Adding Events to the CAW Events Calendar
https://communityarchiving.org/events/

Send us details for your event, and we'll add it to the calendar. See the Event Description Template and instructions for adding events. Ways to send:

- Email us with all the details
- Invite us to your event on your calendar, and we'll repost to the CAW Events calendar.
- Tag us on Instagram (@CAWworkshop) or Facebook (@communityarchivingworkshop)

Event Description Template

Date: Date of workshop

Title: Workshop Partner Location, 9am - 5pm ET* (tentative)**

Time: All Day

Description: included as much info as possible and update as more details become available.

> Community Archiving Workshop with Partner Organization(s)
>
> Partner Organization(s) Info
>
> Type of materials expected
>
> If you have any questions, contact us [email].
>
> Link to website or webpage with more info (see workshop webpage template)
>
> How to Register, When, Deadline
>
> Link/attach flyer (optional)

Location (as specific as you can): Street address, city, state, region, country

** Timezone required. Specific times will be changed to the calendar's default timezone, so include timezone in the Title to be clear about start and end times.*
***Level of confirmation, choose most appropriate: scheduled (default, implied), tentative, potential.*

Example Event

Date of Workshop: 11/13/2019

Title: Workshop with Deaf Folklife Films Collection, 9am-5pm ET

Time: All Day

Description:

This workshop is part of the Association of Moving Image Archivists Annual Conference in Baltimore, MD. We're working with the Deaf Folklife Films Collection - a project which aims to foster the emergence of Humanistic studies of the language and history of the American deaf community. The collection is held at the Sign Language Research Lab at Georgetown University.

Participants in this workshop will handle collections of film (16mm, 8mm, Super 8mm) and analog video (VHS, U-matic, Betacam SP, MiniDV, DVCAM). The workshop includes presentations and a lunchtime screening by the Regional Audiovisual Archives Committee and the Center for Home Movies.

Special thanks to AV Geeks and Mid-Atlantic Regional Moving Image Archives for bringing their equipment and doing the digitization!

For more information: https://communityarchiving.org/workshops/2019-baltimore/

Register and volunteer for the event through the link above.

Location: Baltimore Museum of Industry, 1415 Key Hwy, Baltimore, MD 21230

Instructions for Updating CAW Events Calendar

Accounts with permissions to Make changes to events:

1. From https://communityarchiving.org/events, right-click on an event > open in new tab
2. Edit the event:
    - Title to updating confirmation level
    - Date and Time
    - Location
    - Description about workshop
    - Color
3. Add an event to CAW Event Calendar
    - Log into your google account that has permissions to edit calendar (CAW Events)
        - Contact us to request access
    - Choose date for event - double click on date to add event details
    - Add the following information for each event:
        - Title, Start-End times Timezone (confirmation level)
            - Scheduled is implied
            - (Tentative)
            - (Potential)
            - Date(s) of event
            - Time (include timezone)

        - Time: All Day (specific time in Title with timezone)
        - Location (as detailed as possible, update as more details are available)
        - Description (see below for recommended event description)
        - Add an attachment, example link directly to a promo flyer file (optional)
4. (optional) Publish event, adding link to a workshop page, https://communityarchiving.org/workshops/
    - Or create a new workshop page and embed published calendar event
    - See Admin page to create a new workshop page on the CAW Website.

How to make changes and manage sharing of calendar:

1. Click 3-dots right of CAW Calendar in Other Calendar list in left sidebar
2. Add person to the calendar or change access permissions for an existing person
3. Select the appropriate access level

Notes for event lifecycle:

1. Include a link to the workshop page, where we can keep, update and communicate progress of workshop plans.
2. Events should always have the most accurate day, time, location, link to workshop page, and confirmation (scheduled, tentative, potential)
3. Levels of confirmation:
    a. Scheduled: It is happening. Date, time, location set
    b. Tentative: It will be happening around this time and location. Date, time, location are still being confirmed
    c. Potential: It may happen, very early stages. Date, time, and location to be determined
    d. Dream
    e. If we had $1M
4. Publish event gives URL and HTML code to post on workshop page. (Recommended)
5. Events can have attachments (like flyers, promotional swag files, resources)