# *Website and Online Calendar Overview*



1) Public Website:   http://habitatoakland.org

   a) Recently freshened
   b) Volunteer link – to http://volunteerup.com/
   c) Photo Gallery – to http://habitatoakland.net
   d) Email Newsletter – to http://constantcontact.com
   e) New Calendar – to http://habitatoakland.net



2) Working Website:  http://habitatoakland.net

   a) New Calendar – http://habitatoakland.net/calendar
   b) Key Document Archive – http://habitatoakland.net/docs   (/staff or /bod both go to /docs)
      i) Policies – Employee handbook, Communications, Income Guidelines, Sweat Equity
      ii) Reference documents – Strategic plans, staff and board contact lists, properties and grants
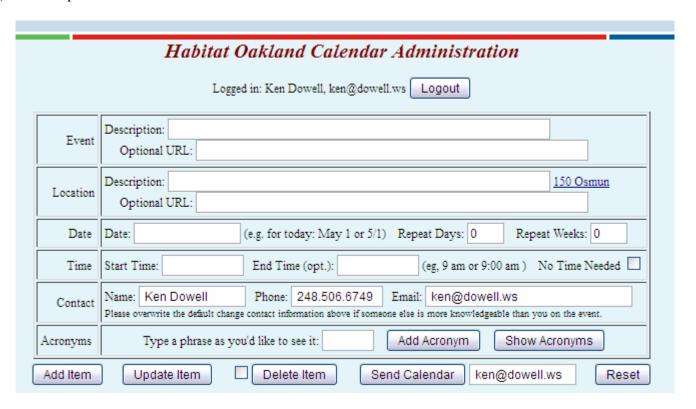      iii) Legal Foundations – Bylaws, Articles of Incorporation

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3) Calendar Administration

   a) Link to administer is at bottom of calendar or you can create shortcut/favorite using
   http://habitatoakland.net/calendar/calendar_admin.php

   b) Registered users based on email as published on staff and board contact lists

   c) Password protected – common with Key Document Archive – emailed to you

   **Habitat Oakland Calendar Administration**

   **Please Log In:**

   | | |
   |---|---|
   | Email | [                ] As on the contact list. |
   | Password | [                ] Password is case sensitive. |

   [ Login ]  [ Clear ]

   Don't know your password?
   Fill in your email address
   above and click here =>        [ Email My Password ]

   Return to habitatoakland.org.

   View Habitat Calendar.

   d) Add / Update / Delete calendar entries

   **Habitat Oakland Calendar Administration**

   Logged in: Ken Dowell, ken@dowell.ws [ Logout ]

   | | |
   |---|---|
   | Event | Description: [                ]  Optional URL: [                ] |
   | Location | Description: [                ] 150 Osmun  Optional URL: [                ] |
   | Date | Date: [                ] (e.g. for today: May 1 or 5/1)  Repeat Days: 0  Repeat Weeks: 0 |
   | Time | Start Time: [                ] End Time (opt.): [                ] (eg, 9 am or 9:00 am )  No Time Needed ☐ |
   | Contact | Name: Ken Dowell  Phone: 248.506.6749  Email: ken@dowell.ws  Please overwrite the default change contact information above if someone else is more knowledgeable than you on the event. |
   | Acronyms | Type a phrase as you'd like to see it: [        ]  [ Add Acronym ]  [ Show Acronyms ] |

   [ Add Item ]  [ Update Item ]  ☐ [ Delete Item ]  [ Send Calendar ] ken@dowell.ws  [ Reset ]

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e) Helpful hints

   i) Dates
      (1) many formats possible
         (a) Feb 15 or February 15 or 2/15 (current year implied if not specified)
         (b) Feb 15, 2012 or 2/15/12 or 2/15/2012
      (2) Entries can be repeated for multiple days in a row
         (a) Example - First date on a Monday and Repeat Days = 6 gives you the same event for Monday through Saturday
         (b) Default of 0 gives you just the one day specified
      (3) Entries can be repeated for consecutive weeks
         (a) Useful for something like FPU, every Thursday for 13 weeks in a row.
         (b) Default of 0 gives you just the one day specified

   ii) Times
      (1) Multiple formats possible
         (a) 9
         (b) 9 am or 9 a
         (c) 9:15
         (d) 9:15 am or 9:15 a
         (e) No am or pm implies am; in other words us p or pm if the time is afternoon

   iii) Acronyms
      (1) The system capitalizes each word in event and location.
      (2) Acronyms can define HFHOC instead of Hfhoc, etc

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