OCES CALENDAR INSTRUCTIONS FOR COUNTY EDUCATORS –Trumba Platform.

March 2018

The Trumba calendar for the Oklahoma Extension is at http://calendar.okstate.edu/oces/ and will also be placed on Extension’s home page. **NOTE: This is a calendar designed to be seen by the public/audiences you serve, it is not intended for OCES internal activities.**

To Submit an Extension entry for your local programs/events to the Calendar:

1. **Go to** [http://calendar.okstate.edu/oces](http://calendar.okstate.edu/oces) **and select Submit Event**
2. **Sign in** by entering your OKEY login information (your okstate email address and password)
   a. **Cautionary note:** *Your entry will post the event to the calendar immediately* – no authorization is required so please ensure you use good grammar, provide adequate and professional information.
   b. **Note:** on 4-H events that are restricted to 4-H members, please ensure your instructions clearly indicate that. You may want to add a link to how to become a member if you are still recruiting.
3. **Complete the Submission form.** The following fields are required:
   a. **Submitter information.** You can skip this part as it already uses your email address and it will not appear on the calendar
   b. **Event Title.** Be consistent in the titles you use for your programs, especially when you plan to repeat it and also when they are part of a program that other educators use across the state.
   c. **Event Location.** Enter the correct street address for the program so it can be mapped correctly.
   d. **Start Date and Time**
   e. **End Date and Time**
   f. **Repeat.** At this time, you can repeat events on a predetermined basis. We are requesting Trumba to allow repeats outside those terms.
   g. **County.** Select the county from the dropdown menu. You can select more than one county if your program is reaching other counties you are assigned to, including the ‘statewide’ option. The entry will show in your county calendar, on the calendar for the program areas that you select (ANR, FCS, 4-H, RD), and on the calendar at OCES’ home page. If your program is a district wide program, you should also select the district.
   h. **Program Area.** Select the program areas applicable to the content you are offering. For example, if the event is reaching a 4-H youth audience, select 4-H. This will help populate the program area calendars at the state level.
   i. **Cost.** Insert the cost of the program, and any important information, such as method of payment, payable to, deadline for paying, etc.
   j. **Contact Name.** Whoever is the main contact for the program
   k. **Contact Email Address.**
l. **Contact Phone.** Important information for reaching out to you with questions.

m. **Web Link.** For additional information, registration, etc.

n. **Description.** Please describe the event/program goals or what the audience may learn if they attend it. If applicable, please specify the audience intended for. For example if is intended only for OHCE members or 4-H members, please specify it.

4. **Click “Next” button,** a verification page will display event details.

5. **Final review.** The following page provides a final review of your event. If it is correct, click the ‘Submit’ button; to make corrections, click the blue ‘Back’ button (NOT the browser's back button).

6. **Cancel the event.** Each person's submitted events can be viewed at [https://eventactions.com/eventactions/okstate-extension-county#/mysubmissions](https://eventactions.com/eventactions/okstate-extension-county#/mysubmissions) From this page, the submitter can cancel the event. If event details need to be edited after the event has been submitted, contact a District Program Specialist or send an email to Dwayne Hunter.

**Calendar Views**
By default, all events will be shown. Events can be filtered by county or program area with the available drop down menus. Search for events by entering words into the search box. All information into the event's details will be searched, including title, location, contact name, county, and description will searched.

**County Calendars**

Counties interested in creating a view of the Trumba events for their county should contact their Extension Computer Support Specialist:

- Levi Arnold: NE District
- Cynthia Hobbs: SE District
- Bronson Lewis: West District