Illinois workNet: Event Calendar

www.illinoisworknet.com

ILLINOIS WORKNET EVENT CALENDAR
AGENDA

- **How to access the IwN Event Calendar & Resources**

- **Using the Event Calendar**

- **Adding Events to the IwN Event Calendar**

- **Demo**

- **Upcoming Events**

ACCESSING THE EVENT CALENDAR

Job seekers, students, businesses and partners can stay up-to-date on upcoming events happening in their area or online with the Illinois workNet Event Calendar.

The Illinois workNet Event Calendar is FREE to use. Anyone can view the listing of events. Anyone with an Illinois workNet account can add events to the calendar. All events are reviewed and approved before being made publicly available.

Steps to Access:
1. Go to:
   www.illinoisworknet.com
2. Select **Menu**
3. Select **Network & Connect**
4. Select **Event Calendar**

ACCESSING THE EVENT CALENDAR PARTNER RESOURCES

Partners can use the event calendar to help their customers find events to meet their training and employment or business needs.

Additionally, partners can add their events to the event calendar to make them easily accessible to their customers and other users in their area.

Check out the Event Calendar Article for Partners for more info!

Steps to Access:

1. Go to: www.illinoisworknet.com/partners

2. Scroll to the **Tools, Guides, and Initiatives** section.

3. Select the **Event Calendar** tile.


TOOLS, GUIDES, & INITIATIVES

Global Partner Tools

Global tools are available to all Illinois workNet partners.

Illinois workNet (IwN) partners include community-based organizations of many kinds that help individuals, employers or community partners achieve their career and workforce development goals. Illinois' organizations are encouraged and welcomed to the partnership. There are no costs to Illinois' partners to use the IwN online tools.

Assessments
Illinois workNet offers assessments that can be used as part of the career development process.

Employment 101
Determine and set your employment goals with the self-guided tools in Employment 101.

Create a Partner Account
Help individuals, employers, and other service organizations achieve their career, training, and employment goals by bec...

Customer Support Center
Customer Support Center tools allow a team of Illinois workNet partner staff to provide guidance to help customers reach...

Events Calendar
Find job fairs, webinars, workforce related events, and more that can help your business needs.

WIOA ePolicy Manual
The WIOA Works ePolicy app is an interactive manual where users can view the State Plans and policies for the Workforce ...

NOCTI Assessment
The NOCTI 21st Century Skills Assessment is a non-occupation-specific assessment used measure employability areas identi...

Outreach Materials
Illinois workNet makes outreach simple! Save time and money by using our outreach materials. These materials convey a pr...
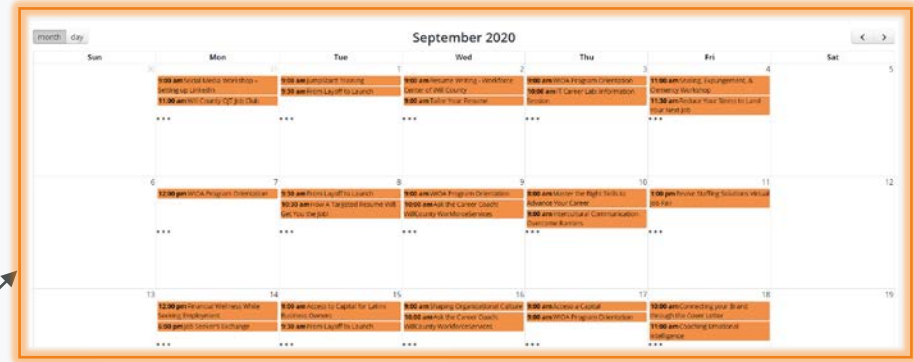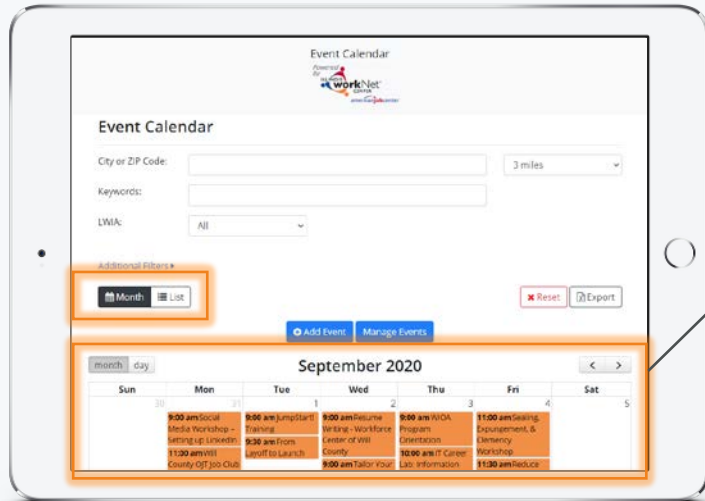
USING THE EVENT CALENDAR: FILTERS
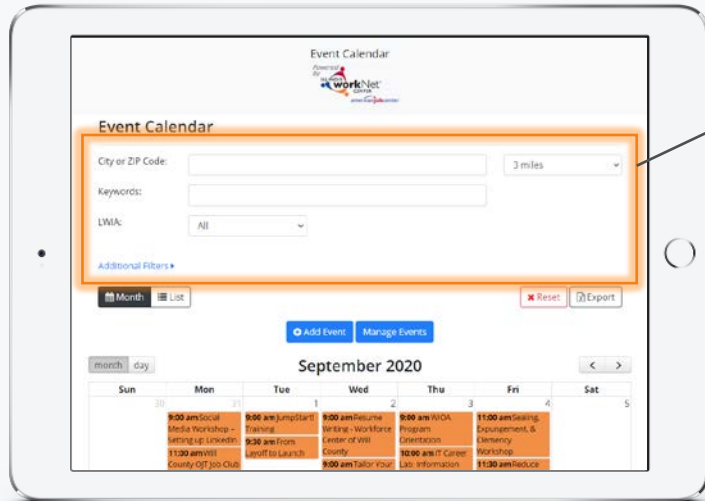
Main Filters:
- City or Zip Code
- Keywords
- LWIA

Additional Filters:
- Audiences
- Event Type
- Grade Level
- Series
- Fields of Interest

USING THE EVENT CALENDAR: MONTH VIEW

Features:

Use the arrows to navigate through the months.

Use the three dots to expand a day to see all events.

Select between a month view vs. a day view.

USING THE EVENT CALENDAR: LIST VIEW

Features:

View — Open event in new tab to view details.

View Details — Expand event to view details.

Page Size: 25 Next — Expand # of events on page or go to next page.

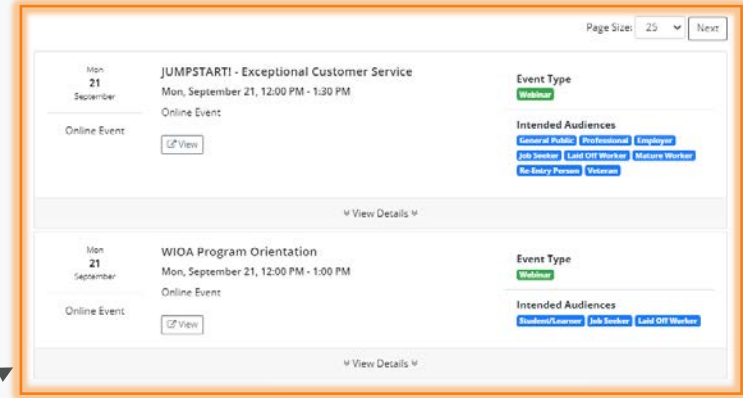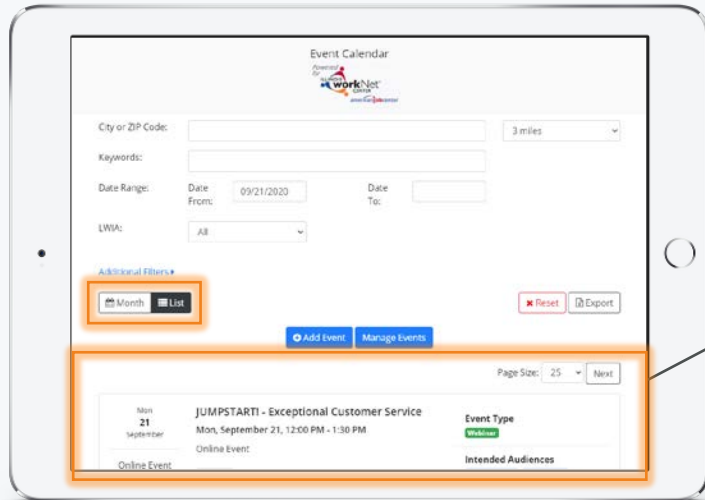# USING THE EVENT CALENDAR: VIEWING EVENT DETAILS
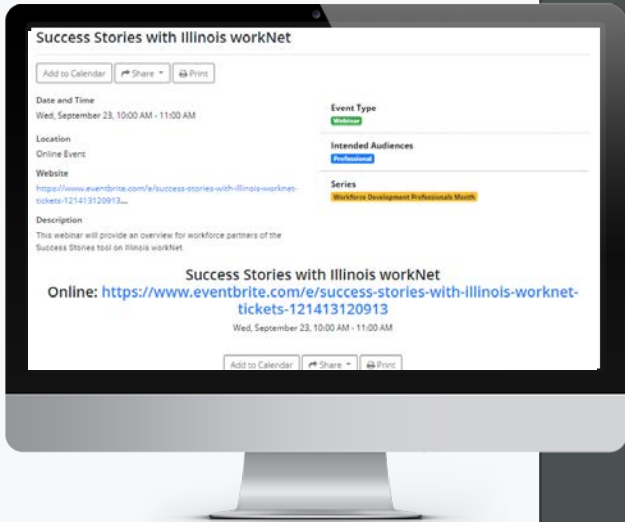
EVENT INFO:

- Date and Time
- Location
- Website Info (if applicable)
- Description of Event
- Contact Info (if applicable)

- Event Type Tags
- Intended Audiences Tags
- Additional Tags as needed (i.e., Series, Fields of Interest, etc.)

FEATURES:

- Add to Calendar – icalendar, Google Calendar, Outlook, Yahoo! Calendar
- Share – Get a link or share to Facebook, Twitter, or LinkedIn
- Print

ADDING TO THE EVENT CALENDAR

Users with an Illinois workNet account can add events to the Calendar. Users must agree to the Terms of Service before adding an event. All events go through a review process before being made public. Events are approved within 5 business days.

Steps to Access:

1. Go to: http://illinoisworknet.com/calendar
2. Select **Add Event**
3. Agree to the **Terms of Service**
4. Complete the **Required Fields**
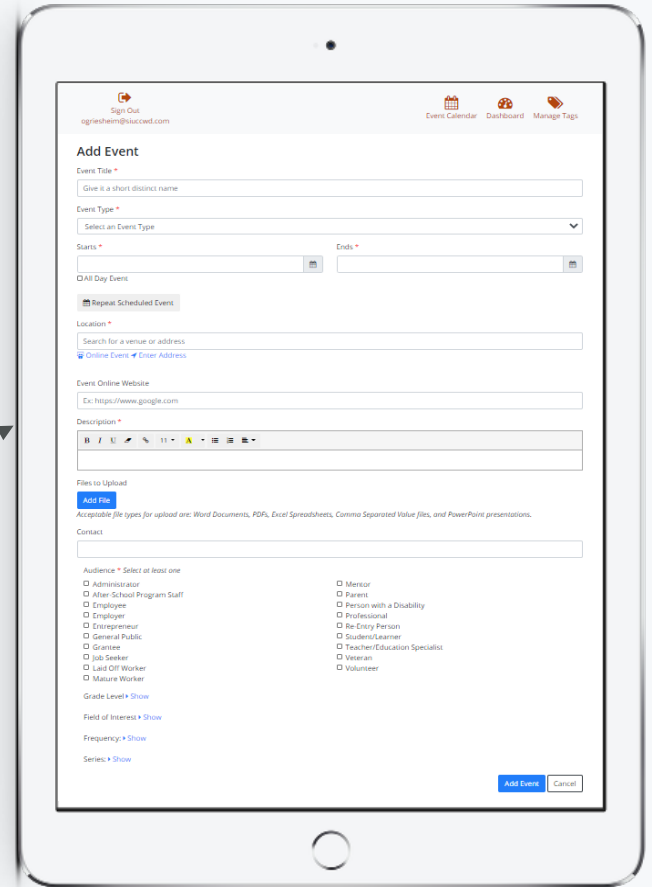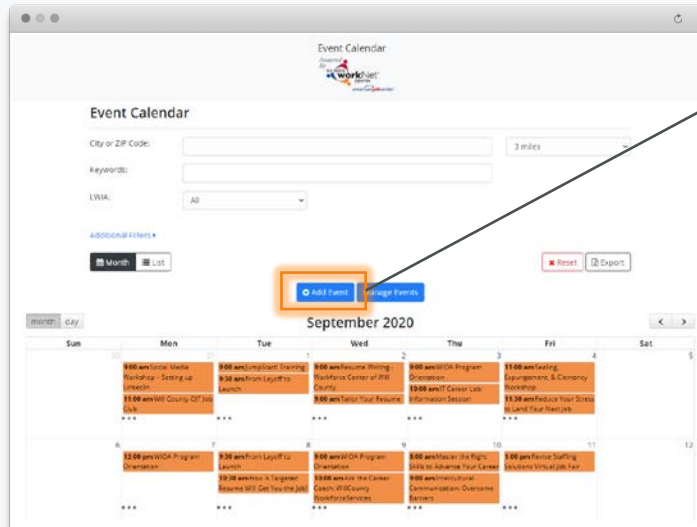
TERMS OF SERVICE

ALL EVENTS ADDED NEED TO BE:
☑ Free or with a nominal fee for cost recovery.
☑ Available to the general public.
☑ Designed to help participants achieve their education, employment, or business goals.

EVENTS WILL NOT BE APPROVED IF THEY:
☒ Are not appropriate for the calendar.
☒ Lead to the selling of a product or service (including training) beyond recouping a nominal fee for cost recovery.
☒ Do not follow the Content Policy Terms of Use; or
☒ Cannot be confirmed to be a real event.

More on Content Policy Terms can be found here: https://www.illinoisworknet.com/Pages/ContentPolicy.aspx

COMPLETING THE **EVENT FORM**

FORM FIELDS

EVENT TITLE
01

EVENT TYPE
Select from dropdown
02

START AND END DATE/TIME
Set schedule if repeating
03

LOCATION
Add address or URL
04

EVENT ONLINE WEBSITE
05

DESCRIPTION
06

FILES
Add any related files
07

CONTACT
Identify a contact for the event
08

TAGS
Tag your event with additional info, such as audience, grade level, etc.
09

ILLINOIS WORKNET EVENT CALENDAR DEMO

https://apps.il-work-net.com/Calendar/
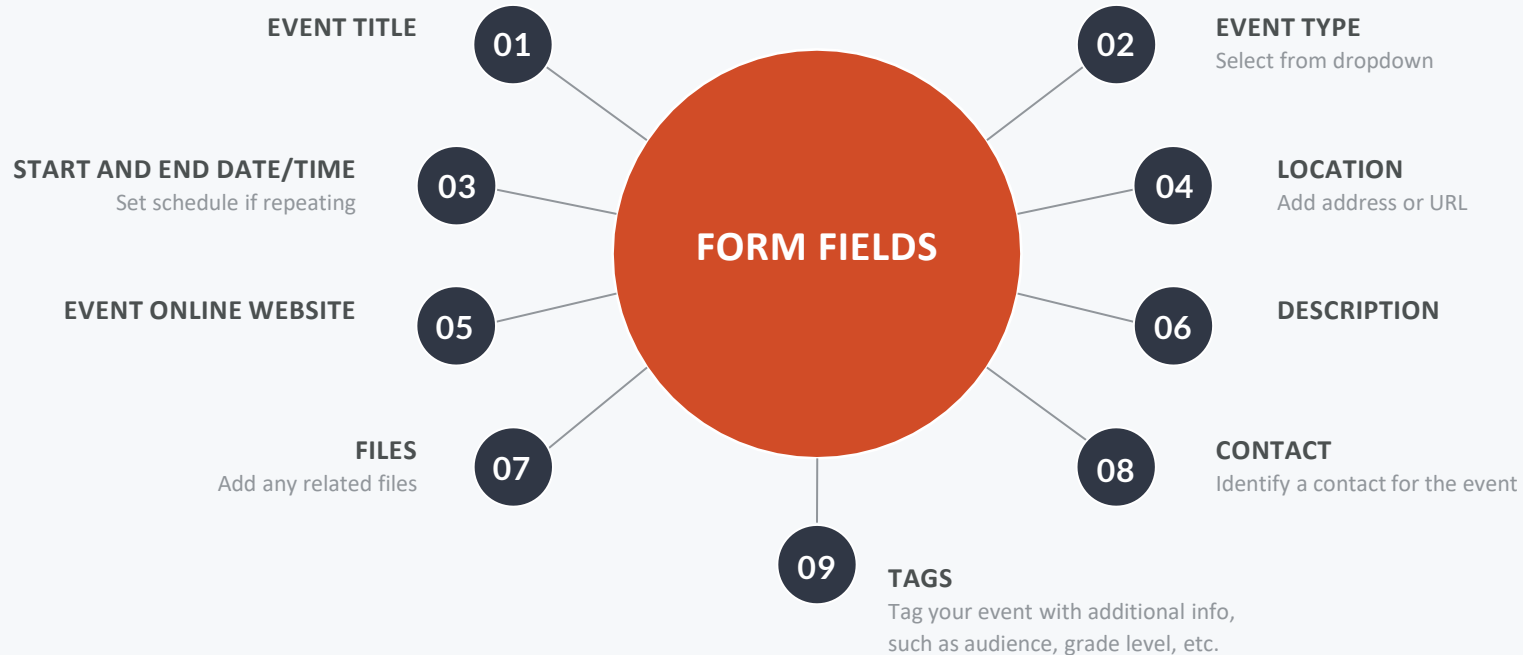
UPCOMING PROFESSIONAL DEVELOPMENT WEBINARS

All upcoming events have been added to the Illinois workNet Event Calendar. Be sure to register today!

Wed.
Sep. 23

Thur.
Sep. 24

Fri.
Sep. 25

SUCCESS STORIES

Illinois workNet provides Success Story Tools for users and partners to easily highlight the success of customers and businesses. Illinois' workNet success stories are used to develop the Annual Workforce Development Report.

EMBEDDABLE WIDGETS

Illinois workNet and Illinois Open Educational Resources (IOER) provide a variety of embeddable widgets that can be customized and added to your website.

CUSTOMER SUPPORT CENTER

The Customer Support Center offers partner organizations' staff access to saved customer work readiness information so that you can provide guidance to help your customers reach their training and employment goals.

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Subscribe to our Newsfeed or check us out on Social Media

HOME: https://www.illinoisworknet.com/

EMAIL: info@illinoisworknet.com

MORE INFO: https://apps.il-work-net.com/Calendar/

FACEBOOK

TWITTER

YOUTUBE

LINKEDIN

LINKEDIN GROUP

PINTEREST