



RediSite

Responsive Websites

User Guide for Administrators and Editors

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CHAPTER 1

Event Manager

2.1 The Event Manager

Using the Event Manager, you can manually add school events to your Redsite school calendar, or you can automatically feed events from your PlusPortals, Google, and/or Office Outlook 365 calendars. You can also import events from ICS files.

Important: Redsite only accepts active feeds from Google, Office 365 with Outlook online, and/or PlusPortals online calendars.

When you click **Event Manager** on the **Dashboard**, several options appear along with the **Events** page.

The screenshot shows the Redsite Event Manager interface. At the top, there's a navigation bar with 'Events' and a 'Create Event' button. Below this, there are filter buttons for 'All Calendars', 'All Event Types', and 'All Categories', along with a 'Filter' button and an 'Event Search' bar. The main content area displays a calendar for June 2019. The calendar shows various events, including 'SCHOOL CLOSED for the LSJMS Teacher in Service Day' on Monday, June 26th, '11:00am Staff Meeting' on Thursday, June 29th, and '12pm Open House' on Sunday, June 3rd. There are also buttons for 'Event Calendar' and 'Recently Created Events' at the top of the calendar view. On the right side, there's a sidebar with a 'Dashboard' menu. The 'Event Manager' option is highlighted, showing sub-options: 'Events', 'Calendars', 'Categories', 'Event Types', 'Feeds', and 'Settings'.


Event Manager Options

Events	Create, edit, or delete events.
Calendars	Create, edit, or delete calendar names.
Categories	Create, edit, or delete categories used to filter events.
Event Types	Create, edit, or delete event types used for advanced event filtering.
Feeds	Create, edit, clear, or delete external calendar feeds.
Settings	Configure advanced system settings.

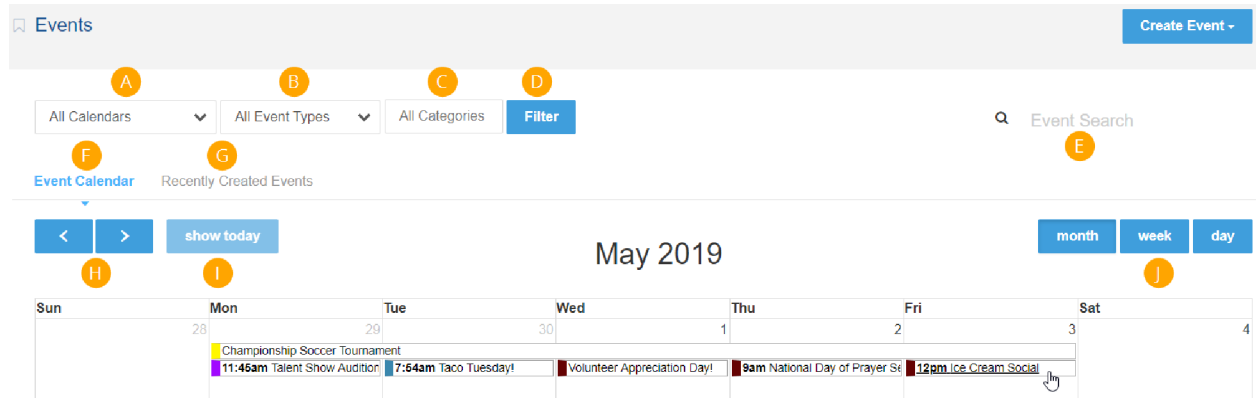
The **Events** page displays either the **Event Calendar** or a list of recently created events. To switch between the two views, click **Event Calendar** or **Recently Created Events**.

2.2 View and Filter Events on the Events Calendar

To view and filter events on the Event Calendar, follow these steps:

1. On the right side of the toolbar, click .
2. On the **Dashboard**, click **Event Manager**.

The **Events** page opens, displaying either the **Event Calendar** or a list of recently created events.



3. Click **Event Calendar** to display all events in your Redisite calendar.

Important: The **Event Calendar** is an administration / management page the public cannot view.


Event Calendar Viewing and Filtering Options

- | | |
|----------|----------------------------------------------------------------|
| A | Click the calendar you want to filter on. |
| B | Click the event you want to filter on. |
| C | Click the category you want to filter on. |
| D | Filter based on your calendar, event, and category selections. |
| E | Type the name of an event you want to search for. |
| F | Click to return to the Events Calendar . |
| G | Click to view a list of events you've recently created. |

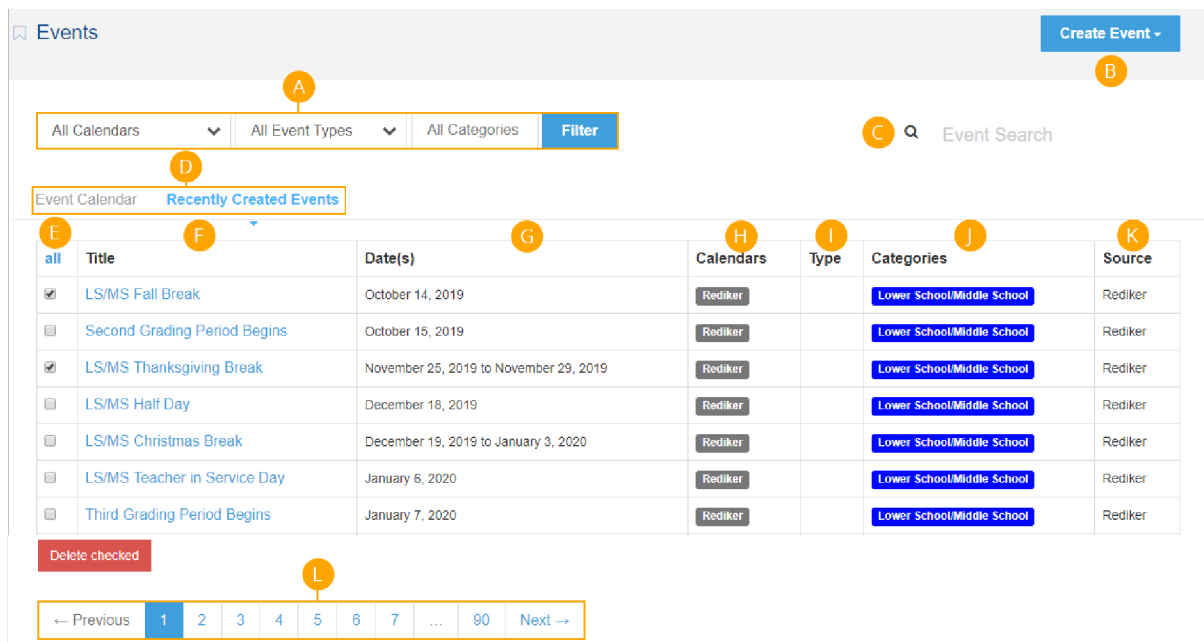
Event Calendar Viewing and Filtering Options	
H	View previous or upcoming months, weeks, or days.
I	View only events for the current day.
J	View a monthly, weekly, or daily calendar.

2.3 View a List of Recently Created Events

To view a list of recently created events, follow these steps:

1. On the right side of the toolbar, click .
2. On the **Dashboard**, click **Event Manager**.

The **Events** page opens.



The screenshot shows the 'Events' page interface. Callouts A through L point to various elements: A points to the filter icon in the toolbar; B points to the 'Create Event' button; C points to the 'Event Search' input field; D points to the 'Recently Created Events' tab; E points to the 'all' checkbox in the table; F points to the 'Title' column header; G points to the 'Date(s)' column header; H points to the 'Calendars' column header; I points to the 'Type' column header; J points to the 'Categories' column header; K points to the 'Source' column header; L points to the 'Delete checked' button.

<input checked="" type="checkbox"/>	Title	Date(s)	Calendars	Type	Categories	Source
<input checked="" type="checkbox"/>	LS/MS Fall Break	October 14, 2019	Rediker		Lower School/Middle School	Rediker
<input type="checkbox"/>	Second Grading Period Begins	October 15, 2019	Rediker		Lower School/Middle School	Rediker
<input checked="" type="checkbox"/>	LS/MS Thanksgiving Break	November 25, 2019 to November 29, 2019	Rediker		Lower School/Middle School	Rediker
<input type="checkbox"/>	LS/MS Half Day	December 18, 2019	Rediker		Lower School/Middle School	Rediker
<input type="checkbox"/>	LS/MS Christmas Break	December 19, 2019 to January 3, 2020	Rediker		Lower School/Middle School	Rediker
<input type="checkbox"/>	LS/MS Teacher in Service Day	January 6, 2020	Rediker		Lower School/Middle School	Rediker
<input type="checkbox"/>	Third Grading Period Begins	January 7, 2020	Rediker		Lower School/Middle School	Rediker

3. Click **Recently Created Events**.

Viewing and Filtering Options

- A** Click the calendar, event, and/or calendar you want to filter on.
- B** Create an event.
- C** Type the name of an event you want to search for.
- D** Switch between the **Events Calendar** and the list of recently created events.
- E** Select the check boxes for the events you want to delete, or click **All** to select all events, and then click **Delete checked**.

Viewing and Filtering Options	
F	Name of the event
G	Date(s) of the event
H	All the calendars the event is assigned to
I	The event type the event is assigned to
J	All the categories the event is assigned to
K	Source of events coming from external calendars (such as a PlusPortals, Google, or Outlook 365 calendar).
L	Navigate multiple pages of events.

2.4 Create Calendar Names


You can create calendar names and use them to filter and display events.

Example

You can create a calendar name for all athletic events and another one for clubs and after-school activities. Visitors to your web site can then filter on a specific group of events.

Once you've created a calendar name, you can assign colors, events, and incoming feeds to it. There is no limit to the number of calendar names you can create.

Follow these steps to create a calendar name:

1. On the right side of the toolbar, click  to display the **Dashboard**.
2. Click **Event Manager > Calendars**.

The **Calendars** page opens, displaying a list of calendar names.

Calendars		Create Calendar
Name	Color	
Rediker	None set	
Dream Academy Calendar		
Athletics		
Admissions		

3. Click **Create Calendar**.

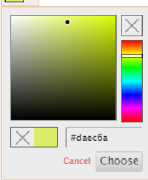
Calendars

Create Calendar

Name

Dream Academy Calendar

Color



Return to Calendars

Add Calendar

4. Type a **Name** for the calendar.
5. Optional: In the **Color** drop-down list, click a color to display with the calendar name when it appears in lists, and then click **Choose**.
6. Click **Add Calendar**.

Note: To edit a calendar name or to delete one that is not linked to any events, click the name and do one of the following:

- Edit the **Name** and/or **Color**, and then click **Edit Calendar** to save your changes.
- Click **Delete Calendar**, and then click **OK** to confirm the deletion.

Important: You can't delete a calendar name that is linked to events.

Tip: To return to the **Calendars** page without saving any changes, click **Return to Calendars**.

2.5 Create Event Categories


You can create event categories that allow users to filter on specific types of calendar events. There is no limit to the number of event categories you can create.

Example

For an Athletics calendar, you can create event categories called "Home Game" and "Away Game", and then assign the appropriate events to each category. Visitors to your Athletics calendar can then filter on home or away games.

When creating an incoming feed, you can assign all events in the feed to an event category. Event categories assigned in PlusPortals are automatically fed to your Redisite calendar.

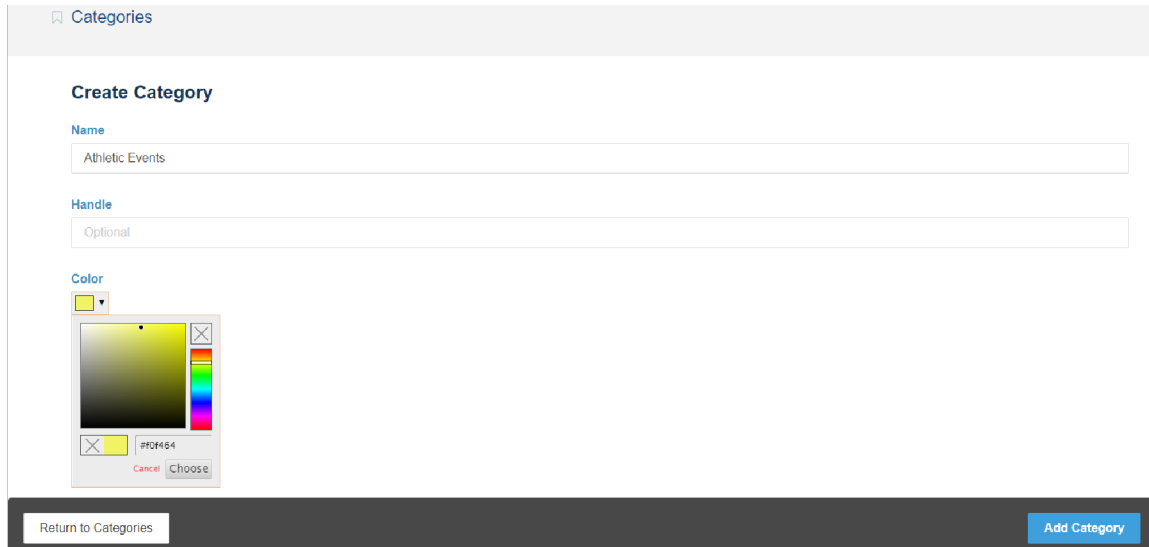
Follow these steps to create an event category:

1. On the right side of the toolbar, click  to display the **Dashboard**.
2. Click **Event Manager > Categories**.

The **Categories** page opens, displaying a list of event categories already created.

Categories		Create Category
Name	Color	
EXAMS		
School Calendar		
Athletics		
Clubs and Activities		

3. Click **Create Category**.



The screenshot shows a web interface for creating a new category. The title is 'Categories' with a back arrow. Below it is the 'Create Category' section. It contains three input fields: 'Name' (containing 'Athletic Events'), 'Handle' (containing 'Optional'), and 'Color' (with a color picker showing yellow). At the bottom of the form, there are two buttons: 'Return to Categories' and 'Add Category'.

4. Type a **Name** for the category.

Note: **Handle** auto fills when you save the category.

5. Optional: In the **Color** drop-down list, select the color to display for the category in the Redsite calendar block and in the event categories list, and then click **Choose**.

6. Click **Add Category**.

Note: To edit an event category or to delete one that is not linked to any events, click the category and do one of the following:

- Edit the **Name** and/or **Color**, and then click **Edit Category**.
- Click **Delete Category**, and then click **OK** to confirm the deletion.

Important: You can't delete a calendar name that is linked to events.

Tip: To return to the **Categories** page without saving any changes, click **Return to Categories**.

2.6 Create Event Types


When you create an event, you can assign an event type to further manage, organize, and display the event on your calendar. There is no limit to the number of event types you can create.

Example

You could create an event type called "Athletics" with custom attributes (express objects) called "Away Game", "Home Game", and "Opponent". When creating an event, you can choose to display any combination of these attributes (such as, "Away Game" and "Opponent").

Important: The event type is an advanced feature not recommended for most users.

To create an event type, follow these steps:

1. On the right side of the toolbar, click  to display the **Dashboard**.
2. Click **Event Manager > Event Types**.

The **Event Types** page opens, displaying a list of event types already created.

Event Types		Create Event Type
Name	Express Object	
Athletic Event	Opponent	
After-school activity		

3. Click **Create Event Type**.

Create Event Type	
Name	<input type="text" value="Athletics"/>
Express Object	<div>** None **</div>
<div><div>Return to Event Types</div><div>Add Event Type</div></div>	

4. Type a **Name** for the event type.

Note: **Express Object** is for development only.

5. Click **Add Event Type**.

Note: To edit an event type or to delete one that is not linked to any events, click the event type and do one of the following:


- Edit the **Name**, and then click **Edit Event Type**.
- Click **Delete Event Type**, and then **OK** to confirm the deletion.

Important: You can't delete a calendar name that is linked to events.

Tip: To return to the **Event Types** page without saving any changes, click **Return to Event Types**.

2.7 Create Events

You can manually add an event to your Redsite calendar using the following steps:

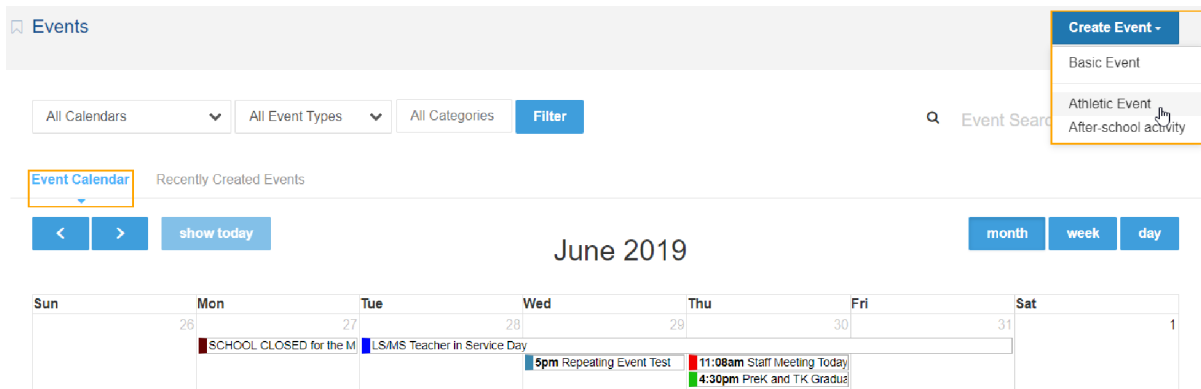
1. On the right side of the toolbar, click  to display the **Dashboard**.
2. Click **Event Manager**.

The **Events** page opens, displaying either a calendar or a list of recently created events.

Note: If you don't see the calendar, click **Event Calendar**.

3. Click **Create Event** and in the drop-down list, click the type of event you want to create.

Note: If you don't see the event type you want, see "Create Event Types" on page 15.



4. On the **Create New Event** page, configure the "Event Options" on page 18, and then click **Add Event**.

Note: To edit or delete an event displayed on the calendar, click the event and do one of the following:

- Edit the appropriate "Event Options" on page 18, and then click **Edit Event**.
- Click **Delete Event**, and then **OK** to confirm the deletion.


Tip: To return to the **Events Calendar** without saving any changes, click **Return to Events**.

2.8 Event Options

When you create or edit an event, you define the following options in the Create New Event or Edit Event page:

Note: See also "Create Events" on page 17.

Event Options	
Title	<p>A descriptive title for the event</p> <p>Note: Titles should be 1-5 words.</p>
Description	<p>Text that describes the event</p> <p>Note: Descriptions should be no more than a few sentences.</p>
Image/Thumb	A thumbnail image that displays on the event page
Appear on Calendars	The calendars the event appears in
Categories	The categories the event is assigned to for sorting and filtering purposes
Event Links To	<p>(Default) Nothing: The event appears as text with no links.</p> <p>Event Page: The event contains a link to an event page, which is automatically added to the sitemap under Events when you click this option. By default, the event page contains the basic event details, but you can edit the contents of the page.</p> <p>URL: The event links to an external web page.</p>
Page	Appears when you select Event Page in the Event Links To drop-down list. Displays the text "Event page will be created" until you save the event. The text is then replaced with View page , which links to the event page.
Link Text	A descriptive display name to replace the event page heading or URL link
URL	The full URL of the external link
Attachment	A document that provides additional information about the event

Event Options	
Attachment Link Text	A descriptive title to replace the attachment's file name
Event Location	
Location	The location of the event
Timezone	The timezone the event will take place in
Event Date(s)	
Starts	Date the event begins. If the event has a start time, select the Has start time check box and select a time.
Ends	Date the event ends. If the event has an end date, select the Has end date check box and select a date. If the event has an end time, select the Has end time check box and select a time.
Repeat	The repeat frequency for the event
Add Date	<p>Adds the event to the selected calendars and displays the start/end dates and times for the event under Dates for this event.</p> <p>To delete a date from Dates for the event, click .</p>
Custom Date Output (override)	<p>Alternate date and time that displays on the event page when the event is reoccurring.</p> <div> <p>Example</p> <p>You may have an event that begins Tuesday, March 19 but occurs every Tuesday at 3:00 PM. By default, the first date (Tuesday, March 19) displays on the event page. You can override that date by typing an alternate date (such as, Every Tuesday at 3:00 PM) for Custom Date Output (override).</p> </div>

Event Options

Softball practice

 DATE/TIME

Every Tuesday at 3:00 PM

 LOCATION

High school baseball diamond

 DESCRIPTION

Softball practice


 CATEGORY

Athletic Events

2.9 Create Google Calendar Feeds

You can add Google calendar events to your Redisite calendar by creating a feed. You can also edit, clear, and delete these feeds.

Important: Google calendars must be public to properly display on your website.

1. Open the Google calendar you want to add to your Redisite calendar.
2. Make sure that the calendar is public.
3. In your Google calendar settings, locate and copy the calendar address in iCal format.
4. In your Redisite, on the right side of the toolbar, click  to display the **Dashboard**.
5. Click **Event Manager > Feeds**.

The **Feeds** page opens, displaying a list of calendar feeds.

Feeds Create Feed				
Feed Name	Type	Status	Number of events	Process
Rediker	Rediker	Enabled	1730	Process now ►
Athletics Calendar From Google	iCalendar Feed	Enabled	16	Process now ►
Outlook Feed	iCalendar Feed	Enabled	4	Process now ►
Admissions	iCalendar Feed	Enabled	3	Process now ►
ICS	iCalendar Import	Enabled	10	Process now ►

6. Click **Create Feed**.
7. Under **Register Feed**, configure the "Calendar Feed Options" on page 26, and then click **Add Feed**.
8. In the **Feeds** list next to the feed, click **Process Now** to feed events from the Google calendar.

The number of events processed for the feed, excluding reoccurring events, appears above the feeds list. The number of events processed for the feed, including reoccurring events, appears in the **Number of Events** column.

9. Repeat the preceding steps for each Google calendar you want to add your RediSite calendar.

Important: Although there is no limit to the number of feeds you can create, having too many feeds may slow load times and affect site performance.

Note: To edit or delete a calendar name, click the name and do one of the following:

- Edit the appropriate "Calendar Feed Options" on page 26, and then click **Edit Feed**.
- To clear all events previously fed from the Google calendar, click **Clear Feed**, and then click **OK**.
- To delete the feed, click **Delete Feed**, and then click **OK** to confirm the deletion.


Tip: To return to the **Feeds** page without saving any changes, click **Return to Feeds**.

2.10 Create Outlook 365 Calendar Feeds


You can add Outlook 365 calendar events to your Redisite calendar by creating a feed. You can also edit, clear, and delete these feeds.

Important: You must use Office 365 with Outlook Online for this calendar feed to work.

To create an Outlook 365 calendar feed, follow these steps:

1. In **Outlook Online**, click .
2. In the **Settings** menu, click **Calendar**.

Note: If you don't see **Calendar**, click **View all Outlook settings**.

3. Click **Shared Calendars**.
4. Under **Publish a calendar**, in the **Select a calendar** drop-down list, click **Calendar**.
5. In the drop-down list on the right, click the appropriate permissions, and then click **Publish**.
6. Copy the ICS URL that displays below the drop-down lists.
7. In your Redisite, on the right side of the toolbar, click .
8. On the **Dashboard**, click **Event Manager**, and then **Feeds**.
9. On the **Feeds** page, click **Create Feed**.

Feeds Create Feed				
Feed Name	Type	Status	Number of events	Process
Rediker	Rediker	Enabled	1730	Process now ►
Athletics Calendar From Google	iCalendar Feed	Enabled	16	Process now ►
Outlook Feed	iCalendar Feed	Enabled	4	Process now ►
Admissions	iCalendar Feed	Enabled	3	Process now ►
ICS	iCalendar Import	Enabled	10	Process now ►

10. In **Feed URL / ID**, paste the ICS URL, configure the rest of the "Calendar Feed Options" on page 26, and then click **Add Feed**.
11. Next to the feed, click **Process now** to sync the calendar.

The number of events processed for the feed, excluding reoccurring events, appears above the feeds list. The number of events processed for the feed, including reoccurring events, appears in the **Number of Events** column.

12. Repeat the preceding steps for each Outlook 365 calendar you want to add your RediSite calendar.

Important: Although there is no limit to the number of feeds you can create, having too many feeds may slow load times and affect site performance.

Note: To edit or delete a calendar name, click the name and do one of the following:

- Click the appropriate "Calendar Feed Options" on page 26, and then click **Edit Feed**.
- To clear all events previously fed from the Outlook 365 calendar, click **Clear Feed**, and then click **OK**.
- To delete the feed, click **Delete Feed**, and then click **OK** to confirm the deletion.

Tip: To return to the **Feeds** page without saving any changes, click **Return to Feeds**.

2.11 Feed Events from PlusPortals

If your school uses PlusPortals, your website is already configured to feed events from the PlusPortals calendar to your Redsite calendar. When you create an event in PlusPortals, select the **Show on Login Page (Public)** check box to automatically feed the event to your Redsite calendar. See [Create a Calendar Event](#) for details.

2.12 Calendar Feed Options

When you create or edit a calendar feed, you define the following options on the Feeds page:

The screenshot shows a web form for configuring a calendar feed. It includes the following fields and options:

- Name:** A text input field containing "Outlook 365 Feed".
- Enabled:** A dropdown menu set to "Yes".
- Type:** A dropdown menu set to "iCalendar Feed".
- Feed URL / ID:** A text input field containing a long URL: `https://outlook.office365.com/owa/calendar/41b6c997bb974f9cb9be0241bf80f75@rediker.com/251f3b41baf64387a99fa0ffaa36e9dd9783546815058314621/calendar.ics`.
- Add events to calendar:** A dropdown menu set to "All Calendars".
- Add events to categories:** A dropdown menu set to "School Calendar".
- Convert dates/times to site timezone:** A dropdown menu set to "No".
- Refresh Interval:** A text input field containing "3", with a "Minutes" label to its right.

At the bottom of the form are two buttons: "Return to Feeds" and "Add Feed".

Calendar Feed Options	
Name	Type a short, descriptive name for the feed.
Enabled	Click Yes to enable the feed.
Type	For Google or Outlook 365 calendar feeds, click iCalendar Feed .
Feed URL / ID	Paste the full URL for the Google or Outlook 365 (ICS) calendar.
Add events to calendar	Optional: Add incoming calendar events to a calendar you've created on RediSite.
Add events to categories	Optional: Add incoming calendar events to a category you've created on RediSite.
Convert dates / times to site timezone	Convert dates and times in the incoming calendar to your website time zone. Click Yes if you're not in the Eastern Time zone and/or the incoming calendar does not match your time zone.

Calendar Feed Options

Refresh Interval

Set the refresh rate for your website. Set to 2-5 minutes. The default is 2 minutes.

2.13 Advanced Event Manager System Settings

The Event Manager Settings page contains advanced settings for development purposes only. For details on these settings, contact Customer Support.



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