



# Event Calendar - View the Event

## User Guide

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# 1. What is the Purpose of This Facility?

This facility enables the user to view the details of an event which has been entered in the O'Dea Clan event calendar.

Events are added to the Calendar by authorised users, such as the Secretary of the O'Dea Clan. If a user has information about an event that may be of interest, please contact the Secretary using the **Contact Us** facility, allowing time for the information to be processed - at least 1 week before the start date of the event.

## 1.1. Key Points

A summary of the key points covered in this document is shown in Table 1.

| Item  | Reference              |
|---|------------------------|
| 1. Terms used in this document.                                   | Section 2.1 on page 4. |
| 2. An outline of the functions available.                         | Section 3 on page 5.   |
| 3. How to access the Event Calendar - View the Event Page.        | Section 6.1 on page 6. |
| 4. How to view the details of an event in the calendar.           | Section 6.2 on page 6. |
| 5. Where to go for help and where to find additional information. | Section 7 on page 7.   |

**Table 1: Things You Need to Know**



## 2. Terms and Concepts

This section provides a definition of the terms and concepts used in this document.

### 2.1. Terms

| Term              | Definition  |
|-------------------|---|
| Anonymous User    | A Web site user who is just visiting, i.e. a Guest.   |
| O'Dea Clan Member | A user who has applied for membership of the O'Dea Clan and has paid the appropriate membership fee.  |
| FAQ               | FAQ is an acronym for "Frequently Asked Question(s)". The term refers to listed questions and answers, all supposed to be frequently asked in some context, and pertaining to a particular topic.   |
| Forum             | An Internet forum is a web application for holding discussions and posting user generated content. Internet forums are also commonly referred to as Web forums, message boards, discussion boards, (electronic) discussion groups, discussion forums, bulletin boards, fora (the Latin plural) or simply forums.  |
| Help Desk         | The Help Desk provides the users with a central point for help on various issues in using the Web site. The user notifies the help desk of his or her issue, and the system issues a Ticket that has details of the problem. This enables the Web site administrators to manage the issues through to resolution. |
| Home Page         | The homepage (often written as home page) or main page is the front page, webserver directory index, or main web page of a website of a group, company, organisation, or individual.  |
| Registered User   | A user who has registered with the O'Dea Clan Web site by providing basic information including a userid and a valid e-mail address. There is no fee required.  |

Table 2: Definition of Terms



### **3. What Functions are Available?**

This section provides an outline of the functions available on the Event Calendar - View the Event Page.

The Event Calendar - View the Event Page allows the user to view the details of an event which has been entered in the O'Dea Clan event calendar.

The user can choose to print the details of the event or to post a comment about the event.

### **4. Who Uses This Facility?**

This section explains what particular user groups can and cannot do on the Event Calendar - View the Event Page.

The Event Calendar - View the Event Page is used by Registered Users, O'Dea Clan Members or Anonymous Users who wish to view the details of an event which has been entered in the O'Dea Clan event calendar.

### **5. When is This Facility Needed?**

This section describes the situations where the user needs to make use of the Event Calendar - View the Event Page.

The Event Calendar - View the Event Page is needed when a user wishes to view the details of an event which has been entered in the O'Dea Clan event calendar.



## 6. How Do I Use This Facility?

This section describes the steps required to perform each function available on the Event Calendar - View the Event Page.

### 6.1. Accessing the Event Calendar - View the Event Page

To access the Event Calendar - View the Event Page, you first have to locate the event in the calendar using the **Event Calendar** facility and then select the particular event of interest. The system will display the Event Calendar - View the Event Page.

### 6.2. Event Calendar - View the Event Page

An example of an Event Calendar - View the Event Page is shown in Figure 1.

From this Page, the user has access to these options:

1. Print the details of the event using the **Print** button.
2. Submit comments about the event using the **Post Comment** button.
3. If the user is interested in attending the event, add the user to the list of “Who's Going ?” by pressing the **Add Me** button.
4. If the user is not interested in attending the event, add the user to the list of “Who's not Going ?” by pressing the **Add Me** button.

The screenshot shows the website interface for the Dysert O'Dea Clan Association. The header includes the association's name in English and Irish, along with its logo. The main content area features a large banner for the "Event Calendar - View the Event" page, followed by details for the "8th International O'Dea Clan Gathering". The event is scheduled for Friday 08th of July 2011 (09:00 PM) to Tuesday 12th of July 2011 (10:00 PM) at the Old Ground Hotel, Ennis. Contact information for James O'Dea is provided, including an email address and a website link. A sidebar on the left contains a login form, a search bar, and a main menu with links to Home Page, Membership, Application/Renewal Form, and Request for Memorial Plaque. A sidebar on the right shows "Who's Online" statistics: 1 user(s) are online (1 user(s) are browsing Event Calendar), 0 Registered Users, and 1 Guest. There are also "Help" and "Print" buttons.

Figure 1: Sample Event Calendar - View the Event Page



## 7. Where Do I Go for Help?

This section explains what to do if you find errors or omissions, if you have questions, if you have comments or suggestions, or if you have problems using the Web site.

### 7.1. *Errors and Omissions*

If there are any errors or omissions in this document, please use the **Help Desk** facility on this Web Site to report the problem. A *Ticket* will be opened in your name so that the administrators can manage the problem through to resolution.

### 7.2. *Questions*

If you have any questions about the information in this document, please use the **FAQ** facility on this Web Site. By searching the set of FAQs you may find the information you are looking for. If you cannot find the answer to your question, please submit your question using the **FAQ** facility so the administrators can respond.

### 7.3. *Comments and Suggestions*

If you have any comments about the functions provided by this Facility or if you have suggestions for improvement, please use the **Forums** facility on this Web Site. This will enable the administrators and other users to respond to your comments.

### 7.4. *System Problems*

If you encounter an error when using this Facility, please use the **Help Desk** facility on this Web Site to report the problem. A *Ticket* will be opened in your name so that the administrators can manage the problem through to resolution.



## 7.5. Related Documents

A list of related User Guides is shown in Table 3.

| To find out how to  | Refer to this User Guide   |
|---|--|
| Find information about: <ul style="list-style-type: none"> <li>• The O'Dea Clan's aims and pursuits.</li> <li>• News about recent activities (e.g. the latest publications of the O'Dea Clan Newsletter).</li> <li>• News about forthcoming events.</li> <li>• News about the latest Forum topics.</li> <li>• News about the latest FAQ items.</li> <li>• The latest advertisements.</li> </ul> | Home Page - User Guide.pdf                                       |
| Access O'Dea Clan Web site facilities through the User Menu and the Main Menu.  | Home Page - User Guide.pdf                                       |
| Access the site-wide search facility.   | Home Page - User Guide.pdf                                       |
| View a calendar which shows events that are considered to be of interest to users of the O'Dea Clan Web Site.   | Event Calendar - User Guide.pdf                                  |
| View the details of an event which has been entered in the O'Dea Clan event calendar.   | Event Calendar - View the Event - User Guide.pdf (this document) |
| Add an event to the O'Dea Clan event calendar.  | Event Calendar - Submit an Event - User Guide.pdf                |
| Edit an event in the O'Dea Clan event calendar.   | Event Calendar - Edit the Event - User Guide.pdf                 |

**Table 3: Related Documents**