

### AAUW Member Showcase Calendar Administrator User Guide

The AAUW Member Showcase administrator login is available to authorized users appointed by AAUW state or branch presidents. Administrators are responsible for maintaining state or branch calendar content on the AAUW website.

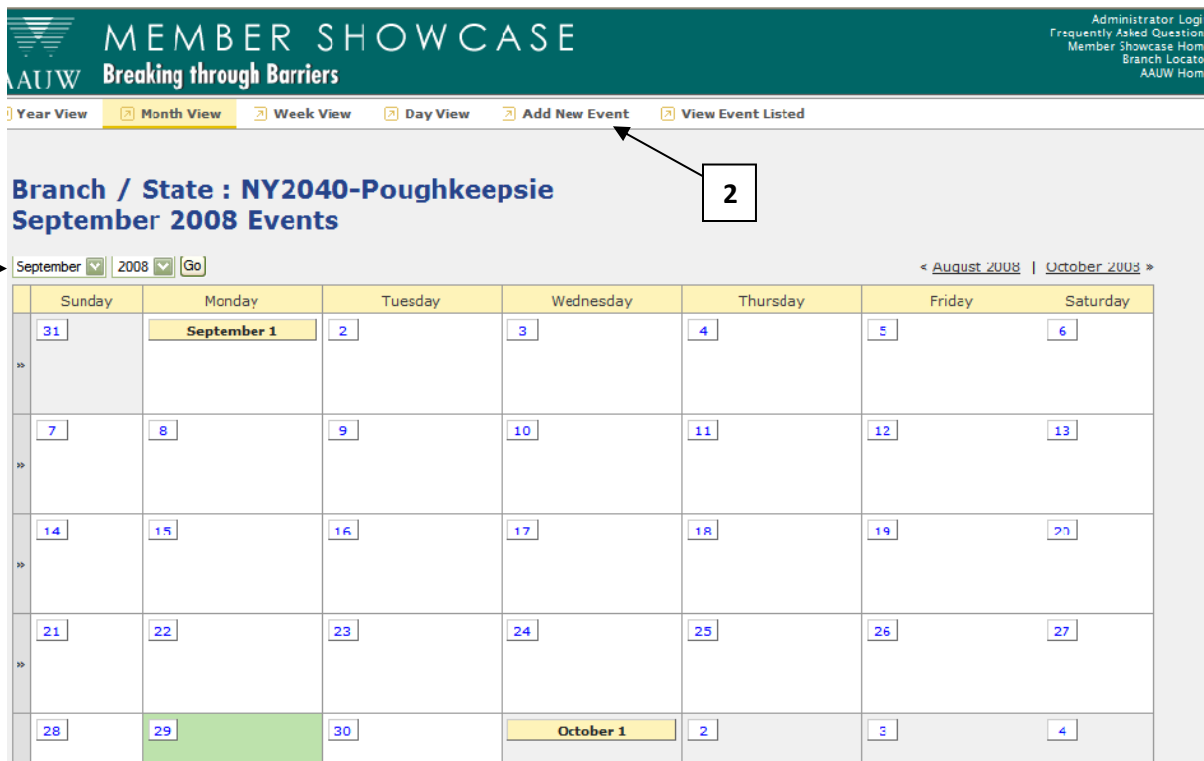
#### A. Introduction

This *Member Showcase Calendar User Guide* is for calendar administrators who will be updating event and activity information on behalf of their state or branch. To learn more about the Member Showcase itself, review [AAUW Briefing #10](#) and read the *Member Showcase Calendar FAQ*.

#### B. After Login

The AAUW Member Showcase calendar will default to the current month.

**1** To view a different month or day, select the month or year and click “Go.”



Administrator Login  
Frequently Asked Questions  
Member Showcase Home  
Branch Locator  
AAUW Home

Year View | **Month View** | Week View | Day View | Add New Event | View Event Listed

Branch / State : NY2040-Poughkeepsie  
September 2008 Events

September | 2008 | Go | < August 2008 | October 2008 >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	September 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	October 1	2	3	4

#### C. To Enter a New Activity

**2** Click on the day of the event if you are in the month view or click “Add New Event”.

Branch / State : NY2040-Poughkeepsie  
Event Information Maintenance

1 → Org\_Name: NY2040-Poughkeepsie

2 → Event Title:

Topic: None

Event Type: None ← 3

Activity: None ← 4

5 → Date: 09/29/2008 -to-

6 → Time:  This Is An All Day Event  
From (h:mm AM/PM) -to-  To (h:mm AM/PM)

7 → Recurring Event: No repeat

8 → Description:

9 → URL:

10 → EMail:

11 → Add / Update Event

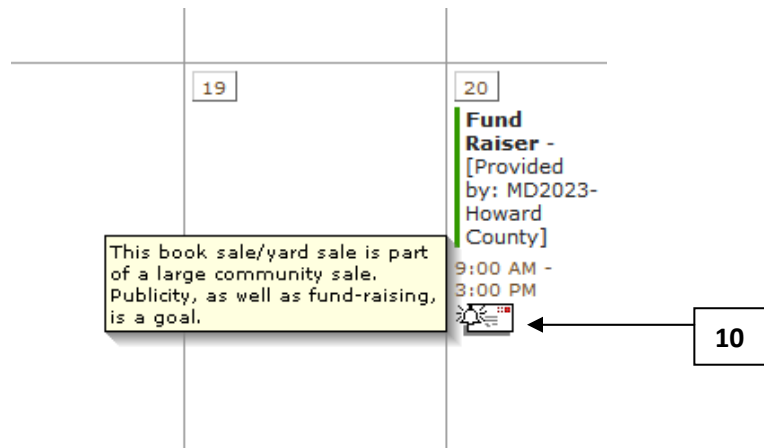
Cancel

12 →

1. Enter the title of your activity. (Displays on public view)
2. Select a topic that describes your event.
3. Select the type of event.
4. Select activity.
5. If the event is only one day, enter the same date in both boxes. For multiple-day events, enter the start date in the left box and the end date in the right box.
6. Leave the time field checked if it is an all-day event; otherwise uncheck the "all day" box. Enter the start and end times for your activity. (Use format provided, example From 9:15AM to 1:00PM)

7. In the "Recurring Event" field choose from daily, weekly, bi-weekly, monthly, yearly, Mon-Fri, or Sat-Sun to automatically populate the calendar for recurring events. For discrete events, leave the field as "no repeat."
8. Enter a description. This description appears when an individual rolls their cursor over the event on the calendar.
  - a. Type in a brief description of the event/activity.
  - b. Include the street address of your event location. Make sure you include the zip code so attendees can use MapQuest or another search engine to get directions to your event.
  - c. *Do not use the enter or return keys. Type in the symbols and letters "<BR>" instead of using those keys. If you copy and paste the information you still need to type in <BR> at the end of each line. Do not put a space before or after your enter "<BR>"*

Example:      Book Sale Benefiting Foundation Scholarships<BR>  
                      123 Main Street<BR>  
                      Anywhere, US 20989<BR>



9. Enter the URL associated with your event. You can also link directly to an online event flyer. (Not a required field)
10. Enter the e-mail address for the event contact. (Not a required field). The e-mail address is will never be visible to the viewer.
11. Click "Add/Update Event" to submit your completed entry.
12. Click "Cancel" or "Delete" if you don't want to post this event.

**D. Posting Events**

AAUW will review each submitted event before posting it. Postings will be updated each business day. If you make any changes to your event, the same review process will again take place.

E. To update an event

MEMBER SHOWCASE AAUW Breaking through Barriers						
<a href="#">Year View</a>   <a href="#">Month View</a>   <a href="#">Week View</a>   <a href="#">Day View</a>   <a href="#">View Event Listed</a>   <a href="#">Branch/State Calendar</a>						
<b>September 2008 Events</b>						
September 2008 <span style="float: right;">&lt; August 2008   October 2008 &gt;</span>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	<b>September 1</b> <b>Labor Day (AAUW National Office Closed)</b> - [Provided by: 99-AAUW] All Day Event	<b>Ramadan Begins -</b> [Provided by: 99-AAUW] All Day Event	3	4	5	6
7	<b>AAUW Outlook (Fall/Winter) all ad materials due</b> - [Provided by: 99-AAUW] All Day Event	9	10	11	12	13
14	<b>National Hispanic Heritage Month</b> - [Provided by: 99-AAUW] All Day Event	<b>Great Women Behind Our Civil War Generals</b> - [Provided by: MD2013-Hagerstown] 6:00 PM - 9:00 PM	17	18	19	<b>Fund Raiser</b> - [Provided by: MD2023-Howard County] 9:00 AM - 3:00 PM

1. Click on the event you wish to update. This will take you back to the Event Information Maintenance Screen, which is actually the same screen you used to enter your information in the first place (Section B.). It will be filled in with the information you previous entered.

MEMBER SHOWCASE AAUW Breaking through Barriers	
<a href="#">Year View</a>   <a href="#">Month View</a>   <a href="#">Week View</a>   <a href="#">Day View</a>   <a href="#">Add New Event</a>   <a href="#">View Event Listed</a>	
<b>Branch / State : MD2023-Howard County</b> <b>Event Information Maintenance</b>	
<b>Org_Name:</b>	MD2023-Howard County
<b>Event Title:</b>	Fund Raiser
<b>Topic:</b>	Membership
<b>Event Type:</b>	Fundraising
<b>Activity:</b>	Book sales
<b>Date:</b>	09/20/2008 -to- 09/20/2008
<b>Time:</b>	<input type="checkbox"/> This Is An All Day Event 09:00 AM -to- 03:00 PM <small>From (h:mm AM/PM) To (h:mm AM/PM)</small>
<b>Recurring Event:</b>	No repeat
<b>Description:</b>	This book sale/yard sale is part of a large community sale. Publicity, as well as fund-raising, is a goal.

2. Make your changes to the page.
3. Click “Add/Update Event” to submit your completed entry. After submission, the entry will be reviewed by AAUW before posting to the public view. The calendar will be updated each business day.
4. Click “Cancel” or “Delete” if you don’t want to post this event.

## F. Search Functions

1. Once the event has been posted, any individual who wants to find a particular event or see similar events can click on “View Event Listed,” which brings them to the search screen.

The top screenshot displays the 'MEMBER SHOWCASE' header with the tagline 'Breaking through Barriers'. Below the header is a navigation bar with options: Year View, Month View, Week View, Day View, View Event Listed, and Branch/State Calendar. The main content area shows a calendar for September 2008 with events listed for Monday (Labor Day) and Tuesday (Ramadan Begins). The 'View Event Listed' button is highlighted with a yellow background and an arrow pointing to the bottom screenshot.

The bottom screenshot shows the 'MEMBER SHOWCASE' header with the tagline 'Breaking through Barriers'. Below the header is a navigation bar with options: Year View, Month View, Week View, Day View, Add New Event, and View Event Listed. The main content area shows the 'Branch / State : MD2023-Howard County Selected Event List' search screen. It includes search filters for Date, Topic, Event Type, and Activity, all set to 'None'. A 'Go' button is present. Below the filters, it displays the date range 'Monday, June 30, 2008 to Tuesday, September 29, 2009' and the message 'No Event meet the selected criteria:'. The 'View Event Listed' button is highlighted with a yellow background and an arrow pointing from the top screenshot.

AAUW Member Showcase Calendar © 2008 | All rights reserved

2. This function enables you to search by
  - Date – all the posted events for 20 days before and after the date selected will identified.

- Topic – all AAUW mission topics as well as common AAUW community foci, e.g., membership, advocacy, K-12, books, health & wellness, and the arts.
- Event Type – all events can be identified with a specific type, e.g., forum/roundtable, convention, commemorative date, deadline, fundraiser, banquet/luncheon/reception, etc.
- Activity – all events can be identified as a specific activity, e.g., Equal Pay Day events, fellow & grantee event, Tech Trek camps, House tours, Book sales, Book clubs, etc.

3. To search by location

The screenshot shows the AAUW Member Showcase website. The top navigation bar includes the AAUW logo, the text "MEMBER SHOWCASE Breaking through Barriers", and a user menu with options like "Administrator Logi", "Frequently Asked Quest", "Member Showcase H", "Branch Loc", and "AAUW H". Below the navigation bar are tabs for "Year View", "Month View", "Week View", "Day View", "View Event Listed", and "Branch/State Calendar".

The main content area displays "September 2008 Events" with a calendar grid. The grid shows events for September 1st ("Labor Day (AAUW National Office Closed) - [Provided by: 99-AAUW] All Day Event") and September 2nd ("Ramadan Begins - [Provided by: 99-AAUW] All Day Event"). Navigation links for "September", "2008", and "Go" are present, along with "« August 2008 | October 2008 »".

An arrow points from the "Branch/State Calendar" tab in the top navigation to a second screenshot below. This second screenshot shows the "Select An AAUW Branch/State From the List" screen. It features a dropdown menu labeled "Branch/State:" with "AAUW" selected and a "Go" button. A list of options is visible below the dropdown: "AAUW", "MD-Maryland", "MD2013-Hagerstown", "MD2017-Laurel", and "MD2023-Howard County". The footer of the page reads "AAUW Member Showcase Calendar © 2008 | All rights reserved".

- Click on “Branch/State Calendar.” All branches and states that have entered content into the Member Showcase will be listed. You can look at specific states or specific branches. You can also look at AAUW, which will provide commemorative dates, holidays, and national events (e.g., convention, AAUW board meetings, the National Conference for College Women Student Leaders, etc.) and deadlines.