendar of which you are responsible, such as Athletics.
2. Click the **Add Event** button found at the top of the screen.

The Add an Event to Worcester State College screen displays

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Adding a New Event

3. Beside **Event type**, make certain that **WSC Event** is selected from the drop-down menu.

The screenshot shows the 'Add an Event' form in the Trumba web calendar interface. The page title is 'Add an Event to Worcester State College » Athletics'. The form is divided into two main sections: 'Event Information' on the left and 'OWNING CALENDAR' on the right. The 'Event Information' section includes fields for 'Event type' (set to 'WSC Event'), 'Description' ('Test 2 Event'), 'Location' ('Gym'), 'Start' date and time (October 29, 2008, 3:00 PM), 'Duration' (1 hour, 0 minutes), 'Repeat' (None), and 'Notes'. There are also checkboxes for 'Private' and 'All Day Event', and a link for 'Add Map Link'. The 'OWNING CALENDAR' section shows a dropdown menu set to 'Worcester State College » Athletics' and a list of calendars under 'ALSO SHOWS ON' with a checked checkbox for 'Worcester State College » Athletics » Submitted'. At the bottom of the form are buttons for 'OK', 'Cancel', and 'Save and Add Another'.

4. Complete the remaining fields in the left-hand column.

All calendars, for which an editor has editing privileges, are listed beneath **ALSO SHOWS ON** the right-hand side of the form.

In order to approve the event and add it to a calendar for which you are responsible, click the checkbox to the left of the calendar on which you want the event to appear.

5. Click **OK** to save the event, **Save and Add Another** to save this event and add another event to the calendar, or **Cancel** to close the form without saving the event.

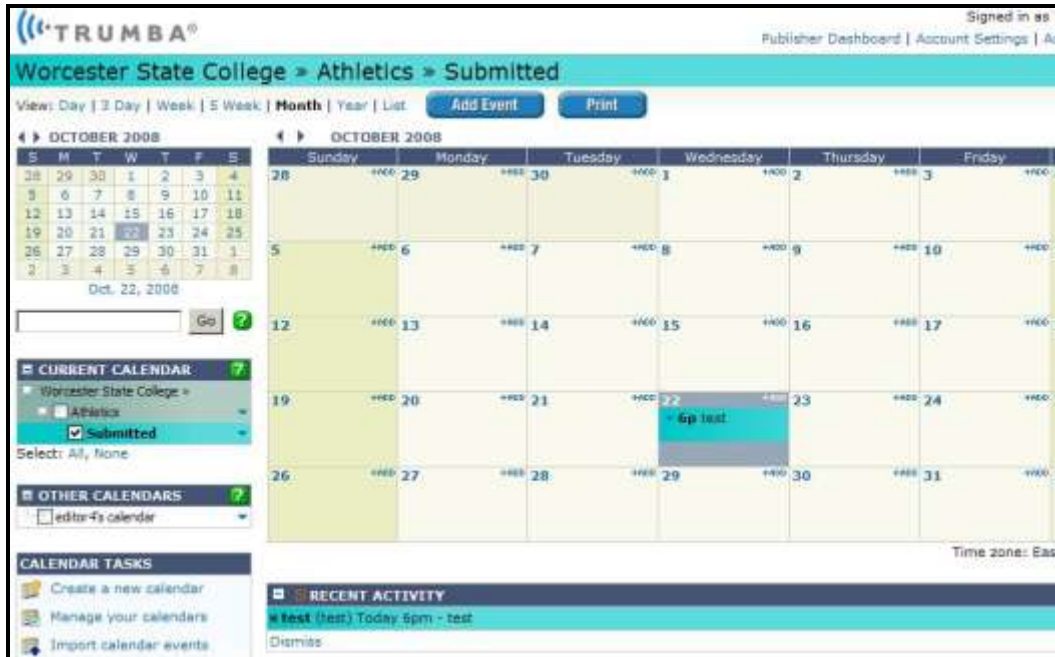
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Submitted event forms appear as links on the Submitted calendar. If they have been submitted by someone other than the calendar editor, they need to be approved by the editor before they can display on the desired area calendar (Academic, Athletics, Student Services, or Alumni).

Approving a New Event

1. Under **CURRENT CALENDAR**, click **Submitted**.

The Submitted calendar displays with color coded events that need to be approved.



2. Open and view an existing form by clicking the link for the **submitted event** (appears as a link such as the test event on October 22nd, above).



The form for the selected event opens.

3. Under **ALSO SHOWS ON** the right-hand side of the screen, click the **box to the left of the calendar on which the event is going to appear**. Then, click either of the **OK** buttons.