

Entering Events on Illinois workNet® Websites

Quick Guide 4/2018 v7 Final

The Illinois workNet Calendars are setup so anyone with a workNet account can add events. When an event is submitted, the LWIA Coordinator is notified to approve the entry via email. Once approved, entries show immediately on the Illinois workNet calendar, specialized program website calendars (i.e. SYEP, ATIM, etc.), jobPrep app, and additional websites that have added the calendar. See the Illinois workNet calendar here: www.illinoisworknet.com/calendar.

How to Add Events

- 1. Go to the <u>Illinois workNet Event</u> <u>Calendar</u>
- 2. Log in to your Illinois workNet account.
- 3. Select the blue "Add Event" button.
- You'll be prompted to accept the terms & condition. Once accepted, an event information form will automatically be generated for you to fill out the details of your event.
- 5. Fill in the event information form (required fields have a red asterisk) and click "Add Event" at the bottom of the form. You'll then see a message letting you know the event has been submitted for approval. Next you will be directed to the read only view of your event, which will show how the event will display once it has been approved.
- As new events are entered, the LWIA Coordinator is automatically notified to approve them. Illinois workNet staff also monitor events and has the access to approve/update/remove events. Events will be approved within 1 – 5 business days.

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	9:00 am Forest Park-General Education/Adult Literacy	9:30 am Chicago Orientation to Information Technology	8:30 am Start a Career in Advanced Manufacturing -	8:30 am Start a Career in Advanced Manufacturing -	10:30 am Job Corps Into Sessions for Free Training-	
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Date To

Event Types

Event Calendar

Date From

04/25/2018

City or ZIP Code:

Keywords

Date Range

Audiences

Grade Levels

Fields of Interest

Month ■List

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3 miles

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Using the Event Calendar

- 1. Go to the Illinois workNet Event Calendar
- 2. Use the filters to filter by:
 - a. City or Zip Code
 - b. Keyword
 - c. Date Ranges
 - d. LWIA
 - e. Audience type
 - f. Event type
 - g. Grade Level
 - h. Fields of Interest
- 3. Use the reset button to clear out all filters
- 4. Use the export button to download an excel sheet of events being displayed.
- 5. For more information on a specific event select "View".
 - a. To add an event to your calendar, use the Add to Calendar button.
 - i. You will be prompted to select the calendar you use.
 - b. To share an event, use the Share button.
 - You can copy the direct URL to the event information or choose to share it via social media (Facebook, Twitter, and LinkedIn).
 - c. To print out the event details, use the print button.
- If an event has re-occurring sessions, each session will be listed on the event page. Select any event dates to go to that specific event details page.

A Hide D	etails A							
Forest Park-General Education/Adult Literacy		⊡ [®] View						
Add to Calendar Add to Calendar								
Date and Time Wed, April 25, 9:00 AM - 1:00 PM	Event Type Workshops							
Location 7600 West Roosevelt Road Forest Park, IL 60130	Intended Audiences Aftar-School Program Staff Administratur General Public Parent Student/Learne Tescher/Education Specialist							
Website https://jbsl.memberzone.com/eventregistration/register/414	Grade Levels Adult Education/Bridge Program Elementary School Middle School							
Description The General Education/Adult Literacy program is designed to prepare students to pass the GED2014 or HISET examinations. The Common Core Standards of Language Aris, Mathematical Reasoning, Science, Social Studies, and Christian Thinking are the basis for this course. Computer skills are also emphasized. This course is designed for students who are 17 years of age or older. (90 clock hours)	High School (accordary) Field of Interest K12 Landing Standards							
Contact Info Contact Information: FayLinda Walton								
Forest Park-General Edu	ucation/Adult Literacy							
at 7600 West Ro	osevelt Road							
Wed, April 25, 9:00 AM - 1:00 PM								
7600 West Roc Forest Park	7600 West Roosevelt Road Forest Park, IL 60130							
Add to Calendar	Share 👻 🔒 Print							

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Embed an Illinois workNet Calendar on Your Website

This is a lot like embedding a YouTube video on your website. A short code snippet is copied and pasted into the website's html. This makes using the calendar seamless and takes 10 minutes or less. Users can interact with it and you can add events directly from an embedded calendar as well.

1. Access Embeddable widgets from the Illinois workNet footer

- 2. On the widgets page select the Event Calendar Widget options from the list.
 - Event Calendar (Illinois workNet LWIA) The event calendar for Illinois workNet LWIAs shows events for the specified LWIA that have been added by our office, local partners, and other users that have events to share. For example, these events include Job Fairs, WIOA Orientation, Job Search Workshops, Conferences, and more.

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- 3. After selecting an Event Calendar, you will be provided with a sample of what the calendar will look like. Scroll past the Sample and click the <u>Calendar Code Generator</u> link in the Configure Your Own section.
- 4. Complete the form to customize the calendar to match your website.
 - You will need to know your preferred font, colors, size, etc.
 - Examples can be seen in the section below.
- 5. As you enter data in the fields you will see the start of your calendar at the bottom of the page. As you enter more fields you will see your changes reflected below.
- 6. The code snippet is automatically created for you and you can preview the calendar. Copy/paste the code snippet, located in the HTML Code section, into your webpage html. The calendar will now be seamless to users and includes the add event button.
- 7. If you need help, email <u>info@illinoisworknet.com</u>.

Event Calendar Dashboard	E	vent Calendar	ogriesheim@siuccwd.com
Calendar Embe You can view a sample of the ca As you enter data, you can see	d Code Generator alendar widget embedded on a page. the start of your calendar at the botto	Fields marked with * are required. Fields ma m of this page. As you enter more fields yo	arked with > are recommended. u will see your changes reflected below.
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Examples:

Additional information for styling can be found in the <u>Illinois workNet Graphic Style Guide</u>.

CSS Font Family Examples - Arial, Calibri, *C*omic Sans MS, Courier New, Lucida Console, Segoe UI, Tahoma, Verdana

Sample Hex Color Codes – Include # before the Hex Code.									
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