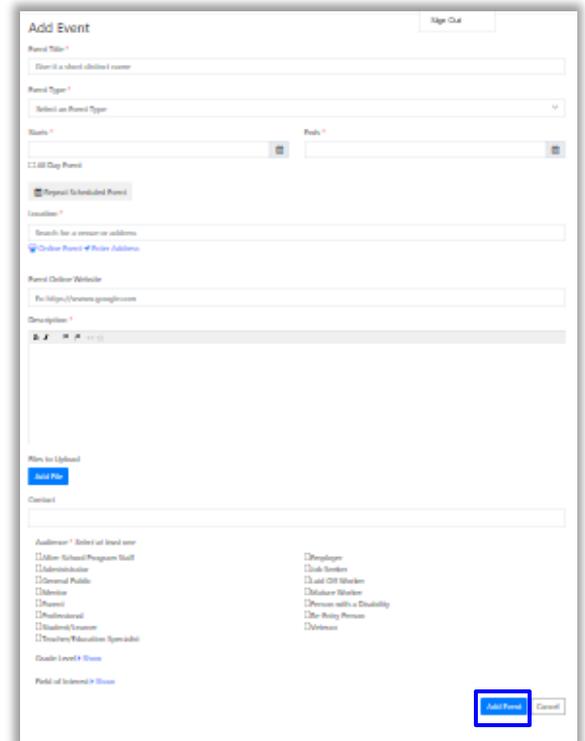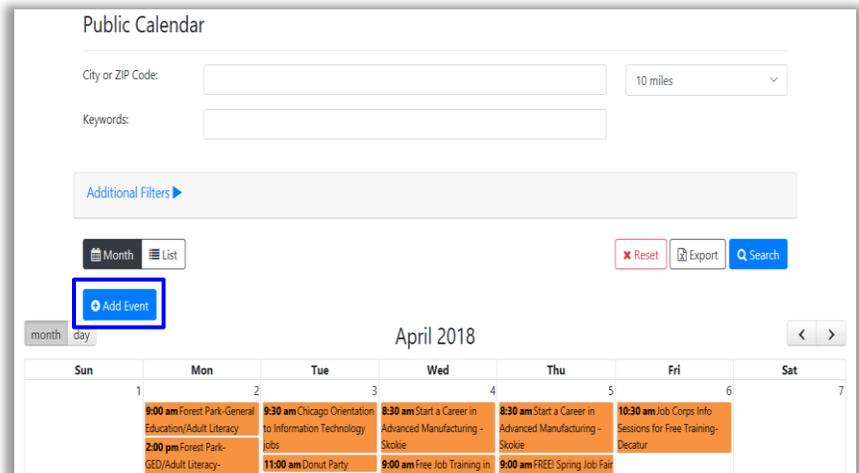The Illinois workNet Calendars are setup so anyone with a workNet account can add events. When an event is submitted, the LWIA Coordinator is notified to approve the entry via email. Once approved, entries show immediately on the Illinois workNet calendar, specialized program website calendars (i.e. 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 Illinois workNet Event Calendar

2. Log in to your Illinois workNet account.

3. Select the blue "Add Event" button.

4. 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.

6. 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.
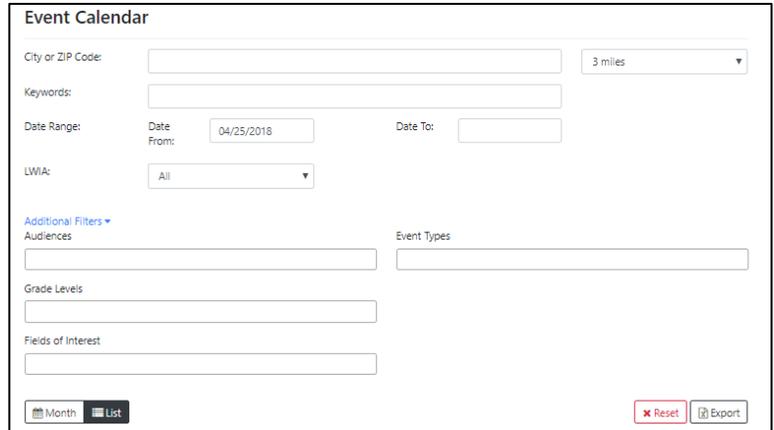
Using the Event Calendar

1. Go to the

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
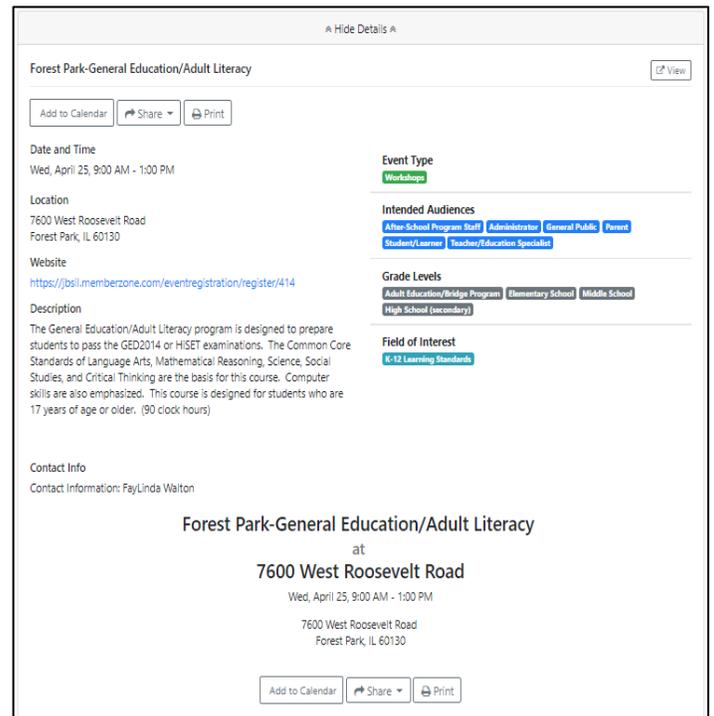   g. Grade Level
   h. Fields of Interest

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.
      i. 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.

6. 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.

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

About This Site	Communication	Workforce & Education Partner Pathway	Website Policies	Websites
About Us	Contact Us	Partner Resources	Content Policy	Disability Employment Initiative (DEI)
Accessibility	Eventbrite		Moderation Policy	disabilityworks
Embeddable Widgets	Facebook		Privacy Policy	EPIC Program
Site Map	Google+		System Requirements	Illinois Longitudinal Data System (ILDS)
User Guides	LinkedIn Company		Terms and Conditions	Illinois Pathways
	Pinterest			Illinois workNet
	SlideShare			WIOA ePolicy Manual
	Twitter			WIOA Works
	YouTube			Youth Employment Program
	Virtual Job Club			

2. On the widgets page select the Event Calendar Widget options from the list.
   o 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.

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 Calendar Code Generator link in the Configure Your Own section.

4. Complete the form to customize the calendar to match your website.
   o You will need to know your preferred font, colors, size, etc.
   o 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 info@illinoisworknet.com.

Examples:

Additional information for styling can be found in the
Illinois workNet Graphic Style Guide.

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

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

workNet	Home	Explore	Training	Qualify	Jobs	Connect
Hex	b74900	004990	60106a	1e2171	96005d	00615b

Neutral - Grey Tones				
Hex	333333	4d4d4d	C5C6C8	eeeeee