



Submitting An Event to the TAMPA JCC & FEDERATION Community Calendar

The Welcome Page

This is the first page you will see after you login at www.jewishtampa.com/admin.

We will provide you with a login and password shortly after the July 14 meeting.

You will need to use Internet Explorer version 7 or higher to access this site.

Click on "Calendar" to get started.

The screenshot shows the 'Welcome Planning Admin' page. At the top right, there are links for 'Log out', 'Help', and 'View Live Site'. Below the header, a breadcrumb trail reads 'Web Site Administration > Information & Referral: Planning Admin'. The main heading is 'Welcome Planning Admin', followed by a sub-heading 'Select Section' in a blue bar. Underneath, there are three links: 'Calendar', 'Information & Referral', and 'Form Library'. At the bottom, there is a copyright notice for 'The Jewish Federations of North America, Inc.' and links for 'Privacy Policy' and 'Terms of Use'. A red warning triangle icon is positioned near the bottom right of the page.

Log out

Help View Live Site

Web Site Administration > Information & Referral: Planning Admin

Welcome Planning Admin

Click on the links below to either work with your organization's Calendar Events, or General Organization Information and Volunteer Opportunities.

Select Section

- [Calendar](#)
- [Information & Referral](#)
- [Form Library](#)

You can always revise your organization's main contact info here.

This function is not available for Planning Administrators. Please do not use.





Tampa Jewish Community Center & Federation

serving Hillsborough and Pasco Counties

FEDWEB® Central Administration
lrobbins817 | Tampa Jewish Federation

Log out

Help View Live Site

Web Site Administration > Content Management: Calendar Library > Global Calendar

Preview

Calendar Documentation (PDF)

Calendar

View RSVP Report

View RSVP Form Library

Create New Event

Export Calendar

Click on
"Create New Event."



Find an Event

Easy Search Advanced

Keywords

Search

July 2010

S	M	T	W	T	F	S
27	28	29	30	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

Go to Today

Week's Torah Portion

Candle Lighting Times

Show All Event Types Live Events Pending Planning Pending Public

◀ July 2010 ▶

Admin	Day	Week	Month	Year	List	
SUN	MON	TUE	WED	THU	FRI	SAT
27 Tammuz 15 Minyan Service Congregation Rodeph Sholom Annual Mtg.	28 Tammuz 16	29 Tammuz 17 Tampa Jewish Family Services TIKVAH TALK	30 Tammuz 18 Kol Ami's Class on Torah w/ Rabbi Bob Kol Ami's Intro. to Jewish Meditation w/ Rabbi Bob	1 Tammuz 19 Chabad of Tampa - Mommy & Me	2 Tammuz 20 Rodeph Sholom Meet & Greet	3 Tammuz 21 Bingo Monthly at Congregation Beth Shalom
4 Tammuz 22 Independence Day	5 Tammuz 23	6 Tammuz 24 July Jewish Press Deadline Beth Shalom - Board Meeting	7 Tammuz 25 Kol Ami's Class on Torah w/ Rabbi Bob Kol Ami's Intro. to Jewish Meditation w/ Rabbi Bob Kol Ami's TU- A Taste of Talmud	8 Tammuz 26 Chabad of Tampa - Mommy & Me	9 Tammuz 27 Rodeph Sholom Meet & Greet	10 Tammuz 28 Rodeph Sholom Summer Speaker Series Schaarai Zedek Torah Study Schaarai Zedek Movie and Pizza Dinner
11 Tammuz 29 YAD Leadership Council Retreat	12 Av 1 Rosh Chodesh Av Rodeph Sholom	13 Av 2	14 Av 3 Kol Ami's Class on Torah w/ Rabbi Bob	15 Av 4 Chabad of Tampa - Mommy & Me	16 Av 5 Rodeph Sholom Meet & Greet	17 Av 6 Congregation Rodeph Sholom Summer Speaker Series



The Location Tab

Please provide complete information about your event's location.

Select a previously saved location or enter a new location.

If you wish to keep the location private, consider writing "private location - contact XYZ for details."

If your organization is not listed in the "Previously Saved Location" list, you may add it here.

Select a Previously Saved Location or enter a New Location below.

Location:

Location Name:

Address:

City/Town:

State/Province:

Zip/Postal Code:

Country:

Phone:

Fax:

E-mail Address:

Web site:

Other:

[Save the above location to the Location Pulldown List](#)



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The Contact Tab

Event	Location	Contact	Recurrence	Link & Preferences	Alerts & Notes	Event Admin
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Select a Previously Saved Contact or enter a New Contact below.

Contact:

First Name:

Last Name:

Phone:

Fax:

E-mail Address:

Web Site:

Other:

[Save the above contact to the Contact Pulldown List](#)

[Delete the above contact to the Contact Pulldown List](#)



The Recurrence Tab
The most important tab to understand!

If your event occurs once a day for a week, once a week or once a month, you must choose the recurrence frequency and duration on this tab.

Important: If your event is recurring, you must make the start date and the end dates the same in the Event Tab first. Otherwise, your event will be displayed incorrectly and you will be asked to revise your submission.



Then, click on the Recurrence Tab (this page), and choose "This event will recur."

If your event is recurring, provide an end date for your event.



The Links and Preferences Tab

DO NOT USE THIS TAB.

We have found that this tab and all functions on it have caused many errors on calendar listings, and at times has completely deleted your organization's listings.

DO NOT USE THIS TAB.

Event Location Contact Recurrence **Link & Preferences** Alerts & Notes Event Admin

Event Link:

Select the checkbox to add a button to allow users to sign up for this Event, Click on the button text.

Sign-up for this Event

[Link this button to..](#)

[Create new RSVP Form](#)

User Groups:

This event will be viewable on the public calendar to only those end-users in:

User Group: [Edit](#)

Background Color & Highlight:

Select a Background Color and Highlight for your event. This will appear on the Calendar view only.

Background Color:

Highlight: Display Title in Bold Text

Save Save and Add New Preview Delete Exit



Alerts and Notes Tab

Updated 7/15:
This tab is not functional.

Event Location Contact Recurrence Link & Preferences Alerts & Notes Event Admin

The following is for INTERNAL USE ONLY and is not displayed on the public calendar.

Other Notes:

Alert: Notify me if another event is added that conflicts with this event at
(multiple addresses should be separated by a comma)
Note: When there is conflict with a recurring event, an email alert will get sent for each instance of that event

Calendar Event Suggested by:

First Name:

Last Name:

E-mail Address:

Save Save and Add New Preview Delete Exit



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Saving and Submitting Your Event

Event Summary(for List View):

Annual Jewish Book Month event featuring Woody Allen.

Full Description:



Arial

SHOW HTML
(Advanced Users)

This is only an example. Celebrate the 5th annual Tampa JCC Jewish Book Month Festival featuring actor, writer and director, Woody Allen. Allen is the author of a new book, "Why Me"? Cost: \$50, includes the book and a special dessert reception. To RSVP, please visit jewishtampa.com. For more information, please contact Brandy.gold@jewishtampa.com or 813.769.4726. Jewish Book Month will also feature

Use HTML exactly as it appears

Expected Attendance: 1,000

Sponsor/Co-sponsor: Tampa JCC

Save

Save and Add New

Preview

Delete

Exit

Click "Save" when you have completed your event entry.

Click "Save and Add New" if you want to add another event entry.

Click "Preview" to review your submission before you save it.

Click "Exit" when you are finished.