

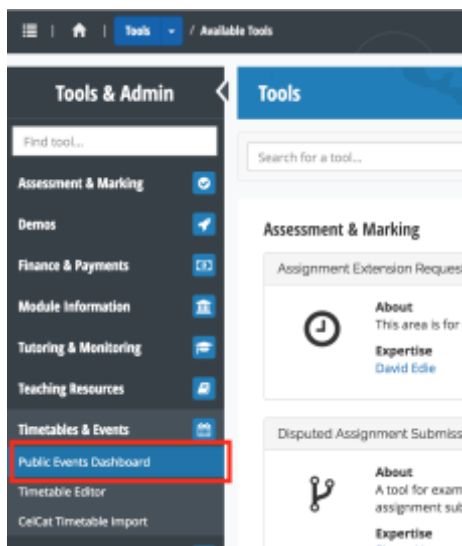
Using the my.wbs Events Diary

WBS holds many events during the year which, are administered using the my.wbs Events Dashboard hosted on [my.wbs](https://my.wbs.ac.uk).

We hope the Events dashboard is intuitive and easy to use without a guide, but for reference this guide has been created for your first use of the system.

1. Logging in and viewing the events dashboard

- 1.1. To access the events diary open a web browser and type in the address bar <https://my.wbs.ac.uk>
- 1.2. Login with your WBS username and password
- 1.3. From the my.wbs menu choose **Tools > Timetables & Events > Public Events Dashboard**

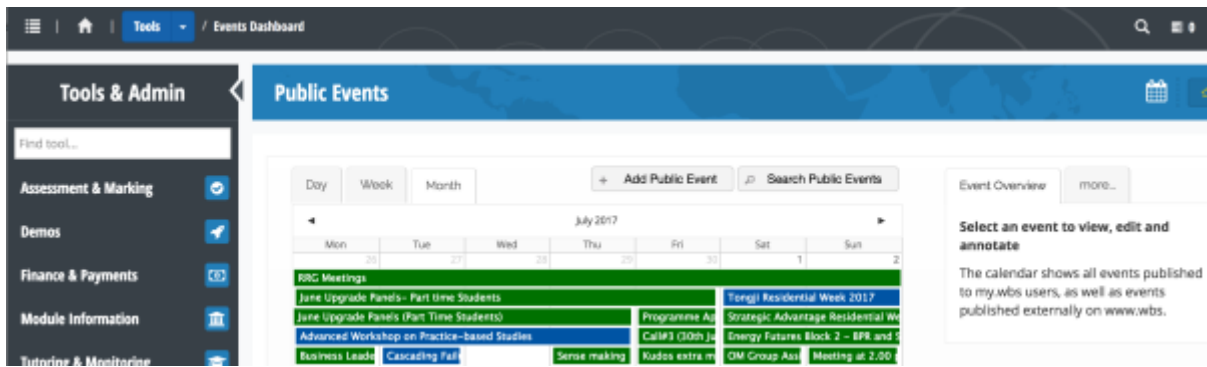


2. Finding current or past events via the Events Dashboard

- 2.1. From the Dashboard you can view events by Calendar view (day, week or month) by selecting the appropriate tabs at the top of the event dashboard.

Note: WBS Public events are highlighted in blue.

- 2.2. You can also use the search button to search for events.

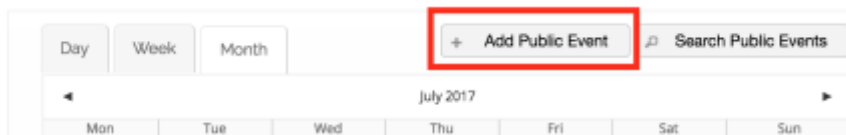


3. Adding an event to the Events Diary

This can be done in two ways. You can either create a brand new event or duplicate an existing event updating the required fields.

3.1. Creating a brand new event

From the Events Dashboard top navigational tabs select **Add Public Event**



3.2. Duplicating an event

- 3.2.1. From the Events Dashboard select the event that you would like to duplicate by clicking once on the event.
- 3.2.2. If you have selected a WBS Public event (Blue) that your group has permissions to edit you will see the Event Overview on the right of the page change and the option to **Copy to New Event** will be available

You are now ready to fill in the event details. Most fields should be self-explanatory but if not look for a tooltip icon ⓘ for more detail.

4. Editing a current event

- 4.1.1. From the Events Dashboard select the event that you would like to edit by clicking once on the event.
- 4.1.2. If you have selected a WBS Public event (Blue) you will see the Event Overview on the right of the page change and the option to **Edit Event** will be available

5. Creating your first event

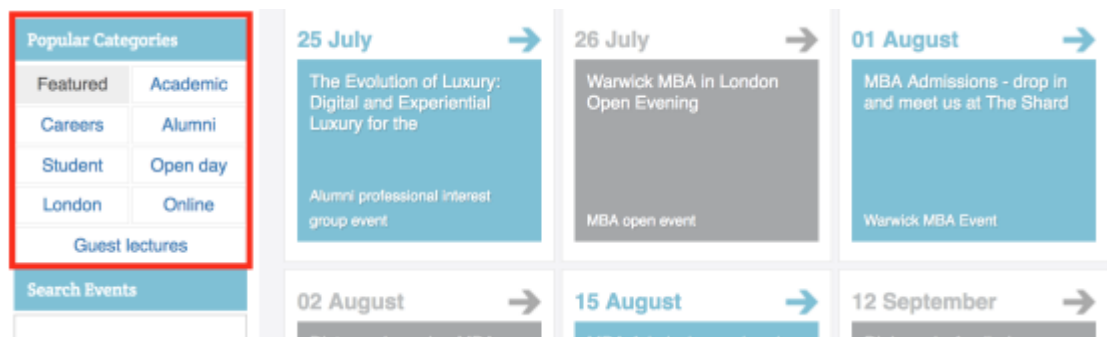
After selecting the option to **Add Public Event** as shown above in point 3, you should now be ready to fill in the event details. Most fields should be self-explanatory but if not look for a tooltip icon ⓘ for more detail or see below.

6. Description of fields:

The following list gives descriptions of compulsory * and optional fields

- ***Event Title:**
This should be as descriptive as possible – max 65 characters (inc spaces).

- ***Start date/time – End date/time:**
You must enter both a start date/time and end date/time.
- **Category:**
Choosing a category allows users of the public website's Events Diary to easily find you event. You can choose one or multiple categories.



- ***Type:**
You will see Event Types based on the group you belong to. If the type required is not listed please contact webteam@wbs.ac.uk.
- ***Format:**
Choosing an Event format will allow users of the Public website to easily search for your event.
- ***Status:**
Controls how and if an event is displayed – The default is Draft/Editing. Changing the status to normal and saving the event will make your event live to the public on the WBS website.
- **Featured Event:**
Only available to Event Administrators – If you feel you event should be a featured event please contact: webteam@wbs.ac.uk
- ***Visibility:**
 - **Show in my.wbs** – Only display to Staff and students within my.wbs
 - **Show on WBS display screens** – Your event will be listed on the Display screens around WBS. For instance there is a Display screen in Scarman road Staff lounge. These screens display WBS News, Events and Feature slides.
 - **Show on public website** – If 'yes' your event will be publically listed on the website. If 'No' your event will not be publically listed but will exist on the website meaning you have the option to send a private link to your event.
- ***Contact email/phone:**
Pre-populated but editable
- **Screens Teaser:**
This information is shown on WBS display screens as mentioned above. The date/time, title, teaser text and contact details are pre populated from your event details. You can provide your own Summary text by filling in the screens teaser field. The Summary text should be no more than 80 characters long

- **Website Teaser:**

This information is shown on the WBS Public website Events Diary. The information is displayed when a user hovers their mouse over an event.



- ***Full Description:**

This should include what your event is about, why the event is being run and any details of timings.

- ***Speakers:**

Details of who is speaking/presenting. If your speakers were members of staff at WBS it would be useful to include a link to their staff profile.

- ***Location:**

The Location map is a Google map which is shown in the event listing on the WBS public website. By using the location drop down box you can choose from locations within WBS, The Shard or The University of Warwick. Alternatively you can select 'Not on Warwick campus' to enter other address details. Once you have entered address details select 'Update Map' to verify your location.

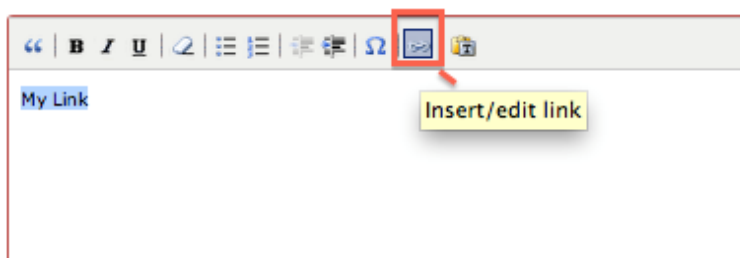
- ***Booking:**

There are four options to choose from.

- **No**
- **WBS Shop**
 - Select the Shop item group.
For more information on Shop items see the [Worldpay documentation](#)
 - Select whether the event attendee should register in advance.
 - Select whether the event attendee should pay in advance.
- **Via email** – the default will be the email address specified in 'Contact details' however you could edit this field independently.
- **Via external site** – Some event booking forms are hosted on external site such as sitebuilder. If this is the case you should enter the website URL to the booking page.

7. Using the editor

The text editor toolbar in the events diary is much the same as the toolbar you would find in word with features such as bold, italics, underline, lists and also providing the ability to add a hyperlink.



To add a hyperlink select the text you wish to be a link and click the hyperlink icon as shown in the image above.

8. Uploading attachments

Use this to add attachments to accompany the event listing

9. Saving and previewing your event

It is good practice not to publish your event straight away but rather to keep the event status as Draft/Editing initially so that you can preview it before making it live to the world.

9.1. Under the Display section ensure the Status of your event is **Draft/Editing**

DISPLAY - How will this event be listed?

Categories: ACADEMIC CAREERS STUDENT ALUMNI OPEN DAYS

Type:

Format:

Status:

Featured event?

9.2. Click save

9.3. You can now preview your event by clicking the Permalink from the right menu

Event ID
4405

Permalink
www.wbs.ac.uk/events/view/4405

Creator
Michael Cummins

10. Publishing your event

To publish your event on the WBS Public website, under the Display section ensure the Status of your event is **Normal** and click **Save Event**.

11. View a sample event

[Back to events](#)

24 February 2014

Business Innovation & Growth taster session

Free Event • Registration Required

Introductory text - Short summary about the event.

Join us at a free taster session to introduce the Business Innovation & Growth (BIG) programme here at Warwick Business School. This two-hour session will give you the opportunity to sample both the content and delivery style of this unique programme, whilst giving you a flavour of the Warwick experience.

Full Event Details - Background information about the event, why the event is important.

The BIG programme aims to enable you, as owner managers/senior employees of an SME, to develop the business confidence, entrepreneurial mind-set and innovation capabilities needed to achieve the on-going success and growth of your business. Through a series of practical and applied workshops you will be equipped with the essential tools, knowledge and insights to identify and harness the innovation potential of your organization.

As you progress through the programme, you will develop your own innovative and entrepreneurial thinking, drawing on latest research and business knowledge, to develop effective business innovation and growth plans. This will all be captured in a business growth plan to create a route map for future business success.

Who should attend - who is the event aimed at?

Our Business Innovation & Growth (BIG) programme has been specifically designed for owner managers/senior employees of an SME to achieve the ongoing success and growth of a business.

Event details and timings - schedule for the day / event

The BIG programme is made up of nine one-day events over a nine month period. The events will typically be run every three weeks. The structure content and support provided is designed to enable you to step back from "working in the business" and think about "working on the business".

- 10:45 - Introductions
- 11:45 - Guest speaker Fred Smith talks about . . .

Further details - links to further information such as external websites, pdf's etc

Download the [Business Innovation & Growth programme overview](#)

How to book - details on how to book including deadlines etc

To book your place on this event please use the following link. You should book before **12 April 2014** to ensure you reserve your place.

[Book your place now »](#)

// With

- **John Smith** - WBS Professor in Accounting
- **Fred Smith** - Visiting academic from Cumbria University
- **Jane Smith** - WBS Professor in Finance

// Where



B3.20 lecture theatre, WBS Scarman Road
Coventry
CV4 7AL
UK

[Get directions »](#)

// When

Monday 24 February 2014, 10:45 - 12:45

// Contact

marketing@wbs.ac.uk
024 765 22377