

Website and Online Calendar Overview

The screenshot shows the Habitat for Humanity of Oakland County website. At the top left is the logo with the text "Habitat for Humanity of Oakland County". To the right of the logo is a link that says "click for LARGER TEXT". In the top right corner, there are three buttons: "VOLUNTEER NOW!", "DONATE NOW!", and "OWN A HOME!", with a "Contact Us" link below them. Below the logo is a vertical navigation menu with links: Volunteer, For Faith Groups, For Businesses, Youth Programs, Donate, Sponsors, ReStore, Event & Meeting Calendar, Apply for a Home, Photo Gallery, Links, and About Us. The main content area features a banner with photos of volunteers and a text box stating: "Habitat for Humanity International brings families and communities in need together with volunteers and resources to build decent, affordable houses." Below this is a "Habitat News" section with a sub-heading "Recent News Coverage" and a link to "Southfield Community Leaders Breakfast". Further down is a section for the "2nd Annual Plant Sale and Exchange" with images of flowers and a sign that says "The Annual Exchange Growing Friendships". On the right side, there is a "Our Mission:" section with text about building communities and a "The New Habitat Calendar!" link with a calendar icon. At the bottom left of the page, there is a search bar and a sign-up form for the email newsletter.

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

- a) Recently refreshed
- 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>

The image shows the Habitat for Humanity of Oakland County logo on the left. To the right of the logo is the text "Habitat Oakland Calendar Administration" in a smaller font.

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.

Don't know your password?
Fill in your email address
above and click here =>

Return to habitatoakland.org.

View [Habitat Calendar](#).

- d) Add / Update / Delete calendar entries

Habitat Oakland Calendar Administration

Logged in: Ken Dowell, ken@dowell.ws

Event	Description: <input type="text"/> Optional URL: <input type="text"/>
Location	Description: <input type="text"/> 150 Osmun Optional URL: <input type="text"/>
Date	Date: <input type="text"/> (e.g. for today: May 1 or 5/1) Repeat Days: <input type="text"/> Repeat Weeks: <input type="text"/>
Time	Start Time: <input type="text"/> End Time (opt.): <input type="text"/> (eg, 9 am or 9:00 am) No Time Needed <input type="checkbox"/>
Contact	Name: <input type="text"/> Ken Dowell Phone: <input type="text"/> 248.506.6749 Email: <input type="text"/> 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: <input type="text"/> <input type="button" value="Add Acronym"/> <input type="button" value="Show Acronyms"/>

ken@dowell.ws

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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