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MetaCalendar Group Event Calendar

User Guide

Developed by Fatica Consulting

Introduction

Welcome to the Metacalendar User Guide! This guide will show you, the end user, how to use Metacalendar software.

Metacalendar is a powerful application designed to help groups of organizations or people collectively store, promote and organize calendar events. This hosted service allows your organization to publish event information using a user-friendly Web-based interface. Once entered, the events can be accessed directly from any Web site.

By using metacalendar.com, your event can be automatically and simultaneously published on:

- Your own web page
- On metacalendar.com, and in
- Sites and portals for specialized audiences, depending on your needs

Features of the metacalendar group event calendar include:

- Custom event categories
- Searchable by type, date/time, keyword and more
- Automatically generated map links
- File attachments to events
- Add contact information and roles for multiple people and places to events
- Saves information entered often
- Download the events to a PDA or Outlook
- Send the events via email
- Customizable registration forms for each event
- Add deadlines for events
- Detailed event scheduling options
- Customizable color schemes
- Events automatically unpublish when dates pass
- Add hyperlinks to event details

Much more!

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Getting Started: Register as a User

First, go to metacalendar.com.

To get started, you will need to register as a user. Find the **Register** icon on the left side of the screen. Click once.

Calendar of Events - Mozilla Firefox
File Edit View Go Bookmarks Tools Help
http://www.metacalendar.com/

events
c a l e n d a r

This software can display these events on other Web sites automatically! [Here is an example.](#)

Event Categories

- Advocacy(0)
- Corp
- Structure/Board(1)
- Finance(0)
- Fundraising(2)
- Human Resources(0)
- Information
- Technology(0)
- Leadership
- Development(0)
- Legal(0)
- Marketing(0)
- Planning(0)
- Program/Mission(0)
- Other(0)
- Social
- Entrepreneurship(0)
- Crime(0)
- Employment(0)
- Arts and Culture(0)
- Civic / Public(0)
- Education(0)
- Environment(0)
- Health Care(1)
- Community/Economic Development(0)
- Housing(2)
- Youth Development(0)
- Religion/Faith-based(0)

Welcome to the Calendar Home Page
Log in with username 'demo' and password 'demo' to evaluate the software.
Today's date is Jan 06, 2006 and there are 2 up and coming events in our database.
Upcoming events:

January, 2006							February, 2006							March, 2006							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
1	2	3	4	5	6	7				1	2	3	4					1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	
15	16	17	18	19	Weekl... @ 03:00:00	Manag... @ 12:00:00	21	12	13	14	Forum... @ 01:00:00	16	17	18	19	20	Train... @ 02:00:00	22	23	24	25
22	23	24	25	26	27	28	19	20	21	22	23	24	25	26	27	28	29	30	31		
29	30	31					26	27	28												

February, 2006

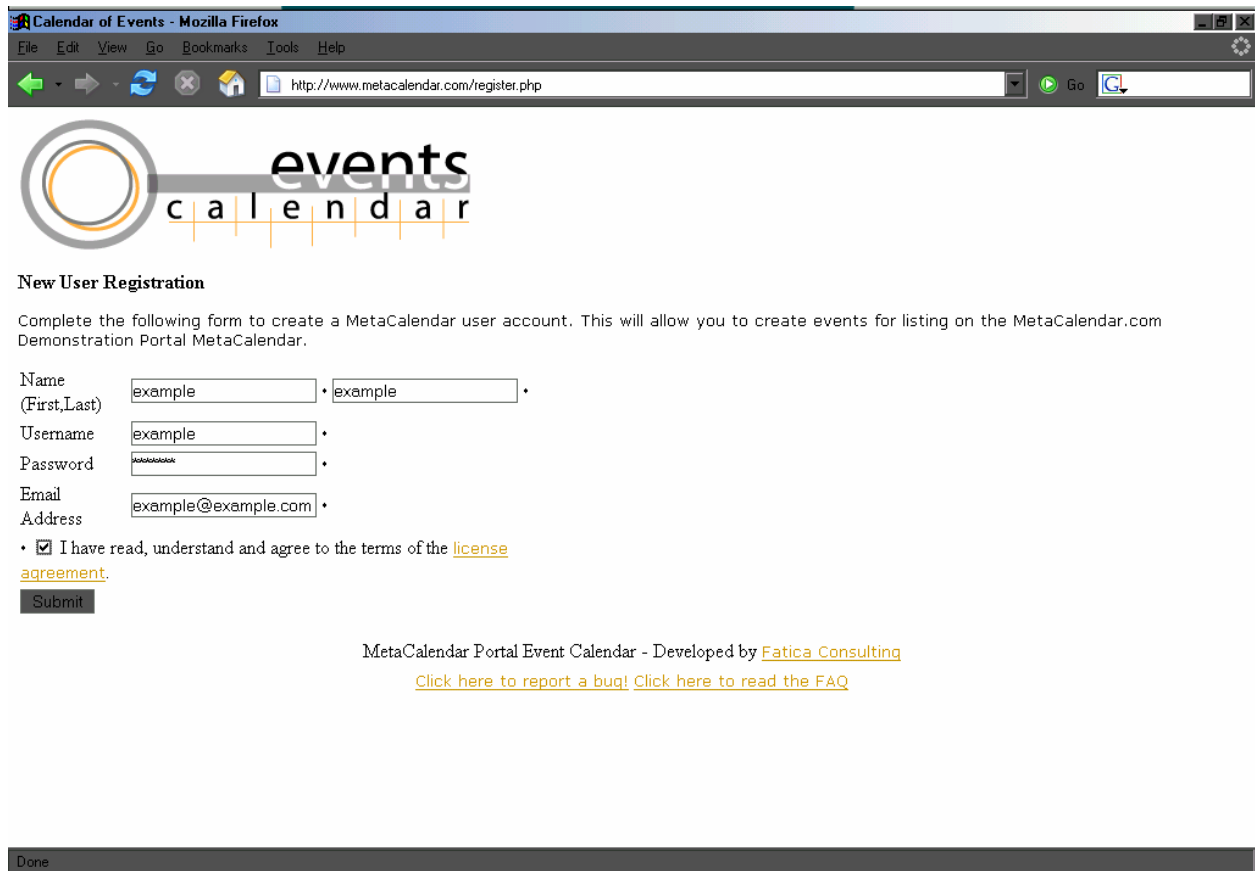
15 **Forum on Affordable Housing**
Speaker(s): [Jane Smith](#), CFO, DemoCorp Systems,
[Robert Johnson](#), Associate Director, DemoGroup, LLC
Facilitator(s): [Sally Sandstone](#), Executive Director, DemoOrg Systems
1:00 am-3:00 am
[Front Range Community Center](#)
123 Faux Way
Ste1200

Getting Started: Register as a User Cont'd

You will need to specify your **Name**, pick a **Username**, pick a **Password**, and enter your **Email Address**. Fill in the fields as appropriate.

You will also have to indicate that you have read, understood, and agreed to the **Terms of the License**.

With the fields filled in, click once on **Submit**.



Calendar of Events - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.metacalendar.com/register.php

events
calendar

New User Registration

Complete the following form to create a MetaCalendar user account. This will allow you to create events for listing on the MetaCalendar.com Demonstration Portal MetaCalendar.

Name (First, Last) • •

Username •

Password •

Email Address •

I have read, understand and agree to the terms of the [license agreement](#).

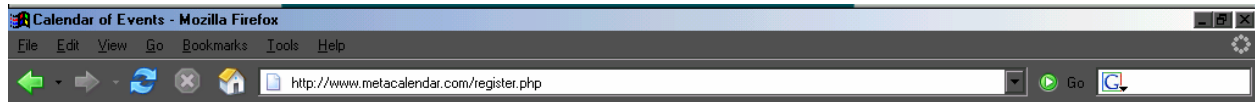
MetaCalendar Portal Event Calendar - Developed by [Fatica Consulting](#)
[Click here to report a bug!](#) [Click here to read the FAQ](#)

Done

Getting Started: Register as a User Cont'd

After you fill in the fields to register and click **Submit**, you are brought to this confirmation screen. You are set to begin now!

Navigation on metacalendar.com is typical of the web. Note that clicking on the Events Calendar icon (upper left) will always take you back to the metacalendar.com homepage. Try it now.



New User Registration

Your account has been created. You may now log in and submit events.

MetaCalendar Portal Event Calendar - Developed by [Fatica Consulting](#)

[Click here to report a bug!](#) [Click here to read the FAQ](#)

Done

Getting Started: I have an event and I want people to know about it

First, go to metacalendar.com. If you just registered, you are already there.

Find the **Log in** button on the left side of the screen, and click once.

Calendar of Events - Mozilla Firefox
http://www.metacalendar.com/

events calendar

Welcome to the Calendar Home Page
Log in with username 'demo' and password 'demo' to evaluate the software.
Today's date is Jan 11, 2006 and there are 2 up and coming events in our database.
Upcoming events:

January, 2006							February, 2006							March, 2006							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4	
8	9	10	11	12	13	14				8	9	10	11	5	6	7	8	9	10	11	
					20 Weekl... @ 03:00:00	20 Manaq... @ 12:00:00	21	12	13	14	15 Forum... @ 01:00:00	16	17	18	12	13	14	15	16	17	18
15	16	17	18	19			19	20	21	22	23	24	25	19	20	21	22	23	24	25	
22	23	24	25	26	27	28	26	27	28					26	27	28	29 Train... @ 02:00:00	30	31		
29	30	31																			

February, 2006

15 **Forum on Affordable Housing**
Speaker(s): [Jane Smith](#), CFO, DemoCorp Systems,
[Robert Johnson](#), Associate Director, DemoGroup, LLC
Facilitator(s): [Sally Sandstone](#), Executive Director, DemoOrg Systems
1:00 am-3:00 am
[Front Range Community Center](#)
123 Faux Way
City, State

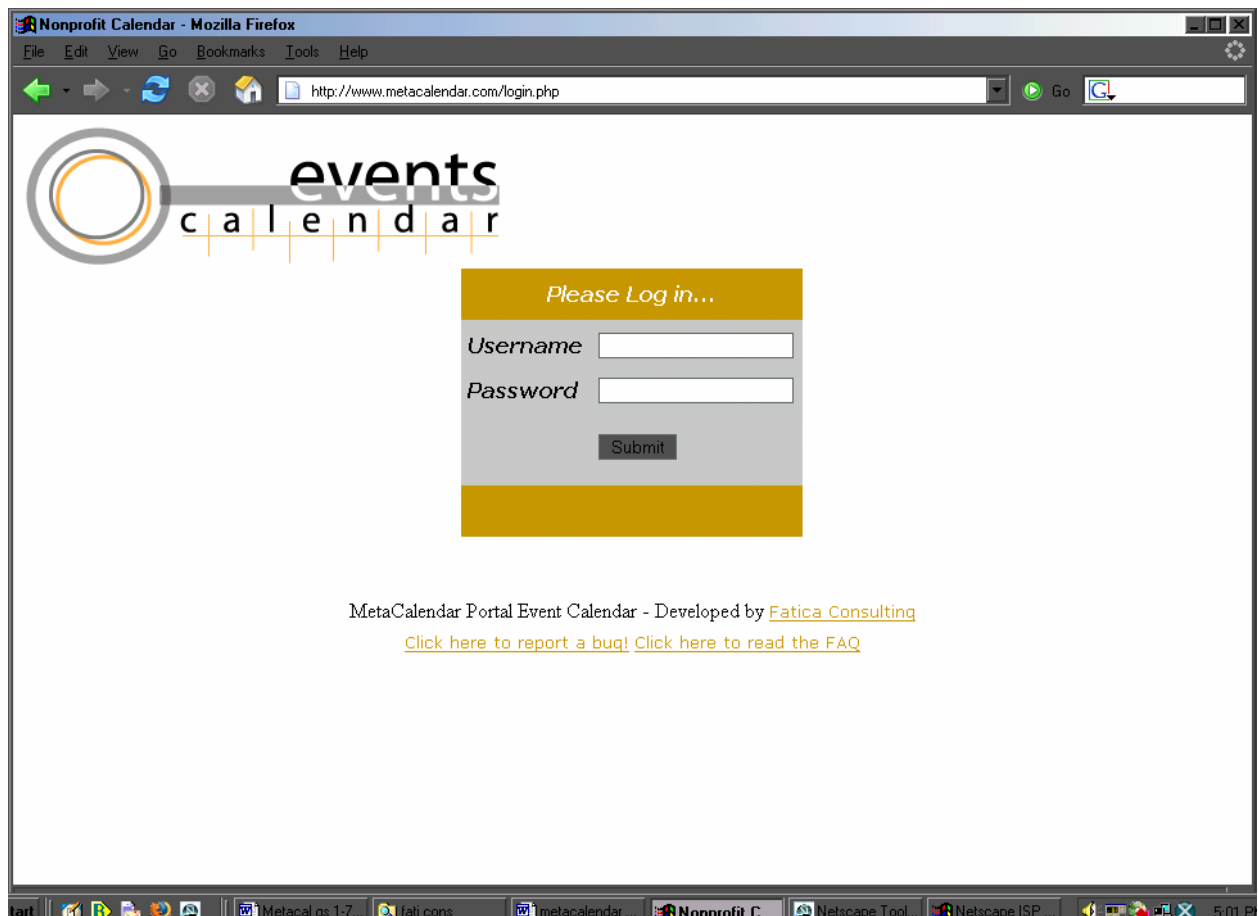
Event Categories
Advocacy(0)
[Corp](#)
[Structure/Board\(1\)](#)
Finance(0)
[Fundraising\(2\)](#)
Human Resources(0)
[Information](#)
[Technology\(1\)](#)
Leadership
Development(0)
Legal(0)
Marketing(0)
Planning(0)
Program/Mission(0)
Other(0)
Social
Entrepreneurship(0)
Crime(0)
Employment(0)
Arts and Culture(0)
Civic / Public(0)
Education(0)
Environment(0)
[Health Care\(1\)](#)
Community/Economic
Development(0)
[Housing\(2\)](#)
Youth Development(0)

Login

This is the login screen. Here we are using "demo" as both the username and password. Log in now using your username and password. Type in your username and password, and click **submit**.

Your username and password was established when you signed up and registered for metacalendar service.

If you do not yet have a username and password, go back to the register section to register, or use "demo" as a temporary username and password.



The Summary View: The Driver's Seat for the End User

You're in!

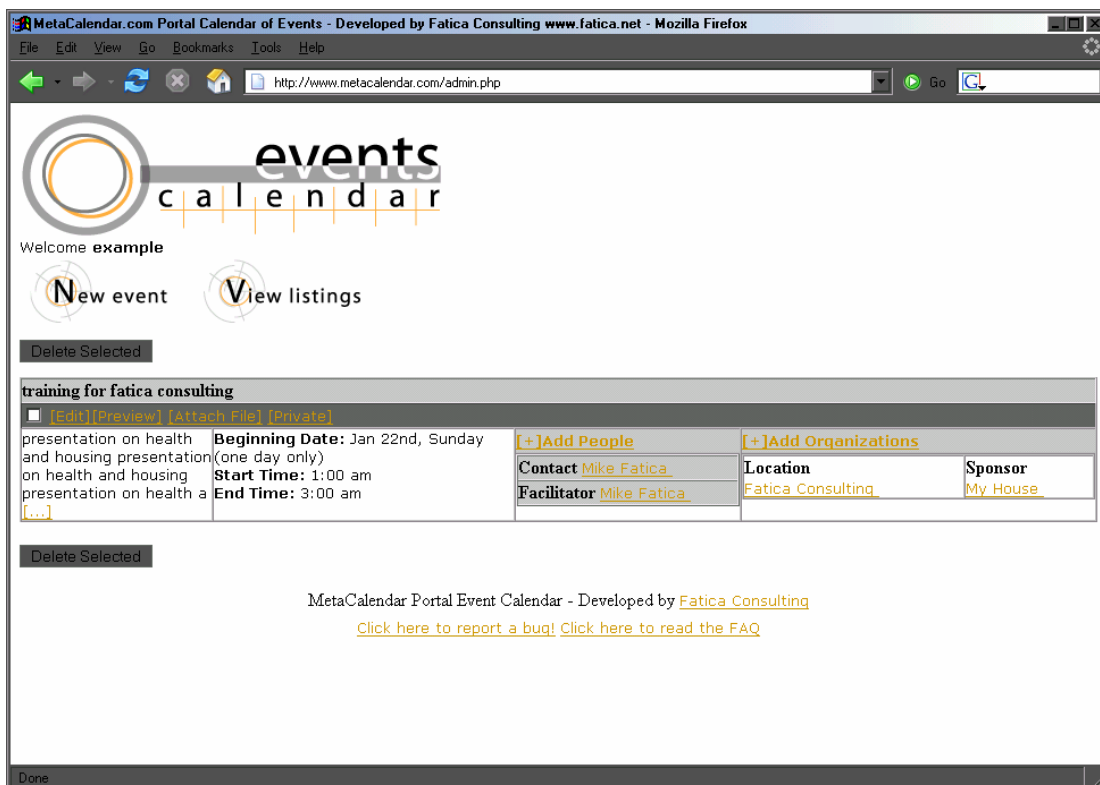
What you see now is a Summary View of your content on metacalendar.com. You are behind the scenes, in the driver's seat for end users. When you have a new event to add, an event to edit, or other event management tasks at hand, it is from here that you will typically start.

Throughout this user guide, we will refer to this screen as the **Summary View**. The **Summary View** provides a useful snapshot of your event.

What do you see here?

As "demo user," you can see you have one event already set up. The **Summary View** shows each event already posted, and a summary of it. If you had 2, or 3, or 10 events posted, you could see them all from here.

You can see the title of the event (training for fatica consulting), the beginning date (January, 22ndth), the start time, the end time, people associated with the event, such as the contact, and the facilitator, as well as the location of the event, and co-sponsors.



The screenshot shows a web browser window with the address bar displaying "http://www.metacalendar.com/admin.php". The page title is "MetaCalendar.com Portal Calendar of Events - Developed by Fatica Consulting www.fatica.net - Mozilla Firefox". The main content area features the "events calendar" logo and a welcome message "Welcome example". Below the logo are two buttons: "New event" and "View listings". A "Delete Selected" button is visible above the event summary table.

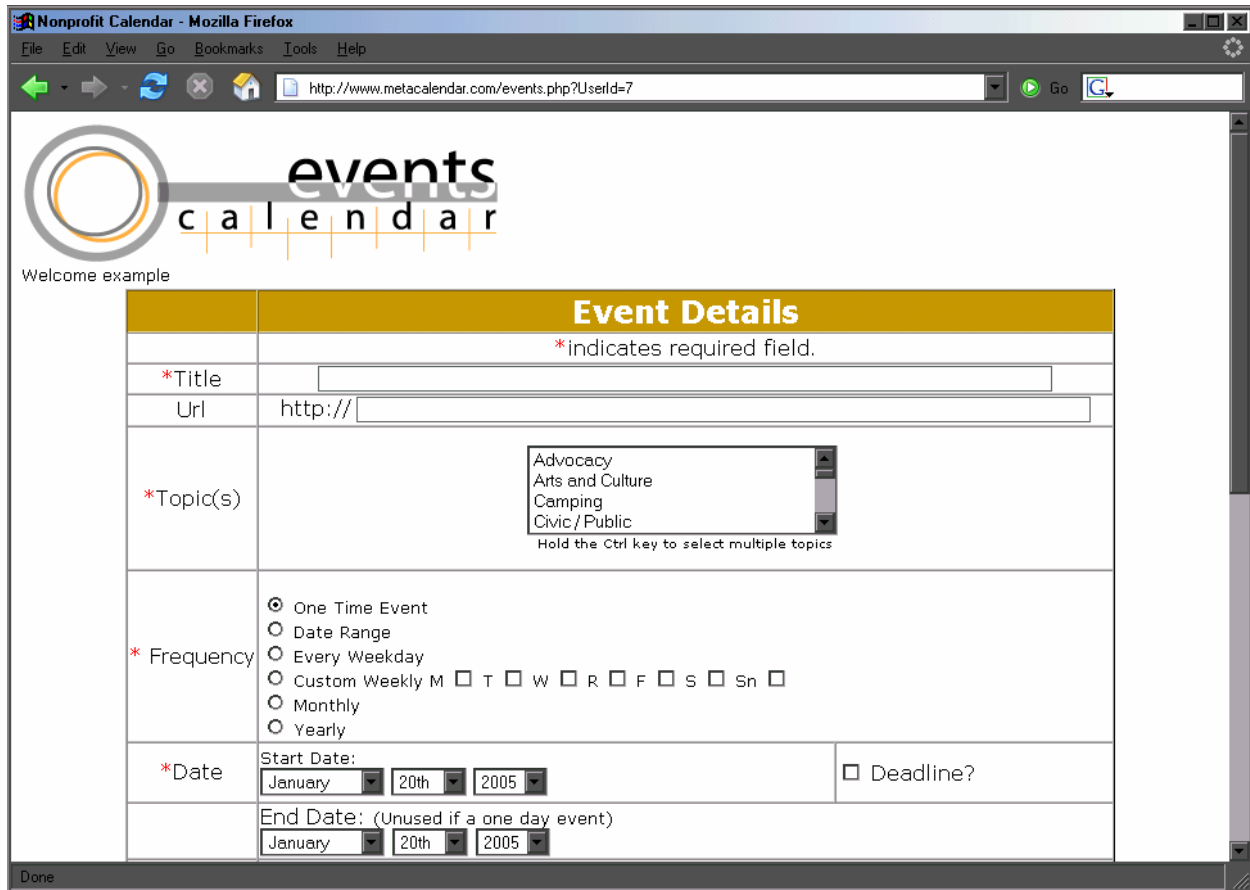
training for fatica consulting			
<input type="checkbox"/>	[Edit] [Preview] [Attach File] [Private]		
presentation on health and housing presentation on health and housing presentation on health a [...]	Beginning Date: Jan 22nd, Sunday (one day only) Start Time: 1:00 am End Time: 3:00 am	[+]Add People Contact Mike Fatica Facilitator Mike Fatica	[+]Add Organizations Location Fatica Consulting Sponsor My House

Below the table is another "Delete Selected" button. At the bottom of the page, it says "MetaCalendar Portal Event Calendar - Developed by [Fatica Consulting](#)" and provides links: "[Click here to report a bug!](#) [Click here to read the FAQ](#)".

Post a New Event

Let's set up a new event.

Starting from the **Summary View** (we are already there), click on **New Event**. That click takes us right to the screen below, where we type in the details of our event.



The screenshot shows a web browser window titled "Nonprofit Calendar - Mozilla Firefox" with the address bar displaying "http://www.metacalendar.com/events.php?UserId=7". The page content includes a logo for "events calendar" and a "Welcome example" message. The main form is titled "Event Details" and contains the following fields:

Event Details	
*indicates required field.	
*Title	<input type="text"/>
Url	http:// <input type="text"/>
*Topic(s)	<div style="border: 1px solid black; padding: 2px;"><ul style="list-style-type: none">AdvocacyArts and CultureCampingCivic / Public</div> <small>Hold the Ctrl key to select multiple topics</small>
* Frequency	<input checked="" type="radio"/> One Time Event <input type="radio"/> Date Range <input type="radio"/> Every Weekday <input type="radio"/> Custom Weekly M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> Sn <input type="checkbox"/> <input type="radio"/> Monthly <input type="radio"/> Yearly
*Date	Start Date: <input type="text" value="January"/> <input type="text" value="20th"/> <input type="text" value="2005"/> <input type="checkbox"/> Deadline? End Date: (Unused if a one day event) <input type="text" value="January"/> <input type="text" value="20th"/> <input type="text" value="2005"/>

Done

New Event Cont'd

In this example, we'll say your event is a forum on affordable housing.

You can follow along with the picture on the next page as we fill in the fields.

Title: What is the title of your event? Or, what is your event?

URL: Is there a website you want to specify? Fill in the field as appropriate.

Topic: What is the topic of your event? Here, we scrolled down to housing. You can select more than one topic by using the ctrl key. Hold down ctrl and then point-and-click with your mouse to select more than one topic.

Frequency: Is this a one-time event, a yearly event, or monthly?

Date: When is your event, that is, on what date?

Time: When does your event start and end, that is, at what time of day?


Description: Tell potentially interested parties about your event. What might they want to know? This is an opportunity to define your event for potential attendants. If you have a flyer or other communication materials about your event already prepared, you may want to consult them while you fill out this field.

Fee: If there is a fee for attendants, specify it.

Submit: Click on **submit** to add your event. Clicking on submit will add your event to your website automatically, to the community calendar at metacalendar.com, and depending on your needs, to other sites, as well.

Filling in the Fields on Your New Event

Nonprofit Calendar - Mozilla Firefox
http://www.metacalendar.com/events.php?Userid=7



Welcome example

Event Details	
*indicates required field.	
*Title	forum on affordable housing
Url	http://livable_city.org
*Topic(s)	<ul style="list-style-type: none">Health CareHousingHuman ResourcesInformation Technology Hold the Ctrl key to select multiple topics
* Frequency	<input checked="" type="radio"/> One Time Event <input type="radio"/> Date Range <input type="radio"/> Every Weekday <input type="radio"/> Custom Weekly M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> Sn <input type="checkbox"/> <input type="radio"/> Monthly <input type="radio"/> Yearly
*Date	Start Date: January 20th 2005 <input type="checkbox"/> Deadline? End Date: (Unused if a one day event) January 20th 2005

Done

Nonprofit Calendar - Mozilla Firefox
http://www.metacalendar.com/events.php?Userid=7

	End Date: (Unused if a one day event) January 20th 2005
*Time	Start time: 1 : 00 <input checked="" type="radio"/> AM <input type="radio"/> PM End time: 1 : 00 <input checked="" type="radio"/> AM <input type="radio"/> PM
Description	
Fee	
<input type="button" value="Submit"/>	

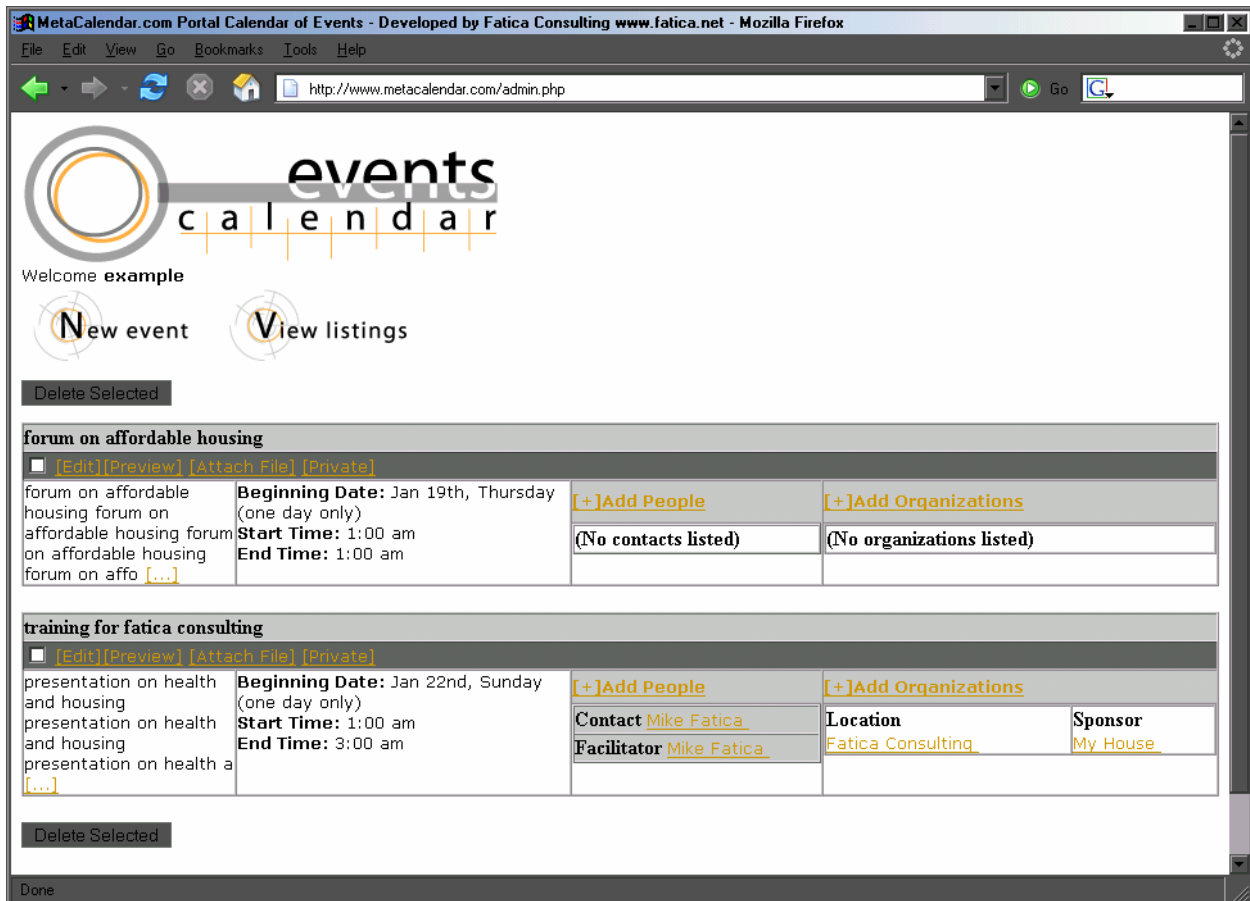
Group Event Calendar- Developed by [Mike Fatica](#)
[Click here to report a bug!](#) [Click here to read the FAQ](#)

Done

Look at Your New Event in the Summary View

After you have filled in all of the fields, click on **submit** to post your event.

Once you click on **submit**, you are returned to the Summary View. Now your event shows up with your other posted events in the Summary View. Take a look. There it is!



The screenshot shows the MetaCalendar.com admin interface in a Mozilla Firefox browser window. The page title is "MetaCalendar.com Portal Calendar of Events - Developed by Fatica Consulting www.fatica.net". The URL is "http://www.metacalendar.com/admin.php".

The page features a logo for "events calendar" and a welcome message: "Welcome example". There are two main navigation buttons: "New event" and "View listings". A "Delete Selected" button is located below the navigation.

Two event listings are displayed:

- forum on affordable housing**
 - Actions: [\[Edit\]](#), [\[Preview\]](#), [\[Attach File\]](#), [\[Private\]](#)
 - Description: forum on affordable housing forum on affordable housing forum on affordable housing forum on affo [...]
 - Beginning Date: Jan 19th, Thursday (one day only)
 - Start Time: 1:00 am
 - End Time: 1:00 am
 - Contacts: [\[+\]Add People](#) (No contacts listed)
 - Organizations: [\[+\]Add Organizations](#) (No organizations listed)
- training for fatica consulting**
 - Actions: [\[Edit\]](#), [\[Preview\]](#), [\[Attach File\]](#), [\[Private\]](#)
 - Description: presentation on health and housing presentation on health and housing presentation on health a [...]
 - Beginning Date: Jan 22nd, Sunday (one day only)
 - Start Time: 1:00 am
 - End Time: 3:00 am
 - Contacts: [\[+\]Add People](#)
Contact: [Mike Fatica](#)
Facilitator: [Mike Fatica](#)
 - Organizations: [\[+\]Add Organizations](#)
Location: [Fatica Consulting](#)
Sponsor: [My House](#)

A "Delete Selected" button is located below the second event listing.

The browser status bar at the bottom shows "Done".

Your New Event as The Public Would See It On Metacalendar.com

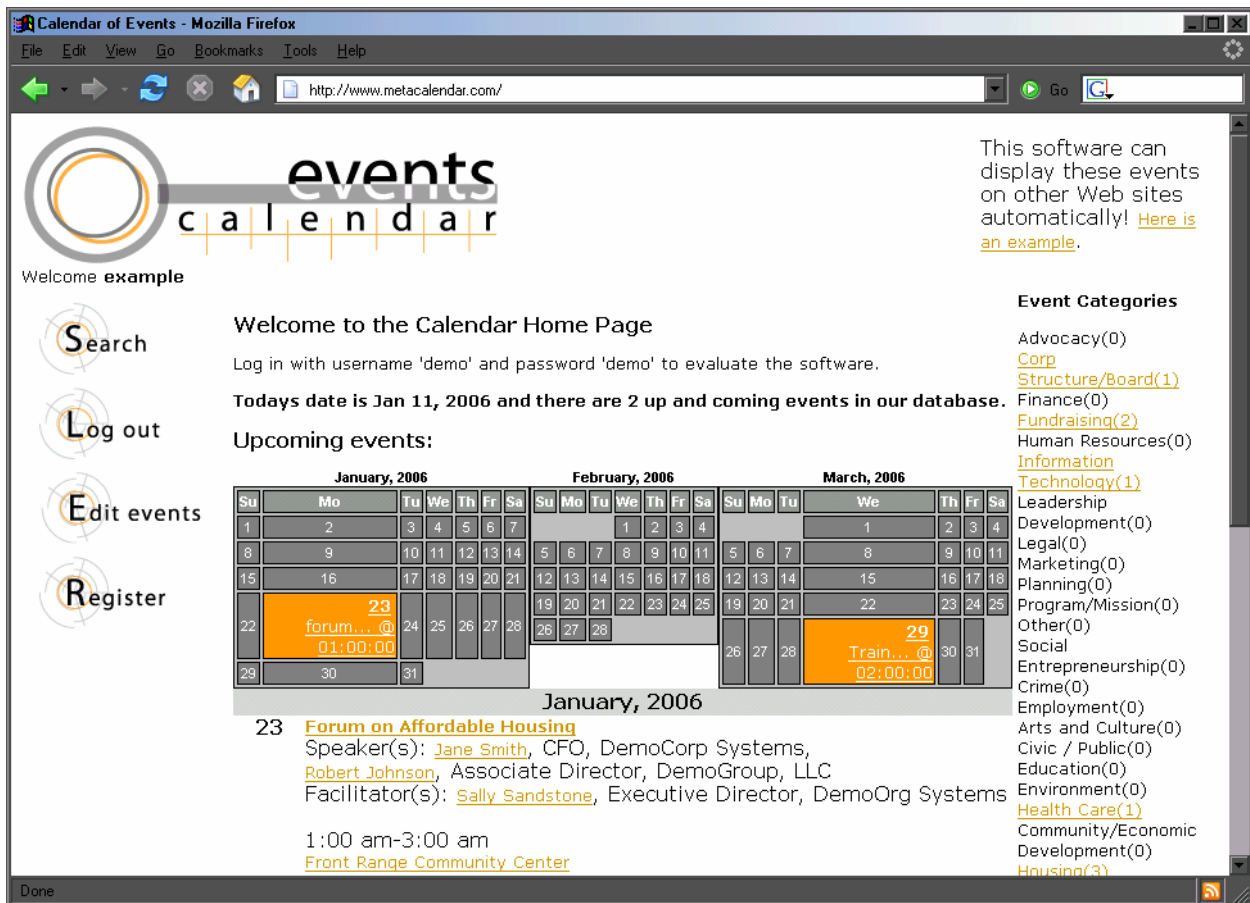
You posted a new event. So, what does the public see?

Let's take a look now, starting with the view from metacalendar.com.

This time we'll use Fatica.net as an example. Fatica.net posted an event, just as we did.

Now, when someone visits metacalendar.com they will see that event as displayed below. The screen below shows us exactly what any visitor to metacalendar.com would see, just by default. We are not even logged in.

We'll discuss features of this default view on the next page.



The screenshot shows a web browser window titled "Calendar of Events - Mozilla Firefox" with the URL "http://www.metacalendar.com/". The page features a logo for "events calendar" and a navigation menu with options: Search, Log out, Edit events, and Register. A welcome message for user "example" is displayed. The main content area shows the current date as "Jan 11, 2006" and states there are 2 upcoming events. A calendar grid for January, February, and March 2006 is shown, with a highlighted event on January 23rd: "forum... @ 01:00:00". Below the calendar, the event details are listed: "23 Forum on Affordable Housing", with speakers Jane Smith and Robert Johnson, and facilitator Sally Sandstone. The event is scheduled for 1:00 am-3:00 am at the Front Range Community Center. On the right side, there is a list of "Event Categories" such as Advocacy, Corp, Finance, etc.

Welcome **example**

Search

Log out

Edit events

Register

Welcome to the Calendar Home Page

Log in with username 'demo' and password 'demo' to evaluate the software.

Today's date is Jan 11, 2006 and there are 2 up and coming events in our database.

Upcoming events:

January, 2006							February, 2006							March, 2006						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23 forum... @ 01:00:00	24	25	26	27	28	29	30	31											

23 **Forum on Affordable Housing**
Speaker(s): [Jane Smith](#), CFO, DemoCorp Systems,
[Robert Johnson](#), Associate Director, DemoGroup, LLC
Facilitator(s): [Sally Sandstone](#), Executive Director, DemoOrg Systems

1:00 am-3:00 am
[Front Range Community Center](#)

Event Categories

- Advocacy(0)
- [Corp](#)
- [Structure/Board\(1\)](#)
- Finance(0)
- [Fundraising\(2\)](#)
- Human Resources(0)
- [Information](#)
- [Technology\(1\)](#)
- Leadership
- Development(0)
- Legal(0)
- Marketing(0)
- Planning(0)
- Program/Mission(0)
- Other(0)
- Social
- Entrepreneurship(0)
- Crime(0)
- Employment(0)
- Arts and Culture(0)
- Civic / Public(0)
- Education(0)
- Environment(0)
- [Health Care\(1\)](#)
- Community/Economic Development(0)
- [Housing\(3\)](#)

Your New Event as The Public Would See It, Cont'd

As we can see below, the default view from metacalendar.com shows the next three months laid out on the center of the page with upcoming events clearly highlighted. The Fatica.net event is highlighted in orange.

Below the three-month layout, all events for the current month are listed. Events stretch out chronologically into the future as we scroll down the page. We can see the Fatica.net event listed there. (On the next page, we scroll down to see it).

Users can access your content in a variety of ways, but for the moment we'll limit our discussion to this, the default view from metacalendar.com.

Note: Your events will automatically unpublish when dates pass.

Calendar of Events - Mozilla Firefox
http://www.metacalendar.com/index.php?UserID=4

events calendar
Welcome demo

This software can display these events on other Web sites automatically! [Here is an example.](#)

Event Categories
Advocacy(0)
[Corp Structure/Board\(1\)](#)
Finance(0)
[Fundraising\(2\)](#)
Human Resources(0)
[Information Technology\(1\)](#)
Leadership Development(0)
Legal(0)
Marketing(0)
Planning(0)
Program/Mission(0)
Other(0)
Social Entrepreneurship(0)
Crime(0)
Employment(0)
Arts and Culture(0)
Civic / Public(0)
Education(0)
Environment(0)
[Health Care\(1\)](#)
Community/Economic Development(0)
[Housing\(3\)](#)

Welcome to the Calendar Home Page
Log in with username 'demo' and password 'demo' to evaluate the software.
Today's date is Jan 11, 2006 and there are 2 up and coming events in our database.
Upcoming events:

January, 2006							February, 2006							March, 2006						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4					1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23 train... @ 01:00:00	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29 Train... @ 02:00:00	30	31	

January, 2006
23 **Forum on Affordable Housing**
Speaker(s): [Jane Smith](#), CFO, DemoCorp Systems,
[Robert Johnson](#), Associate Director, DemoGroup, LLC
Facilitator(s): [Sally Sandstone](#), Executive Director, DemoOrg Systems
1:00 am-3:00 am
[Front Range Community Center](#)

Your New Event as The Public Would See It, Cont'd

Scrolling down below the three-month layout, we see the event for Fatica.net posted.

Calendar of Events - Mozilla Firefox
File Edit View Go Bookmarks Tools Help
http://www.metacalendar.com/index.php?UserID=4

Speaker(s): [Jane Smith](#), CFO, DemoCorp Systems,
[Robert Johnson](#), Associate Director, DemoGroup, LLC
Facilitator(s): [Sally Sandstone](#), Executive Director, DemoOrg Systems

1:00 am-3:00 am
[Front Range Community Center](#)
123 Faux Way
Ste1200
[www.frontrangecc.org](#)
Denver, CO [\[map it!\]](#)
[\[more...\]](#)
Fee:\$50
Contact: [John Doe, Demo Consultants Inc](#) Phone: 303-555-4433 Fax:
303-555-4422
[\[details...\]](#) [\[download\]](#) [\[email\]](#) [\[register\]](#) [\[View attachment\]](#) [\[buy now!\]](#)

March, 2006

21 **[Training for Fatica Consulting](#)**

Facilitator(s): [Mike Fatica](#), Fatica Consulting
2:00 am-3:00 am
[Fatica Consulting](#)
3002 N. Prospect
[www.fatica.net](#)
[\[map it!\]](#)

Fee:\$50 suggested contribution
Contact: [Mike Fatica, Fatica Consulting](#)
[\[details...\]](#) [\[download\]](#) [\[email\]](#) [\[register\]](#) [\[buy now!\]](#)

[Calendar Privacy Policy](#)

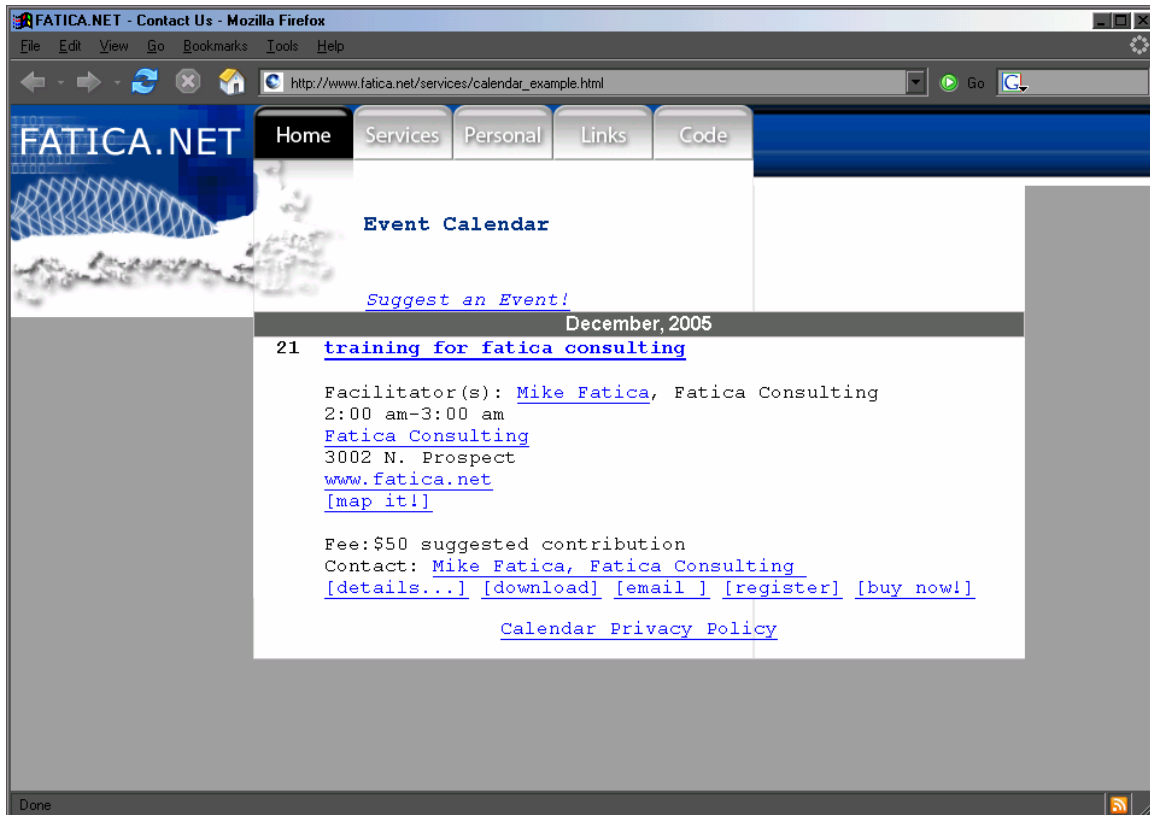
Group Event Calendar- Developed by [Mike Fatica](#)
[Click here to report a bug!](#) [Click here to read the FAQ](#)

Done

Your New Event as The Public Would See It On Your Web page

Continuing now with Fatica.net as an example, let's look at how this same Fatica.net event will show up on the Fatica.net web page.

When we visit fatica.net we see the transmitted event content below.



Does it look familiar? Look back to the previous page for the default view from metacalender.com, and compare it to the content on fatica.net. It is the same! Though the colors switched from orange to blue, the same tidy package of event content is posted in both places. We call that tidy little package of event content **the modular content window**.

It is that easy. Your event will be automatically and simultaneously posted to both metacalender.com and your own web page in just this way. From any website, from your own pda, from email you send, and from specific sites according to your needs, your event content can always be accessed in this same tidy, useful, and feature filled package of event content.

Note: Fatica.net can customize colors of metacalender to meet your needs.

Signpost: Producer and Consumer

We saw how an event posted on metcalendar.com will appear in the default view there, as well as how it will appear on your own web page. We also introduced a wider view in discussing the modular content window – that tidy package of your event content accessible from metcalendar.com, your own web page, any other website, as well as through your pda, email, or specific sites according to your needs.

Now that you are familiar with the basic operation of metcalendar, we will move on to additional features available to you as you *produce and manage* your event content. Later, we will move on to discuss how the public *accesses and consumes* your content. There, we will cover the features of the modular content window, in detail, as well as additional features of metcalendar.com.

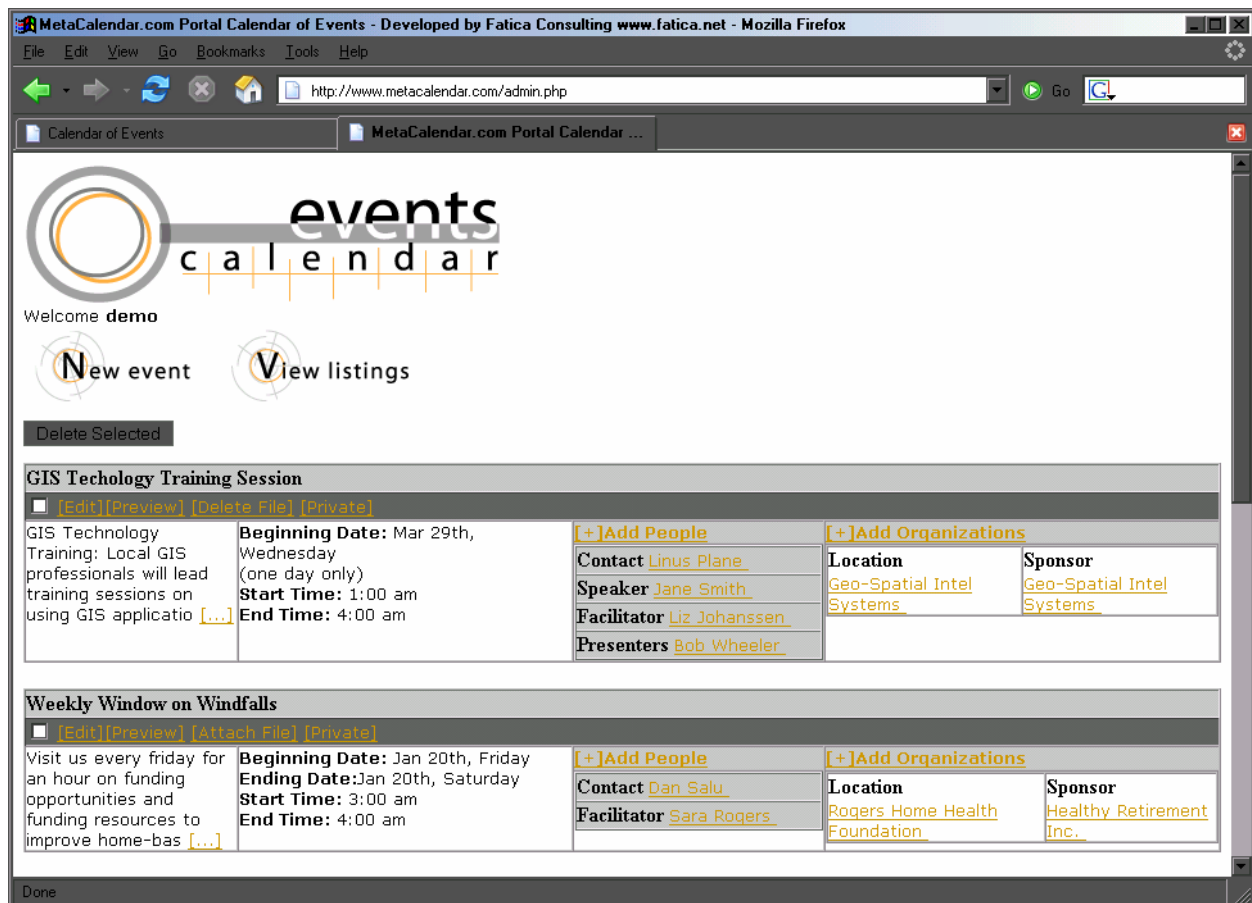
More Features To Produce and Manage Your Event Content

As you produce and manage your event content, you will often operate from the Summary View. The Summary View is the driver's seat for the end user.

If you are not already there, go there now. From metacalendar.com, login, and you are there.

Just below the title of your event, we see **Edit, Preview, Attach File, and Private**. We'll take each of these in turn now.

These are the fundamental tools you will use to manage your content on metacalendar, and get the information you need to where it needs to be.



The screenshot shows a web browser window with the URL <http://www.metacalendar.com/admin.php>. The page features the 'events calendar' logo and a 'Welcome demo' message. Navigation buttons for 'New event' and 'View listings' are visible. A 'Delete Selected' button is also present. Two event listings are shown:

GIS Technology Training Session			
<input type="checkbox"/> [Edit] [Preview] [Delete File] [Private]			
GIS Technology Training: Local GIS professionals will lead training sessions on using GIS applicatio [...]	Beginning Date: Mar 29th, Wednesday (one day only) Start Time: 1:00 am End Time: 4:00 am	[+] Add People Contact Linus Plane Speaker Jane Smith Facilitator Liz Johanssen Presenters Bob Wheeler	[+] Add Organizations Location Geo-Spatial Intel Systems Sponsor Geo-Spatial Intel Systems

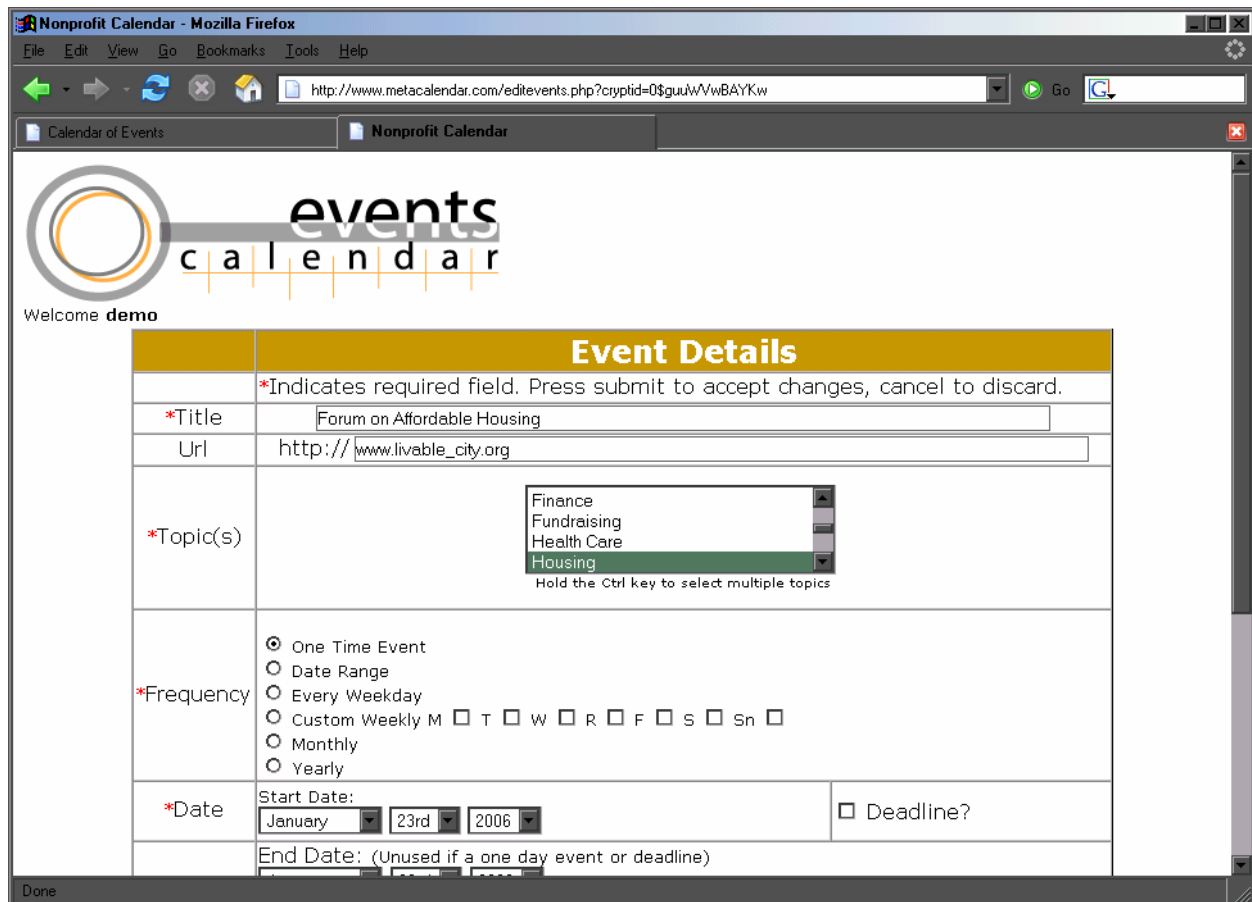
Weekly Window on Windfalls			
<input type="checkbox"/> [Edit] [Preview] [Attach File] [Private]			
Visit us every friday for an hour on funding opportunities and funding resources to improve home-bas [...]	Beginning Date: Jan 20th, Friday Ending Date: Jan 20th, Saturday Start Time: 3:00 am End Time: 4:00 am	[+] Add People Contact Dan Salu Facilitator Sara Rogers	[+] Add Organizations Location Rogers Home Health Foundation Sponsor Healthy Retirement Inc.

Edit Your Event

Did you forget something? Did you make a mistake? Do you need to add new content to an existing event? Click on **Edit**, from the Summary View.

Edit will take you straight back to the same **Event Details** screen where you entered details about your event the first time around. Edit your content as you wish, and click **submit**. The changes are made instantly.

Here we are, back in the same screen:



The screenshot shows a Mozilla Firefox browser window displaying the 'Nonprofit Calendar' website. The page title is 'Nonprofit Calendar - Mozilla Firefox' and the address bar shows 'http://www.metacalendar.com/editevents.php?cryptid=0\$guuWVwBAYKw'. The browser tabs include 'Calendar of Events' and 'Nonprofit Calendar'. The main content area features the 'events calendar' logo and a 'Welcome demo' message. Below this is the 'Event Details' form, which is a table with the following fields:

Event Details	
*Indicates required field. Press submit to accept changes, cancel to discard.	
*Title	Forum on Affordable Housing
Url	http://www.livable_city.org
*Topic(s)	<ul style="list-style-type: none">FinanceFundraisingHealth CareHousing Hold the Ctrl key to select multiple topics
*Frequency	<input checked="" type="radio"/> One Time Event <input type="radio"/> Date Range <input type="radio"/> Every Weekday <input type="radio"/> Custom Weekly M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> Sn <input type="checkbox"/> <input type="radio"/> Monthly <input type="radio"/> Yearly
*Date	Start Date: January 23rd 2006 <input type="checkbox"/> Deadline? End Date: (Unused if a one day event or deadline)

Preview

Let's look at a new event, the Management Consultants Luncheon.

From the Summary View, one click on preview takes us into the **modular content window**. We see here a useful snapshot of our event. This window exists primarily as a tool for potential attendees to access event content, so we will discuss its features in an upcoming segment beginning on page 37.

For presentation purposes, we want to recognize that reviewing the details of our event from here, just as the public would, is a good way to check your postings on metcalendar.com for completeness and accuracy.

We can go in for more detail by clicking **details**. Try it now.



http://www.metacalendar.com - Calendar Event Listings - Mozilla Firefox

January, 2006

20 Management Consultants Luncheon

Speaker(s): [Sue Slate](#), CEO, Rocky Mountain Materials Corp

12:00 pm-1:00 am

[Jones and Smith, LLP](#)

678 Solution Way

Suite 900

[www.j&s.net](#)

Denver, CO [\[map it!\]](#)

Fee:\$75

Contact: [John Stone, Lithic Construction Corp](#) Phone: 303-555-9988

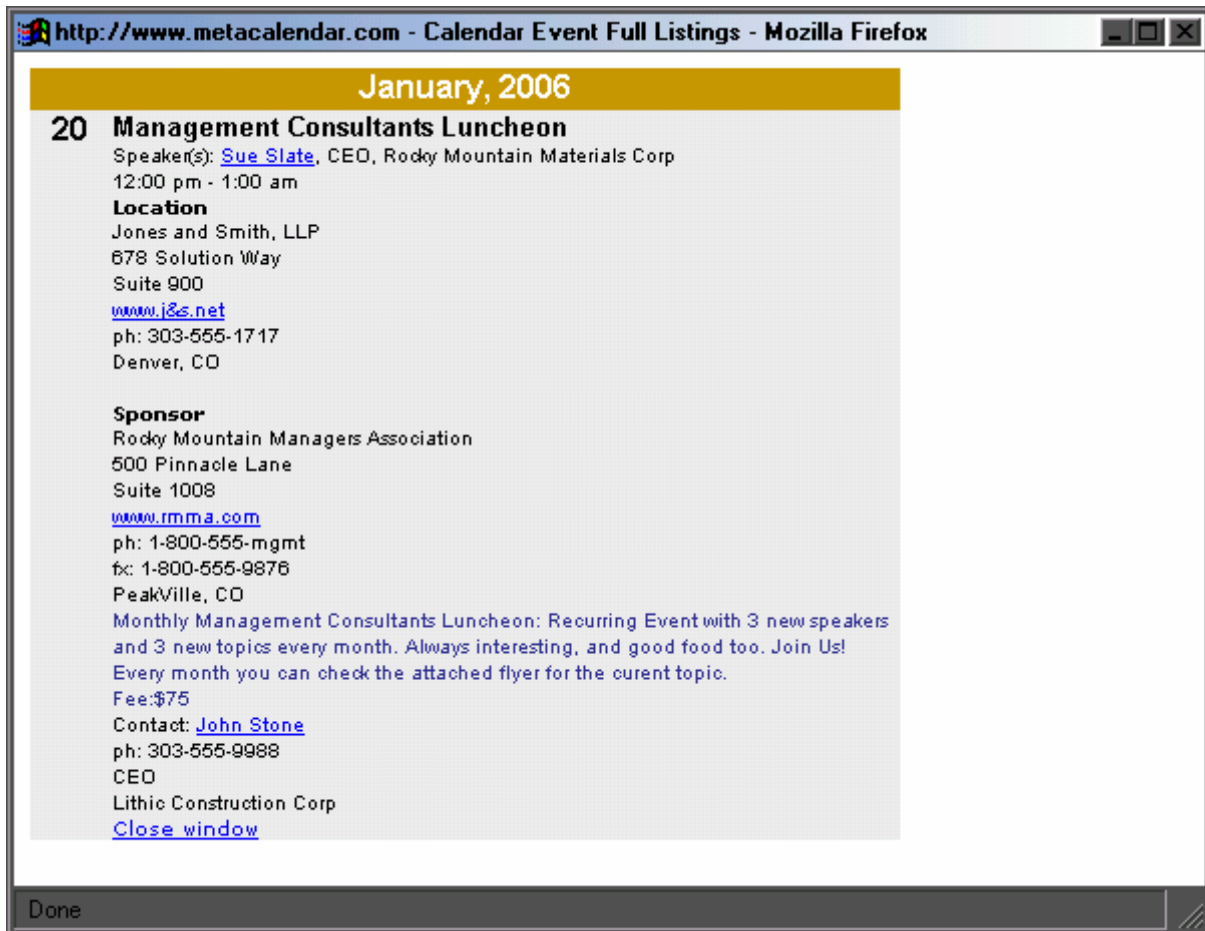
[\[details...\]](#) [Close window](#) [\[download\]](#) [\[email\]](#) [\[register\]](#) [\[buy now!\]](#)

[Calendar Privacy Policy](#)

Done

Preview: Details

One click on **details** will bring us to:



The screenshot shows a Mozilla Firefox browser window with the address bar displaying "http://www.metacalendar.com - Calendar Event Full Listings - Mozilla Firefox". The main content area has a yellow header for "January, 2006". Below this, the event "20 Management Consultants Luncheon" is listed. The details include the speaker "Sue Slate, CEO, Rocky Mountain Materials Corp", the time "12:00 pm - 1:00 am", and the location "Jones and Smith, LLP, 678 Solution Way, Suite 900, Denver, CO". There are links for "www.j&s.net" and "ph: 303-555-1717". The sponsor is "Rocky Mountain Managers Association, 500 Pinnacle Lane, Suite 1008, PeakVilIe, CO", with links for "www.rmma.com" and "ph: 1-800-555-mgmt". A description states it's a recurring event with 3 new speakers and 3 new topics every month. The fee is \$75. Contact information for "John Stone, CEO, Lithic Construction Corp" is provided, with a link for "ph: 303-555-9988". A "Close window" link is at the bottom. The browser status bar shows "Done".

January, 2006

20 Management Consultants Luncheon
Speaker(s): [Sue Slate](#), CEO, Rocky Mountain Materials Corp
12:00 pm - 1:00 am
Location
Jones and Smith, LLP
678 Solution Way
Suite 900
www.j&s.net
ph: 303-555-1717
Denver, CO

Sponsor
Rocky Mountain Managers Association
500 Pinnacle Lane
Suite 1008
www.rmma.com
ph: 1-800-555-mgmt
fx: 1-800-555-9876
PeakVilIe, CO
Monthly Management Consultants Luncheon: Recurring Event with 3 new speakers and 3 new topics every month. Always interesting, and good food too. Join Us!
Every month you can check the attached flyer for the curent topic.
Fee:\$75
Contact: [John Stone](#)
ph: 303-555-9988
CEO
Lithic Construction Corp
[Close window](#)

Done

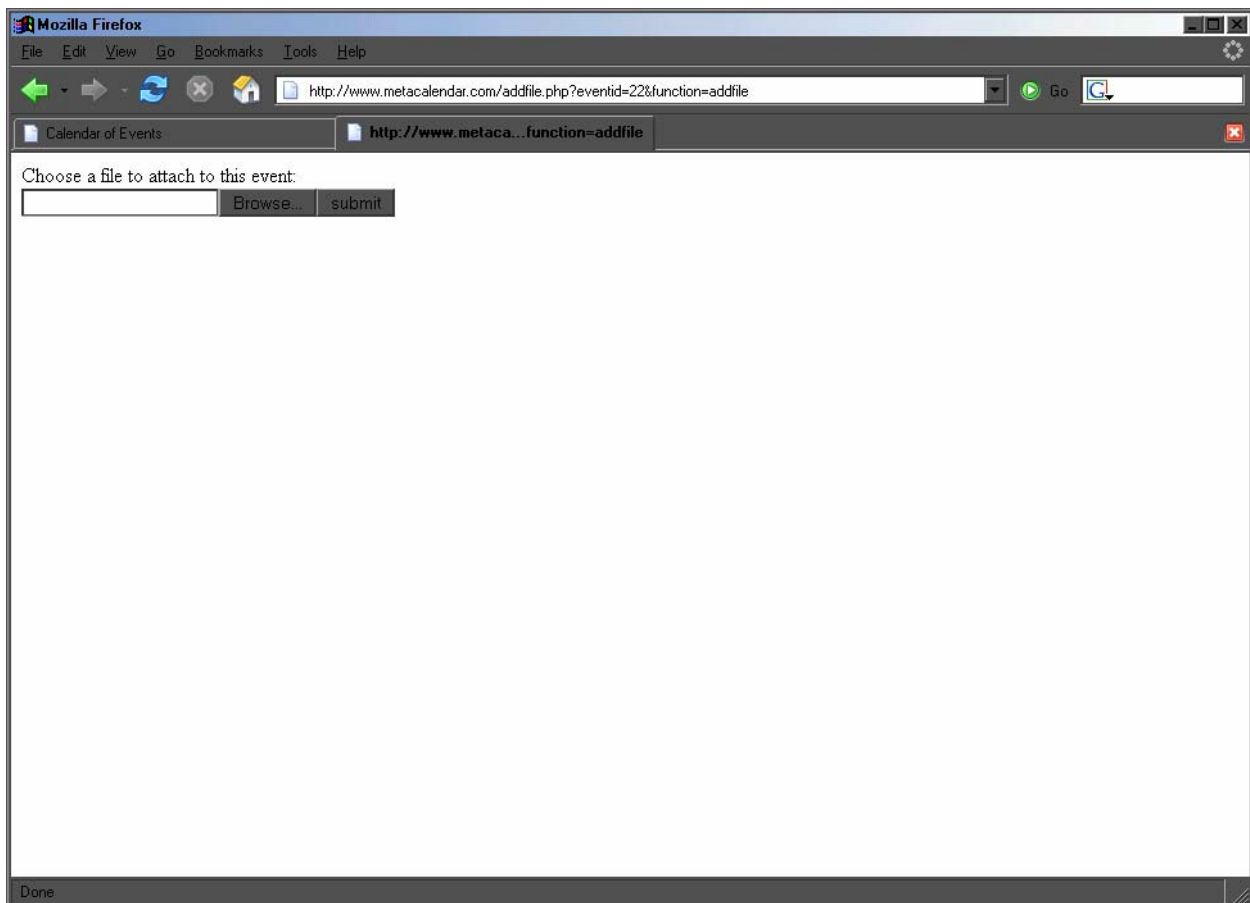
The underscored link for **speakers** will take us to the preloaded email function of metacalendar, so that we can email speakers. The **location** link will take us to the website of the location. The **sponsors** link will take us to the sponsors web page, and the underscored **contact** link will take us to the preloaded email function of metacalendar so that we can email the contact.

Attach Files

Are there documents participants in your event need, or attendees might want ahead of time? From the Summary View, click on **attach files** from to attach documents to your event. Some examples might be:

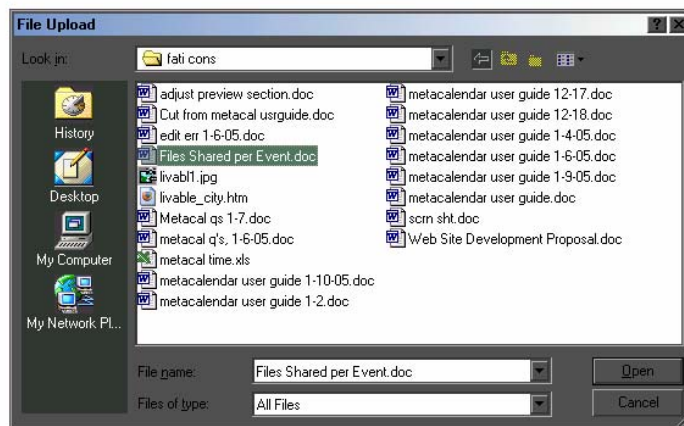
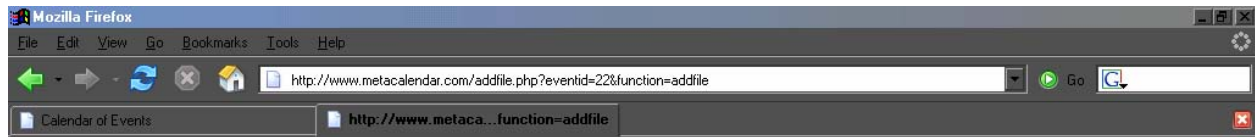
- Presentation Text from Speaker A.doc
- PowerPoint presentation from Speaker A.ppt
- Tables 1-6.xls
- Related Articles 1-8.pdf
- Reference documents 1-5.txt

Choose any file type, whatever your needs, and using this tool, participants and attendees to your event can arrive informed and prepared!



Attach Files Cont'd

Now, after clicking on **attach files**, browse to the directory on your pc where your file is located, and when you find it, double-click, to attach the file to your event.



Delete Files Attached to Your Event

Was that the right file? Do you want to update it? Once you add files to your event, the **Delete Files** option appears just below the title of your event.

If you attach the wrong documents to your event, you can delete the attachment, and replace it with the correct document.

The screenshot shows a web browser window with the URL <http://www.metacalendar.com/admin.php>. The page features the MetaCalendar logo and navigation buttons for "New event" and "View listings". A "Delete Selected" button is visible above the event list.

forum on affordable housing			
<input type="checkbox"/> [Edit][Preview] [Delete File] [Public]			
Forum on affordable housing. Panelists from the City of Denver and Green Homes, Inc. will discuss ro [...]	Beginning Date: Dec 15th, Thursday (one day only) Start Time: 1:00 am End Time: 3:00 am	[+]Add People (No contacts listed)	[+]Add Organizations (No organizations listed)

training for fatica consulting			
<input type="checkbox"/> [Edit][Preview] [Attach File] [Public]			
presentation on health and housing presentation on health and housing presentation on health a [...]	Beginning Date: Dec 21st, Wednesday (one day only) Start Time: 2:00 am End Time: 3:00 am	[+]Add People Contact Mike Fatica Facilitator Mike Fatica	[+]Add Organizations Location Fatica Consulting Co-Sponsor My House

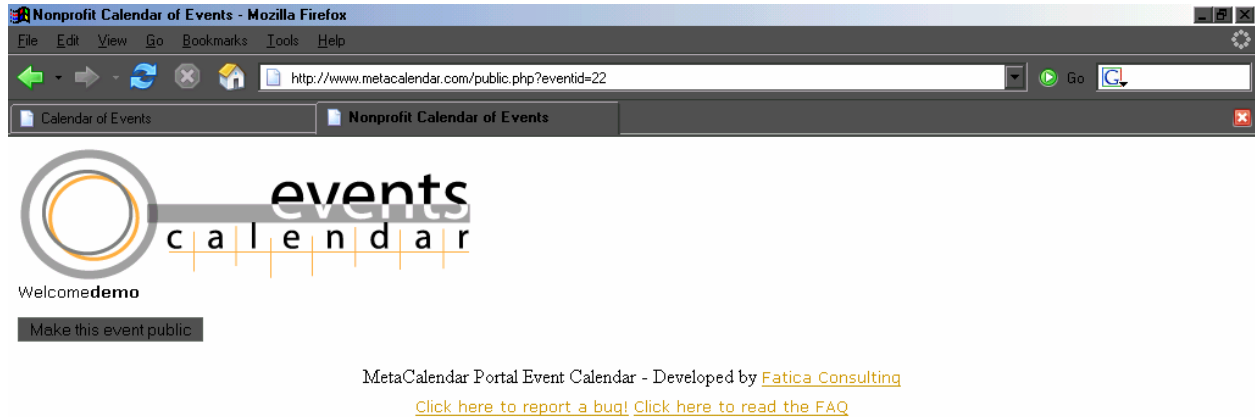
MetaCalendar Portal Event Calendar - Developed by [Fatica Consulting](#)
[Click here to report a bug!](#) [Click here to read the FAQ](#)

The browser's taskbar shows the URL <http://www.metacalendar.com/addcontacts.php?eventid=21> and the system clock displays 10:36 PM.

Private Events

Is your event private? Do you want to share it, but not with everyone? You can control who has access to view your event content.

Starting from the Summary View, locate the **Private** button to make you event private. Click once, and metacalendar takes you to the screen below. Simply click on **Private** to make your event private.



Additional Features Cont'd: Add People

Who is involved in your event? Is there a contact person for your event? Is there a presenter? You can share this info through the **Add People** function.

From the Summary View, locate the **Add People** function just right of the date information. Click once.

The screenshot shows the MetaCalendar.com admin interface in Mozilla Firefox. The browser address bar shows <http://www.metacalendar.com/admin.php>. The page header includes the logo "events calendar" and a welcome message "Welcome demo". Navigation buttons for "New event" and "View listings" are visible. A "Delete Selected" button is present above the event list.

forum on affordable housing			
<input type="checkbox"/>	[Edit] [Preview] [Delete File] [Public]		
Forum on affordable housing. Panelists from the City of Denver and Green Homes, Inc. will discuss ro [...]	Beginning Date: Dec 15th, Thursday (one day only) Start Time: 1:00 am End Time: 3:00 am	[+]Add People (No contacts listed)	[+]Add Organizations (No organizations listed)

training for fatica consulting			
<input type="checkbox"/>	[Edit] [Preview] [Attach File] [Public]		
presentation on health and housing presentation on health and housing presentation on health a [...]	Beginning Date: Dec 21st, Wednesday (one day only) Start Time: 2:00 am End Time: 3:00 am	[+]Add People Contact Mike Fatica Facilitator Mike Fatica	[+]Add Organizations Location Fatica Consulting Co-Sponsor My House

Below the event list, there is another "Delete Selected" button.

MetaCalendar Portal Event Calendar - Developed by [Fatica Consulting](#)
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The bottom of the screenshot shows the browser's taskbar with the address bar containing <http://www.metacalendar.com/addcontacts.php?eventid=21> and the system tray showing the time as 10:36 PM.

Add People Cont'd

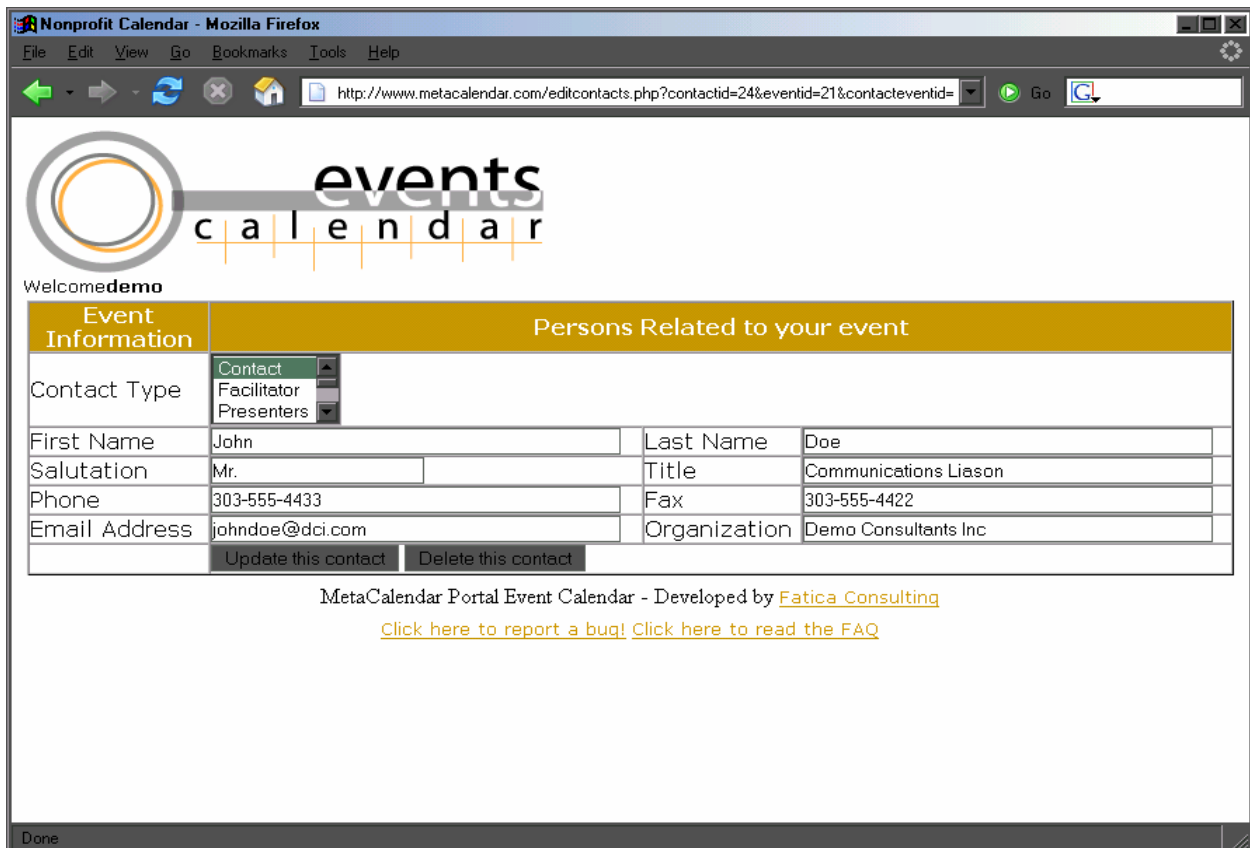
One click on **Add People** takes us to the screen below. In this example, we want to add a contact person, named John Doe.

First, we use the **Contact Type** field to indicate he is a contact person. **Contact Person** happens to be the first type of person listed in the **Contact Type** field, and it is selected (highlighted) by default.

We then move on to first name, last name, and organization. These first four fields are required.

With the required fields in, we move on to phone, fax, email address, and salutation.

With all fields filled in, click on **Add this Contact** if our John Doe is just one of the people you are listing as associated with your event. Click on **Done**, if John Doe is the only person associated with the event. If you think you are done, and you click **Done**, and then later you want to come back to add new people, that is okay too. You will start at **Add People** and move through the steps we just covered.



The screenshot shows a web browser window titled "Nonprofit Calendar - Mozilla Firefox". The address bar shows the URL: <http://www.metacalendar.com/editcontacts.php?contactid=24&eventid=21&contacteventid=>. The page features the "events calendar" logo and a "Welcome demo" message. The main content area is a form titled "Persons Related to your event" with a yellow header. The form is divided into two columns: "Event Information" and "Persons Related to your event".

Event Information		Persons Related to your event	
Contact Type	<input type="text" value="Contact"/>		
First Name	<input type="text" value="John"/>	Last Name	<input type="text" value="Doe"/>
Salutation	<input type="text" value="Mr."/>	Title	<input type="text" value="Communications Liason"/>
Phone	<input type="text" value="303-555-4433"/>	Fax	<input type="text" value="303-555-4422"/>
Email Address	<input type="text" value="johndoe@dci.com"/>	Organization	<input type="text" value="Demo Consultants Inc"/>
		<input type="button" value="Update this contact"/> <input type="button" value="Delete this contact"/>	

MetaCalendar Portal Event Calendar - Developed by [Fatica Consulting](#)
[Click here to report a buq!](#) [Click here to read the FAQ](#)

Add People Cont'd

Aside from a contact person, you may also have facilitators, presenters, registrars, speakers, or trainers for your event and may want to let people know about this through metacalendar.com.

You can add as many people as you like. In this next example, I have added a facilitator. In the **Contact Type** field, I scrolled down until I saw **Facilitator**, clicked once on it, and then filled in the remaining fields just like we did for John Doe, our contact person.

Nonprofit Calendar - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.metacalendar.com/addcontacts.php?eventid=21

events
calendar

Stored Entries **NEW**
Mike Fatica Load

Welcome **demo**

Event Information	Persons Related to your event			
* Contact Type	Contact Facilitator Presenters	* indicates required field (Name, Organization or both must be present)		
* First Name	Sally	* Last Name	Sandstone	
* Organization	DemoOrg Systems	Title	Executive Director	
Phone	303-555-3322	Fax	303-555-2211	
Email Address	sally@demoorg.com	Salutation	Mrs.	
<input type="checkbox"/> Save to stored entries	Add this contact	Done	(Choose 'Done' only after each contact has been added)	

MetaCalendar Portal Event Calendar - Developed by [Fatica Consulting](#)
[Click here to report a bug!](#) [Click here to read the FAQ](#)

Done

Adding People Cont'd: Store Entries

Do you have a regular trainer or a favorite speaker that you like to work with? Does the same person work as the contact person for all of your events? If so, **Stored Entries** is the function for you.

Stored Entries saves the information you enter about the people associated with your event so you can add these people to other events without the need to re-enter their information.

Continuing with our current example, I have already added John Doe as a Contact, Sally Sandstone as a Facilitator, Jane Smith as a Speaker, and now I am adding Robert Johnson, as another Speaker.

Let us assume that Robert Johnson is a speaker I like to work with. By adding him to my **Stored Entries**, I save his information, so I don't need to re-enter it for each new event that he is speaking at.

To do so, I go through each of the fields in the **Add Contacts** function just as before, but before I click **Add this Contact**, I check the box **Save to stored entries**, in the lower left corner, by clicking once in the empty box there. Then, I click **Add this Contact**. Robert Johnson is now added to the event, and added to my stored entries.

Nonprofit Calendar - Mozilla Firefox
http://www.metacalendar.com/addcontacts.php?eventid=21

events calendar

Welcome demo

Stored Entries **NEW**
Mike Fatica Load

Event Information		Persons Related to your event	
* Contact Type	Presenters Registrar Speaker	*indicates required field (Name, Organization or both must be present)	
* First Name	Robert	* Last Name	Johnson
* Organization	DemoGroup, LLC	Title	Associate Director
Phone	414-555-4321	Fax	414-555-3210
Email Address	rj@demogroupllc.com	Salutation	Mr.
<input checked="" type="checkbox"/> Save to stored entries	Add this contact Done (Choose 'Done' only after each contact has been added)		

MetaCalendar Portal Event Calendar - Developed by [Fatica Consulting](#)
[Click here to report a bug!](#) [Click here to read the FAQ](#)

Adding People Cont'd: Using Store Entries

We added Robert Johnson to my **Stored Entries**. Now, let us assume I have another event that he is speaking at and I want to add him to the new event.

This time, I'll start by going to **Add People** as I would in any case, but instead of typing the Robert Johnson info in again, I'll **Load** the info from the **Stored Entries** function, located in the upper right portion of the screen below.

Nonprofit Calendar - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.metacalendar.com/addcontacts.php?eventid=21

events
calendar

Welcome **demo**

Stored Entries **NEW**
Mike Fatica
Load

Event Information	Persons Related to your event		
* Contact Type	Contact Facilitator Presenters *indicates required field (Name, Organization or both must be present)		
* First Name		* Last Name	
* Organization		Title	
Phone		Fax	
Email Address		Salutation	
<input type="checkbox"/> Save to stored entries	Add this contact Done (Choose 'Done' only after each contact has been added)		

MetaCalendar Portal Event Calendar - Developed by [Fatica Consulting](#)
[Click here to report a bug!](#) [Click here to read the FAQ](#)

Done

Adding People Cont'd: Using Store Entries

From the **Stored Entries** drop down menu, I scroll down to Robert Johnson, and click load. Once loaded, his info populates the fields we need filled, and with that, we click on **Add this contact** to complete the process.

Nonprofit Calendar - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.metacalendar.com/addcontacts.php?favorites=27&eventid=21&Load=Load

events calendar

Welcome **demo**

Stored Entries **NEW**
Mike Fatica
Load

Event Information	Persons Related to your event			
* Contact Type	Contact Facilitator Presenters	* indicates required field (Name, Organization or both must be present)		
* First Name	Robert	* Last Name	Johnson	
* Organization	DemoGroup, LLC	Title	Associate Director	
Phone	414-555-4321	Fax	414-555-3210	
Email Address	rj@demogroupllc.com	Salutation	Mr.	
<input type="checkbox"/> Save to stored entries	Add this contact Done (Choose 'Done' only after each contact has been added)			

MetaCalendar Portal Event Calendar - Developed by [Fatica Consulting](#)
[Click here to report a bug!](#) [Click here to read the FAQ](#)

Done

Add Organizations: Location

We told potential attendants to your event about the exciting people associated with your event. You shared a compelling event description. They know who the contact is. Now, where is this event?

Answering this takes us into **Adding Organizations**.

Continuing now with our affordable housing event, and starting once more from the Summary View (you start there after logging in) look over to the right side of the screen, find **Add Organizations**, and click once.

(Notice there are currently no organizations listed for this event).

The screenshot shows the MetaCalendar.com admin interface in a Mozilla Firefox browser window. The page title is "MetaCalendar.com Portal Calendar of Events - Developed by Fatica Consulting www.fatica.net - Mozilla Firefox". The browser address bar shows "http://www.metacalendar.com/admin.php".

The main content area features the "events calendar" logo and a "Welcome demo" message. Below this are two circular buttons: "New event" and "View listings". A "Delete Selected" button is visible below the buttons.

The main content area displays two event listings:

- forum on affordable housing**
 - Buttons: [\[Edit\]](#) [\[Preview\]](#) [\[Delete File\]](#) [\[Public\]](#)
 - Description: Forum on affordable housing. Panelists from the City of Denver and Green Homes, Inc. will discuss ro [...]
 - Beginning Date: Dec 15th, Thursday (one day only)
 - Start Time: 1:00 am
 - End Time: 3:00 am
 - Buttons: [\[+\]Add People](#), [\[+\]Add Organizations](#)
 - Contact: [John Doe](#)
 - Facilitator: [Sally Sandstone](#)
 - Speakers: [Jane Smith](#), [Robert Johnson](#)
 - Organizations: (No organizations listed)
- training for fatica consulting**
 - Buttons: [\[Edit\]](#) [\[Preview\]](#) [\[Attach File\]](#) [\[Public\]](#)
 - Description: presentation on health and housing presentation on health and housing presentation on health a [...]
 - Beginning Date: Dec 21st, Wednesday (one day only)
 - Start Time: 2:00 am
 - End Time: 3:00 am
 - Buttons: [\[+\]Add People](#), [\[+\]Add Organizations](#)
 - Contact: [Mike Fatica](#)
 - Facilitator: [Mike Fatica](#)
 - Location: [Fatica Consulting](#)
 - Co-Sponsor: [My House](#)

A "Delete Selected" button is visible below the second event listing.

The status bar at the bottom of the browser window shows "Done".

Add Organizations: Location Cont'd

One click on **Add Organizations** takes us to the screen below. Now we fill in the fields as appropriate, just as we did when adding people.

Notice that in **Organization Type** we have specified Front Range Community Center as **Location**. We might alternatively specify an organization as a sponsor, or co-sponsor.

Tip: When specifying a location, be sure to indicate the full address, including a room number, suite number, or other full address details to ensure that your attendees get to the right place.

Click on **Add this Organization** if there are other organizations associated with your event, such as sponsors, or click **Done** if there is only one organization associated with the event.

The screenshot shows a Mozilla Firefox browser window with the URL `http://www.metacalendar.com/addorganizations.php?eventid=21`. The page title is "Nonprofit Calendar" and the browser tabs show "front range community center - Yahoo! Search".

The main content area features the "events calendar" logo and a "Stored Entries" dropdown menu with "My House" selected and a "Load" button. Below the logo, it says "Welcome demo".

The main form is titled "Organizations related to your event" and contains the following fields:

Event Information	Organizations related to your event		
* Organization Type	Co-Sponsor Location Sponsor		
* Organization Name	Front Range Community Center		
Address (Line 1)	123 Faux Way	City	Denver
Address (Line 2)	Ste1200	State	CO
Postal (Zip) Code	80206		
Phone	303-555-1100	Fax	
Email Address	info@fronrangecc.net	Web site http://	www.fronrangecc.org
<input type="checkbox"/> Save to stored entries	Add this organization Done (Choose 'Done' only after each organization has been added)		

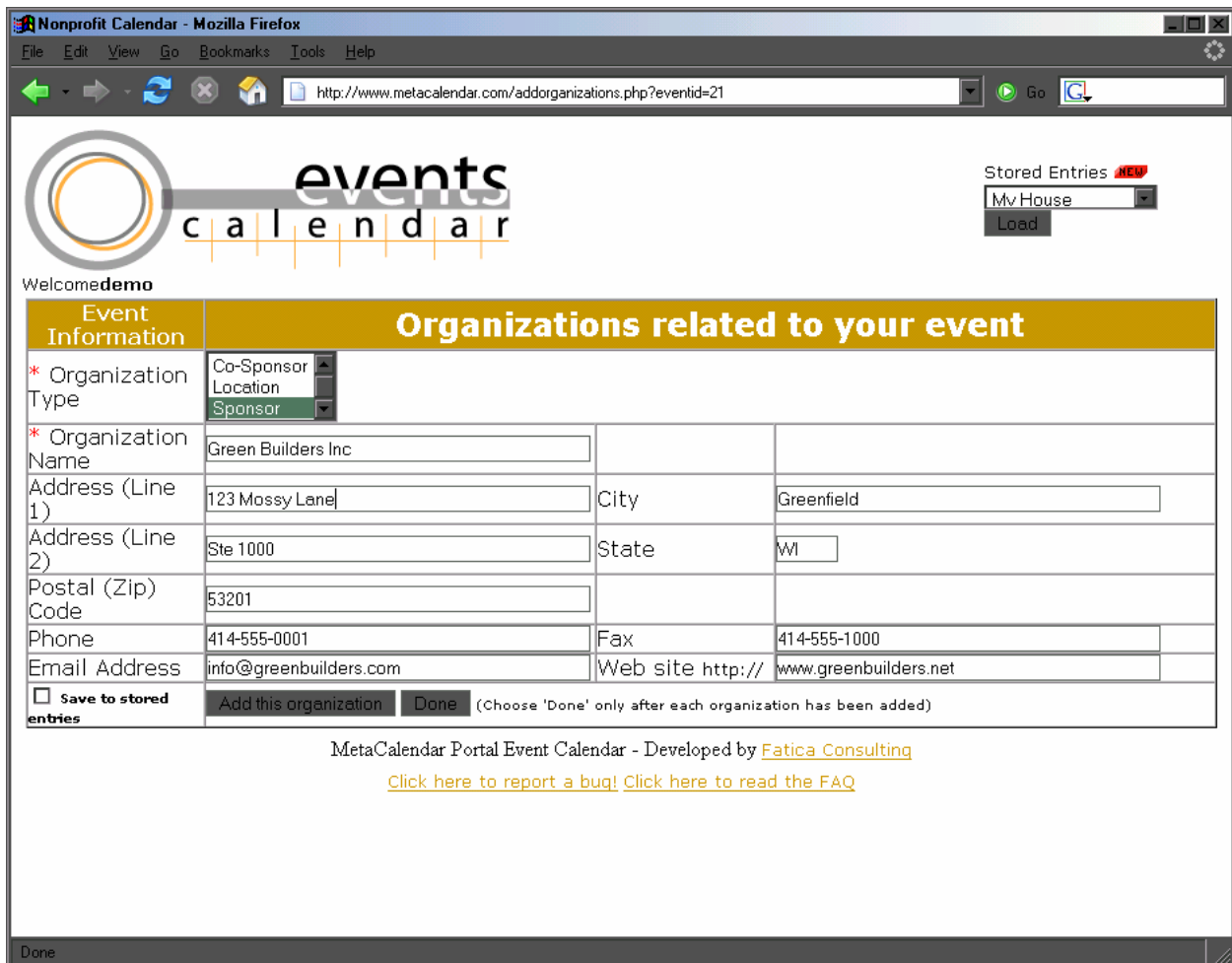
At the bottom of the page, it says "MetaCalendar Portal Event Calendar - Developed by [Fatica Consulting](#)" and provides links to "Click here to report a bug!" and "Click here to read the FAQ".

Add Organizations: Sponsors

You can specify sponsors and co-sponsors of your event through the **Add Organizations** function.

Tip: Sponsorship may convey a good deal about your event to potential attendees: sponsorship might indicate who is involved, who is likely to attend, what the likely audience is, the prominence of the event in the community, and so on. If your event is sponsored, make the most of your event communications and indicate the sponsors!

We'll add a sponsor now. The only difference between adding a location and adding a sponsor is that we scroll down, in Organization type, to **Sponsor** rather than to **Location**. We fill in the remaining fields as appropriate.



Nonprofit Calendar - Mozilla Firefox
http://www.metacalendar.com/addorganizations.php?eventid=21

events calendar

Stored Entries **NEW**
Mv House
Load

Welcome **demo**

Event Information	Organizations related to your event		
* Organization Type	Co-Sponsor Location Sponsor		
* Organization Name	Green Builders Inc		
Address (Line 1)	123 Mossy Lane	City	Greenfield
Address (Line 2)	Ste 1000	State	WI
Postal (Zip) Code	53201		
Phone	414-555-0001	Fax	414-555-1000
Email Address	info@greenbuilders.com	Web site http://	www.greenbuilders.net
<input type="checkbox"/> Save to stored entries	Add this organization Done (Choose 'Done' only after each organization has been added)		

MetaCalendar Portal Event Calendar - Developed by [Fatica Consulting](#)
[Click here to report a bug!](#) [Click here to read the FAQ](#)

Done

The Visitor, The Consumer, The General Public

So far, we have looked primarily at how you can *produce* and *manage* your content on metacalendar. By now, you can see that metacalendar is a powerful application, one that can help groups of organizations and people collectively store, promote and organize calendar events. At this point, you can also see that with just a little bit of practice you can be a metacalendar pro in no time!

So, we turn now to how the public *consumes* or *accesses* your content. To start with, let's look at MetaCalendar.com, beginning on the next page.

The Visitors Point of View

We are now at metacalendar.com, looking at the default view, as the public would see it.

Calendar of Events - Mozilla Firefox
http://www.metacalendar.com/

events calendar

Welcome to the Calendar Home Page
Log in with username 'demo' and password 'demo' to evaluate the software.
Today's date is Jan 06, 2006 and there are 2 up and coming events in our database.
Upcoming events:

Event Categories:
Advocacy(0)
Corp
Structure/Board(1)
Finance(0)
Fundraising(2)
Human Resources(0)
Information
Technology(0)
Leadership
Development(0)
Legal(0)
Marketing(0)
Planning(0)
Program/Mission(0)
Other(0)
Social
Entrepreneurship(0)
Crime(0)
Employment(0)
Arts and Culture(0)
Civic / Public(0)
Education(0)
Environment(0)
Health_Care(1)
Community/Economic Development(0)
Housing(2)
Youth Development(0)
Religion(Faith-based)(0)

January, 2006							February, 2006							March, 2006						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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											

February, 2006

15 **Forum on Affordable Housing**
Speaker(s): [Jane Smith](#), CFO, DemoCorp Systems,
[Robert Johnson](#), Associate Director, DemoGroup, LLC
Facilitator(s): [Sally Sandstone](#), Executive Director, DemoOrg Systems
1:00 am-3:00 am
[Front Range Community Center](#)
123 Faux Way
Ste1200

As we have discussed previously, the next three months are displayed in the center of the page. Events are clearly highlighted in orange. Just below the three month layout is the current month's events, stretching out chronologically into the future, as we scroll down the page.

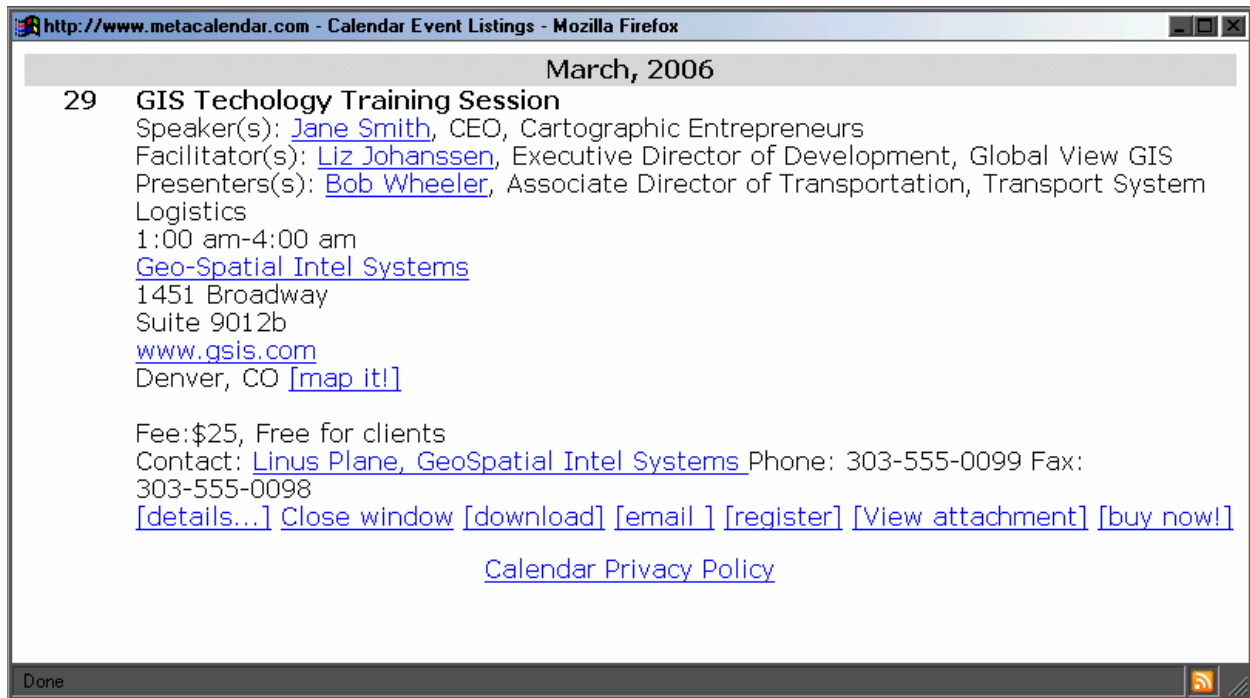
One click on any event in the three-month layout brings up the **modular content window**. This is the same window we saw through **Preview**, and the same window we saw posted on your web page.

Looking at the three-month display now, let's say the GIS Training Session catches my eye. One click on the corresponding orange cell will take me in for a closer look.

The Visitors Point of View: Modular Content Window

One click on the corresponding orange cell brings up the modular content window, as shown below. Instantly, I have a useful snapshot of the event. From here I can access details about your event, download event information, email event content, register for events, pay fees associated with the event, and so on.

The links here work as described on the next page.



The screenshot shows a Mozilla Firefox browser window with the address bar displaying "http://www.metacalendar.com - Calendar Event Listings - Mozilla Firefox". The main content area is titled "March, 2006" and lists an event:

29 **GIS Technology Training Session**
Speaker(s): [Jane Smith](#), CEO, Cartographic Entrepreneurs
Facilitator(s): [Liz Johanssen](#), Executive Director of Development, Global View GIS
Presenters(s): [Bob Wheeler](#), Associate Director of Transportation, Transport System Logistics
1:00 am-4:00 am
[Geo-Spatial Intel Systems](#)
1451 Broadway
Suite 9012b
www.gsis.com
Denver, CO [\[map it!\]](#)

Fee:\$25, Free for clients
Contact: [Linus Plane](#), [GeoSpatial Intel Systems](#) Phone: 303-555-0099 Fax:
303-555-0098
[\[details...\]](#) [Close window](#) [\[download\]](#) [\[email \]](#) [\[register\]](#) [\[View attachment\]](#) [\[buy now!\]](#)

[Calendar Privacy Policy](#)

The browser's status bar at the bottom shows "Done" and a small orange icon.

Note: As we have discussed, no matter where potential attendants access the **modular content window**, be it from metacalendar.com, an email you send them, your own web page, or elsewhere, the functionality is the same.

The Visitors Point of View: Modular Content Window Cont'd

Sponsor: The sponsor here is Geo-Spatial Intel Systems. In all cases the sponsor link will go to the sponsor's website.

Website: The specified website is the website of the sponsor.

Map It: This utility will automatically generate a map of your event location.

Contact: The contact here is Linus Plane. Clicking on the contact will always take visitors to the email utility where they can email the contact.

Details: Details will take us into a summary of all event details.

Download: This utility enables visitors to download the modular content window to their PDA, to Outlook, or any other icalendar enabled device.

Email: This link takes us straight to the email function of metacalendar.com, where visitors can email word about events to their associates.

Register: This function enables interested parties to register for your event.

View Attachment: If you attached documents to your event, this utility will appear, enabling potential attendees to download, and read, (or otherwise process) attachments prior to attending your event.

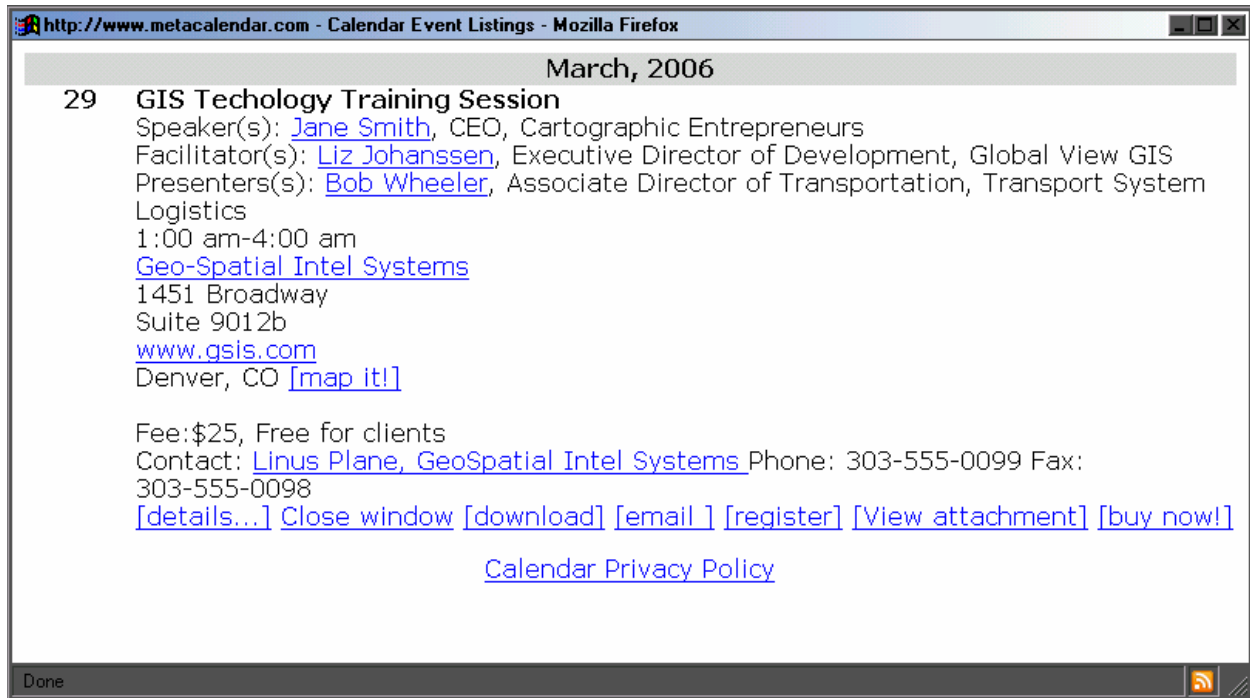
Buy Now: This function enables potential attendees to pay any fees associated with your event.

The sponsor link and the website link are straightforward links to the associated pages, which we need not cover further. However, we will look at the remainder of the functions listed here, in order.

Map It! Automatically Generated Map Links

Metacalendar.com includes a mapping utility. Potential attendees are one click away from seeing the location of your event placed on a custom generated map, which is printable, savable, and sharable.

For example, let us say you, through one medium or another (web page, email, or metacalendar.com) someone spots the GIS Training Session below.



http://www.metacalendar.com - Calendar Event Listings - Mozilla Firefox

March, 2006

29 **GIS Technology Training Session**
Speaker(s): [Jane Smith](#), CEO, Cartographic Entrepreneurs
Facilitator(s): [Liz Johanssen](#), Executive Director of Development, Global View GIS
Presenters(s): [Bob Wheeler](#), Associate Director of Transportation, Transport System Logistics
1:00 am-4:00 am
[Geo-Spatial Intel Systems](#)
1451 Broadway
Suite 9012b
[www.gsis.com](#)
Denver, CO [\[map it!\]](#)

Fee:\$25, Free for clients
Contact: [Linus Plane, GeoSpatial Intel Systems](#) Phone: 303-555-0099 Fax:
303-555-0098
[\[details...\]](#) [Close window](#) [\[download\]](#) [\[email \]](#) [\[register\]](#) [\[View attachment\]](#) [\[buy now!\]](#)

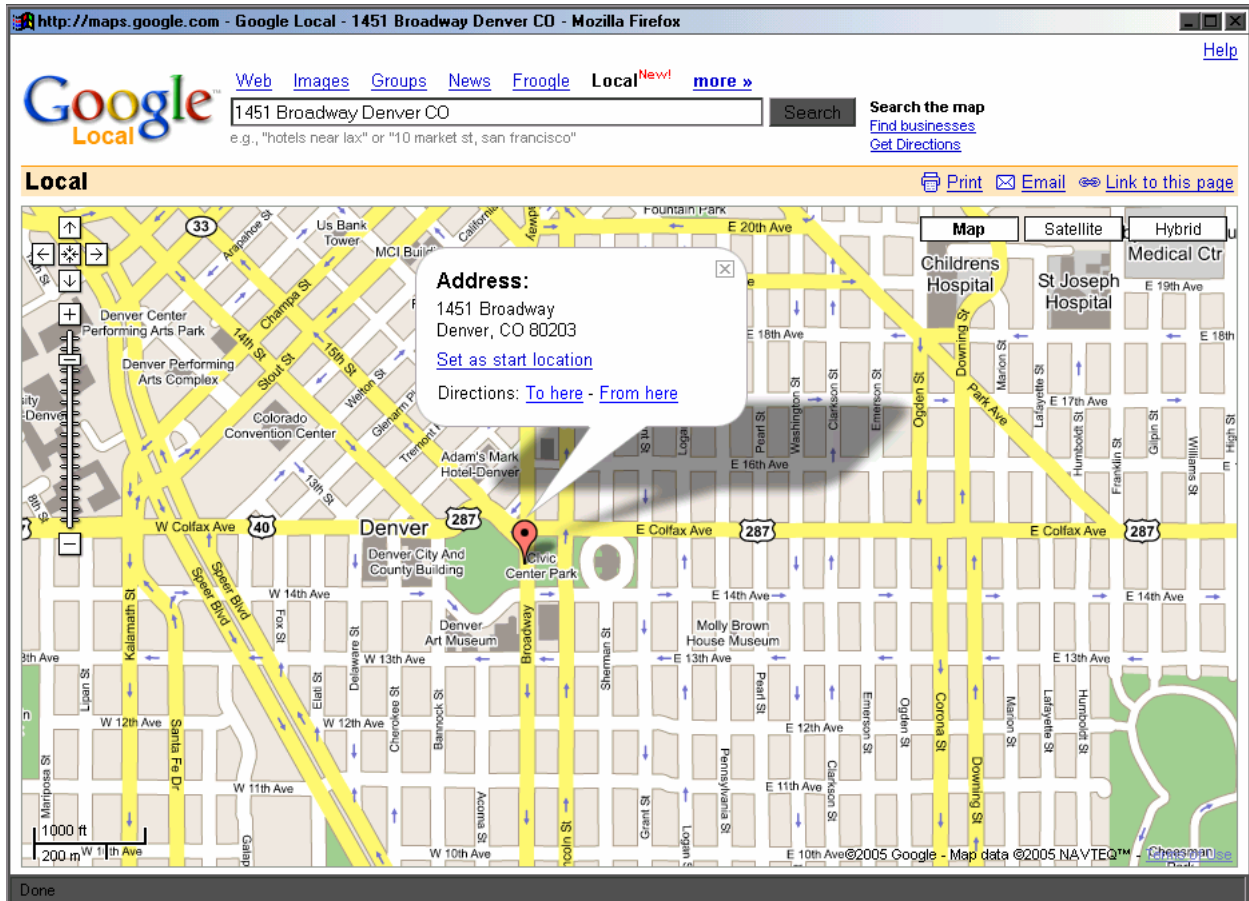
[Calendar Privacy Policy](#)

Done

Now, let us assume that after looking over the details, and calling the contact for some extra information they need to see exactly where this event is. One click on **Map It** will take them there. We'll take look now.

Map It

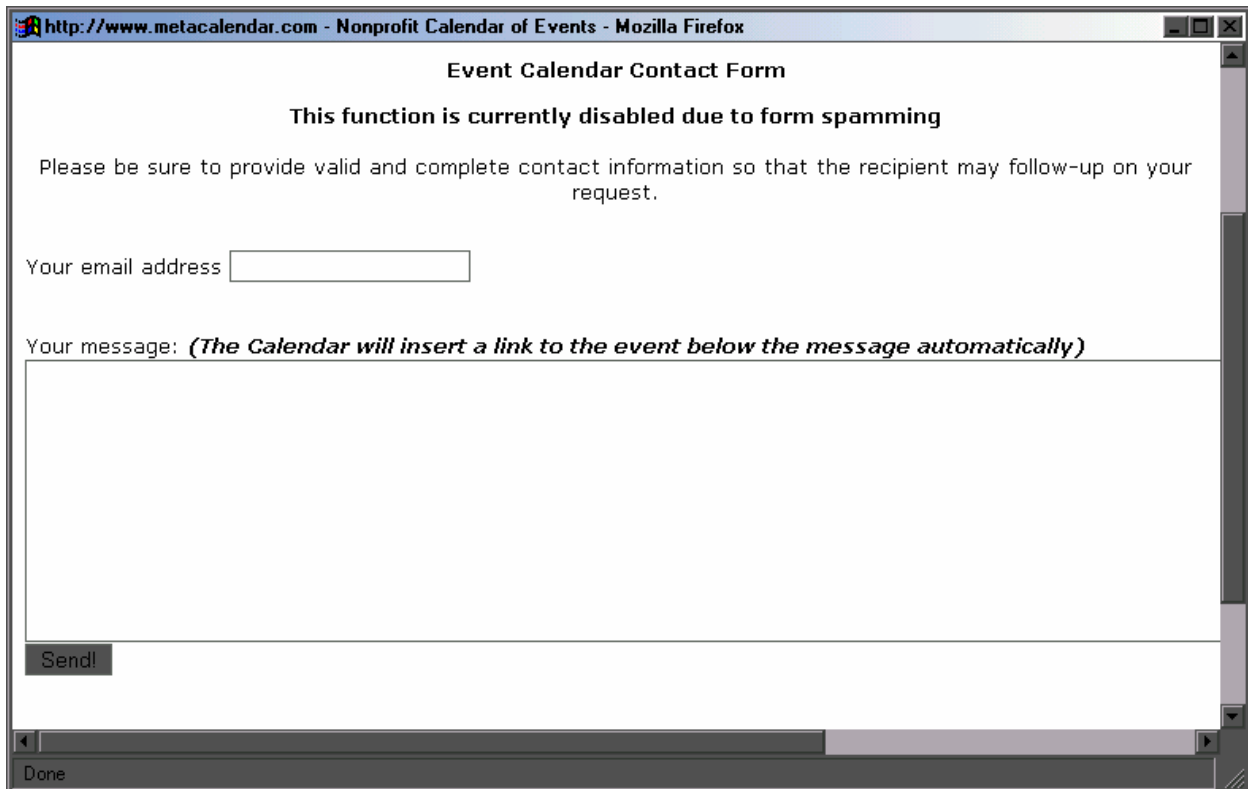
From the familiar modular content window, clicking on **Map It**, brings us to Google Maps, and straight to our event. No typing is necessary. The information is preloaded and processed. Instantly, I see our GIS event, at 1451 Broadway. It is that easy. From here of course, visitors can compute driving directions, find nearby hotels, and so on.



Contact:

The contact here is Linus Plane. Clicking on the **contact** will always take visitors to the email utility where they can email the contact.

One click on the **contact** for this event takes us to the following window, where we can email the event contact.



The screenshot shows a Mozilla Firefox browser window with the address bar displaying "http://www.metacalendar.com - Nonprofit Calendar of Events - Mozilla Firefox". The main content area is titled "Event Calendar Contact Form" and contains the following text:

This function is currently disabled due to form spamming

Please be sure to provide valid and complete contact information so that the recipient may follow-up on your request.

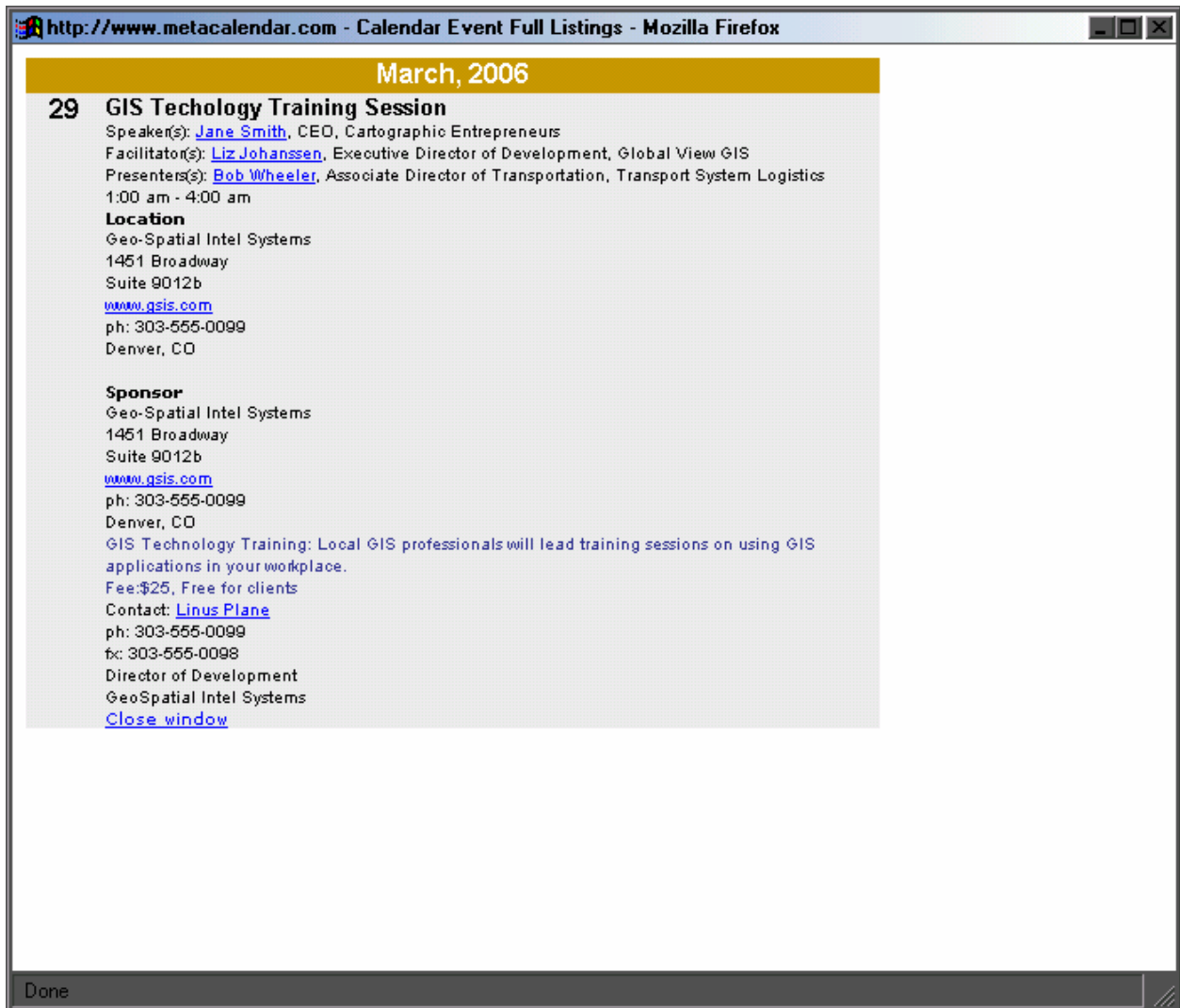
Your email address

Your message: *(The Calendar will insert a link to the event below the message automatically)*

The browser's status bar at the bottom shows "Done".

Details

From the modular content window, one click on details will bring us to:



The screenshot shows a Mozilla Firefox browser window with the address bar displaying "http://www.metacalendar.com - Calendar Event Full Listings - Mozilla Firefox". The main content area has a yellow header for "March, 2006". Below this, the event "29 GIS Technology Training Session" is listed. The details provided are:

- Speaker(s):** [Jane Smith](#), CEO, Cartographic Entrepreneurs
- Facilitator(s):** [Liz Johanssen](#), Executive Director of Development, Global View GIS
- Presenter(s):** [Bob Wheeler](#), Associate Director of Transportation, Transport System Logistics
- Time:** 1:00 am - 4:00 am
- Location:** Geo-Spatial Intel Systems, 1451 Broadway, Suite 9012b, www.gsis.com, ph: 303-555-0099, Denver, CO
- Sponsor:** Geo-Spatial Intel Systems, 1451 Broadway, Suite 9012b, www.gsis.com, ph: 303-555-0099, Denver, CO

Additional information includes: "GIS Technology Training: Local GIS professionals will lead training sessions on using GIS applications in your workplace." and "Fee: \$25, Free for clients". Contact information for Linus Plane is also provided: ph: 303-555-0099, fx: 303-555-0098, Director of Development, GeoSpatial Intel Systems. A "Close window" link is at the bottom of the event details.

The browser's status bar at the bottom shows "Done".

Here the underscored links for people such as **speakers**, **facilitators**, **presenters**, or **contacts**, take us to the preloaded email utility of metacalendar, so we can email our intended recipients from there. The **location** link will take us to the website of the location. The **sponsors** link will take us to the sponsors web page.

Download

The download function is set up so users of icalnder enabled software and devices can download event content to their calendar or pda. For example, the download function will enable interested parties to download an event straight into their calendar in Microsoft Outlook.

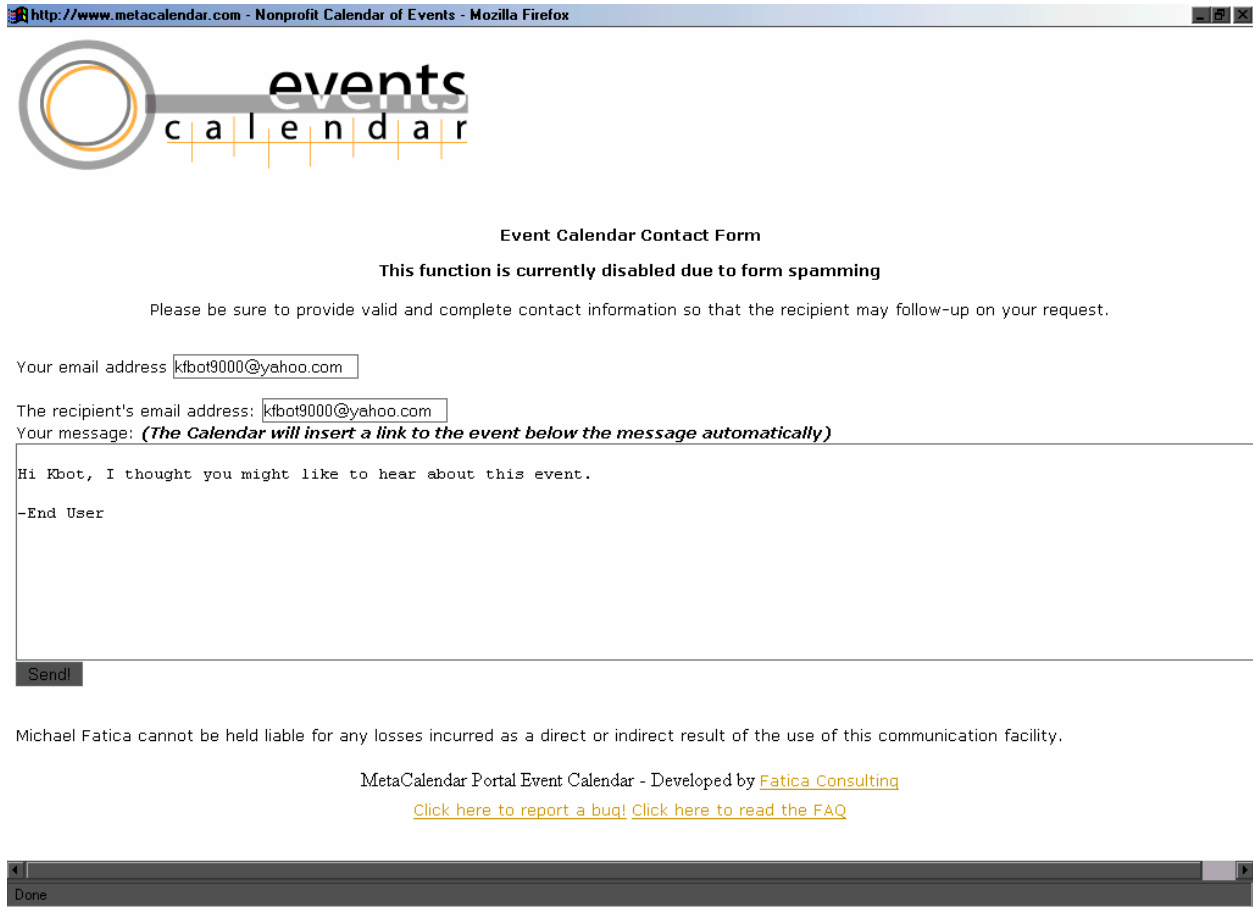
Insert Download segment here

Email

People interested in your event (including yourself) can also email word of your event straight from the modular content window.

Click on **Email**, and you will be taken to the email window as shown below.

As you can see, you can compose your own message here. The event content will be added automatically.



The screenshot shows a web browser window with the address bar displaying "http://www.metacalendar.com - Nonprofit Calendar of Events - Mozilla Firefox". The page features the "events calendar" logo, which consists of a stylized orange and grey circle followed by the text "events" in a bold, lowercase font and "calendar" in a smaller, lowercase font below it. The main heading is "Event Calendar Contact Form". Below this, a message states: "This function is currently disabled due to form spamming". A sub-message reads: "Please be sure to provide valid and complete contact information so that the recipient may follow-up on your request." The form includes three input fields: "Your email address" with the value "kfbot9000@yahoo.com", "The recipient's email address:" with the value "kfbot9000@yahoo.com", and "Your message:" with the text "Hi Kbot, I thought you might like to hear about this event." followed by "-End User". A "Send!" button is located at the bottom left of the message area. Below the form, a disclaimer states: "Michael Fatica cannot be held liable for any losses incurred as a direct or indirect result of the use of this communication facility." At the bottom of the page, there is a footer: "MetaCalendar Portal Event Calendar - Developed by [Fatica Consulting](#)" and two links: "[Click here to report a buq!](#)" and "[Click here to read the FAQ](#)". The browser's status bar at the bottom shows "Done".

Email through Metacalendar: The Message

Your recipient sees the content below in their inbox:

Notice that the message automatically tells the recipient that the message came to them through metacalendar. Next is your text. Below that is a link to your event.

Hello!

This message was sent from the The MetaCalendar.com Portal Calendar Calendar, online @ <http://www.metacalendar.com>

*****MESSAGE BELOW*****

Hi kbot, I thought this event might interest you.

-End User

Click the link to see the event:

<http://www.metacalendar.com/listing.php?single=21>

*****MESSAGE ABOVE*****

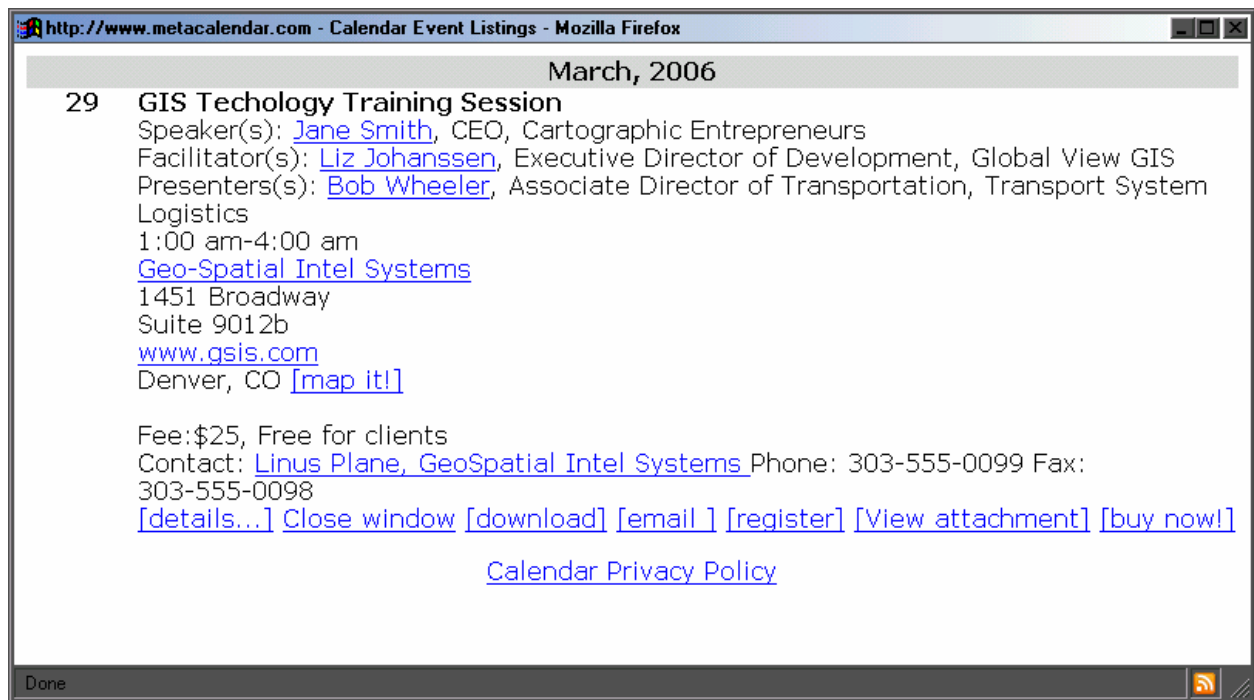
This message was composed and sent via the Calendar contact form by the individual named above. The operator of the The MetaCalendar.com Portal Calendar is NOT responsible for the content of this message. Please report any misuse of this communications facility to mike@fatica.net The operator of the The MetaCalendar.com Portal Calendar cannot be held liable for any losses incurred as a direct or indirect result of the use of this communication facility.

Email Through Metacalendar Cont'd: Your Event Link

As we just saw, a link to your event is included with email messages sent from metacalendar.

Click the link to see the event:
<http://www.metacalendar.com/listing.php?single=21>

Clicking on the event link we go to:



It is the modular content window! The same one we saw on your web page, and the same one on metacalendar.com. No matter where potential attendants access your event content, be it from metacalendar.com, an email you send them, your own web page, or elsewhere, they get access to the same tidy package of event content.

Register

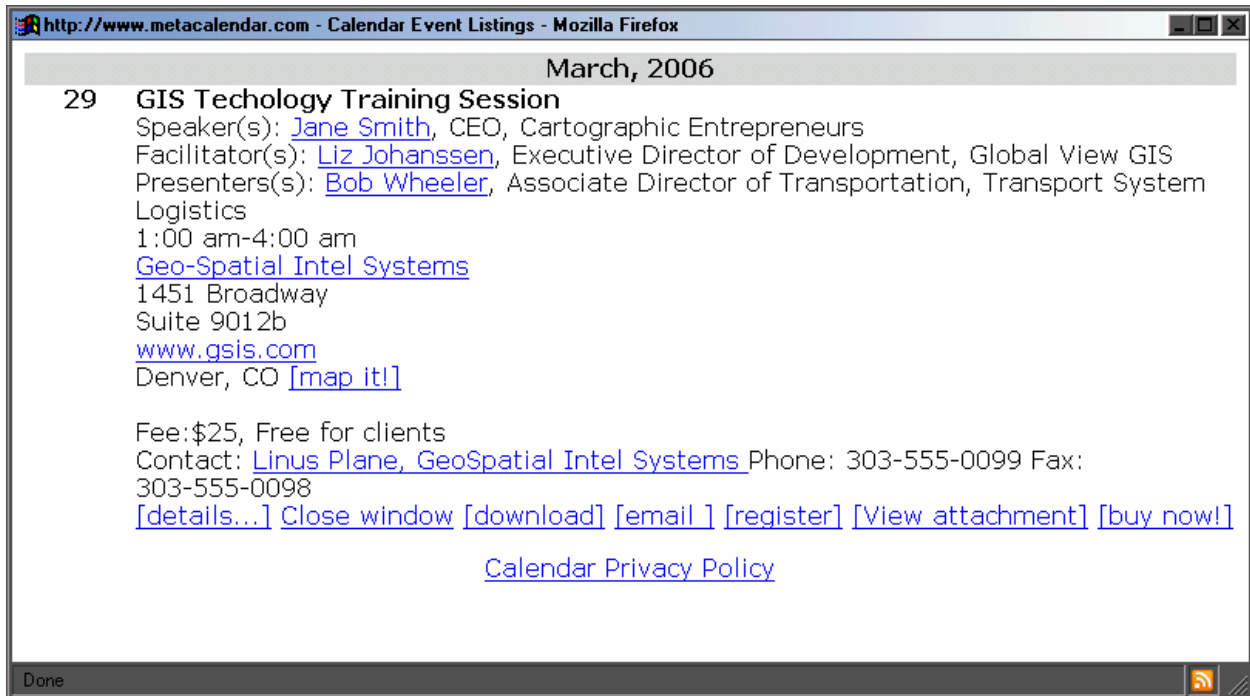
Interested parties can register for your event through metacalender.com. One click on register brings us straight into the registration utility.

For more information on registration, a feature which is customized for each user contact your system administrator.

View Files Attached to Your Event

If you attached files to your event, interested parties can view the attachments from the modular content window.

Click once on the **View Attachment** link.



The screenshot shows a Mozilla Firefox browser window with the address bar displaying "http://www.metacalendar.com - Calendar Event Listings - Mozilla Firefox". The main content area is titled "March, 2006" and lists an event on the 29th: "GIS Techology Training Session". The event details include the speaker Jane Smith, facilitator Liz Johanssen, and presenter Bob Wheeler. It also lists the time (1:00 am-4:00 am), the organizing company Geo-Spatial Intel Systems, and its address in Denver, CO. Contact information for Linus Plane is provided, along with phone and fax numbers. At the bottom of the event listing, there are several blue links: [details...], [Close window], [download], [email], [register], [View attachment], and [buy now!]. A link for "Calendar Privacy Policy" is centered below the event listing. The browser's status bar at the bottom shows "Done" and a small orange icon.

http://www.metacalendar.com - Calendar Event Listings - Mozilla Firefox

March, 2006

29 **GIS Techology Training Session**
Speaker(s): [Jane Smith](#), CEO, Cartographic Entrepreneurs
Facilitator(s): [Liz Johanssen](#), Executive Director of Development, Global View GIS
Presenters(s): [Bob Wheeler](#), Associate Director of Transportation, Transport System Logistics
1:00 am-4:00 am
[Geo-Spatial Intel Systems](#)
1451 Broadway
Suite 9012b
[www.gsis.com](#)
Denver, CO [\[map it!\]](#)

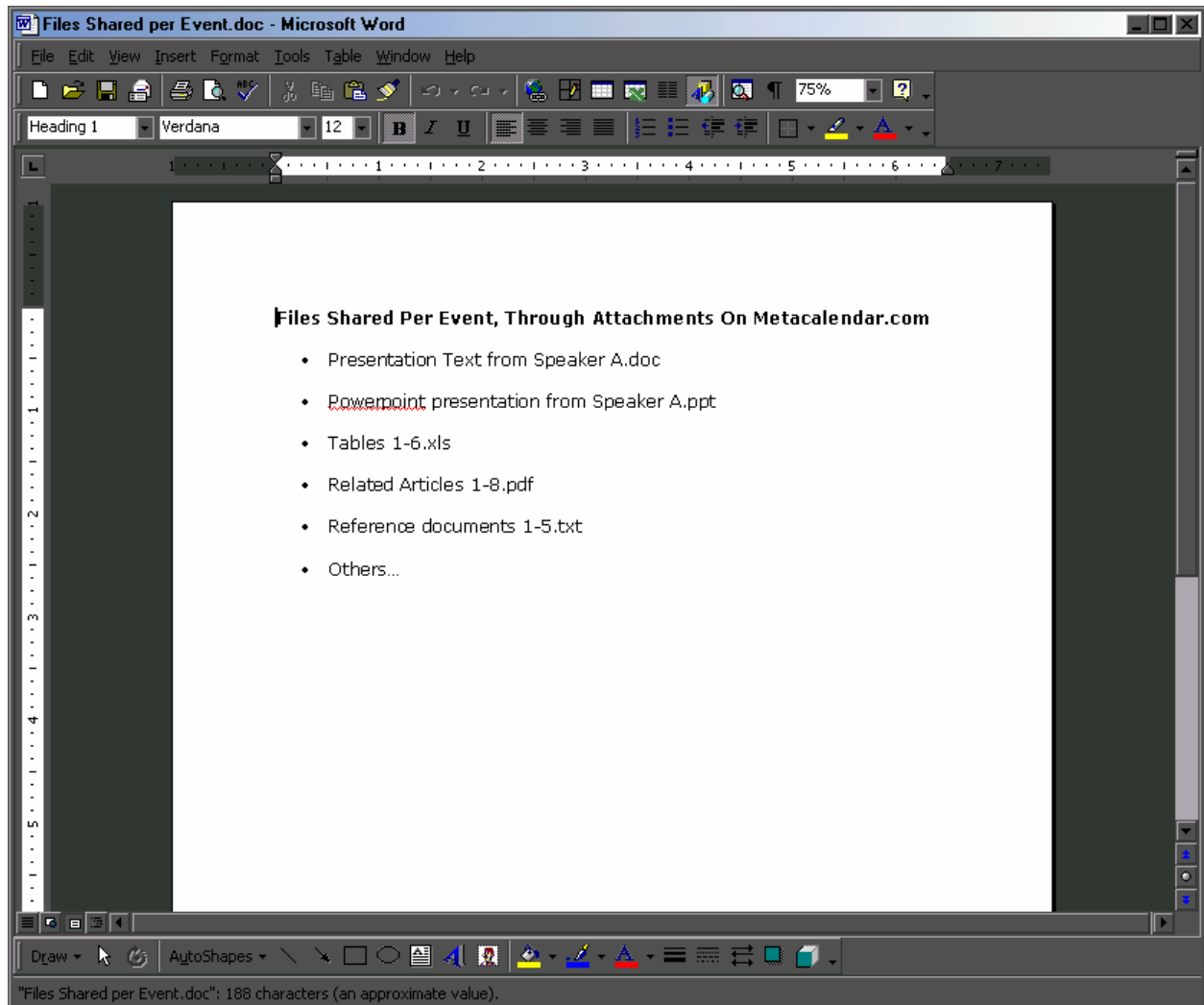
Fee:\$25, Free for clients
Contact: [Linus Plane](#), [GeoSpatial Intel Systems](#) Phone: 303-555-0099 Fax: 303-555-0098
[\[details...\]](#) [Close window](#) [\[download\]](#) [\[email \]](#) [\[register\]](#) [\[View attachment\]](#) [\[buy now!\]](#)

[Calendar Privacy Policy](#)

Done

View Files Attached to Your Event

Now, when you click once on **View Attachments**, the documents pop up, to be viewed or saved. Here we are opening a demo document in MSWord. I can save the attachment anywhere I like, or simply close the document.



Buy Now!

The **Buy Now** function enables interested parties to pay any fee associated with your event through a recognized secure and encrypted payment utility. Let's take a look.

One click on **Buy Now** takes us to the screen below. The price is pre-loaded, and set for one individual. If more than one person from your organization is attending, and you want to pay in one transaction, change the quantity as appropriate by typing in the quantity. When your quantity is set to the correct number, click on **Go To Payments**.



http://ww9.aitSAFE.com - Cart - Mozilla Firefox

fatica consulting

www.fatica.net

Product	Quantity	Price	Amount
24:GIS Techology Training Session	<input type="text" value="1"/>	0.00	0.00

All prices are in US Dollars **TOTAL** 0.00

To delete an item, change the quantity to zero and click RECALCULATE.

Hosted by
Mal's e-commerce

http://www.mals-e.com/hosted_by.htm

Buy Now Cont'd

One click on **Go To Payments** brings us to the following payment screen. Here, we fill in the fields as appropriate and click on **Continue** to continue.

http://ww9.aitSAFE.com - Cart - Mozilla Firefox

Product	Quantity	Price	Amount
24:GIS Technology Training Session	1	0.00	0.00

All prices are in US Dollars **TOTAL** 0.00

Required fields are in **BOLD**

Billing details

Full name Demo

Company Demonstration

Address 123 Demo Way

City DemoVille

State or Province DEMO

Postal or ZIP code 80202

Country DEMO

Telephone 303-555-DEMO

Fax 303-555-DEMO

E-mail demo@demo.com

Remember my name and address for my future purchases.

CONTINUE

Done

Buy Now Cont'd

The payment utility then brings us to following Billing Details screen. The billing details are available for review. Click on Continue to continue.

http://ww9.aitSAFE.com - Cart - Mozilla Firefox

fatica consulting

www.fatica.net

Product	Quantity	Price	Amount
24:GIS Techology Training Session	1	0.00	0.00

All prices are in US Dollars **TOTAL** 0.00

Billing details

Demo
Demonstration
123 Demo Way
DemoVille
DEMO
80202
DEMO
Tel : 303-555-DEMO
Fax : 303-555-DEMO
demo@demo.com

Payment options

Credit card or direct cash payment via **Paypal**

CONTINUE

Done

Buy Now Cont'd

After reviewing the billing details, our next stop in the payment process is the **Check Out** screen, which displays all of the the payment details.

The **Seller** for demo purposes is mike@fatica.net.

For your event, your organization, or an organization you specify, will be the **Seller**. As **Seller**, your organization, or any organization you specify on your behalf, will receive the registration funds paid through this payment utility.

https://www.paypal.com - PayPal - Checkout - Mozilla Firefox

Payments by

Checkout

Secure Transaction

PayPal is the secure payment processor for your seller, **mike@fatica.net**. [Learn more](#) about PayPal.

Pay To: mike@fatica.net

Payment For: 315350: 1 24:GIS Techology Training Session @ 0.00

Amount:

Shipping & Handling: \$0.00 USD

Don't Have a PayPal Account?

Pay securely using your credit card, or bank account where available.

Secure Checkout

OR

Have a PayPal Account?

Login now to pay with your credit card, bank account, or PayPal balance.

Email Address:

PayPal Password:

[Forgot your password?](#)

[Forgot your email?](#)

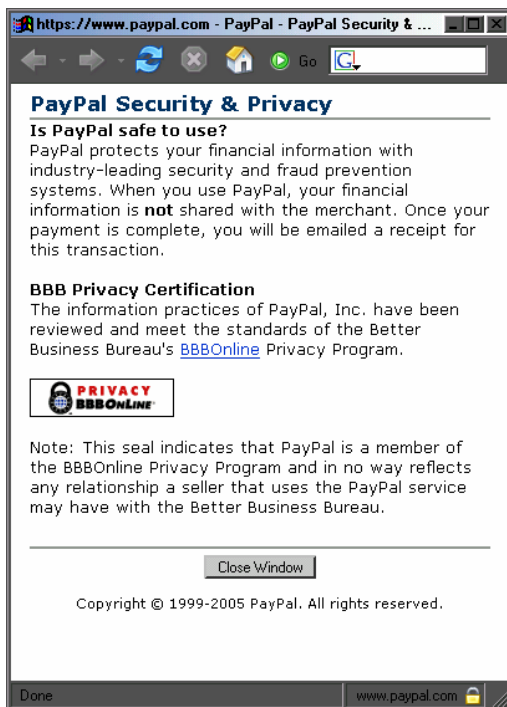
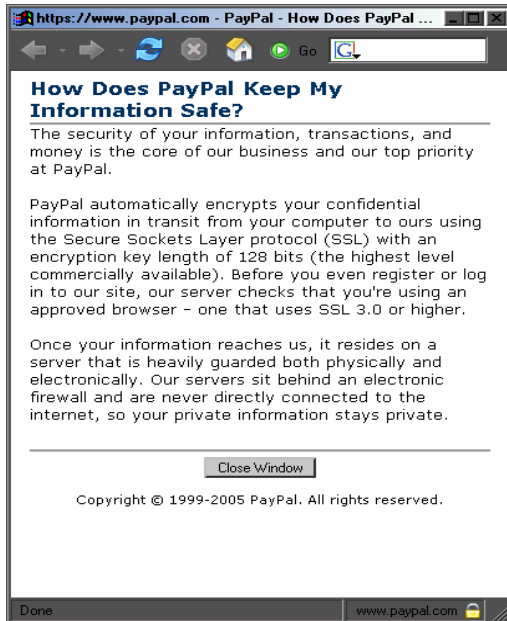
Log In

PayPal protects your privacy and security.
For more information, read our [User Agreement](#) and [Privacy Policy](#).

Done www.paypal.com

Secure Payment

At this point in the payment process attendees can access more detailed information about the security of their transactions by clicking on Secure Transaction, or Learn More. There they will be linked to the following short explanations of the security of their transactions. Extended detailed information is also available by clicking on the Privacy Policy link at the bottom of the page.



The Visitors Point of View: More Features Metacalender.com

We have now seen covered the **modular content window**, and covered the many features it contains.

With that aside, we will return now to the metacalendar.com homepage, and move onto additional features. On the left side of the page, we see the following features:

Search: Conduct searches of all content on metcalendar.com by parameter.

Login: Specify user name and password, for registered users to use system.

Register: Register to become a metcalendar user

We already know what it means to **Log in**, we know what it means to **Register**, so we will move on now to **Search**.

Calendar of Events - Mozilla Firefox
http://www.metacalendar.com/

events calendar

Welcome to the Calendar Home Page
Log in with username 'demo' and password 'demo' to evaluate the software.
Today's date is Jan 06, 2006 and there are 2 up and coming events in our database.
Upcoming events:

January, 2006							February, 2006							March, 2006						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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											

February, 2006
15 **Forum on Affordable Housing**
Speaker(s): [Jane Smith](#), CFO, DemoCorp Systems,
[Robert Johnson](#), Associate Director, DemoGroup, LLC
Facilitator(s): [Sally Sandstone](#), Executive Director, DemoOrg Systems
1:00 am-3:00 am
[Front Range Community Center](#)
123 Faux Way
Ste1200

Event Categories
Advocacy(0)
[Corp Structure/Board\(1\)](#)
Finance(0)
[Fundraising\(2\)](#)
Human Resources(0)
Information
Technology(0)
Leadership
Development(0)
Legal(0)
Marketing(0)
Planning(0)
Program/Mission(0)
Other(0)
Social
Entrepreneurship(0)
Crime(0)
Employment(0)
Arts and Culture(0)
Civic / Public(0)
Education(0)
Environment(0)
[Health Care\(1\)](#)
Community/Economic Development(0)
[Housing\(2\)](#)
Youth Development(0)
Religion/Faith-based(0)

Search:

Now, as a visitor, I likely have specific interests and want to be sure I know about upcoming events that suit my interests. So, let us assume that I am a visitor looking for events pertaining to consulting, over the next 18 months or so.

To search by those terms, I specify the time-period I am interested in using standard drop down menus under **from** and **to**. Then, I peruse the **categories** for those that match I am looking for. I can select more than one by holding down my ctrl key and clicking with the mouse. In this case, I'll be selecting **consulting** as the event category I am searching for.

Now, let us say there is a management association that I belong to, and I only want to see their events, or say there are three associations I belong to, and I only want to see consulting events they posted. I can use **posted by** to select only their events. This function will filter out events posted by every one but those I select. Just as before, (and elsewhere) I can use ctrl+mouse to select more than one from the list.

In this example, we'll assume I am interested on all events in the consulting category.

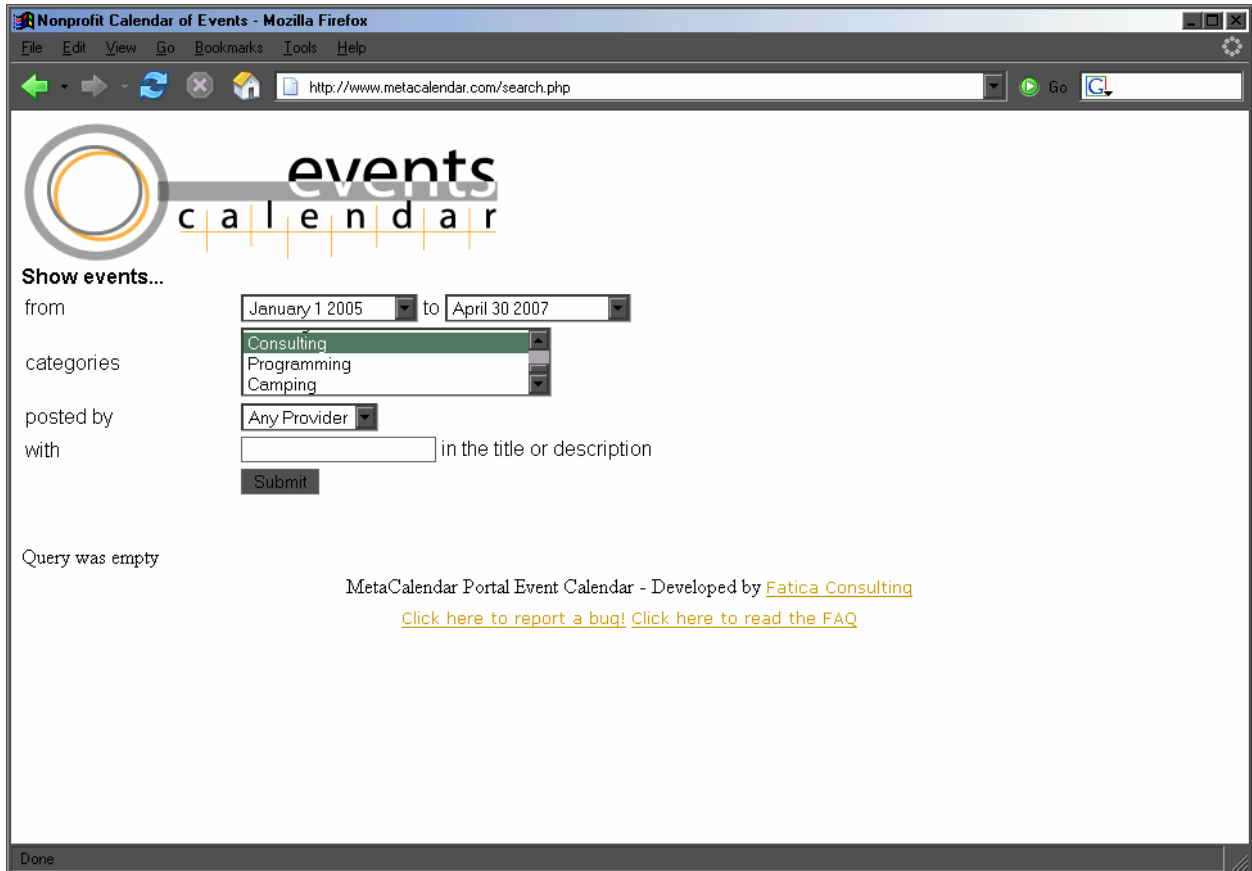
If I knew the title, or a portion of it, I could use that information to narrow my results. In this case, I do not.

After choosing search parameters, click **submit**.

Users need not specify every parameter. Choose as many or as few search parameters as you like. With fewer parameters, your search will return more results, but the results will be broader...possibly too broad. With more parameters specified, the results are fewer but more specific...possibly too specific, filtering out events you are interested in. Experiment!

Search: Cont'd

The search screen is below.



The screenshot shows a Mozilla Firefox browser window with the address bar displaying `http://www.metacalendar.com/search.php`. The page title is "Nonprofit Calendar of Events - Mozilla Firefox". The main content area features a logo for "events calendar" and a search form titled "Show events...".

The search form includes the following fields and options:

- from:** A date range selector set to "January 1 2005" to "April 30 2007".
- categories:** A dropdown menu with "Consulting" selected, and "Programming" and "Camping" visible as options.
- posted by:** A dropdown menu set to "Any Provider".
- with:** A text input field for searching in the title or description, followed by a "Submit" button.

Below the search form, the text "Query was empty" is displayed. At the bottom of the page, there is a footer that reads: "MetaCalendar Portal Event Calendar - Developed by [Fatica Consulting](#)
[Click here to report a bug!](#) [Click here to read the FAQ](#)".

Search: Results

The results are in! The search returned events that met our parameters. For the example here, only one event met the parameters specified. Search results are displayed in chronological order, stretching out into the future. From the results shown, I, as a visitor, can go in for more detail, by clicking on any of the highlighted terms.

Note: Notice that the search function puts wraps events into the same tidy package we recognize as the modular content window. As we have seen, depending on your needs, this same tidy package of content is automatically and simultaneously published on your own web page, on metacalendar.com, and in sites and portals for specialized audiences. Of course, this content can be accessed directly from any Web site.

Nonprofit Calendar of Events - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.metacalendar.com/search.php

events
calendar

Show events...

from January 1 2005 to January 31 2007

categories Any Category
Advocacy
Corp Structure/Board

posted by Any Provider

with in the title or description

Submit

January, 2006

20 Management Consultants Luncheon
Speaker(s): [Sue Slate](#), CEO, Rocky Mountain Materials Corp
12:00 pm-1:00 am
[Jones and Smith, LLP](#)
678 Solution Way
Suite 900
[www.j&s.net](#)
Denver, CO [[map it!](#)]

Fee:\$75
Contact: [John Stone](#), [Lithic Construction Corp](#) Phone: 303-555-9988
[\[details...\]](#) [\[download\]](#) [\[email\]](#) [\[register\]](#) [\[buy now!\]](#)

[Calendar Privacy Policy](#)

MetaCalendar Portal Event Calendar - Developed by [Fatica Consulting](#)

Done

The Visitors Point of View Cont'd: Event Categories

We have discussed the center and the left side of the metacalendar.com homepage. Remaining is the **Event Categories** function over on the right side.

Looking at the listings there, we see some are highlighted and some are not. Event categories are highlighted when there is at least one event posted in that category. This is a speedy, intuitive, and effortless way for visitors to instantly recognize events they are interested in. Once click on any event category of interest takes us to a list of all events in that category.

Looking down the list there, let's take a look at fundraising events as an example.

Calendar of Events - Mozilla Firefox
File Edit View Go Bookmarks Tools Help
http://www.metacalendar.com/

events calendar

This software can display these events on other Web sites automatically! [Here is an example.](#)

Event Categories

- Advocacy(0)
- Corp Structure/Board(1)**
- Finance(0)
- Fundraising(2)**
- Human Resources(0)
- Information
- Technology(0)
- Leadership
- Development(0)
- Legal(0)
- Marketing(0)
- Planning(0)
- Program/Mission(0)
- Other(0)
- Social
- Entrepreneurship(0)
- Crime(0)
- Employment(0)
- Arts and Culture(0)
- Civic / Public(0)
- Education(0)
- Environment(0)
- Health Care(1)**
- Community/Economic Development(0)
- Housing(2)**
- Youth Development(0)
- Religion/Faith-based(0)

Welcome to the Calendar Home Page
Log in with username 'demo' and password 'demo' to evaluate the software.
Today's date is Jan 06, 2006 and there are 2 up and coming events in our database.
Upcoming events:

January, 2006							February, 2006							March, 2006						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	8	9	10	11	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18
15	16	17	18	19	20 Weekl... @ 03:00:00	20 Manag... @ 12:00:00	21	19	20	21	22	23	24	19	20	21	22	23	24	25
22	23	24	25	26	27	28	19	20	21	22	23	24	25	26	27	28	29	30	31	
29	30	31					26	27	28											

February, 2006

15 **Forum on Affordable Housing**
Speaker(s): [Jane Smith](#), CFO, DemoCorp Systems,
[Robert Johnson](#), Associate Director, DemoGroup, LLC
Facilitator(s): [Sally Sandstone](#), Executive Director, DemoOrg Systems
1:00 am-3:00 am
[Front Range Community Center](#)
123 Faux Way
Ste1200

Event Categories Cont'd

One click on fundraising leads searches and sorts all events, leading us to straight to a listing of events in that category, shown below. Here again, events are listed in chronological order, stretching into the future as we scroll down the page.

Nonprofit Calendar of Events - Mozilla Firefox
http://www.metacalendar.com/search.php

Calendar of Events Nonprofit Calendar of Events

calendar

Show events...

from to

categories

posted by

with in the title or description

January, 2006

20 **Management Consultants Luncheon**
Speaker(s): [Sue Slate](#), CEO, Rocky Mountain Materials Corp
12:00 pm-1:00 am
[Jones and Smith, LLP](#)
678 Solution Way
Suite 900
www.j&s.net
Denver, CO [\[map it!\]](#)

Fee:\$75
Contact: [John Stone, Lithic Construction Corp](#) Phone: 303-555-9988
[\[details...\]](#) [\[download\]](#) [\[email\]](#) [\[register\]](#) [\[buy now!\]](#)

20-20 **Weekly Window on Windfalls**
Facilitator(s): [Sara Rogers](#), Executive Director, Rogers Home Health Foundation
Every Friday
3:00 am-4:00 am
[Rogers Home Health Foundation](#)

Done

Frequently Asked Questions

Can I have the events I enter here appear on my own Web site?

Yes. This calendar uses RSS Technology to stream events directly to your Web site.

Who wrote/owns the event calendar?

[Fatica Consulting](#)

Why is the event start and/or end time incorrect when I import into Outlook?

Microsoft has acknowledged an error in certain versions of Outlook when working with the iCalendar and vCalendar standards used by this software. To address this problem, Microsoft recommends application of the latest service pack. For details about this error, and instructions on repair, visit the MS Knowledge Base article 258754 at

<http://support.microsoft.com/default.aspx?scid=kb;en-us;258754>

Can I download an event to my Palm Pilot (or other handheld PDA)

Yes! Download the event from the calendar listing, and save to your desktop calendaring software. If Palm Desktop software is installed, you can then synchronize with your PDA.

How do I delete an event?

When logged in, check the checkbox in the event's upper right-hand corner. You may check more than one event if necessary. Then, click the "Delete Selected" button.

I would like my event formatted differently than it was displayed, what do I do?

The current formatting rules were designed to cater to as many event types as possible. Contact [Fatica Consulting](#) to request new formats.

Most of my data is the same; do I have to re-type it each time?

No! when you enter information about persons or places, check the box at the bottom of the form to save the information to your favorites list. Then, next time you need the info, select the item from your favorites list and click load.

I use Netscape 4.x, and cannot access the "download" option.

Due to a bug in how Netscape 4.x handles HTTP headers, this functionality cannot be accommodated. To use this function, you must use an HTTP compliant browser and calendar software that utilizes the vCalendar or iCalendar standards.

What sort of languages & platforms are employed in this software?

The Calendar engine is a PHP application hosted on an Apache Web server with a PostgreSQL/MySQL back end. Supporting technologies include XML, RSS, RDA, HTML, Javascript, Sql, Java and Bash shell scripts.

Calendar Privacy Policy

Our Commitment To Privacy

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and at every point where personally identifiable information may be requested.

The Information We Collect:

This notice applies to all information collected or submitted on the Fatica.net website. On some pages, you can order products, make requests, and register to receive materials. The types of personal information collected at these pages are:

- Name
- Address
- Email address
- Phone number
- Credit/Debit Card Information

On some pages, you can submit information about other people. For example, if you post an event, you may need to submit a speaker's address. In this circumstance, the types of personal information collected are:

- Name
- Address
- Phone Number

The Way We Use Information:

We use non-identifying and aggregate information to better design our website and to share with advertisers. For example, we may tell an advertiser that X number of individuals visited a certain area on our website, or that Y number of men and Z number of women filled out our registration form, but we would not disclose anything that could be used to identify those individuals.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without

also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

Our Commitment To Data Security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

Our Commitment To Children's Privacy:

Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our website from those we actually know are under 13, and no part of our website is structured to attract anyone under 13.

How You Can Access Or Correct Your Information

You can access all your personally identifiable information that we collect online and maintain by contacting us. We use this procedure to better safeguard your information.

You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error.

To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

How To Contact Us

Should you have other questions or concerns about these privacy policies, please contact us through Fatica.net.

MetaCalendar Group Event Calendar - Developed by Fatica Consulting