

May 2012 Calendar Upgrade

Example of a Full Calendar

The screenshot shows a full calendar for May 2012. The calendar grid starts on Sunday, April 29, and ends on Saturday, May 9. The date May 16 is highlighted in yellow. The interface includes a navigation bar with 'michigan.gov e-michigan' and 'michigan.gov Michigan's Official Web Site'. A sidebar on the left contains links like 'Vignette CMA Users', 'Migration Information', and 'Reference Center'. The main content area has a search bar and utility links like 'Printer Friendly' and 'Text Version'.

Example of a Mini Calendar

The screenshot shows a mini calendar for May 2012. The calendar grid shows dates from 1st to 31st of May. The date May 16 is highlighted in blue. The interface includes a navigation bar with 'michigan.gov e-michigan' and 'michigan.gov Michigan's Official Web Site'. A sidebar on the left contains links like 'Vignette CMA Users', 'Migration Information', and 'Reference Center'. The main content area has a search bar and utility links like 'Printer Friendly' and 'Text Version'.

What Content Authors need to know

The Calendar Upgrade is has two minor changes for Content Authors.

- 1) The **Event Start Date** and the **Event End Date** now have an hour field.
- 2) An **Event Location** field has been added

Old Look:

Event Start Date:	<input type="text"/>		
Event End Date:	<input type="text"/>		

New Look:

Event Start Date:	<input type="text" value="06/15/2012"/>		<input type="text" value="10:00AM"/>	
Event End Date:	<input type="text" value="06/15/2012"/>		<input type="text" value="01:00PM"/>	
Event Location:	<input type="text" value="111 s capitol ave, lansing, mi 48933"/>			
Location Map:	<input checked="" type="checkbox"/>			

The **Event Start Date** and **Event End Dates** are not required fields. But, if you use one, you have to use the other.

The **Event Location** field is independent and not required. As a bonus, if you type in a valid street address, it will create a hyperlink to Bing maps.

The **Location Map** check box, when checked, will cause the Bing map to display in your content.

CMA Users

Migration Information

Intranet Information

Reference Center

Full Calendar

John Full Calendar

John Mini Calendar

John New Calendar

John New Mini Calendar

Mini Calendar

Standards

Lansing, MI Weather

Light Rain
71.0 F (21.7 C)

Get the 7 day forecast

Your ZIP:

Printer Friendly | Text Version | A- A+ Text Size | Share

Test #5

Date: Friday, Jun 15, 2012
Time: 10:00 AM - 01:00 PM
Location: [111 s capitol ave, lansing, mi 48933](#)

bing

Terms of use

Body text

The default hour settings are midnight. Both of the hour fields are set to 12:00AM. This will make the event an “All Day Event” and show at the top of the calendar day in the “all-day” section.

The screenshot shows the Michigan DNR website's calendar interface. At the top, there are logos for Michigan DNR and Michigan's Official Web Site. A navigation bar includes links for Michigan.gov Home, DNRE Home, DNR, Links, Site Map, Contact DNR, and FAQ, along with a search box. A secondary navigation bar offers options for Printer Friendly, Text Version, Text Size, and Share. The main content area features a calendar for Wednesday, May 30, 2012. An event titled "Event 01 Title" is displayed in the "all-day" section. A vertical sidebar on the left lists various DNR categories, with "Calendar of Events" selected. A small advertisement for Campground and Harbor Reservations is visible at the bottom of the sidebar.

Note: The following image shows how the content page will display. It will display just like any other piece of content with the addition of the Time field, Location field, or Location Map. If the Location field is blank, it will not display.

The screenshot displays the content page for "Event 01 Title" on the Michigan DNR website. The layout is consistent with the previous image, showing the same navigation and sidebar elements. The main content area contains the following information:

- Event 01 Title**
- Start Date:** Wednesday, May 30, 2012
- Time:** 12:00 AM - 12:00 AM
- Location:** Romney Building, 9th Floor

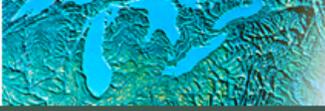
 Below this information is a paragraph of text: "Alice thought she might as well wait, as she had nothing else to do, and perhaps after all it might tell her something worth hearing. For some minutes it puffed away without speaking, but at last it unfolded its arms, took the hookah out of its mouth again, and said, 'So you think you're changed, do you?' 'I'm afraid I am, sir,' said Alice; 'I can't remember things as I used?and I don't keep the same size for ten minutes together!' 'Can't remember WHAT things?' said the Caterpillar. 'Well, I've tried to say 'HOW DOTH THE LITTLE BUSY BEE,' but it all came different! Alice replied in a very melancholy voice. 'Repeat, 'YOU ARE OLD, FATHER WILLIAM,' said the Caterpillar. Alice folded her hands, and began: 'That is not said right,' said the Caterpillar. 'Not QUITE right, I'm afraid,' said Alice, timidly; 'some of the words have got altered.'"

In the next example, a second event has been added to May 30th. In this example, a start hour and end hour have been chosen. The Event Location has been left blank.

Event Start Date:	<input type="text" value="05/30/2012"/>	<input type="button" value="📅"/>	<input type="text" value="08:30AM"/>	<input type="button" value="⌵"/>	<input type="button" value="?"/>
Event End Date:	<input type="text" value="05/30/2012"/>	<input type="button" value="📅"/>	<input type="text" value="04:30PM"/>	<input type="button" value="⌵"/>	<input type="button" value="?"/>
Event Location:	<input type="text"/>				



Department of
**NATURAL RESOURCES
and ENVIRONMENT**



MICHIGAN.GOV
Michigan's
Official
Web Site

Michigan.gov Home
DNRE Home
DNR
Links
Site Map
Contact DNR
FAQ

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- [Michigan Historical Center](#)

2011 ◀◀
APRIL ◀
MAY 2012
▶▶ JUNE
▶▶▶ 2013
MONTH
YEAR

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	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	Event 01 Title Event 02 Title	31	1	2
3	4	5	6	7	8	9

Event 01 Title
Start Date: 5/30/12
Time: All Day Event
Description: Event 01 Description: Alice thought she might as well wait, as she had nothing else to do, and perhaps after all it might tell her something worth hearing. For some minutes it puffed away without speaking, but at last it unfolded its arms, took the hookah out of its mouth again, and said, "So you think you're changed, do you?"

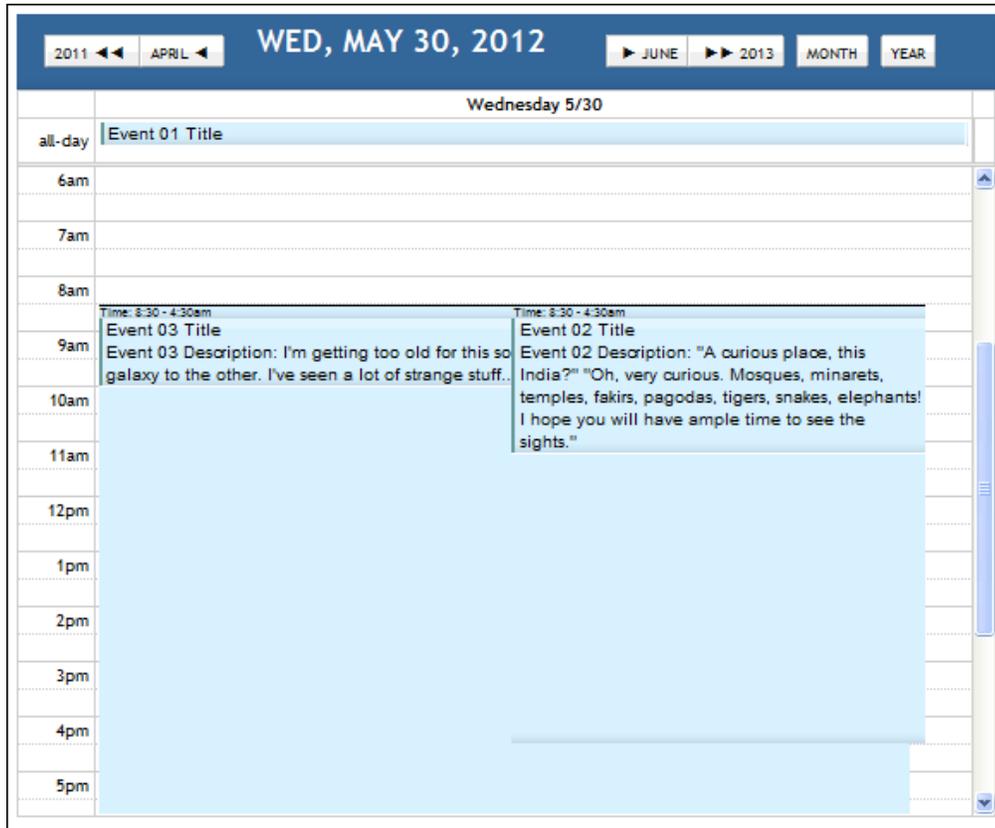
Event 02 Title
Start Date: 5/30/12
Time: 8:30am - 4:30pm
Description: Event 02 Description: "A curious place, this India?" "Oh, very curious. Mosques, minarets, temples, fakirs, pagodas, tigers, snakes, elephants! I hope you will have ample time to see the sights."

Note: The Site Administrator has selected an option that lists all the month's events below the calendar.

This screen shot has two events, an all-day event and an event with start and end times.

A Multi-day event has been added to the calendar. May 30th to May 31st. Note how the third event is now on top of the original two. This is because it is multi-day.

In full day view, the multi-day event will start at the Start Time and end at the End Time on the last day of the event.)



When displayed, a multi-day event does not display the start time and end time.

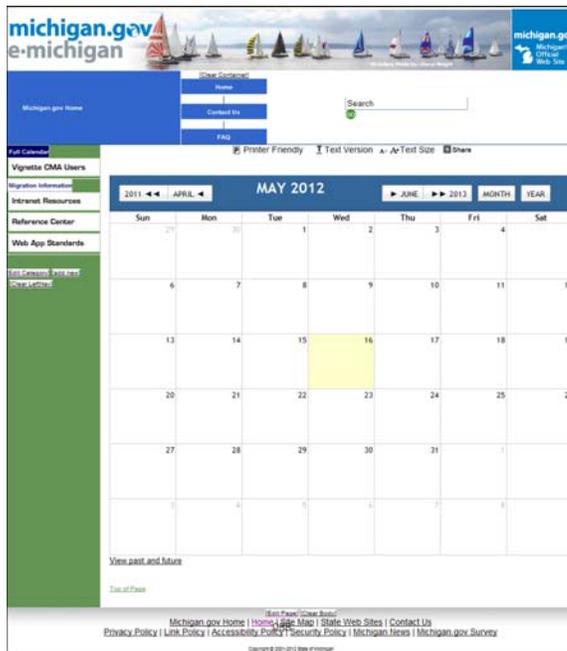


Final Notes for Content Authors:

What Site Administrators need to know

The Calendar Upgrade has a few new options for Site Admins (SAs) to allow a clean, modern feel to the Calendar of Events. A new calendar template, new fields on the Content Entry screen, and options to display a full calendar or mini-calendar.

Full Calendar



Mini Calendar



Creating a Full Calendar

1) Create new Navigation Category. You may use any name for the category. No reserved words required.

Add New Category

Parent Category:

Category Name:

Category Type: Navigation (Affects Menus and Site Navigation)
 Content (Content Associated At This Level)
 Other (Other -- Assets, Media, Etc.)

Priority:

Display Text:

Short Display Text:

Description:

2) Click "ADD"

3) You will be in the Edit Category screen.

Edit Category

[Jump to associations](#) [Add New Content](#) [Add Child Category](#)

ID # 58063 [Preview](#) [Update](#)

Parent Category: (Edit) **E-MICHIGAN**

Category Status: LIVE

Category Name: FULL_CALENDAR

Category Type:

- Navigation (Affects Menus and Site Navigation)
- Content (Content Associated At This Level)
- Other (Other -- Assets, Media, Etc.)

4) Jump down to the Associated Page and Add Page template.

Associated Page

ID	Name	Description	Priority
Add Page			

5) In the Page Chooser, scroll down to the bottom and pick "Full Calendar."

Click on "ADD"

Full Calendar Basic with Mini Calendar Basic / DW Mini Calendar with Details

6) The CMA will take you to the Component Modifier screen. Pick "Full Calendar"

Component Modifier

E-MICHIGAN-FULL_CALENDAR [Browse](#) [Edit](#)

Component Description:

--- Please Select a Component --- ? [Go](#)

--- Please Select a Component ---

Full Calendar

Click "Go"

7) The "Component Modifier" screen will reload with the component options.

Component Modifier

E-MICHIGAN-FULL_CALENDAR [Browse](#) [Edit](#)

[Update](#)

Component Description: Full Calendar ? [Go](#)

Category: <--- Select Category ---> ?

Category Parent Parent-Descending ?

Category Name: ?

Special Flags: What's New Featured Services Spotlight ?

8) The last step is to select the Category and click "Update."

Category: <--- Select Category --->

Finished. Go to Production Preview and look at the new calendar by clicking on your new Left Nav category.



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- [Full Calendar](#)
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- [Edit Category](#) [Add new](#)
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2011 << APRIL <MAY 2012>> JUNE >> 2013 MONTH YEAR

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	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	1	2
3	4	5	6	7	8	9

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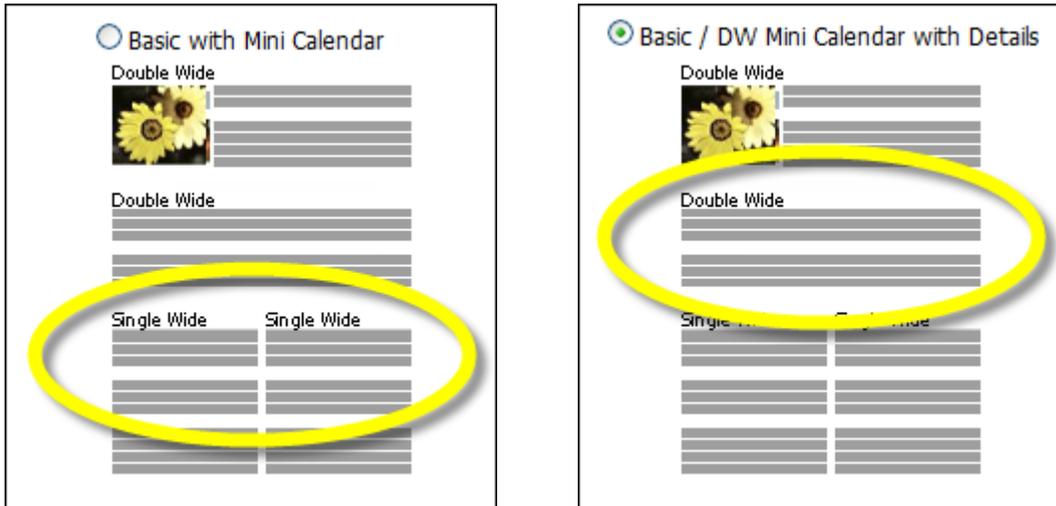
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Creating a Mini-Calendar

There are currently two page templates that include the Mini-Calendar. The Basic with Mini Calendar layout that places the mini-calendar in the bottom left single layout and the “Basic / DW Mini Calendar with Details” that places the mini-calendar in the second doublewide component.



Just a little more planning needs to go into using these templates. Up to four content categories can be used. One of those categories will be the events/calendar category. The others can be whatever is needed or not defined at all.

- 1) Create the Category structure to be used in the Basic page template. (Example)
 - a. Navigation Category (Vignette CMA Users)
 - b. Top Double Wide Category (Latest Updates and Tips)
 - c. Middle Double Wide Category (Training Opportunities)
 - d. Mini Calendar Category (Contacts)
 - e. Bottom Right Single Wide Category (e-Postings)

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a. Training

b. Latest Updates and Tips

- "Click here for..." on Theme page - Update [\[edit\]](#)
- removing the "click here for..." [\[edit\]](#)
- FORMS: Add the "Spam Block" Code to Your Forms [\[edit\]](#)
- Interactive Mapping APIs, Presented by John Clark, September 2008 [\[edit\]](#)

[\[add new\]](#)

c. Training Opportunities

- Migration Workshop Seminar - Hands-on - for Content Entry Staff [\[edit\]](#)
- Tools & Tips for the Migration of CMA/CMS (Site Admins) [\[edit\]](#)
- Advanced Assets [\[edit\]](#)
- Content Entry Hands-On Workshop [\[edit\]](#)
- Site Administrator's Hands-On Workshop [\[edit\]](#)
- Train the Trainer: CMA (Internet) Content Entry [\[edit\]](#)

[\[add new\]](#)

d. Contacts

- All Sites and Site Admins Updated 2/14/2011 [\[edit\]](#)
- All Sites with Admin Contacts [\[edit\]](#)

e. e-postings

- CMA Users - Archive [\[edit\]](#)
- IN PROGRESS - Sites [\[edit\]](#)

[\[Edit Category\]](#) [\[add new\]](#)

[\[Clear LeftNav\]](#)

- 2) Add Page from the Associated Page area on the Navigation Category that was just created and add the new Basic with Mini Calendar page template to the Navigation Category. (or delete an existing page template and re-apply the Basic w/Mini)
- 3) After clicking “Add” on the Page Chooser, you will be taken to the Component Modifier screen. Just like any other template, select a component to be taken to the options and to define the Content Category to be used in each component.

Component Modifier

E-MICHIGAN-MINI_CALENDAR [Browse](#) [Edit](#)

Component Description: --- Please Select a Component --- ? Go

--- Please Select a Component ---
 BASIC: Top Dbl Art
 BASIC: Middle Dbl Art
 Mini Calendar
 BASIC: Bottom Rt Single Art

- 4) Define the Content Categories for the three components you are used to using. (Top, Middle, Bottom Right)
- 5) Go to the Mini Calendar Component and define the Category

Component Modifier

E-MICHIGAN-MINI_CALENDAR [Browse](#) [Edit](#)

Component Description: ?

Category: [Edit](#) ?

Category Parent Parent-Descending ?

Category Name: ?

Special Flags: What's New Featured Services Spotlight ?

Order By: Release Priority Alphabetic ?

Calendar Type: ?

Event List: ?

Days Events: ?

Title Image: [Change Title Asset](#) ?

Title Image Location: Top Left Right

Title Text/Image: ?

RSS/xml or Podcast: **RSS** **PODCAST** ?

Position: ?

- 6) Some of the options are the same as any other Component:
 - a. Parent or Parent Descending
 - b. Category Name
 - c. Special Flags
 - d. Order By
 - e. Title Image
 - f. Title Text/Image
 - g. RSS
 - h. Position

- 7) The new options for Calendars are:
- Calendar Type (Full or Mini. Defaults to Mini in this case)
 - Event List (List of events to be displayed under the Full Calendar)
 - Days Events (List of events to be displayed beside the Mini Calendar in Double Wide or under the Mini Calendar in Single Wide)

Mini Calendar in Double Wide

Printer Friendly
Text Version
A- A+ Text Size
Share

Mini Calendar

Vignette CMA Users

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Full Calendar

Web App Standards

Edit Category [add new](#)

Clear LeftNav

Content for double wide [edit](#)

The Lady of the Lake, her arm clad in the purest shimmering samite, held aloft Excalibur from the bosom of the water, signifying by divine providence that I, Arthur, was to carry Excalibur. That is why I am your king.

[More](#)

[add new](#)

MAY 2012 >

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		

VIEW PAST AND FUTURE EVENTS

May 16, 2012

test02

Start Date: 05/16/2012

End Date: 05/16/2012

Description: The Lady of the Lake, her arm clad in the purest shimmering samite, held aloft Excalibur from the bosom of the water, signifying by divine providence that I, Arthur, was to carry Excalibur. That is why I am your king.

Content for single wide [edit](#)

The Lady of the Lake, her arm clad in the purest shimmering samite, held aloft Excalibur from the bosom of the water, signifying by divine providence that I, Arthur, was to carry Excalibur. That is why I am your king.

[More](#)

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Content for single wide [edit](#)

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Q&A Blog

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Mini Calendar in Single Wide

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Text Version
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Share

Mini Calendar

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Intranet Resources

Reference Center

Full Calendar

Web App Standards

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Clear LeftNav

Content for double wide [edit](#)

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Content for double wide [edit](#)

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MAY 2012 >

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		

VIEW PAST AND FUTURE EVENTS

Content for single wide [edit](#)

The Lady of the Lake, her arm clad in the purest shimmering samite, held aloft Excalibur from the bosom of the water, signifying by divine providence that I, Arthur, was to carry Excalibur. That is why I am your king.

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Q&A Blog

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Notes:

Basic Full Calendar Checklist

- 1) Create a new Category. (Navigation, Content, or Other) The name is not specific. You can use an existing Calendar of Events category.
 - a. Best practice dictates that the category be a Navigation Category
- 2) Apply the new Full Calendar page template to the category. This is required in all uses of the calendar. It allows the JavaScript to be loaded by the CDA.
- 3) Add content or associate content. (Yes, cat-to-cat associations will work in this case.)
- 4) Make it Live.

Basic Mini Calendar Checklist

- 1) Create Navigation Category and supporting Content Categories for use in a Basic page template.
- 2) Apply Basic with Mini Calendar page template to the Navigation Category
- 3) Define the Components in the Component Modifier Screen
- 4) Apply Full Calendar page template to the Content Category that is going to be the calendar of events.
- 5) Add content or associate content to all content categories. (Yes, cat-to-cat associations will work in this case.)
- 6) Make it Live.