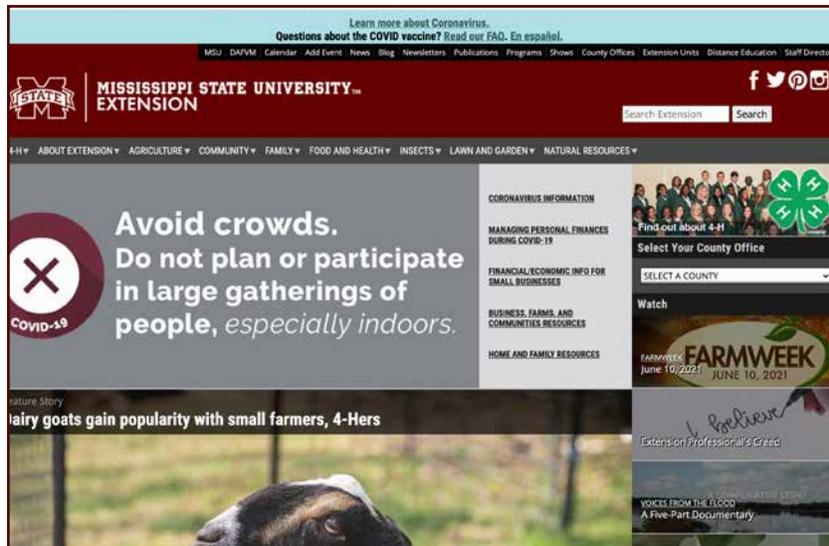


STATE
MISSISSIPPI STATE
UNIVERSITY™

EXTENSION



Extension Web Tutorials

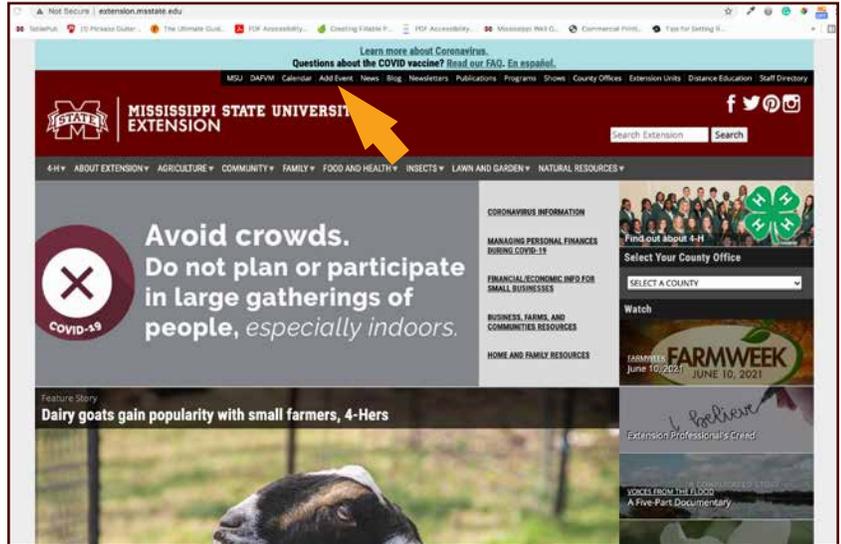
Submit an Event

For changes, additions, or updates to the Extension website
or to schedule web training,
email webteam@ext.msstate.edu or call Art Shirley at 662.325.0547.

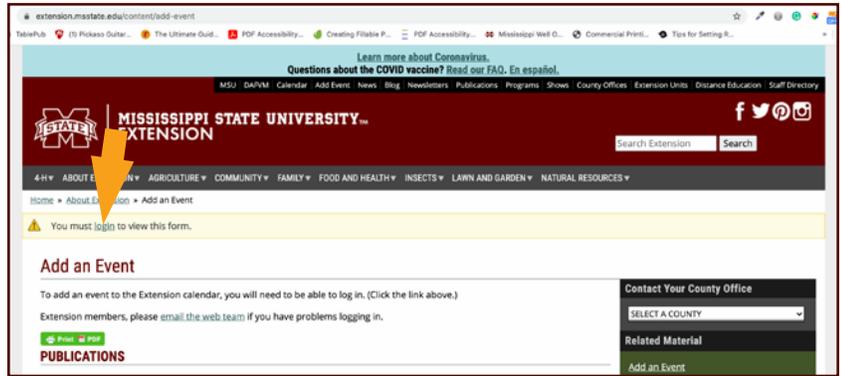
You'll need your NET ID and password to log in to fill out the form.

Submit an Event

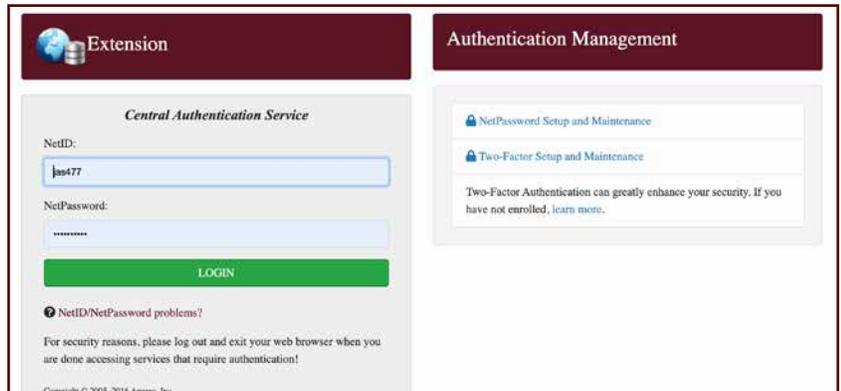
To submit an event for the Extension website calendar, first go to www.extension.msstate.edu. Once there, click the Add Event tab in the black navigation bar near the top of the page.



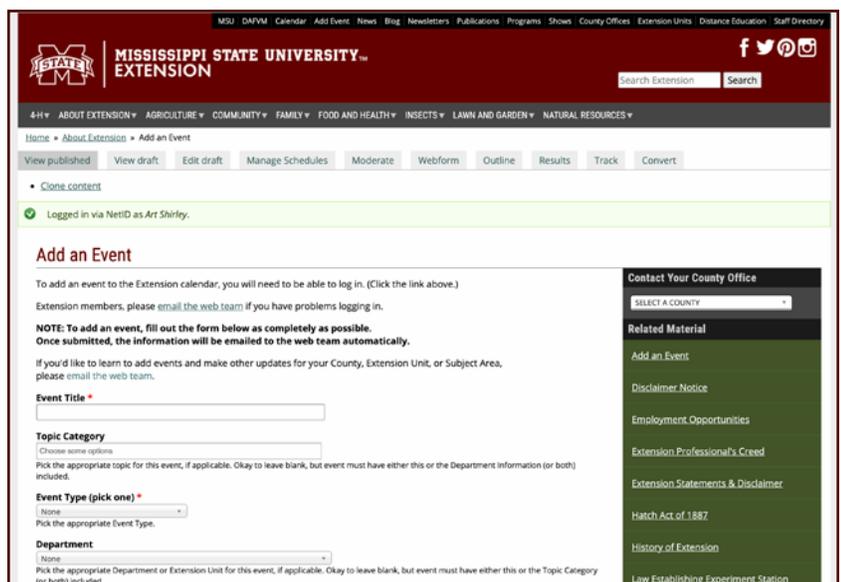
This will take you to the Add an Event page. In order to fill out the event form, you will need to log in. Click the "login" text link.



Clicking that link takes you to the Central Authentication Service (CAS) page. Log in as you always do with your NET ID and password. NOTE: You must be an Extension employee to access the website. You will also need a web account set up. If you can log in through CAS but still can't get into the website, email webteam@ext.msstate.edu and provide your NET ID. We don't need your password.



A successful login results in seeing the form on the Add an Event page. Fill this out as you would most online forms. On the next page, we'll look at some things that are good to know.



Some fields, such as the Event Title (A), allow any text to be typed into the blank.

Other fields have a list of specific items that need you will select and click. The Topic Category (B) is a drop-down list that corresponds to the subject area items shown in the main navigation of the website.

Clicking one or more of these will make your event show on those topic pages.

The Department drop down (C) works the same way, adding those events to the department page, but you can choose only one department per field. An option to add a second department appears after you've added the first one.

This screenshot shows the top portion of the event registration form. Field A is the 'Event Title' text input, containing 'Test Event'. Field B is the 'Topic Category' dropdown menu, which is open to show a list of options including '4-H', '4-H Forestry', '4-H Livestock Program', 'Youth Livestock' (highlighted), 'Youth Poultry', '4-H Safety Programs', '4-H SAFETY', 'ATV Safety', and 'Health and Wellness'. Field C is the 'Department' dropdown menu, currently set to 'None'. Other visible fields include 'Date of the Event' (Year, Month, Day), 'Time of the Event' (Hour, Minute, AM/PM), and 'All Day Event?' (Yes/No radio buttons).

Fields with a list of specific items to select include Topic Category, Event Type, Date of the Event, and Time of the Event.

NOTE: You must enter info into each drop-down for Date and Time (D). For example, if an event starts at 8 a.m., you must enter the minutes as :00 rather than leaving it blank.

Also, you can choose to have an event listed as an all day event or not (E). If you select No, you will see fields for both the End Date and End Time (F). You must enter the information for all of those drop-downs, even if the date is the same.

In the Description of Event (G), include as much information as possible.

NOTE: You must type the info here. An attached jpeg or flyer does not take the place of this step.

The Links, Locations, and Email Address fields (H) are set up so you can type whatever you need there.

This screenshot shows the middle portion of the event registration form. Field D is the 'Time of the Event' dropdown, set to 8:30 am. Field E is the 'All Day Event?' radio button, with 'No' selected. Field F is the 'End Date of the Event' dropdown, set to 2021 Jul 23. Field G is the 'Description of Event' text area, containing the text: 'Add a description of the event here. Include as much information as possible. Important: Don't depend on a placed flyer graphic to provide information. Type that information here as well.' Field H is the 'Links to Associated Websites' text input, containing 'www.msstate.edu'. Other visible fields include 'Date of the Event' (2021 Jul 23), 'End Time of the Event' (10:30 am), 'Location', 'Contacts', and 'Email Address'.

The Contacts field (I) is a drop-down list.

You can type part of the name to search, but you must click the name to add it.

If the contact for the event is not an Extension employee, include that information in the Description (G).

This screenshot shows the bottom portion of the event registration form. Field I is the 'Contacts' dropdown menu, which is open to show a list of names including 'Dr. Alba J. Collart Dinarte', 'Dr. Barry R. Stewart, PHD', 'Dr. John H. Cartwright', 'Dr. Rachael Carter', 'Dr. Steve Martin', 'Mr. Art Shirley, Jr.' (highlighted), 'Mr. Doug Carter', 'Mr. Ira J. Martin, III', 'Mr. Martin Jose Ignes', and 'Mr. Nicholas Irvin Stewart'. Other visible fields include 'Links to Associated Websites' (www.msstate.edu), 'Location' (Clay County Extension Office), and 'Email Address'.

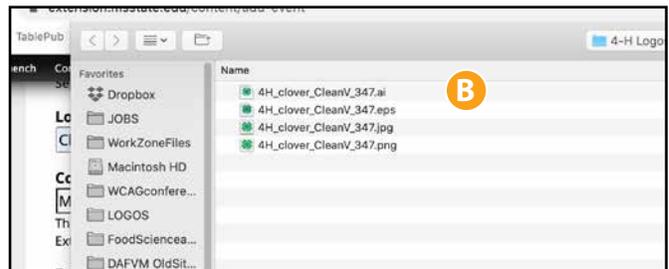
You can attach two files to your Event submission.

These can be images, PDFs or Word, Excel, or PowerPoint files.

To attach a file, click the Choose File button (A) under Attach File.

Navigate to the file you want to upload. Once you find it on your computer, double click the file name.

Click the Upload button (C) to load the file.



Click for Private Applicator Training Calendar Submission.
Click for ServSafe Certification Agent Submission.

Attach File
Choose File No file chosen Upload **C**
Attach an Image, PDF, Word document, Excel file if needed. If you have problems uploading the file, contact the web team.
Files must be less than **3 MB**.
Allowed file types: gif jpg jpeg png pdf doc docx ppt pptx xml.

Attach Second File
Choose File No file chosen Upload
Attach an Image, PDF, Word document, Excel file if needed. If you have problems uploading the file or need to attach more than 2 files, contact the web team.
Files must be less than **3 MB**.
Allowed file types: gif jpg jpeg png pdf doc docx ppt pptx xml.

**NOTE: If clicking the submit button does not seem to be working, review the form and make sure that all required fields are filled. These are the fields with a red *.
The Date and Time must have information for each of the dropdowns.**

Submit

Once you've entered all the information for the form, click the Submit button.

If you get an error message, make sure you have entered all the information, especially in the required fields, that the dates for your event are in the future.

Once it goes through, you'll see a screen thanking you for your submission.

An email with the event information will be sent to the address you entered in the Email Address field, and a copy will go to the web team. The web team will enter the event and send you the URL of the posted event.

If you need to make any changes to the event after it's posted, please email the webteam and include the URL with your list of changes.

Your Event Submission

 Mississippi State University Extension via Mississippi State University Extension <webteam@ext.ms...
To: Shirley, Art

Submitted on Friday, June 11, 2021 - 8:39am
Submitted by user: Art Shirley
Submitted values are:

Event Title: Test Event
Topic Category: Youth Livestock [1]
Event Type (pick one): Competition [2]
Department: MSU Extension- Clay County [3]
Second Department:
Date of the Event: July 23, 2021
Time of the Event: 8:30 am
All Day Event? No
End Date of the Event: July 23, 2021
End Time of the Event: 10:30 am
Description of Event:
Add a description of the event here.
Include as much information as possible.
Important: Don't depend on a placed flyer graphic to provide information.
Type that information here as well.
Links to Associated Websites: www.msstate.edu
Location: Clay County Extension Office
Contacts: Mr. Art Shirley, Jr. [4]
Email Address: art.shirley@msstate.edu
Attach File:
https://extension.msstate.edu/sites/default/files/webform/4H_clover_CleanV_347.jpg
Attach Second File:

Please contact the Web Team if you have any changes.

[1] <https://extension.msstate.edu/4-h/4-h-livestock-program/youth-livestock>
[2] <https://extension.msstate.edu/taxonomy/term/36823>
[3] <https://extension.msstate.edu/taxonomy/term/37476>
[4] <https://extension.msstate.edu/agricultural-communications/mr-art-shirley-jr>