



Working with Events in Joomla! – JEvents

October 21, 2020

2:00pm – 4:00pm

Zoom location for workshop:

<https://rutgers.zoom.us/j/93283297725?pwd=REJ0VlJ0TUwxTmdPOVd3aUFsdVZldz09>

Instructor for this Workshop:

Eddie Konczal

Unit Computing Manager, SAS IT Services (Web Development Group)

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Working with Events in Joomla! – JEvents

WELCOME

Instructor for this Workshop: Eddie Konczal

Unit Computing Manager, SAS IT Services (Web Development Group)

Once you arrive:

GETTING STARTED

1. If you are working from home or another off-campus location, log on to the Rutgers VPN from your computer; you can find instructions here:

<https://sasit.rutgers.edu/how-to-guides/working-remotely/vpn-instructions>

2. Open a web browser on your computer (Firefox, Chrome, or Safari)
3. Go to the website:

<https://www.sas.rutgers.edu/cms/training>

WHAT IS JOOMLA!?

Joomla! is Content Management System (CMS) software that runs on a web server and allows you to update your web site through a browser (such as Google Chrome, Mozilla Firefox, or Safari). A content management system simplifies the process of updating a website by eliminating the need to edit HTML or use web design software.

Visit <https://www.joomla.org/> for more information on Joomla.

WORKING WITH IMAGES AND PDFS

When creating events, you may often want to upload a flyer for the event. The flyer should be in a PDF file, and the text in it should be selectable (by clicking and dragging with the mouse) so that screen reader software can read the text in the PDF. You should also have a specific image that you can add to the event.

For today's workshop, you can download some sample events flyers and images.

1. Go to:
<https://www.sas.rutgers.edu/cms/training/images/files/jevents-sample-events.zip>
2. Save the ZIP file to your computer
3. Extract the ZIP file
4. There will be sample PDF flyers and images corresponding to the flyers that you can add to your events later in this workshop.

WHAT IS A COMPONENT?

A component in Joomla! is an extension that allows you to store and display different types of content than you can with standard Joomla! articles. Examples include **DOCman** (documents), **Ignite Gallery** (image galleries), **JEvents** (calendar events), and **SmartSlider** (slideshows).

A Joomla Component might also include a module as well, which can display information stored in the component on the website.

OVERVIEW OF JEVENTS

JEvents is a component that stores information about events. You can organize your events into categories, which helps you display them in different areas on the website. In fact, events can actually exist in multiple categories. You can display events in a module position or via a menu item.

TO ACCESS JEVENTS:

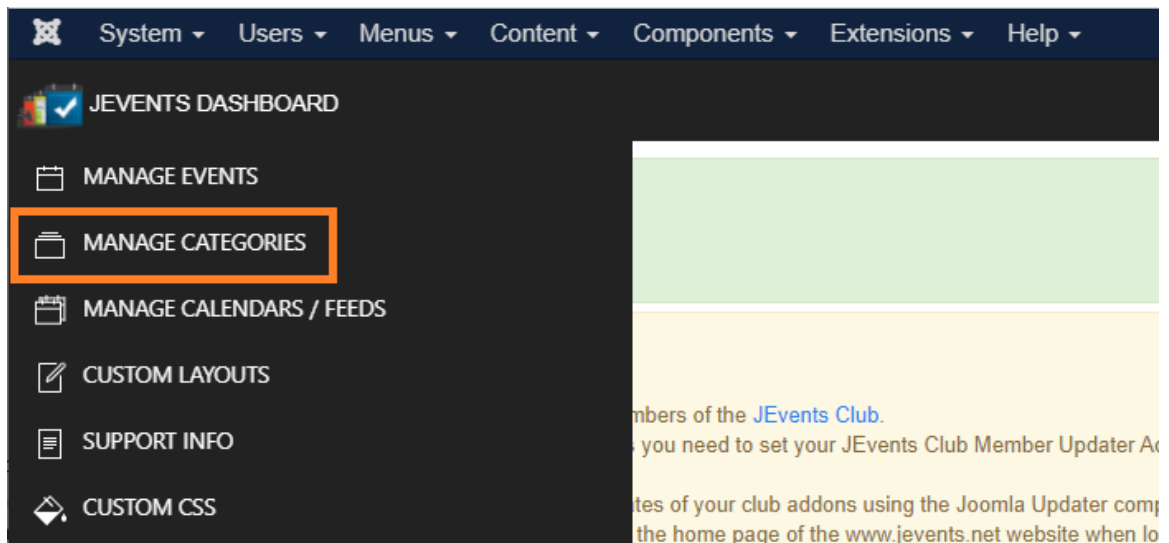
1. Login to the back end of Joomla!:

<http://www.sas.rutgers.edu/cms/training/administrator>

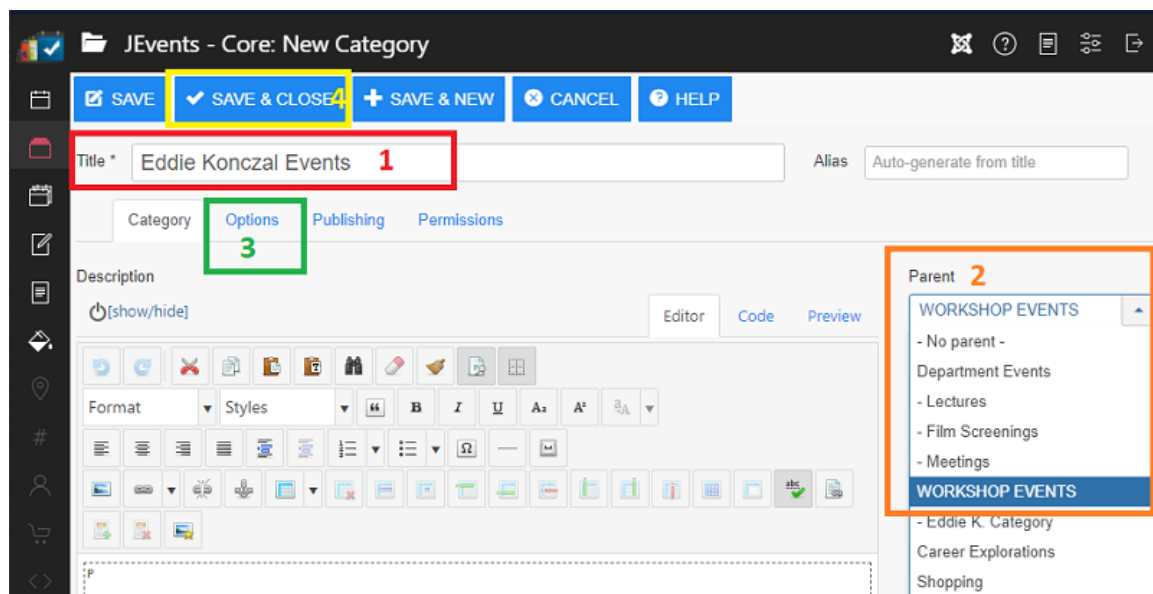
2. On the top menu, click on **Components > JEvents**

MANAGING EVENT CATEGORIES

1. Hover the mouse over the left sidebar, then select **Manage Categories**:

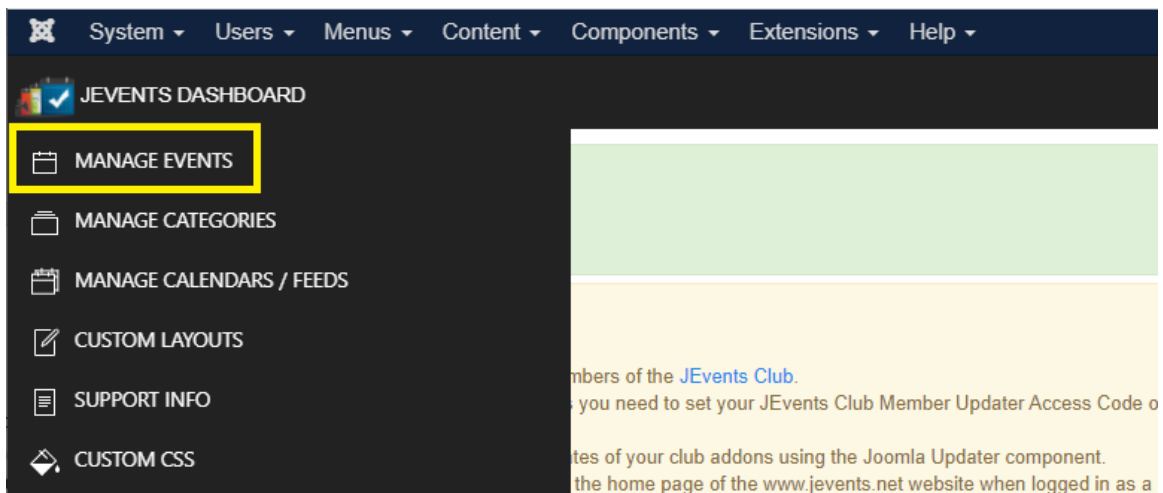


2. Click on **NEW** to create a new category
3. Title: “[Your Name] Events” (see #1 below)
4. Parent: select WORKSHOP EVENTS (see #2 below)
5. Click Options (see #3 below)
6. Click in “Choose Colour” and use the color picker to select a color.
7. Click **SAVE & CLOSE** (see #4 below)



WORKING WITH EVENTS

Hover the mouse over the left sidebar, then select **Manage Events**:

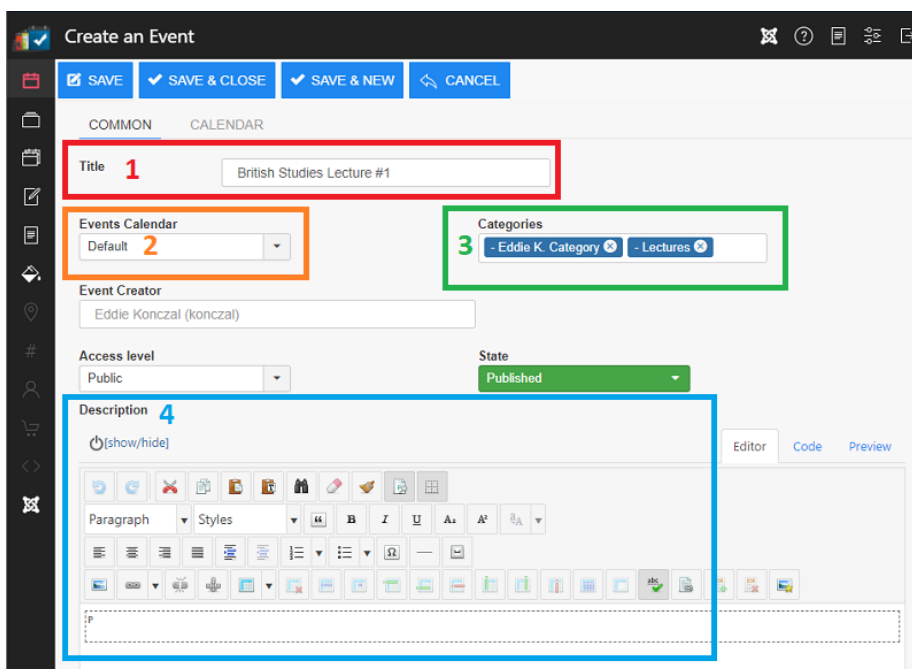


Then click **New** to create a new event.

CREATING AN EVENT

Event Details (COMMON tab)

1. **Title:** enter a title for the event (*see #1 below*)
2. **Events Calendar:** select "Default" (*see #2 below*)
3. **Categories:** select the category you created (and at least one other category) (*see #3 below*)
4. **Description:** Enter a description of the event in the text area (*see #4 below*)



Adding an Image and PDF Flyer:

1. Scroll to the bottom of the **Create an Event** page.
2. Under “Select Image,” click **Select** (see #1 below), then browse to “Events.”
3. Click **Upload**, then upload one of the images from the ZIP file and click **Insert**.
4. Under “Image Title,” enter a title for your image (see #2 below).
5. Under “Upload File,” click **Choose File** (see #3 below), then upload the PDF from the ZIP file you downloaded earlier.
6. Then click **Upload** (see #4 below).

The screenshot displays the 'Create an Event' interface with several sections and highlighted elements:

- Standard Image 1**:
 - Image Title**: A text input field containing 'Early History of the Protest Song', highlighted with an orange box and a red '2'.
 - Select Image**: A file selection area showing 'images/Events/Early-Histor' and a 'Select' button highlighted with a red box and a red '1'.
- Standard File 1**:
 - File Title**: A text input field containing 'Early-History-of-the-Protest-Song.pdf'.
 - Upload File ***: A section with a 'Choose File' button highlighted with a green box and a green '3', a 'No file chosen' status, an 'Upload' button highlighted with a blue box and a blue '4', and a 'Delete' button.

At the bottom, there is a partially visible 'Upload Complete ...' message.

Date & Time (CALENDAR tab)

1. Scroll back to the top of the **Create an Event** page
2. Click the **CALENDAR** tab
3. Under Start Date, click the calendar icon, then select a date for the event
4. Under Start Time, enter the start time, then click AM or PM
5. Under End Time, enter the end time, then click AM or PM
6. Click **SAVE & CLOSE**

Create an Event

SAVE **5 SAVE & CLOSE** **SAVE & NEW** **CANCEL**

COMMON **1 CALENDAR**

Start, End, Duration

All day Event or Unspecified time ☐ 12 Hour ☒

2 Start date 2020-10-16 **3 Start Time** 8:00 AM PM

2 End date 2020-10-16 **4 End Time** 5:00 AM PM **No specific end time** ☐

Repeat type

NO REPEAT **DAILY** **WEEKLY** **MONTHLY** **YEARLY**

PRACTICE: CREATE ADDITIONAL EVENTS

1. Create at least 2 more events using different dates and times
2. Upload an image and a .pdf for each event, using the files from the ZIP file
3. Put each event in your own category, as well as one other category
4. Go to <https://www.sas.rutgers.edu/cms/training/jevents-by-month/> to see how your events look in the Joomla! front-end.

EDITING EVENTS

Working with Images

Select one of your events and scroll to the bottom of the **Create an Event** page.

1. Click on the **X** to remove the current image, or just click select to find a new image and upload.
2. Be sure to update the **Image Title** (this is displayed as 'alt text').

Standard Image 1






Image Title

Select Image



images/jevents/5ae753a6

Select



Working with Files

1. Click on **Delete** to remove file
2. Click **Choose file**
3. Find a different file, then click **Upload** to save the pdf file

Standard File 1

File Title

Upload File *

Choose File

No file chosen

Upload

Delete

Upload Complete ...

When done, click **SAVE & CLOSE**

CREATING A REPEATING EVENT

If an event occurs once a week, or once a month, you can create it as a repeating event. Then you can modify the individual occurrences; for example, you can delete a repetition of the event that falls on a holiday.


Repeating events work best if the majority of the repeating events are similar and do not have to be edited – for example, events that occur at the same time of day, or the same day of the week.

1. Create a new event as you normally would; the details on the Common tab should be common to all events in the series
2. Click the **CALENDAR** tab
3. Select the date and time as you did for previous events.
4. Under “Repeat Type” click **MONTHLY** (see #1 below).
5. You can either enter a number under “Repeat Count” (to repeat the event a specific number of times) or select “Repeat Until” and set an end date for the series) (see #2 below).
6. Select “By Day” (see #3 below).
7. Under “Which Week(s)?” un-select any weeks of the month that the event should not recur on (see #4 below).
8. Click **SAVE & CLOSE**
9. When notified “This will replace all repeats and will delete all existing exceptions. Do you wish to continue?” Click **OK**.

The screenshot shows the 'Create an Event' form in Joomla! JEvents. The form is titled 'Create an Event' and has a sidebar with various icons. The main form area contains several sections. At the top, there are four buttons: 'SAVE', 'SAVE & CLOSE', 'SAVE & NEW', and 'CANCEL'. Below these, there are fields for 'All day Event or Unspecified time' (unchecked), '12 Hour' (checked), 'Start date' (2020-10-15), 'Start Time' (8:00 AM), 'End date' (2020-10-15), 'End Time' (5:00 PM), and 'No specific end time' (unchecked). The 'Repeat type' section is highlighted with a red box and labeled '1'. It contains five buttons: 'NO REPEAT', 'DAILY', 'WEEKLY', 'MONTHLY' (selected), and 'YEARLY'. The 'Repeat Interval' section is highlighted with an orange box and labeled '2'. It contains two radio buttons: 'Repeat Count' (unchecked) and 'Repeat Until' (checked). Below 'Repeat Count' is a field for '1' months. Below 'Repeat Until' is a field for '1' repeats and a date field set to '2021-04-30'. The 'By Day' section is highlighted with a green box and labeled '3'. It contains a radio button for 'By Day' (selected) and a row of seven buttons: 'S', 'M', 'T', 'W', 'T' (selected), 'F', and 'S'. The 'Which Week(s)?' section is highlighted with a blue box and labeled '4'. It contains five buttons: 'FIRST', 'SECOND' (selected), 'THIRD', 'FOURTH', and 'FIFTH'. Below this section is a 'Count back from month end' checkbox (unchecked).

EDITING REPEATING EVENTS

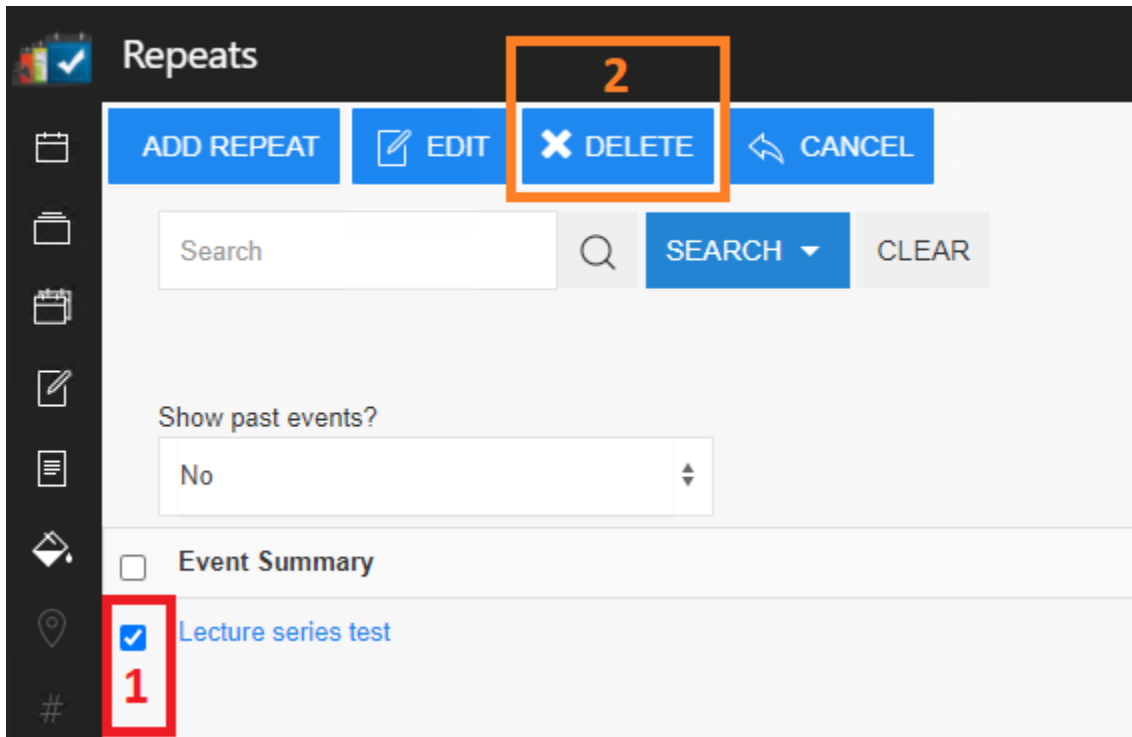
To edit repeating events (for example, to remove a specific repeat) go to the MANAGE EVENTS page. Click the icon in the “Repeats” column for the event:

<input type="checkbox"/>	Event Summary	Repeats	Event Creator
<input type="checkbox"/>	Lecture series test		konczal(Eddie Konczal)
<input type="checkbox"/>	British Studies Lecture #1		konczal(Eddie Konczal)

To remove 1 or more repeating events

Click on the check box to the left of the event (*see #1 below*), and select **DELETE** (*see #2 below*).

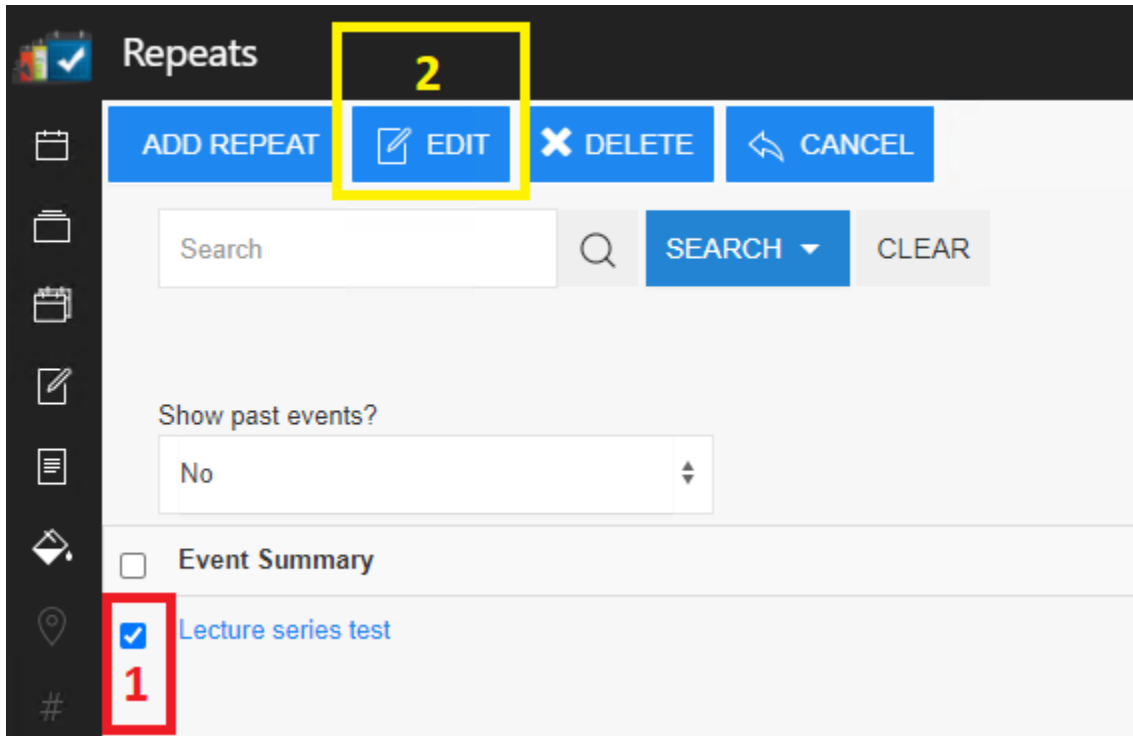
Click **OK** to delete the repeat.



The screenshot shows the 'Repeats' dialog box. At the top, there are four buttons: 'ADD REPEAT', 'EDIT', 'DELETE', and 'CANCEL'. The 'DELETE' button is highlighted with an orange box and a red '2'. Below these buttons is a search bar with a 'SEARCH' button and a 'CLEAR' button. Underneath the search bar is a dropdown menu labeled 'Show past events?' with 'No' selected. At the bottom, there is a table with two rows. The first row is 'Event Summary' with an unchecked checkbox. The second row is 'Lecture series test' with a checked checkbox. The checked checkbox is highlighted with a red box and a red '1'.

To edit one of the repeating events

Click on the check box to the left of the event (see #1 below), and select **EDIT** (see #2 below).



Make your changes to the event, then **SAVE & CLOSE**.

Editing main event for a repeating event

If you go to **MANAGE EVENTS** and change the date settings for a repeating event, it will recreate all repeating events, and any details changed for specific events will be lost. For example, if you deleted a repeat for 12/25/2020, then edited the date settings for the main event, the 12/25 repetition will be recreated, and you will need to delete it again.

DISPLAYING EVENTS IN SIDEBAR MODULE

Once you have added some events to JEvents, you can display them on the website front end using either a module or a menu item.

In the below example, the “Arts & Aesthetics Events” right sidebar module displays upcoming events:

The screenshot shows the website for the Center for Cultural Analysis (CCA) at Rutgers University. The main navigation bar includes links for HOME, ABOUT, PEOPLE, EVENTS, ANNUAL SEMINAR (highlighted), RESEARCH GROUPS, CCA SCHOLARSHIP, and CONTACT US. The main content area is titled "2016-2017: Arts & Aesthetics" and contains a paragraph explaining the seminar's focus on the relationship between arts and aesthetics. Below this is a large banner for the "arts AESTHETICS" seminar, co-directed by William Galperin and Henry S. Turner. The right sidebar features a section titled "Annual Seminar" with a list of upcoming events, including "Arts & Aesthetics Events", "2017-2018: Medical Humanities", "Become a Fellow", and "Past Seminars". The "Arts & Aesthetics Events" section lists several seminars with dates and speakers, such as "CCA Seminar on Bioart with Suzanne Anker and Maria Antonia Gonzalez Valerio" on March 8, 2017, and "CCA Seminar with Seeta Chaganti" on April 19, 2017.

2016-2017: Arts & Aesthetics

"Arts" and "aesthetics" have been integrally linked since the eighteenth century, but this was not always the case. Aesthetics, originally denoting knowledge through sense perception, only later became concerned with taste and judgment, or value and beauty, and integral over time to what we now call "criticism." Art, initially describing craft, practical skill or technique with matter, language and sound, later migrated to embrace formalism and individual as well as cultural expression.

The 2016-17 CCA Seminar "Arts and Aesthetics" will explore the divergences and convergences of these related but fundamentally different ideas, approaching them from the perspectives of philosophy, literary history, art history, the fine arts, the history of science, and political and cultural theory. Topics are likely to include form and formalism; the history of criticism and critique; theories of perception; and questions of representation ranging from photography, painting, sculpture, and music to architecture, performance, literature, and conceptual as well as outsider art. Throughout, the idea of the "liberal arts" and their status in 2016—what will be Rutgers University's 250th year—will be an abiding concern.

CENTER FOR CULTURAL ANALYSIS

arts AESTHETICS

CO-DIRECTORS FOR 2016-2017

WILLIAM GALPERIN

HENRY S. TURNER

Annual Seminar

► 2016-2017: Arts & Aesthetics

Arts & Aesthetics Events

2017-2018: Medical Humanities

Become a Fellow

Past Seminars

Arts & Aesthetics Events

08 Mar 2017 01:10PM - 04:10PM
CCA Seminar on Bioart with Suzanne Anker and Maria Antonia Gonzalez Valerio

22 Mar 2017 01:10PM - 04:10PM
CCA Seminar with Daniel Villegas and Lynn Festa

29 Mar 2017 01:10PM - 04:10PM
CCA Seminar: Graduate Student Presentations

05 Apr 2017 01:10PM - 04:10PM
CCA Seminar with Jeff Friedman and Jane Sharp

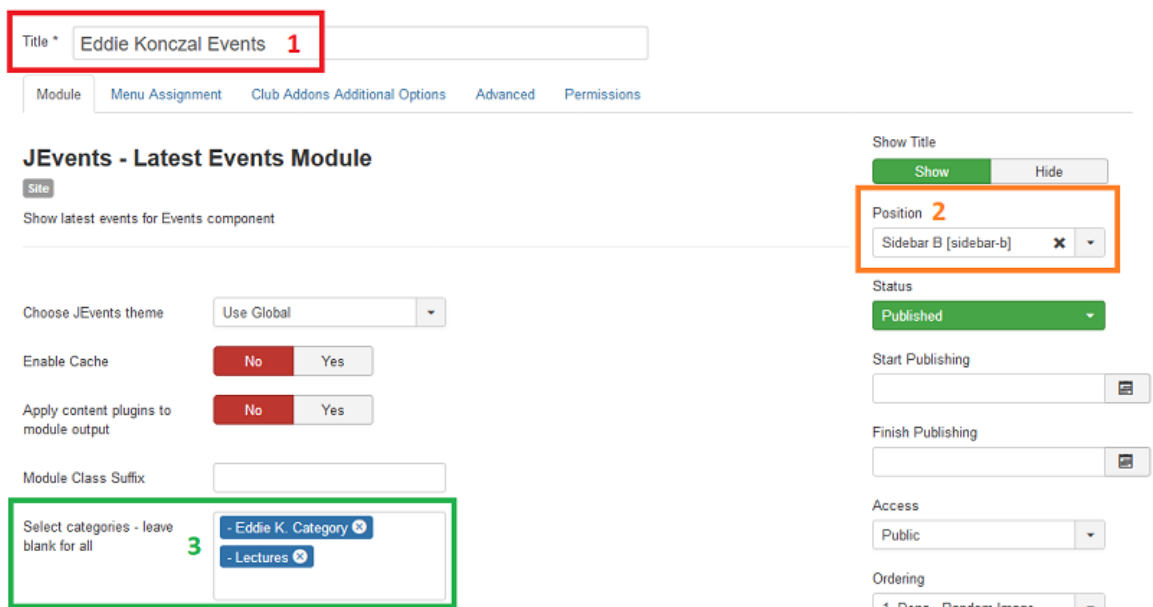
12 Apr 2017 01:10PM - 04:10PM
CCA Seminar: Graduate Student Presentations

19 Apr 2017 01:10PM - 04:10PM
CCA Seminar with Seeta Chaganti

03 May 2017 01:10PM - 04:10PM
CCA Seminar with Suzy Kim and Colin Williamson

Creating a “JEvents - Latest Events Module”:

1. Go to **Extensions > Modules**
2. Click **New**
3. Under “Select a Module Type,” select **JEvents - Latest Events Module**.
4. **Title:** enter your name followed by “Events” (see #1 below)
5. **Position:** select “Sidebar B [sidebar-b]” from the dropdown menu – note: you can start typing “sidebar” to narrow down the list (see #2 below)
6. **Select categories – leave blank for all:** select your category and at least one other category (see #3 below)



The screenshot shows the Joomla! administrator interface for configuring the "JEvents - Latest Events Module". The "Title" field is set to "Eddie Konczal Events" and is highlighted with a red box and a red "1". The "Position" dropdown is set to "Sidebar B [sidebar-b]" and is highlighted with an orange box and an orange "2". The "Select categories - leave blank for all" section is highlighted with a green box and a green "3", showing two selected categories: "Eddie K. Category" and "Lectures". Other visible settings include "Show Title" (Show), "Status" (Published), "Start Publishing" (empty), "Finish Publishing" (empty), "Access" (Public), and "Ordering" (1 Desc - Random Image).

7. **Target Menu item:** select “*** JEvents by Month ***” (this means that when an event is selected, you will be taken to this menu item).

8. **Maximum Events to display:** enter “5” (or more) (*see #1 below*)
9. **Display events from the next ? days:** increase this number to 60 or more (*see #2 below*)
10. **Past Events Only:** change to “Future Events Only” (*see #3 below*)

Maximum Events to Display **1**

Display Mode

Display Events from the next ? days (modes 2, 3, 5, 6 and 7 only) **2**

Measure time from now?

Past Events Only **3**

11. Click the “Menu Assignment” tab (*see #1 below*)
12. Change “Module Assignment” to “Only on the pages selected” (*see #2 below*)
13. Clear all the check boxes by clicking “None” to the right of “Select: All” (*see #3 below*)
14. Find your menu item listed under “JEvents by Month” and click the check box for it.
15. Click **Save & Close**.

Title *

Module **1** Menu Assignment Club Addons Additional Options Advanced Permissions

Module Assignment **2**

Menu Selection:

Select: All, None | Expand: All, None **3**

☐ Error Page (Alias: error-page)

☐ Logout Message (Alias: logout-message)

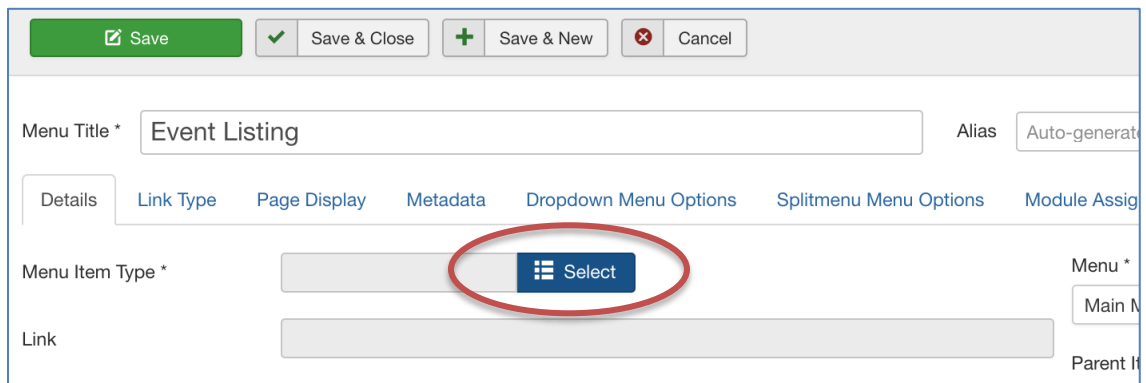
☐ Downloads (Alias: downloads)

DISPLAYING JEVENTS AS A MENU ITEM

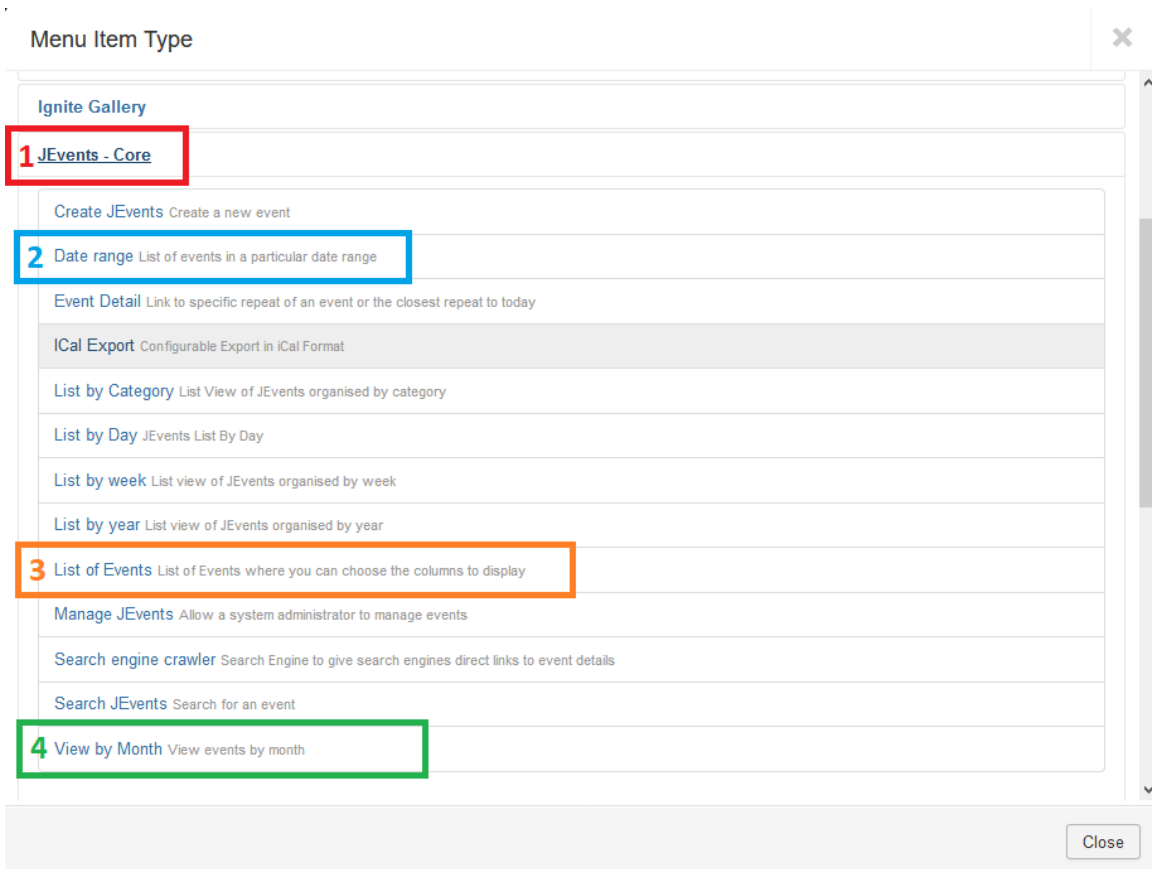
You can also create menu items to display events. There are many options for configuring menu items. We will look at three: **List of Events**, **Calendar**, and **Date Range with Float Format**:

DISPLAYING EVENTS IN A LIST FORMAT

1. Go to **Menus > Main Menu**
2. Find the menu item with your name under “JEvents by Month” and click on it.
3. On the “Details” tab, for “Menu Item Type” click **Select**:



4. Click **JEvents – Core** (see #1 below), then select “List of Events” (see #3 below):



5. Click the “Options” tab (see #1 below)
6. Under “Select columns to display,” select the below columns from the “Click to add column” menu (see #2 below):
 - a. Title Link
 - b. Start Date
 - c. Start Time
 - d. Category
7. **Select categories – leave blank for all:** select your category and at least one other category (see #3 below)
8. End relative to today: enter “+2m” (for two months)
9. Click **Save & Close**

Details **Options 1** Link Type Page Display Metadata Dropdown Menu Options Splitmenu Menu Options Module Assignment

Choose JEvents theme

Site template has dark background

Select Columns to Display

Click to add column 2

- Event Duration
- Previous/Next Links
- First Repeat Link
- Last Repeat Link
- Creator Label
- Creator
- Hits
- Description

Drag field names to reorder or click to remove

Column Field Name	Column Heading to Display
Title Link	Title Link
Start Date	Start Date
Start Time	Start Time
Category	Category

TITLE_LINK|Title Link|Title Link|STARTDATE|Start Date|Start

Select categories - leave blank for all 3

- Lectures
- Eddie K. Category

Relative Date Range

Start relative to today

End relative to today 4

When you view your menu item on the front end, the events should appear in a table format:

Eddie Konczal



Title Link	Start Date	Start Time	Category
Test event	Tuesday, October 13, 2020	10:00am	Eddie K. Category
Lecture series test	Thursday, October 15, 2020	03:00pm	Eddie K. Category
British Studies Lecture #1	Friday, October 16, 2020	08:00am	Lectures, Eddie K. Category
Fall Lecture: Mireille Lee, Vanderbilt	Monday, October 19, 2020	05:00pm	Lectures
Lecture series test	Thursday, October 22, 2020	08:00am	Eddie K. Category
Lecture series test	Thursday, November 05, 2020	08:00am	Eddie K. Category
Lecture series test	Thursday, November 12, 2020	08:00am	Eddie K. Category
Lecture series test	Sunday, November 15, 2020	03:00pm	Eddie K. Category

DISPLAYING EVENTS IN CALENDAR FORMAT (AS A MONTH VIEW)

1. Go to **Menus > Main Menu**
2. Find the menu item with your name under “JEvents by Month” and click on it.
3. On the “Details” tab, for “Menu Item Type” click **Select**
4. Click **JEvents – Core**, then select “View by Month”
5. Click the “Component” tab (*see #1 below*)
6. **Select categories – leave blank for all:** select your category and at least one other category (*see #2 below*)
7. Click **Save & Close**

The screenshot displays the JEvents configuration interface. At the top, there are several tabs: 'Details', 'Component', 'Link Type', 'Page Display', 'Metadata', and 'Dropdown Menu Options'. The 'Component' tab is selected and highlighted with a red box and a red number '1'. Below the tabs, there is a section for 'Module Assignment'. The main configuration area includes several settings: 'Choose JEvents theme' with a dropdown set to 'Use Global'; 'Site template has dark background' with radio buttons for 'No' (selected) and 'Yes'; 'What type of navigation bar to use' with a dropdown set to 'Navigation Icons'; and 'Navigation icons to show' with a list of icons: 'List by year', 'View by Month', 'List by week', 'List by Day', and 'Search JEvents'. At the bottom, there is a section for 'Select categories - leave blank for all' highlighted with an orange box and an orange number '2'. This section contains two selected categories: '- Lectures' and '- Eddie K. Category'.

Details **1** Component Link Type Page Display Metadata Dropdown Menu Options

Module Assignment

Choose JEvents theme Use Global

Site template has dark background No Yes

What type of navigation bar to use Navigation Icons

Navigation icons to show



- List by year
- View by Month
- List by week
- List by Day
- Search JEvents

Select categories - leave blank for all **2**

- Lectures
- Eddie K. Category


When you view your menu item on the front end, the events should appear in a calendar format:

Eddie Konczal



October, 2020

[By Year](#) [By Month](#) [By Week](#) [Today](#) [Jump to month](#)



◀ September

October 19, 2020

November ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13 10:00am Test event	14	15 03:00pm Lecture series test	16 08:00am British Studies Lecture #1	17
18	19 05:00pm Fall Lecture: Mireille Lee, Vanderbilt	20	21	22 08:00am Lecture series test	23	24
25	26	27	28	29	30	31

Department Events

WORKSHOP EVENTS

All Categories ...

DISPLAYING EVENTS IN DATE RANGE WITH FLOAT FORMAT (WITH THUMB IMAGES)

1. Go to **Menus > Main Menu**
2. Find the menu item with your name under “JEvents by Month” and click on it.
3. On the “Details” tab, for “Menu Item Type” click **Select**
4. Click **JEvents – Core**, then select “Date Range”
5. Click the “Range Date & Time Settings” tab (see #1 below)
6. For “Rel/Abs Date Range” select **Relative** (see #2 below)
7. **End relative to today:** enter “+2m” (for two months)

Details **1** Range Date & Time Settings Options Link Type Page Display

Module Assignment

Rel/Abs Date Range Absolute **2** Relative StrToTime

Constrain Range By Dates? Constrain by Start Date AND ...

Relative Date Range

Start relative to today -1w

End relative to today **3** +2m

Event data ordering Increasing Start Date/Time

Format for presentation of date range {START(%d %B %Y)} - {END(%d %B %Y)}

8. Click the “Options” tab
9. Choose JEvents Theme: select “Float”

Details
Range Date & Time Settings
Options
Link Type
Page Display

Choose JEvents theme
float

Site template has dark background
No
Yes


10. **Select categories – leave blank for all:** select your category and at least one other category
11. Click **Save & Close**

Go to your menu item on the front end to see what the list of events looks like.

Eddie Konczal

List View
Grid View

October 12 - December 19, 2020
<
>



Test event

Tue, 13 Oct 2020

Description goes here

More..


Lecture series test

Thu, 15 Oct 2020

General information about the lecture series goes here

Editing description only Editing ...

More..



British Studies Lecture #1

Fri, 16 Oct 2020

More..

Fall Lecture: Mireille Lee, Vanderbilt

Mon, 19 Oct 2020

More..

Lecture series test

Thu, 22 Oct 2020

Lecture series

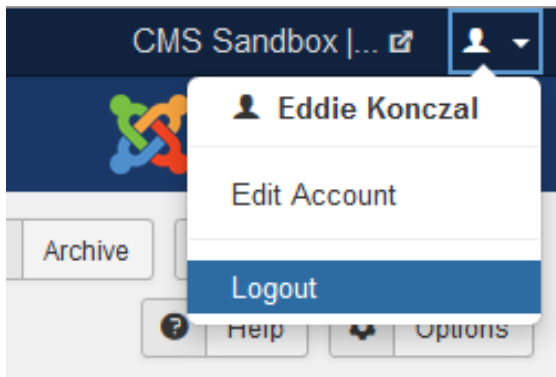
More..

Lecture series test

Thu, 05 Nov 2020

LOGOUT FROM JOOMLA!

Click the profile icon to the upper right of your Joomla! administrator page, then click “Logout”:



FUTURE WORKSHOPS

Please visit:

<https://sas-it.rutgers.edu/itservices/web-development-and-support/workshops-and-training>