The Illinois worKNet Calendars are setup so anyone with a worKNet account can add events. When an event is submitted, the LWIA Coordinator and Content Manager are notified to approve the entry. 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: http://www.illinoisworknet.com/vos_portal/residents/en/Home/Events/.

How to Add Events

1. From the top, right corner of a worKNet calendar select "Add Event."
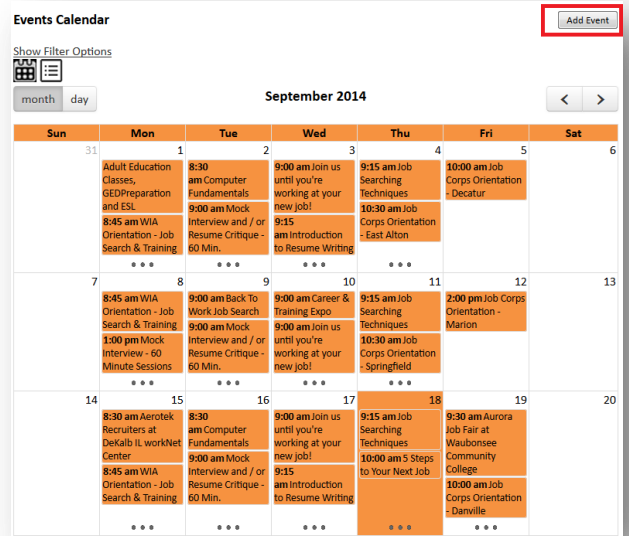
2. Log-in with your Illinois worKNet account or click "Don't have one?" to sign up. If you have forgotten your password, click "Forgot Password?" Please don't setup another account!

3. Now that you're logged in, you'll be prompted to accept the terms & conditions. Once accepted you will see a list of events on the calendar but you cannot remove or change them. Click "Add Event."
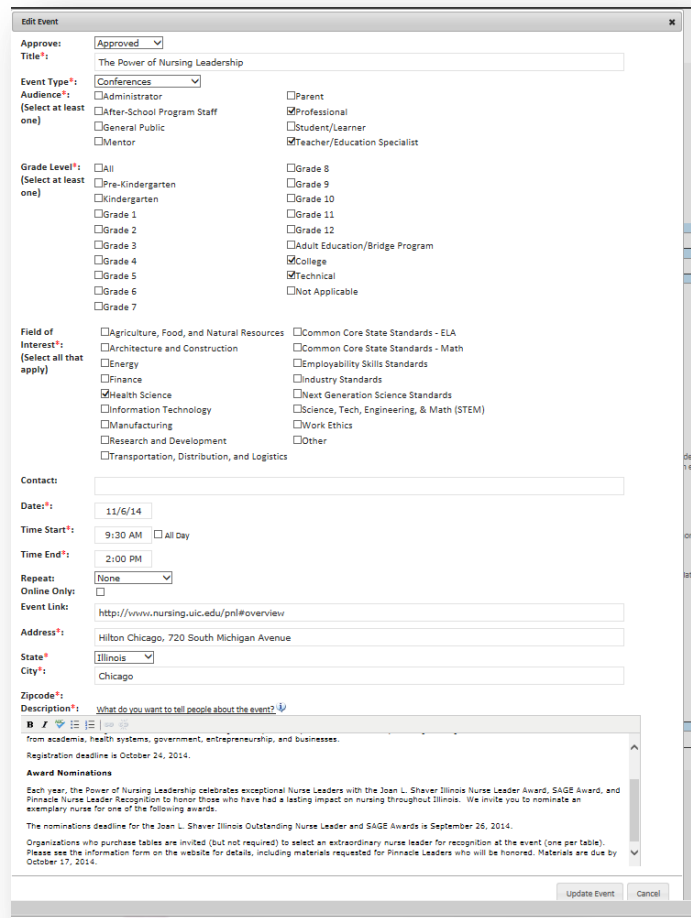
1
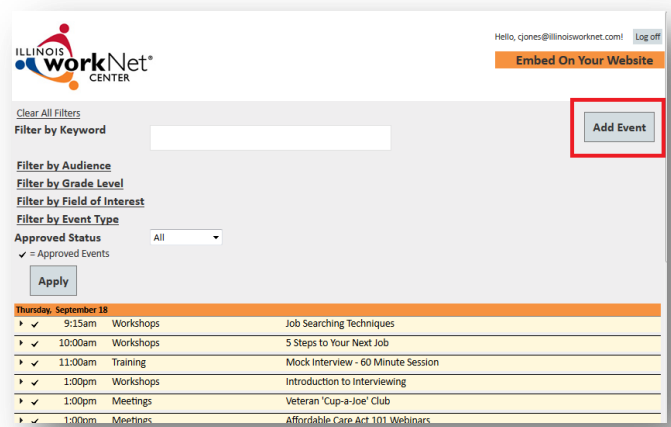
4. Fill in the event information form (required fields have a red asterisk) and Add Event at the bottom of the form. You'll now see a message letting you know the event has been entered, or updated. If you don't see a message indicating success, look on your screen for a missing field's message.
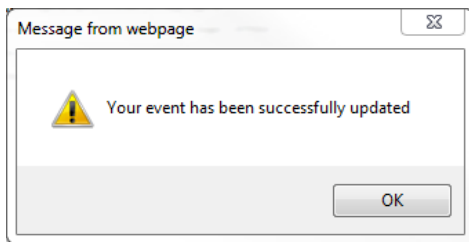
5. As new events are entered, the LWIA Coordinator and Content Managers are automatically notified to approve them. Illinois workNet staff also monitors events and have the ability of approving/updating/removing events.

6. To see the event details from the calendars and save them to your personal calendar, click on any event.
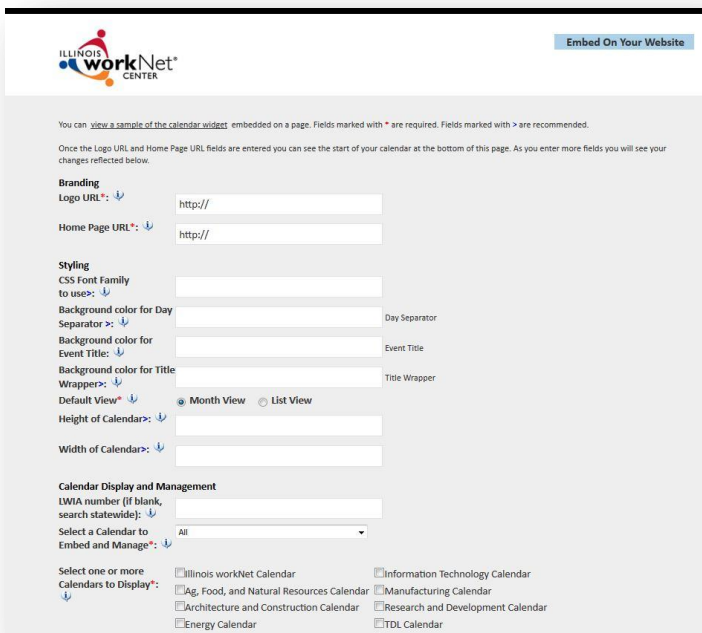
7. Partners can embed the calendar on their own website to make access to events seamless. After logging in to add an event, select "Embed On Your Website."
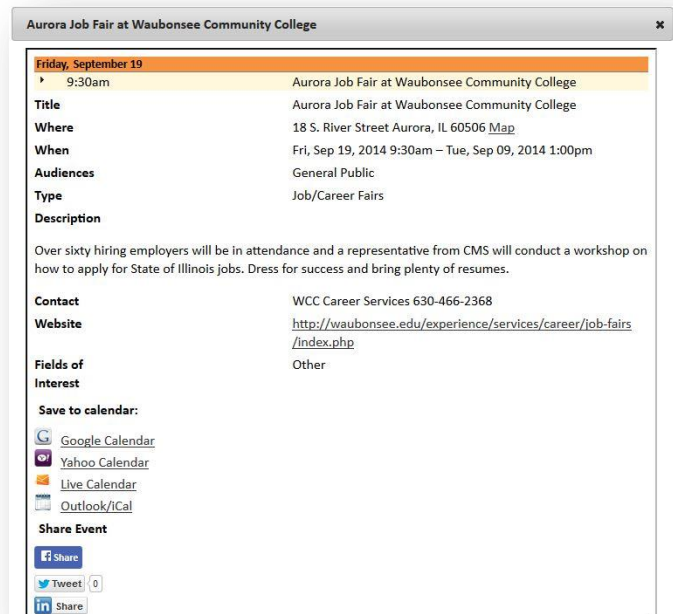
Embed an Illinois workNet Calendar on Your Website

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. Users can interact with it and you can add events directly from an embedded calendar as well. This takes about 10 minutes or less.
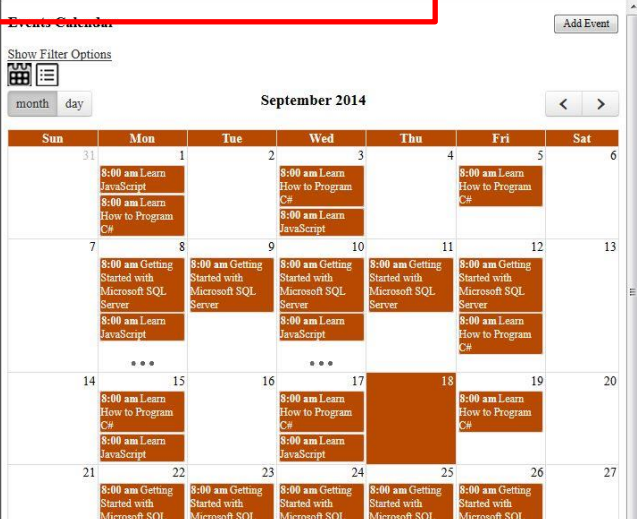
- After you log in to add an event, click "Embed On Your Website."
- Complete the form to customize the calendar to match your website.
    - You will need to know your preferred font, colors, size, etc.
- Click the info-bubbles with each field if you need help text.
- The code snippet is automatically created for you and you can preview the calendar. Copy/paste the code snippet in your web page html. The calendar will now be seamless to users and include the add event button.
- If you need help, email info@illinoisworknet.com.