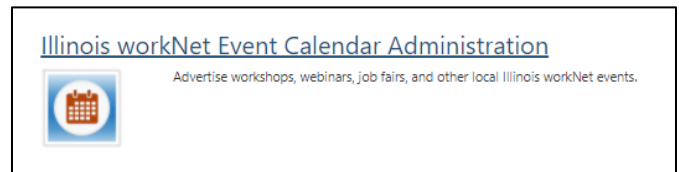


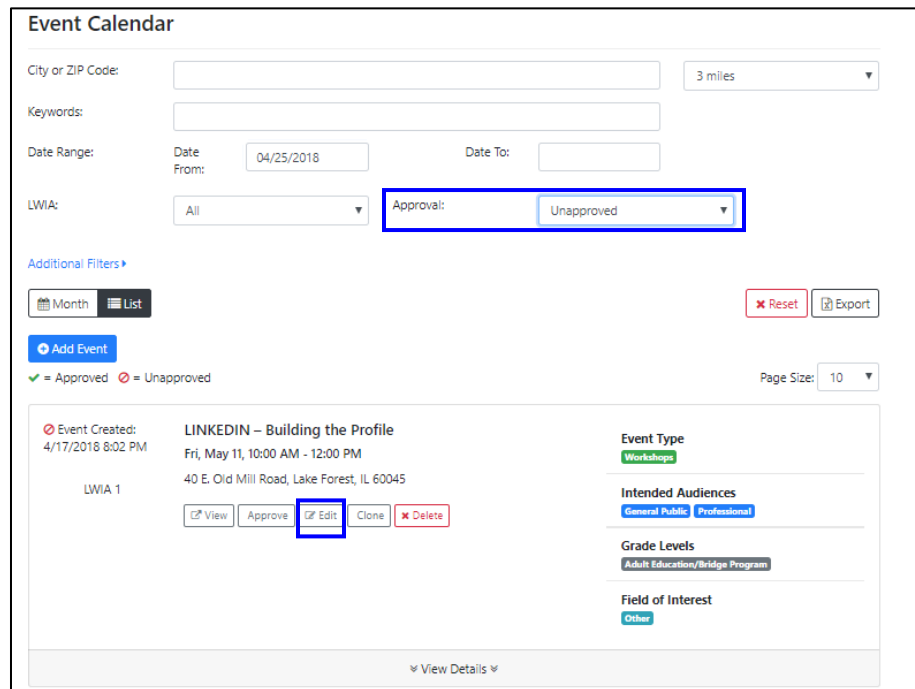
The Illinois workNet Calendars are setup so anyone with a workNet account can add events. When an event is submitted, the LWIA Coordinator is notified to approve the entry via email. Once approved, entries show immediately on the Illinois workNet calendar, specialized program website calendars (i.e.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

Approving Events to the Event Calendar

1. Log into your Illinois workNet account.
2. Go to "My Dashboard" and access Partner Tools.
3. Select Illinois workNet Event Calendar Administration.

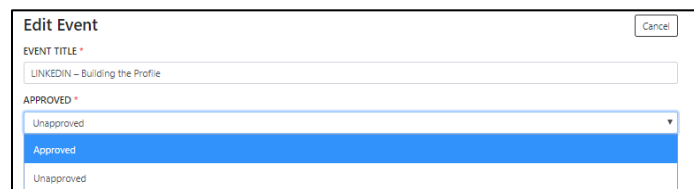


4. To see a list of all the unapproved events in your LWIA update the Approval filter to Unapproved.
5. Each event will need to be reviewed prior to approving it. To review the event, select the Edit button.
6. Review the event information that was entered in. Things to consider when reviewing:



- a. Are there any typos or grammar issues?
- b. Does the event have all the information needed?
- c. Is the event over 75\$?
- d. Has this event already been added to the calendar?

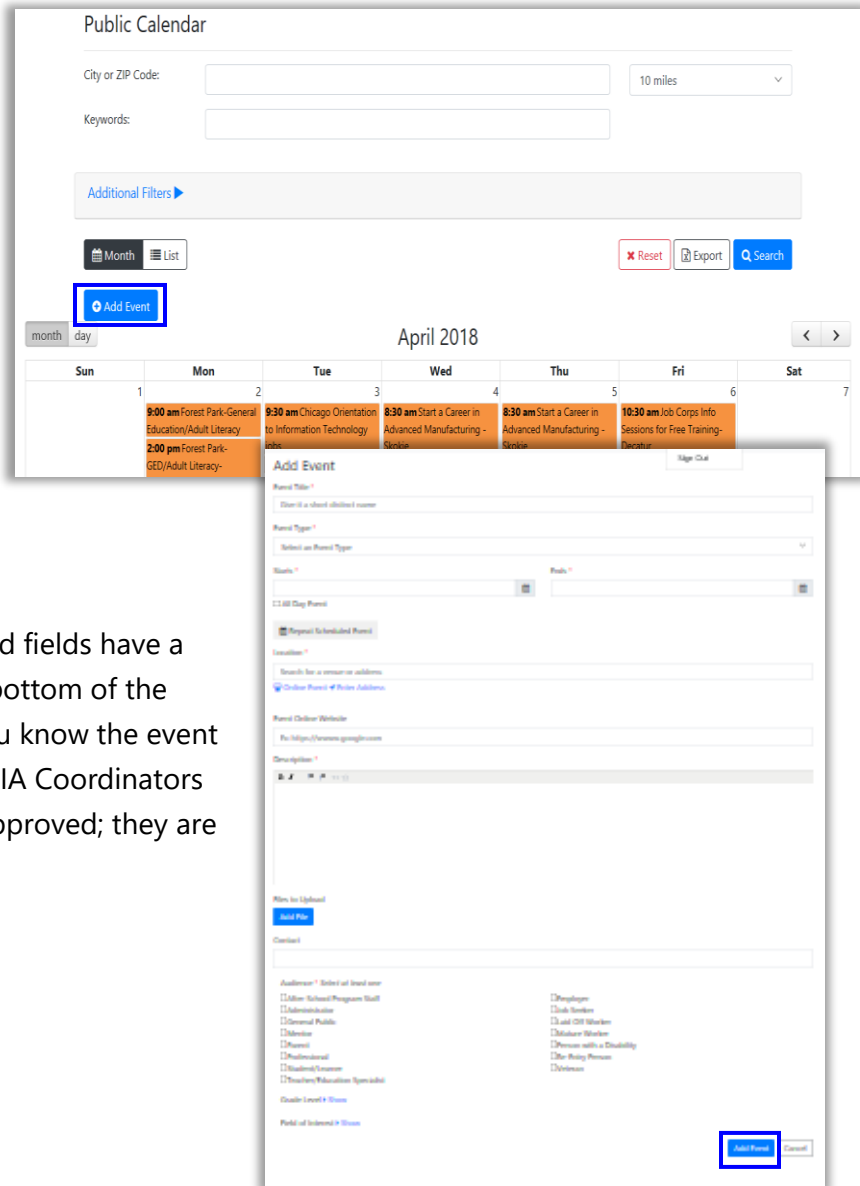
7. To approve the event updated the Approved dropdown to Approved.



8. Then select Update Event. *Note: If you do not want to approve the event leave the event marked as unapproved and select cancel.*

How to Add Events

1. Go to the [Illinois workNet Event Calendar](#)
2. Log into your Illinois workNet account.
3. Select the blue “Add Event” button.
4. You’ll be prompted to accept the terms & conditions. 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 added to the event calendar. LWIA Coordinators and Managers do not need their events approved; they are added directly to the calendar.



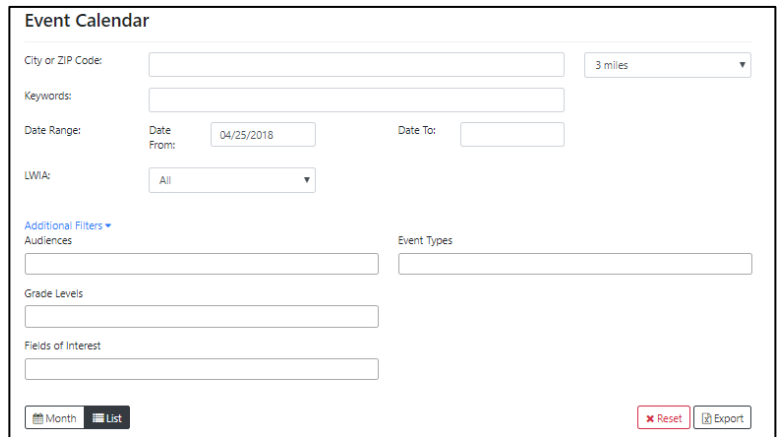
The screenshot displays the 'Public Calendar' interface. At the top, there are search filters for 'City or ZIP Code' (with a '10 miles' radius dropdown) and 'Keywords'. Below these are 'Additional Filters', 'Month' and 'List' view toggles, and 'Reset', 'Export', and 'Search' buttons. A blue 'Add Event' button is highlighted. The calendar shows a grid for April 2018 with several events listed, such as '9:00 am Forest Park-General Education/Adult Literacy' and '8:30 am Chicago Orientation to Information Technology'. An 'Add Event' form is overlaid on the calendar, containing fields for 'Event Title', 'Event Type', 'Start', 'End', 'Location', 'Event Category', 'Description', 'Event Level', and 'Event of Interest'. A blue 'Add Event' button is highlighted at the bottom right of the form.

Using the Event Calendar

1. Go to the [Illinois workNet Event Calendar](#)

2. Use the filters to filter by:

- City or Zip Code
- Keyword
- Date Ranges
- LWIA
- Audience type
- Event type
- Grade Level
- Fields of Interest



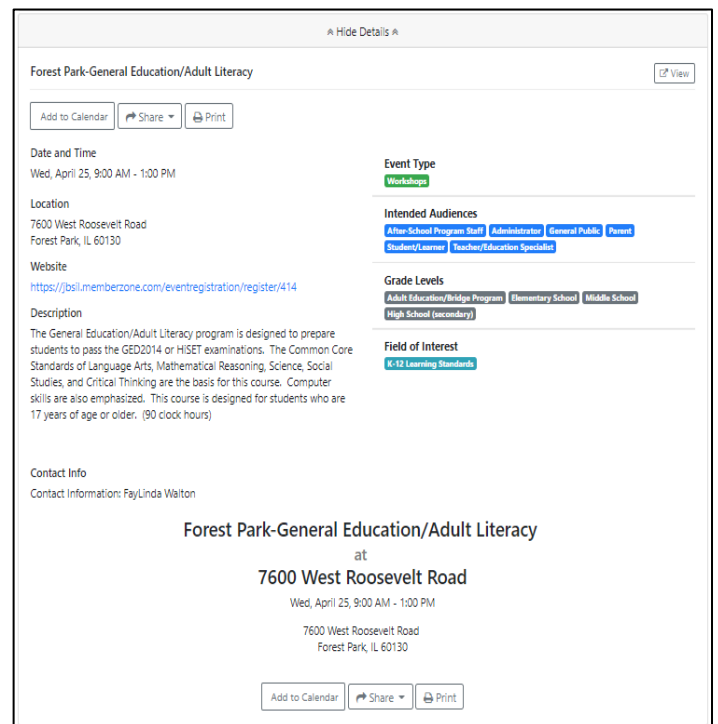
3. Use the reset button to clear out all filters.

4. Use the export button to download an excel sheet of events being displayed.

5. For more information on a specific event select "View".

- To add an event to your calendar, use the Add to Calendar button.
 - You will be prompted to select the calendar you use.
- 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, or LinkedIn).
- 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



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.

Embeddable Widgets

Illinois workNet and ISLE OER Widgets

Illinois workNet and ISLE Open Educational Resources (OER) provide a variety of embeddable widgets that can be customized and added to your website. The process only takes minutes to complete and the best part is Illinois workNet and OER maintain the widget functionality! If an update is made to one of the widgets, it will automatically update on your website.

Benefits to using these widgets include:

- No up-keep,
- Customers and students get up-to-date information,
- The widgets are customizable to your needs, and
- You can expand the information provided on your website.

Browse Widgets

Guidance

- Event Calendar (Illinois workNet LWIA)
- Illinois workNet Article Viewer
- Illinois workNet Job Finder
- Illinois workNet Pathways Career Explorer
- Illinois workNet Related Resources
- Illinois workNet Service Finder
- Illinois workNet Success Stories
- Illinois workNet WIOA Training Program Search
- WIOA Board Activity Tool
- WIOA ePolicy

Event Calendar (Illinois workNet LWIA)

The Illinois workNet Event Calendar shows events that have been added by our office, local partners, and other users that have events to share. Event examples include Job Fairs, WIOA Orientation, Job Search Workshops, Conferences, and more.

Customize and add this calendar to your website for a maintenance-free tool that will benefit you and your users. Scroll down the page and select the Calendar Code Generator link to customize the calendar view with which LWIA (or all LWIAs), audience, grade/education level, field of interest, etc. that you want. All you have to do after you make your choices is copy and paste the code into your website and you're done!

Sample:

Event Calendar

City or ZIP Code: 3 miles ▼

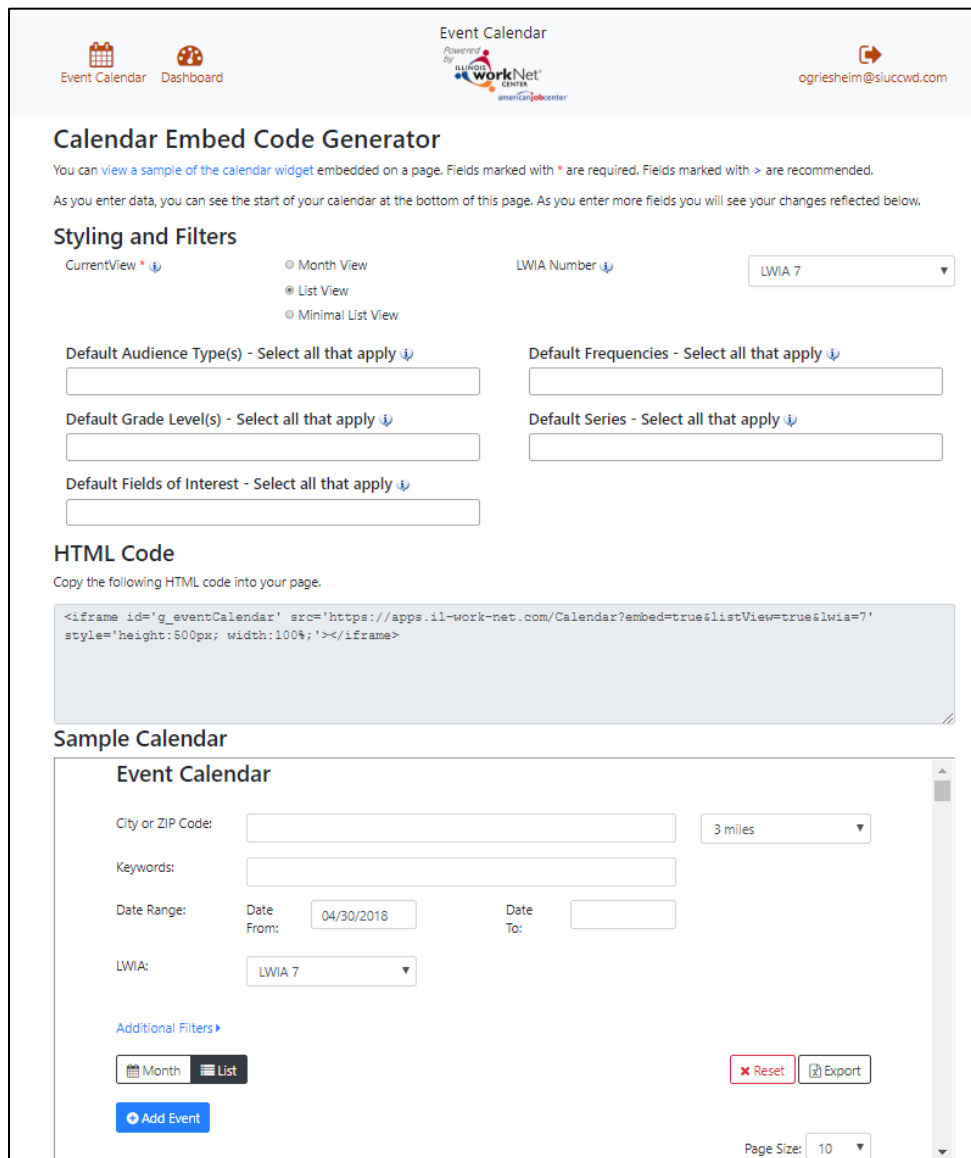
Keywords:

Date Range: Date From: Date To:

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Illinois workNet Centers are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities at Illinois workNet Centers. Sponsored by Illinois Department of Commerce and Economic Opportunity.

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.
 - 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 info@illinoisworknet.com.



Event Calendar Dashboard ogriesheim@sluccwd.com

Calendar Embed Code Generator

You can [view a sample of the calendar widget](#) embedded on a page. Fields marked with * are required. Fields marked with > are recommended.

As you enter data, you can see the start of your calendar at the bottom of this page. As you enter more fields you will see your changes reflected below.

Styling and Filters

CurrentView * Month View List View Minimal List View

LWIA Number

Default Audience Type(s) - Select all that apply

Default Grade Level(s) - Select all that apply

Default Fields of Interest - Select all that apply

Default Frequencies - Select all that apply

Default Series - Select all that apply

HTML Code

Copy the following HTML code into your page.

```
<iframe id='g_eventCalendar' src='https://apps.il-work-net.com/Calendar?embed=true&listView=true&lwia=7' style='height:500px; width:100%;'></iframe>
```

Sample Calendar

Event Calendar

City or ZIP Code: 3 miles

Keywords:

Date Range: Date From: Date To:

LWIA:

Additional Filters >







Page Size:





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