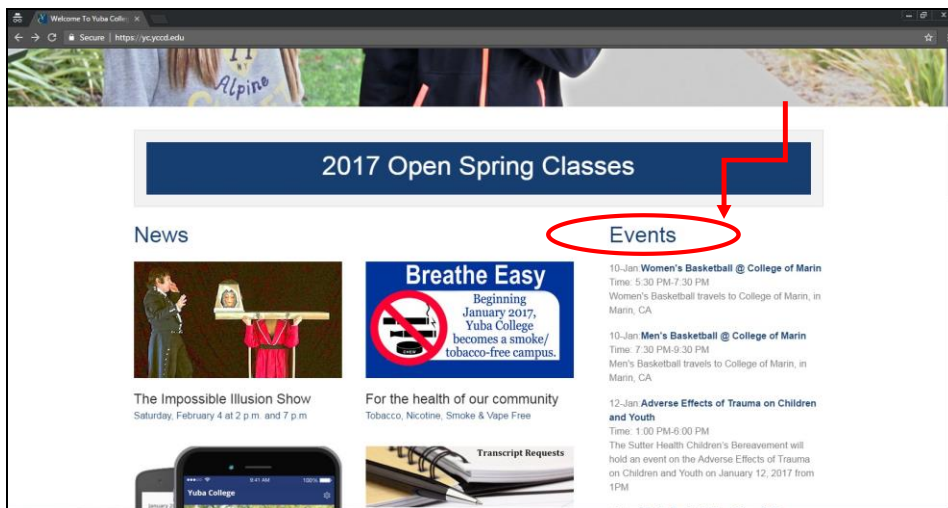
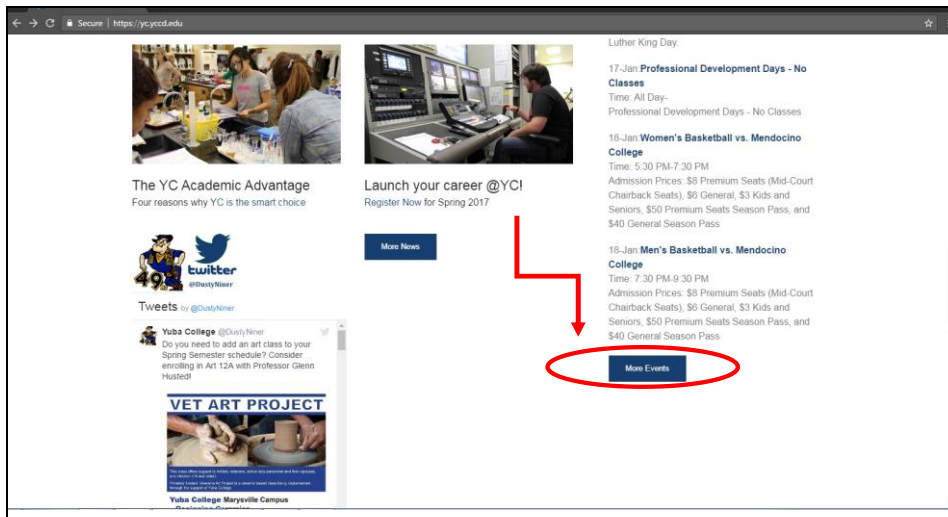


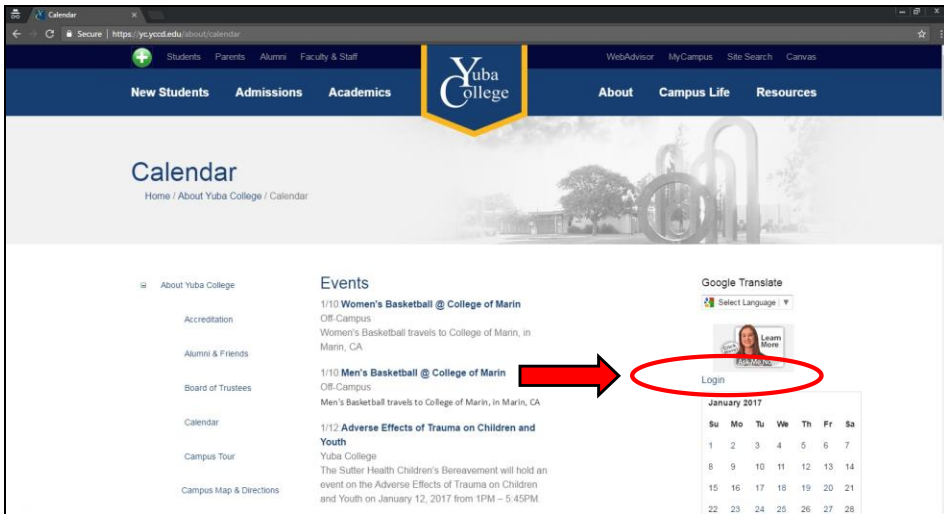
Start by going to the Yuba College Homepage.



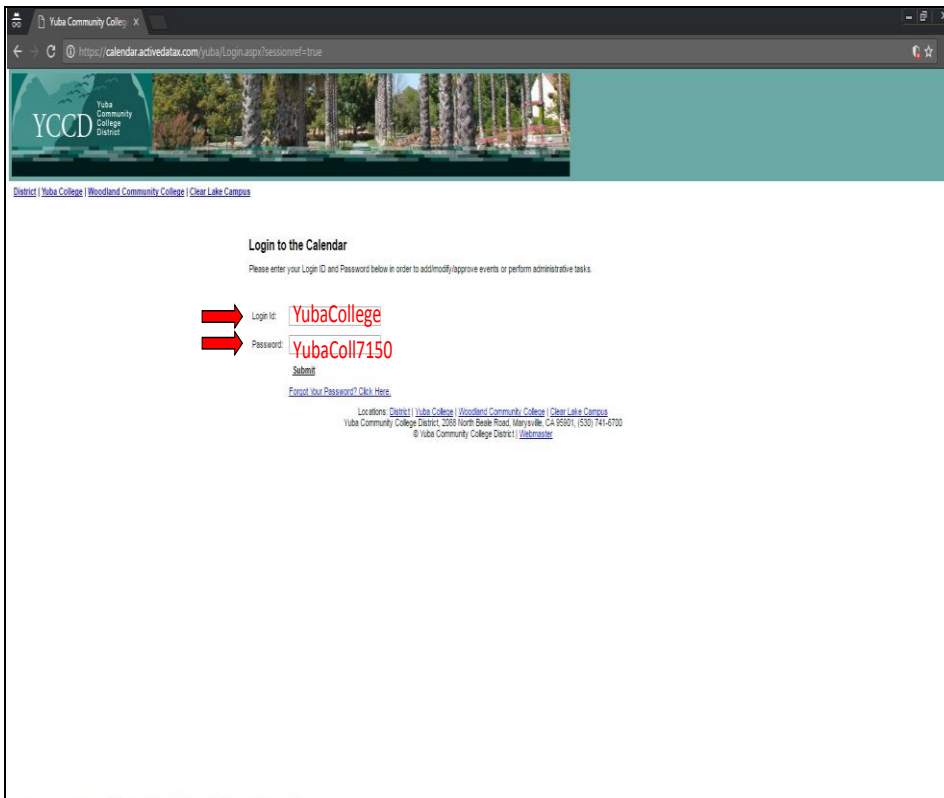
Scroll down to Events.



Scroll down further and click on More Events.

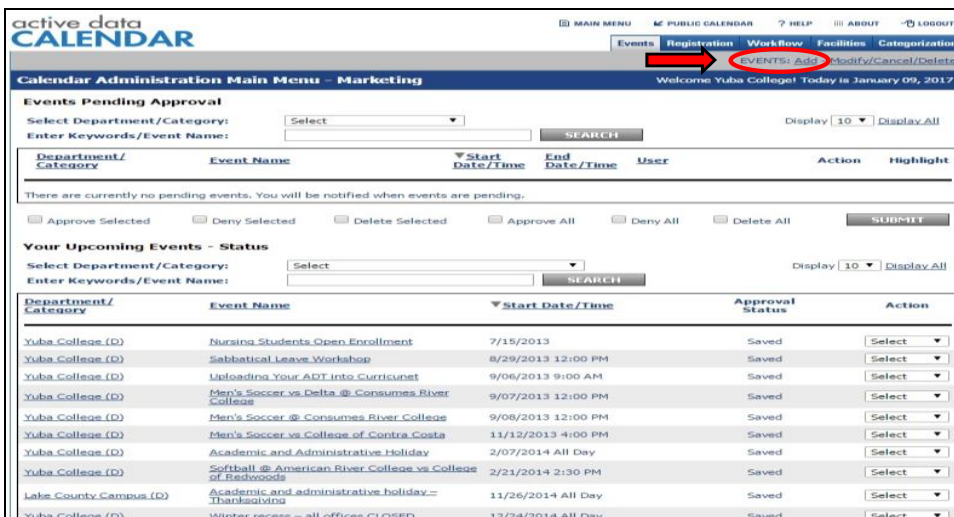


On the next page, click on Login.



Use the Login ID: YubaCollege and Password: YubaColl7150 to enter.

NOTE: All postings to the web calendar use this same login. Therefore, gaining access to this login will allow edit to other events posted as well. Also, Webcalendar will automatically log off after about 10 minutes of inactivity. Therefore, make sure an event is submitted successfully in one setting. Otherwise, event in progress will not automatically submit and will be lost.



After logging in, click on Add at the top right corner of the page to add an event.

active data  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGIN

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Add Event - General Details

\*Event Name:

\*Department:

Publish on Selected Calendar(s):  ☐ Highlight This Event

\*Category(s)/Subcategory(s):

\*Event Description:

Design HTML Preview

Event Date: 1/9/2017 Start Time: Duration: 0 Hours and 0 Minutes All Day

Main Information Scheduling & Facilities Images & Attachments Details & Registration

CANCEL PREVIEW

Copyright 2017. Powered by Active Data, a master calendar management platform from Active Data.

Enter in Event Name.  
NOTE: All fields with the (\*) must be filled.

active data  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGIN

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Add Event - General Details

\*Event Name:

\*Department:

Select  
Select  
Beale A.F.B.  
Lake County Campus  
Sutter County Campus  
Yuba College

\*Category(s)/Subcategory(s):

\*Event Description:

Design HTML Preview

Event Date: 1/10/2017 Start Time: Duration: 0 Hours and 0 Minutes All Day

Main Information Scheduling & Facilities Images & Attachments Details & Registration

CANCEL PREVIEW

Copyright 2017. Powered by Active Data, a master calendar management platform from Active Data.

Under Department, select Yuba College, or the college that is applicable to the event.

active data  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGIN

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Add Event - General Details

\*Event Name:

\*Department:

Publish on Selected Calendar(s):  ☐ Highlight This Event

\*Category(s)/Subcategory(s):

Select  
Administrative Announcements  
Alumni  
Arts & Entertainment  
Art  
Music  
Theatre  
Athletic Events  
Baseball  
Basketball  
Cross Country  
Football  
Men's Soccer  
Softball  
Track & Field  
Volleyball  
Women's Basketball  
Women's Soccer  
Campus Events  
Career Center Events

\*Event Description:

Design HTML Preview

Event Date: 1/9/2017 Start Time: Duration: 0 Hours and 0 Minutes All Day

Main Information Scheduling & Facilities Images & Attachments Details & Registration

CANCEL PREVIEW

Copyright 2017. Powered by Active Data, a master calendar management platform from Active Data.

Select a category most applicable to the event.  
NOTE: Only one category selection is allowed. After selecting a category, the page will reload before the selected category appears on the box.

active data  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Add Event - General Details [Autumn Instrumental Concert]

\*Event Name: Autumn Instrumental Concert

\*Department: Yuba College

Publish on Selected Calendar(s): Public ☐ Highlight This Event

\*Category(s)/Subcategory(s): Music

\*Event Description:

Falling leaves, chilly nights and the cool sounds of the Yuba College bands make this fall concert a must see! The classic sounds of the Symphonic Band then leads the Jazz Ensemble to toe tapping melodies that light up the stage. Admission: \$10 general, \$6 student/senior. Parking is free. For more information, call 741-6829.

Design HTML Preview

Event Date: 10/27/2017 Start Time: 7:30 PM Duration: 2 Hours and 0 Minutes All Day

Main Information Scheduling & Facilities Images & Attachments Details & Registration

CANCEL PREVIEW

Fill in description for the event. To hyperlink a website to the description, click on the icon shown on slide. But first, make sure cursor is located where hyperlink will be posted in the description.

active data  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Add Event - General Details [Autumn Instrumental Concert]

\*Event Name: Autumn Instrumental Concert

\*Department: Yuba College

Publish on Selected Calendar(s): Public

\*Category(s)/Subcategory(s): Music

\*Event Description:

Falling leaves, chilly nights classic sounds of the Sympl Admission: \$10 general, \$6

Design HTML Preview

Event Date: 10/27/2017 Start Time: 7:30 PM Duration: 2 Hours and 0 Minutes All Day

Main Information Scheduling & Facilities Images & Attachments Details & Registration

CANCEL PREVIEW

Hyperlink Manager

Hyperlink Anchor E-mail

URI http://

Link Text

ID

Target None

Existing Anchor None

Tooltip

CSS Class Apply Class

OK Cancel

After icon is clicked, a pop up like this one will appear. Paste in the link and include a short text about the link to Link Text. Click OK when finished.

NOTE: Make sure "http://" does not appear twice when pasting link, otherwise hyperlink will not work. To see a hyperlink example, see next slide.

active data  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Add Event - General Details [Autumn Instrumental Concert]

\*Event Name: Autumn Instrumental Concert

\*Department: Yuba College

Publish on Selected Calendar(s): Public

\*Category(s)/Subcategory(s): Music

\*Event Description:

Falling leaves, chilly nights classic sounds of the Sympl Admission: \$10 general, \$6

Design HTML Preview

Event Date: 10/27/2017 Start Time: 7:30 PM Duration: 2 Hours and 0 Minutes All Day

Main Information Scheduling & Facilities Images & Attachments Details & Registration

CANCEL PREVIEW

Hyperlink Manager

Hyperlink Anchor E-mail

URL https://red.vendini.com/ticket-soft

Link Text Buy Tickets Here

ID

Target None

Existing Anchor None

Tooltip

CSS Class Apply Class

OK Cancel

Example of URL and Link Text.



active data  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Add Event - General Details [Autumn Instrumental Concert]

\*Event Name:  
Autumn Instrumental Concert

\*Department:  
Yuba College

Publish on Selected Calendar(s):  
Public ☐ Highlight This Event

\*Category(s)/Subcategory(s):  
Music

\*Event Description:  
Falling leaves, chilly nights and the cool sounds of the Yuba College bands make this fall concert a must see! The classic sounds of the Symphonic Band then leads the Jazz Ensemble to toe tapping melodies that light up the stage. Admission: \$10 general, \$6 student/senior. Parking is free. For more information, call 741-6829.  
[Buy Tickets Here](#)

Event Date: 10/27/2017 Start Time: 7:30 PM Duration: 2 Hours and 0 Minutes All Day

Main Information Scheduling & Facilities Images & Attachments Details & Registration

DDVIEW

Hyperlink with text will appear as shown on slide.

active data  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Add Event - General Details

\*Event Name:

\*Department:  
Select

Publish on Selected Calendar(s):  
Public ☐ Highlight This Event

\*Category(s)/Subcategory(s):  
Select

\*Event Description:

Event Date: 1/9/2017 Start Time: Duration: 0 Hours and 0 Minutes All Day

Main Information Scheduling & Facilities Images & Attachments Details & Registration

CANCEL PREVIEW

Copyright 2017. Powered by [Active Data](#), a master calendar management platform from [Active Data](#).

active data

To enter in date of the event, click on the calendar icon, and select applicable date. The date selected will show next to Event Date.

active data  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Add Event - General Details

\*Event Name:

\*Department:  
Select

Publish on Selected Calendar(s):  
Public ☐ Highlight This Event

\*Category(s)/Subcategory(s):  
Select

\*Event Description:

Event Date: 1/9/2017 Start Time: Duration: 0 Hours and 0 Minutes All Day

Main Information Scheduling & Facilities Images & Attachments Details & Registration

CANCEL PREVIEW

Copyright 2017. Powered by [Active Data](#), a master calendar management platform from [Active Data](#).

active data

Calendar will appeared after clicking on icon. Select an applicable date.

active data  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Add Event - General Details

\*Event Name:

\*Department:

Publish on Selected Calendar(s):  
 ☐ Highlight This Event

\*Category(s)/Subcategory(s):

\*Event Description:

Event Date: 1/9/2017 Start Time:  Duration: 0 Hours and 0 Minutes ☐ All Day

8:00 AM  
8:30 AM  
9:00 AM  
9:30 AM  
10:00 AM  
10:30 AM  
11:00 AM  
11:30 AM  
12:00 PM (Noon)

Or

Images & Attachments Details & Registration

PREVIEW

Copyright 2017. Powered by Active Data, a master calendar management platform from Active Data.

To indicate time of the event, click on box next to Start Time, and select the time. However, if this event happens all day, make that selection to the right.

active data  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Add Event - General Details [Last day to add courses or register without special permission]

\*Event Name:

\*Department:

Publish on Selected Calendar(s):  
 ☐ Highlight This Event

\*Category(s)/Subcategory(s):

\*Event Description:

Event Date: 1/27/2017 Start Time:  Duration: 0 Hours and 0 Minutes ☒ All Day

Main Information **Scheduling & Facilities** Images & Attachments Details & Registration

PREVIEW

Copyright 2017. Powered by Active Data, a master calendar management platform from Active Data.

When finished with Main Information tab, click on the Scheduling & Facilities tab.  
 NOTE: Each tab is automatically saved when clicking on the next tab.

active data  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Add Event - Schedule & Request Facility [Autumn Instrumental Concert]

Current Schedule  
 Select All Select All Future Deselect All

	Start Date	End Date	Start Time	End Time	
Add / Delete	10/27/2016	10/27/2016	7:30 PM	9:30 PM	<input type="checkbox"/> All Day 2.0 hours

NEW SCHEDULE CHANGE TIME ADD OCCURRENCES ADD INTERVALS

☐ This event should not display an end date or end time  
 Specify the range when this event is accessible to public users.

Publish Date/Time:  Unpublish Date/Time:

Location Search (Clear Selections)  
 Location Keyword Search:  Filter Facility Checklist

Location/Building/Room(s):  
☐ B52  
☐ B851  
☐ Back of 1000 & ME Center

Schedule & Facility page will show the selected date and time from the prior page at the top. Verify that the Start Date, End Date, Start Time, and End Time are all correct. To add multiple dates to the event click on Add/Delete.

Start Date: 1/27/2017 End Date: 1/27/2017 Start Time: End Time: All Day 24.0 hours

NEW SCHEDULE CHANGE TIME ADD OCCURRENCES ADD INTERVALS

☐ This event should not display an end date or end time  
Specify the range when this event is accessible to public users.

**Publish Date/Time:**

**Unpublish Date/Time:**

Location Search (Clear)

Location Keyword Search:

Location/Building/Room(s):

- ☐ 852
- ☐ B851
- ☐ Back of 1000 & ME Center
- ☐ Back of 2100 Bldg (near the Flag)
- ☐ Beale
- ☐ Between the gym & the 3000 portables
- ☐ Bryant Field
- ☐ Campus Center
- ☐ Colusa

SAVE

**Selected Location/Building/Room(s):**

Scroll down to Publish Date/Time to indicate when event will appear on the web calendar after it is submitted. Any dates prior to event date can be selected.

NOTE: If wanted event to show immediately after it's submitted, choose the date the event is edited and the current time. For example, if an event occurs on September 17, 2016 and today's date is August 24, 2016 and it is 12 PM, select Publish Date/Time of August 24, 2016 and any time prior to 12 PM.

NEW SCHEDULE CHANGE TIME ADD OCCURRENCES ADD INTERVALS

☐ This event should not display an end date or end time  
Specify the range when this event is accessible to public users.

**Publish Date/Time:**

**Unpublish Date/Time:**

**Location Search** (Clear Selections)

Location Keyword Search:

Location/Building/Room(s):

- ☐ WCC, Room 851
- ☐ Woodland Community College
- ☐ Woodland Public Library
- ☒ Yuba College
- ☐ Yuba College Athletic Field
- ☐ Yuba College Cafeteria
- ☐ Yuba College LRC
- ☐ Yuba College Multi-Purpose Room, Rm 316
- ☐ Yuba College Theater

SAVE

**Selected Location/Building/Room(s):**

Unbooked (1)

1/27/2017 All Day

Scroll to select location of event. From the list, scroll down to select Yuba College, and click on "+" for specific room. For academic event, select Yuba College. NOTE: Multiple rooms can be selected.

**Location Search** (Clear Selections)

Location Keyword Search:

Location/Building/Room(s):

- ☐ 852
- ☐ B851
- ☐ Back of 1000 & ME Center
- ☐ Back of 2100 Bldg (near the Flag)
- ☐ Beale
- ☐ Between the gym & the 3000 portables
- ☐ Bryant Field
- ☐ Campus Center
- ☐ Colusa

SAVE

**Selected Location/Building/Room(s):**

Yuba College (1) Theatre (1)

Location - Building - Room

Yuba College (view)

RESET SEARCH

Main Information Scheduling & Facilities Images & Attachments Details & Registration

CANCEL PREVIEW

Copyright 2017. Powered by Active Data, a master calendar management platform from Active Data

After room(s) is selected, they will appear under Selected Location/Building/Room. Multiple location will appear as tabs as shown on slide. To remove a room, click on the tab of the room, and then hit Reset. Let the page load, then the room will be removed.

Unpublish Date/Time:

**Location Search** (Clear Selections)

Location Keyword Search:  [Filter Facility Checklist](#)

Location/Building/Room(s):

- ☐ B52
- ☐ B551
- ☐ Back of 1000 & ME Center
- ☐ Back of 2100 Bldg (near the Flag)
- ☐ Beale
- ☐ Between the gym & the 3000 portables
- ☐ Bryant Field
- ☐ Campus Center
- ☐ Colusa

**SAVE**

**Selected Location/Building/Room(s):**

Yuba College (1)

Location - Building - Room

Yuba College (view)

**RESET** **SEARCH**

**Main Information** **Scheduling & Facilities** **Images & Attachments** **Details & Registration**

**CANCEL** **PREVIEW**

Copyright 2017. Powered by [Active Data](#), a master calendar management platform from [Active Data](#).

Click Images and Attachments tab when completed with Scheduling & Facilities.

NOTE: As before, prior tab will be automatically saved when moving onto the next tab.

**active data CALENDAR**

[MAIN MENU](#) [PUBLIC CALENDAR](#) [HELP](#) [ABOUT](#) [LOGOUT](#)

**Events** **Registration** **Workflow** **Facilities** **Categorization**

**Add Event - Images & Attachments** [Last day to add courses or register without special permission]

**Upload Image**

(Image size should not exceed 350 pixels wide. Image file size cannot exceed 50K.)

Image Filename:

[Choose File](#) No file chosen

Image Alt Text:  **ADD**

**Upload Attachment(s)**

(Each file cannot exceed 50K. Attachments will display in the order entered below.)

Attachment Filename:

[Choose File](#) No file chosen

Attachment Text:  **ADD**

**Main Information** **Scheduling & Facilities** **Images & Attachments** **Details & Registration**

**CANCEL** **PREVIEW**

Copyright 2017. Powered by [Active Data](#), a master calendar management platform from [Active Data](#).

NOTE: Uploading image is not required. Click Details & Registration tab to skip.

However, to upload, chose file under "Upload Image" or "Upload Attachment". Be sure image size does not exceed the capacity shown. Upload Image will appear as an icon in the final posting. And Upload Attachment will shown as a download link. See images on slide.

**active data CALENDAR**

[MAIN MENU](#) [PUBLIC CALENDAR](#) [HELP](#) [ABOUT](#) [LOGOUT](#)

**Events** **Registration** **Workflow** **Facilities** **Categorization**

**Add Event - Images & Attachments** [Last day to add courses or register without special permission]

**Upload Image**

(Image size should not exceed 350 pixels wide. Image file size cannot exceed 50K.)

Image Filename:

[Choose File](#) No file chosen

Image Alt Text:  **ADD**

**Upload Attachment(s)**

(Each file cannot exceed 50K. Attachments will display in the order entered below.)

Attachment Filename:

[Choose File](#) No file chosen

Attachment Text:  **ADD**

**Main Information** **Scheduling & Facilities** **Images & Attachments** **Details & Registration**

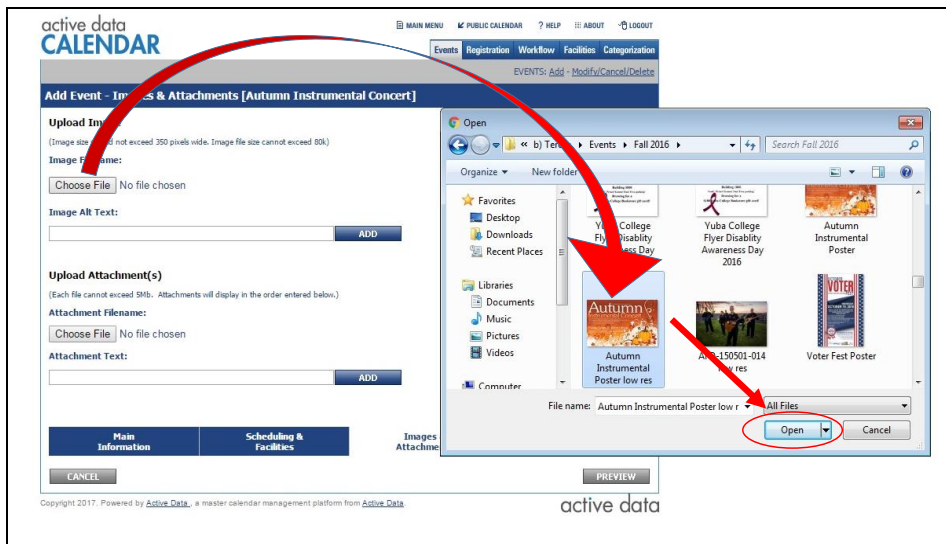
**CANCEL** **PREVIEW**

Copyright 2017. Powered by [Active Data](#), a master calendar management platform from [Active Data](#).

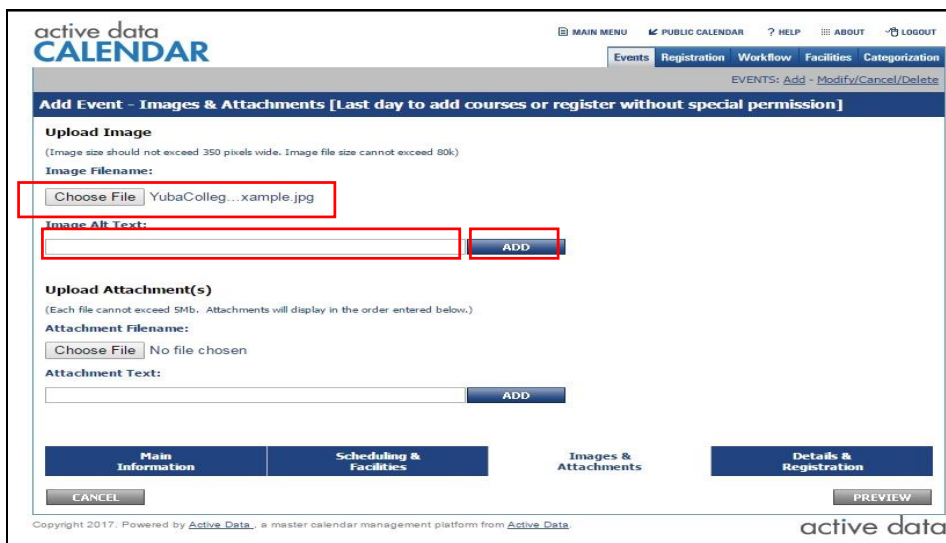
To Upload Image, Choose File.

As before, make sure image size does not exceed the capacity shown.

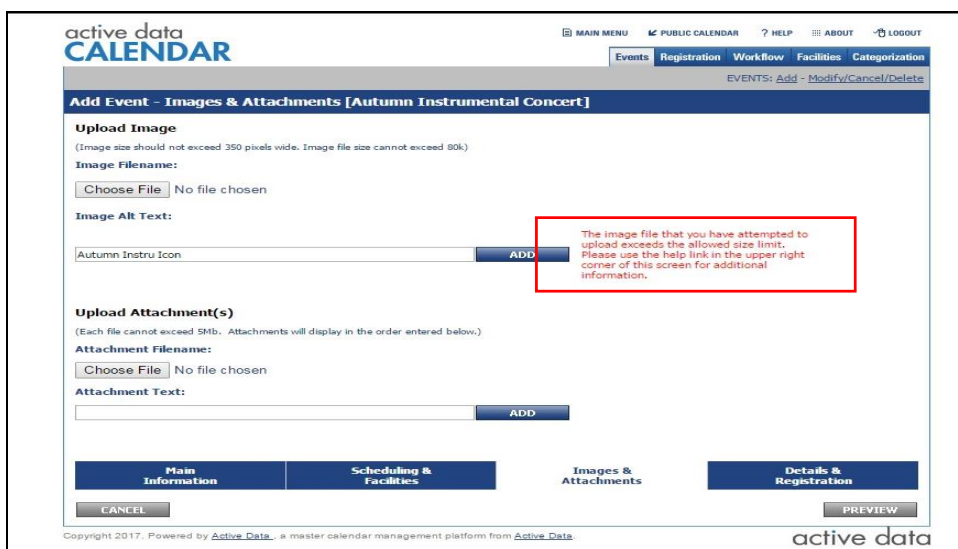




File selection will appear. Select desired image, then double click on image, or click Open.



If image met capacity, then name of the file will appeared next to Choose File selection. NOTE: This does not indicate that image was uploaded successfully. A short text must be added under Image Alt Text, then click Add to successfully upload image.



If image exceeded size allowed, a red message will appeared as shown on slide. Go back to Choose File and select a different file of smaller size.

active data  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Add Event - Images & Attachments [Autumn Instrumental Concert]

**Upload Image**

Current Image:

Delete	Current Image File	Image Alt Text
<a href="#">DELETE</a>	Autumn Instrumental Poster low res.jpg	Autumn Instru Icon

**Upload Attachment(s)**

(Each file cannot exceed 5Mb. Attachments will display in the order entered below.)

Attachment Filename:

[Choose File](#) | No file chosen

Attachment Text:

[ADD](#)

Current Attachment(s):

Delete	Reorder	Current Attachment File	Attachment Text	Display on Front-End
<a href="#">DELETE</a>	1	Autumn Instrumental Poster.jpg		<input checked="" type="checkbox"/>

**You must enter in Attachment Link Text when uploading an attachment for display.**

Main Information | Scheduling & Facilities | Images & Attachments | Details & Registration

[CANCEL](#) [PREVIEW](#)

Copyright 2017. Powered by [Active Data](#), a master calendar management platform from [Active Data](#).

active data

A red message like the one shown will appear if Text box is left blank after selecting Add. Message will appear on both Upload Image and Upload Attachment if Text box is left blank.

active data  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Add Event - Images & Attachments [Autumn Instrumental Concert]

**Upload Image**

(Image size should not exceed 350 pixels wide. Image file size cannot exceed 80k)

Image Filename:

[Choose File](#) | Autumn Inst...low res.jpg

Image Alt Text:

Autumn Instrumental Poster [ADD](#)

**Upload Attachment(s)**

(Each file cannot exceed 5Mb. Attachments will display in the order entered below.)

Attachment Filename:

[Choose File](#) | No file chosen

Attachment Text:

[ADD](#)

Main Information | Scheduling & Facilities | Images & Attachments | Details & Registration

[CANCEL](#) [PREVIEW](#)

Copyright 2017. Powered by [Active Data](#), a master calendar management platform from [Active Data](#).

active data

To Upload Attachment, follow the same instructions as Uploading Image. However, size allowance for attachment is larger than Image.

NOTE: Make sure a short text is added under Attachment Text, then click Add to complete uploading an attachment.

active data  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Add Event - Images & Attachments [Autumn Instrumental Concert]

**Upload Image**

Current Image:

Delete	Current Image File	Image Alt Text
<a href="#">DELETE</a>	Autumn Instrumental Poster low res.jpg	Autumn Instrumental icon

**Upload Attachment(s)**

(Each file cannot exceed 5Mb. Attachments will display in the order entered below.)

Attachment Filename:

[Choose File](#) | No file chosen

Attachment Text:

[ADD](#)

Current Attachment(s):

Delete	Reorder	Current Attachment File	Attachment Text	Display on Front-End
<a href="#">DELETE</a>	1	Autumn Instrumental Poster.jpg	Autumn Instrumental Po	<input checked="" type="checkbox"/>

Main Information | Scheduling & Facilities | Images & Attachments | Details & Registration

[CANCEL](#) [PREVIEW](#)

Copyright 2017. Powered by [Active Data](#), a master calendar management platform from [Active Data](#).

active data

When both image and attachment were uploaded successfully, they will appear as shown on slide.

NOTE: Under Attachment, Display on Front-End must be selected in order for attachment to be shown at the end in final posting.

When finished, click Details & Registration tab. Images & Attachments tab are automatically saved.

active data  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Add Event - Contact & Other Information [Autumn Instrumental Concert]

**Contact Information**  
 Name:   
 Phone:   
 Email:

**Other Event Information**  
 Admission Information:   
 Other Details:   
 Remarks:   
 Ticket Order URL:

☐ Enable Registration

**Internal Information**  
(Not viewable on user display.)  
Internal Notes:

Contact & Other Information are not required. However, type in Name, Phone, Email, and other event information applicable to event. These information will appeared at the bottom of final posting.

Name:   
Phone:   
Email:

**Other Event Information**  
Admission Information:   
Other Details:   
Remarks:   
Ticket Order URL:

☐ Enable Registration

**Internal Information**  
(Not viewable on user display.)  
Internal Notes:

Copyright 2017. Powered by Active Data, a master calendar management platform from Active Data.

When finished, click Preview for an overview of event posting.

**Event Details**

☐ Save Event  
☐ Release Event  
☐ Do not notify category or event subscribers of this event change.

Event Date/Time	Registration	Max Registrants	Registration Deadline	Cancellation Deadline
10/27/2017 (7:30 PM - 9:30 PM)	Disabled			

**Event Marketing Details:**  
 Department: Yuba College  
 Event Type: Public  
 Highlight: No

**Categorization:**  
 Arts & Entertainment:  
 Music

**Event Details**  
**Autumn Instrumental Concert**  
 Start Date: 10/27/2017 Start Time: 7:30 PM  
 End Date: 10/27/2017 End Time: 9:30 PM  
 Event Description: Falling leaves, chilly nights and the cool sounds of the Yuba College bands make this fall concert a must see! The classic sounds of the Symphonic Band then leads the Jazz Ensemble to toe tapping melodies that light up the stage. Admission: \$10 general, \$6 student/senior. Parking is free. For more information, call 741-6829.  
[Buy Tickets Here](#)  
 Location Information: Yuba College - Theatre  
 Contact Information: Name: Teresa Aronson  
 Phone: (530) 741-6829  
 Email: taronson@yuba.edu

**Attachments For This Event:**  
[Autumn Instrumental Poster](#)

**Admission Information:**  
 \$10 general, \$6 student/senior. Parking is free. For more information, call 741-6829.  
**Ticket Order URL:**  
<https://red.vendini.com/ticket-software.html?text&w=6e99f1349c364f5fec35ee0ab55ae4b>

Copyright 2017. Powered by Active Data, a master calendar management platform from Active Data.

Preview page will show the public view of event. Verify that all information are correct and click submit at the bottom to finalize posting.

active data  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR HELP ABOUT LOGOUT

Modify/Cancel/Delete Event

The event has been modified successfully.

Select Event to Modify/Cancel/Delete

View Subscriber List Download Subscriber List

Search for Events

Select Saved Search

# of Events Displayed

Event Type:

Department Name

Search By Category

Academic

Administrative Announcements

Alumni

Arts & Entertainment

Art

Music

Theatre

Athletic Events

Baseball

Location: Select

Keyword Search:

Select Events for a Specific Date Range

Range of Dates: Select

Exact Dates: Start Date: 1/1/2017 End Date: 1/31/2017

Select Events for a Specific Time Range

Range of Time: Select

Exact Times: Start Time: End Time:

Save for Current User Login Session

Open link in new tab

Open link in new window

Open link in incognito window

Save link as...

Copy link address

Open image in new tab

Save image as...

Copy image

Copy image address

Search Google for image

Inspect Ctrl+Shift+I

Green message will appear at the top of the page when event is posted successfully. Click on Public Calendar for access to the Web Calendar, and to review event that was just posted.

NOTE: For easier excess back to Add and Modify/Cancel/Delete page, open Public Calendar in new tab. Opening multiple tabs will not automatically sign off user from the prior tabs.

YCCD Yuba Community College District

District | Yuba College | Woodland Community College | Clear Lake Campus

Expand All Grid

Display Options

Display Format: Select

Display Month: Select

All Categories

Advanced Search (New Search)

From: 1/1/2017 To: 1/31/2017

Category(s): Select

Location(s): Select

Keyword(s):

Welcome to YCCD Calendar of Events. Please use the Help button to the right for any assistance while using the Calendar.

January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 New Year's Day All Day Winter recess - all offices CLOSED (Multi-Day Event)	2 End Day Winter recess - all offices CLOSED (Multi-Day Event)	3 6:30 PM - 7:30 PM Women's Basketball @ Solano College	4 Start Day Counselors Walk-Ins (Multi-Day Event)	5 All Day Counselors Walk-Ins (Multi-Day Event)	6 All Day Counselors Walk-Ins (Multi-Day Event)	7 All Day Counselors Walk-Ins (Multi-Day Event)
8 All Day Winter recess - all offices CLOSED (Multi-Day Event)	9 End Day Winter recess - all offices CLOSED (Multi-Day Event)	10 7:30 PM - 8:30 PM Men's Basketball @ Solano College	11 All Day Counselors Walk-Ins (Multi-Day Event)	12 All Day Counselors Walk-Ins (Multi-Day Event)	13 All Day Counselors Walk-Ins (Multi-Day Event)	14 All Day Counselors Walk-Ins (Multi-Day Event)
15 All Day Counselors Walk-Ins (Multi-Day Event)	16 All Day Counselors Walk-Ins (Multi-Day Event)	17 6:30 PM - 7:30 PM Women's Basketball @ College of Marin	18 All Day Counselors Walk-Ins (Multi-Day Event)	19 1:00 PM - 6:00 PM Adverse Effects of Trauma on Children and Youth	20 All Day Counselors Walk-Ins (Multi-Day Event)	21 All Day Counselors Walk-Ins (Multi-Day Event)
22 All Day Counselors Walk-Ins (Multi-Day Event)	23 All Day Counselors Walk-Ins (Multi-Day Event)	24 7:30 PM - 8:30 PM Men's Basketball @ College of Marin	25 All Day Counselors Walk-Ins (Multi-Day Event)	26 6:00 PM - 8:00 PM Men's Basketball vs. Napa Valley College	27 All Day Counselors Walk-Ins (Multi-Day Event)	28 All Day Counselors Walk-Ins (Multi-Day Event)
29 All Day Counselors Walk-Ins (Multi-Day Event)	30 All Day Counselors Walk-Ins (Multi-Day Event)	31 All Day Counselors Walk-Ins (Multi-Day Event)	1 All Day Counselors Walk-Ins (Multi-Day Event)	2 All Day Counselors Walk-Ins (Multi-Day Event)	3 All Day Counselors Walk-Ins (Multi-Day Event)	4 All Day Counselors Walk-Ins (Multi-Day Event)

Shown here is the web calendar. By default, the current month will be shown.

To view event just posted in public view, change dates at the top of the event. NOTE: The full month can be selected. For example, if an event occurs on October 26, 2016, select From: October 1, 2016 and To: October 31, 2016 to view the full calendar. However, if only one date is desired, then select October 26, 2016 for both From and To date.

YCCD Yuba Community College District

District | Yuba College | Woodland Community College | Clear Lake Campus

Expand All Grid

Display Options

Display Format: Select

Display Month: Select

All Categories

Advanced Search (New Search)

From: 10/27/2017 To: 10/27/2017

Category(s): Select

Location(s): Select

Keyword(s):

Welcome to YCCD Calendar of Events. Please use the Help button to the right for any assistance while using the Calendar.

October 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 All Day Counselors Walk-Ins (Multi-Day Event)	30 All Day Counselors Walk-Ins (Multi-Day Event)	31 All Day Counselors Walk-Ins (Multi-Day Event)	1 All Day Counselors Walk-Ins (Multi-Day Event)	2 All Day Counselors Walk-Ins (Multi-Day Event)	3 All Day Counselors Walk-Ins (Multi-Day Event)	4 All Day Counselors Walk-Ins (Multi-Day Event)
5 All Day Counselors Walk-Ins (Multi-Day Event)	6 All Day Counselors Walk-Ins (Multi-Day Event)	7 All Day Counselors Walk-Ins (Multi-Day Event)	8 All Day Counselors Walk-Ins (Multi-Day Event)	9 All Day Counselors Walk-Ins (Multi-Day Event)	10 All Day Counselors Walk-Ins (Multi-Day Event)	11 All Day Counselors Walk-Ins (Multi-Day Event)
12 All Day Counselors Walk-Ins (Multi-Day Event)	13 All Day Counselors Walk-Ins (Multi-Day Event)	14 All Day Counselors Walk-Ins (Multi-Day Event)	15 All Day Counselors Walk-Ins (Multi-Day Event)	16 All Day Counselors Walk-Ins (Multi-Day Event)	17 All Day Counselors Walk-Ins (Multi-Day Event)	18 All Day Counselors Walk-Ins (Multi-Day Event)
19 All Day Counselors Walk-Ins (Multi-Day Event)	20 All Day Counselors Walk-Ins (Multi-Day Event)	21 All Day Counselors Walk-Ins (Multi-Day Event)	22 All Day Counselors Walk-Ins (Multi-Day Event)	23 All Day Counselors Walk-Ins (Multi-Day Event)	24 All Day Counselors Walk-Ins (Multi-Day Event)	25 All Day Counselors Walk-Ins (Multi-Day Event)
26 All Day Counselors Walk-Ins (Multi-Day Event)	27 All Day Counselors Walk-Ins (Multi-Day Event)	28 All Day Counselors Walk-Ins (Multi-Day Event)	29 All Day Counselors Walk-Ins (Multi-Day Event)	30 All Day Counselors Walk-Ins (Multi-Day Event)	31 7:30 PM - 9:30 PM Autumn Instrumental Concert	1 All Day Counselors Walk-Ins (Multi-Day Event)

Locations: District | Yuba College | Woodland Community College | Clear Lake Campus

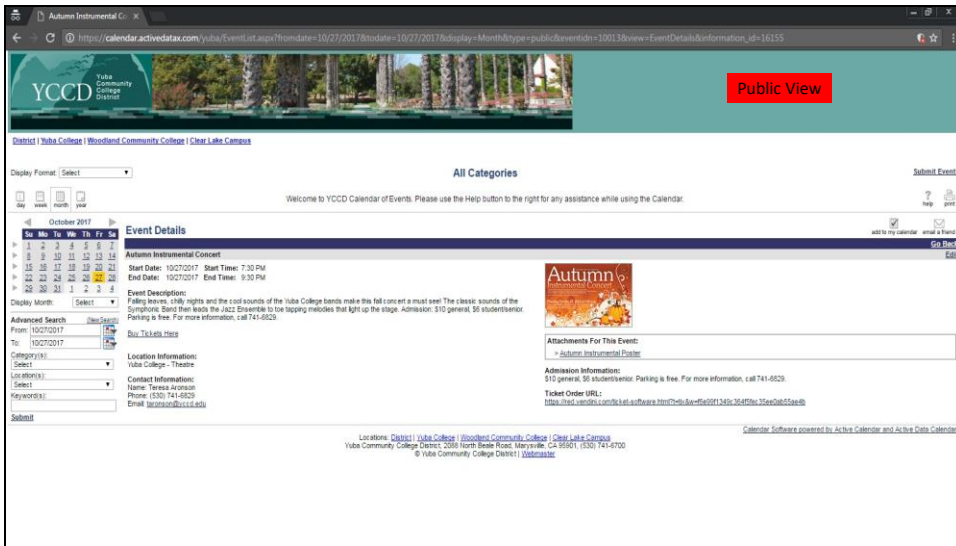
Yuba Community College District, 2060 North State Road, Marysville, CA 95901, (530) 741-4700

© Yuba Community College District | Webmaster

Calendar Software powered by Active Calendar and Active Data Calendar

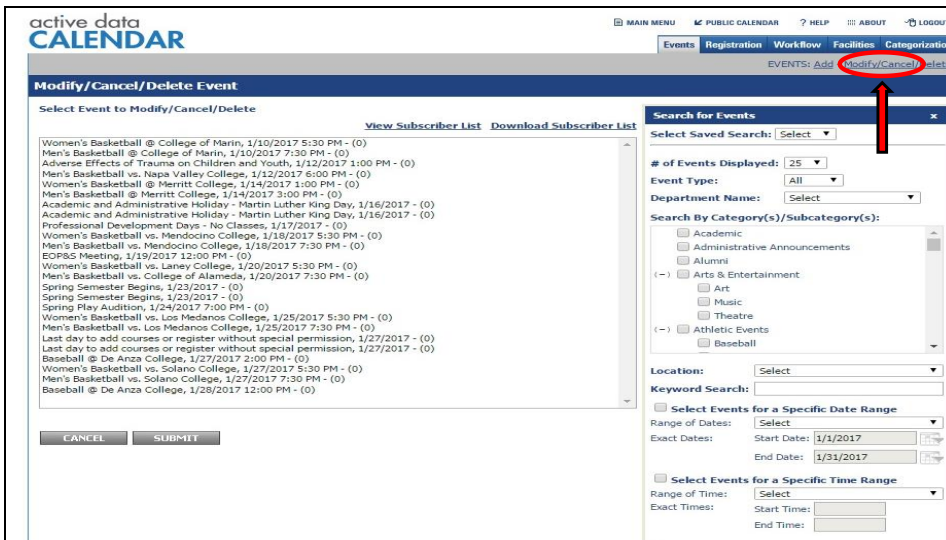
All events posted to this date will appear in the box of the date. Click on the event you just posted for public view.





This is how the public will see the event just posted. Verify one last time to make sure name, date, time, other event information, contact, and images are correct. If not, see the next slide on how to Modify/Cancel/Delete event.

## [------Modify/Cancel/Delete -----]



To edit an event, click on Modify/Cancel/Delete at the top right corner of the page.

**Modify/Cancel/Delete Event**

Select Event to Modify/Cancel/Delete

View Subscriber List Download Subscriber List

Search for Events

Select Saved Search: Select

# of Events Displayed: 25

Event Type: All

Department Name: Select

Search By Category(s)/Subcategory(s):

Academic

Administrative Announcements

Alumni

Arts & Entertainment

Art

Music

Theatre

Athletic Events

Baseball

Location: Select

Keyword Search:

Select Events for a Specific Date Range

Range of Dates: Select

Exact Dates: Start Date: 1/1/2017 End Date: 1/31/2017

Select Events for a Specific Time Range

Range of Time: Select

Exact Times: Start Time: End Time:

Save for Current User Login Session

Save for all Future Sessions

Name this Search:

RESET SEARCH

CANCEL SUBMIT

Copyright 2017. Powered by **Active Data**, a master calendar management platform from **active data**

By default, some events will show in the list to the left by order of occurrence. However, not all events are listed here, especially events happening in more than one month out. Therefore, for fastest search for specific event (s), select Specific Date range and/or Specific Time Range to the right side. Select date and/or time applicable, and click search. Events fitting criteria selected will appeared on list to the left. See image on slide for arrow directions.

**active data**  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

**Modify/Cancel/Delete Event**

Select Event to Modify/Cancel/Delete

View Subscriber List Download Subscriber List

Crossing Borders Building Bridges, 10/27/2016 11:30 AM - (0)

The Spooky Kooky, 10/27/2016 12:00 PM - (0)

Transfer Workshop: Sacramento State, 10/27/2016 12:00 PM - (0)

Autumn Instrumental Concert, 10/27/2016 7:30 PM - (0)

CANCEL SUBMIT

Search for Events

Select Saved Search: Select

# of Events Displayed: 25

Event Type: All

Department Name: Select

Search By Category(s)/Subcategory(s):

Academic

Administrative Announcements

Alumni

Arts & Entertainment

Art

Music

Theatre

Athletic Events

Baseball

Location: Select

Keyword Search:

Select Events for a Specific Date Range

Range of Dates: Select

Exact Dates: Start Date: 10/27/2016 End Date: 10/27/2016

Select Events for a Specific Time Range

Range of Time: Select

Exact Times: Start Time: End Time:

After list is updated, select an event to edit. NOTE: Only one event is allowed for changes at a time.

**active data**  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

**Modify Event - General Details [Autumn Instrumental Concert]**

Or

DELETE EVENT CANCEL EVENT COPY CHANGE LOG

\*Event Name: Autumn Instrumental Concert

\*Department: Yuba College

Publish on Selected Calendar(s): Public Highlight This Event

\*Category(s)/Subcategory(s): Music

\*Event Description:

Falling leaves, chilly nights and the cool sounds of the Yuba College bands make this fall concert a must see! The classic sounds of the Symphonic Band then leads the Jazz Ensemble to toe tapping melodies that light up the stage. Admission: \$10 general, \$6 student/senior. Parking is free. For more information, call 741-6829.

Buy Tickets Here

Design HTML Preview

Main Information Scheduling & Facilities Images & Attachments Details & Registration

CANCEL PREVIEW

Internal Event Comments Log

There are no comments for this event.

Add New Comments

ADD

For events that have one occurrence, this screen will show after it's selected from the list. As shown, an event can be modify, delete, or cancel by the selections at the top. For changes (i.e. description, title, time), simply make changes by following the same direction as adding the on each tab, click preview when done with all tabs, and select submit at the end.

active data  
**CALENDAR**

Modify Series

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Modify/Cancel/Delete Event

Search Again

☒ **Modify Event**

Select

Select

Modify the Series

Modify an Occurrence(s) in the Series

Modify Details For The Entire Event Series

☐ **Cancel Event**

Select

☐ **Delete Event**

Select

CANCEL SUBMIT

Copyright 2017. Powered by Active Data, a master calendar management platform from Active Data.

active data

However, if the occurrence of an event selected has multiple dates, a screen as shown will appear. This event series or an occurrence in the series then can be Modify, Cancel, or Delete. Select Modify Series or an Occurrence to the Event.

active data  
**CALENDAR**

Modify Series

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Modify Event - General Details [39 Steps by Patrick Barlow and John Buchan]

DELETE EVENT CANCEL EVENT COPY CHANGE LOG

\*Event Name:  
39 Steps by Patrick Barlow and John Buchan

\*Department:  
Yuba College

Publish on Selected Calendar(s):  
Public

\*Category(s)/Subcategory(s):  
Theatre

☐ Highlight This Event

\*Event Description:  
Mix a Hitchcock masterpiece with a juicy spy novel, add a dash of Monty Python and you have *The 39 Steps*, a fast-paced whodunit for anyone who loves the magic of theatre! This 2-time Tony® and Drama Desk Award-winning treat is packed with nonstop laughs, over 150 zany characters (played by a ridiculously talented cast of 4), an on-stage plane crash, handcuffs, missing fingers and some good old-fashioned romance!

WINNER! 2007 LAURENCE OLIVIER AWARD - Best New Comedy

6 Time TONY AWARD Nominee in 2008!

Design HTML Preview

Main Information Scheduling & Facilities Images & Attachments Details & Registration

CANCEL PREVIEW

If the series is selected, this screen will appear. Make changes by following the same direction as Adding an event. Click Preview when finished with all tabs, and Submit when completed.

active data  
**CALENDAR**

Cancel Series

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Modify/Cancel/Delete Event

Search Again

☐ **Modify Event**

Select

☒ **Cancel Event**

Cancel the Series

Select

Cancel the Series

Cancel an Occurrence(s) in the Series

Select

CANCEL SUBMIT

Copyright 2017. Powered by Active Data, a master calendar management platform from Active Data.

active data

Option for cancelling an event series or an occurrence is available after an event is selected from the list.



**active data CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Cancel/Reschedule Event [39 Steps by Patrick Barlow and John Buchan]

**Event Details**

Are you sure you want to cancel the following event(s)?

Event Name: 39 Steps by Patrick Barlow and John Buchan

After this event has been cancelled would you like to Reschedule?

☐ Yes ☐ No

**Cancel Series**

Do not notify category or event subscribers of this change?

☐ Yes ☐ No

**Refer to Next Page**

Marking: Internal

Event Date/Time	Registration	Max Registrants	Registration Deadline	Cancellation Deadline
10/7/2016 (8:00 PM - 9:30 PM)	Disabled			

**Event Description**

Mix a Hitchcock masterpiece with a juicy spy novel, add a dash of Monty Python and you have *The 39 Steps*, a fast-paced whodunit for anyone who loves the magic of theatre! This 2-time Tony® and Drama Desk Award-winning treat is packed with nonstop laughs, over 150 zany characters (played by a ridiculously talented cast of 4), an on-stage plane crash, handcuffs, missing fingers and some good old-fashioned romance!

WINNER! 2007 LAURENCE OLIVIER AWARD - Best New Comedy

6 Time TONY AWARD Nominee in 2008!

October 7-8, 13-15, 20-22, 2016 at 8 p.m., and October 16 and 23, 2016 at 2 p.m. Come to the college and enjoy a first class dramatic performance. \$10 general, \$5 student/senior. Parking is free. For more information, call 741-6529.

[Buy Tickets Here](#)

**Location Information**

Yuba College - Theatre

**Contact Information**

Name: Teresa A. ...  
Phone: (530) 741-6529  
Email: jacobson@yuba.edu

**Main Information** **Scheduling & Facilities** **Images & Attachments** **Details & Registration**

**CANCEL** **FINISH**

Copyright 2017. Powered by **Active Data**, a master calendar management platform from **Active Data**.

This screen will appear if canceling the whole series of an event is selected. Start by answering two questions at the top: cancel and reschedule the event. Cancelling event will remove this event from the webcalendar. Rescheduling an event will allow the event to be edited, especially date changes, and submitted. When finished with these two questions, click Finish at the bottom.

**active data CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Reschedule Event - General Details [39 Steps by Patrick Barlow and John Buchan]

**DELETE EVENT** **REACTIVATE** **COPY** **CHANGE LOG**

\*Event Name: 39 Steps by Patrick Barlow and John Buchan

\*Department: Yuba College

Publish on Selected Calendar(s): Public

\*Category(s)/Subcategory(s): Theatre

\*Event Description:

Mix a Hitchcock masterpiece with a juicy spy novel, add a dash of Monty Python and you have *The 39 Steps*, a fast-paced whodunit for anyone who loves the magic of theatre! This 2-time Tony® and Drama Desk Award-winning treat is packed with nonstop laughs, over 150 zany characters (played by a ridiculously talented cast of 4), an on-stage plane crash, handcuffs, missing fingers and some good old-fashioned romance!

WINNER! 2007 LAURENCE OLIVIER AWARD - Best New Comedy

6 Time TONY AWARD Nominee in 2008!

**Internal Event Comments Log**

There are no comments for this event.

Add New Comments

**ADD**

**Main Information** **Scheduling & Facilities** **Images & Attachments** **Details & Registration**

**CANCEL** **REVIEW**

This page will show if Rescheduled option is selected from the canceling page. Selections at the top (Delete, Reactive, Copy, and Change Log) are available for this event as well.

Go through each tabs at the bottom to make corrections and/or rescheduling for dates and time.

**active data CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Modify/Cancel/Delete Event

**Delete Event**

Search Again

☐ Modify Event

Select

☐ Modify Series Details For Non-Modified Occurrences (DEFAULT)

☐ Modify Details For The Entire Event Series

☐ Cancel Event

Select

☒ Delete Event

Select

Delete the Series

Select

Delete the Series

Delete an Occurrence(s) in the Series

Copyright 2017. Powered by **Active Data**, a master calendar management platform from **Active Data**.

Deleting an event series or an occurrence is also available after the event is selected.



active data  
**CALENDAR**

Delete Event

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Delete Event

A delete cannot be undone. Are you sure you want to delete the events listed?

☐ Yes ☒ No

Event Name	Event Date/Time	Highlighted
39 Steps by Patrick Barlow and John Buchan	10/7/2016 8:00 PM - 10/7/2016 9:30 PM	No
39 Steps by Patrick Barlow and John Buchan	10/8/2016 8:00 PM - 10/8/2016 9:30 PM	No
39 Steps by Patrick Barlow and John Buchan	10/13/2016 8:00 PM - 10/13/2016 9:30 PM	No
39 Steps by Patrick Barlow and John Buchan	10/14/2016 8:00 PM - 10/14/2016 9:30 PM	No
39 Steps by Patrick Barlow and John Buchan	10/15/2016 8:00 PM - 10/15/2016 9:30 PM	No
39 Steps by Patrick Barlow and John Buchan	10/16/2016 2:00 PM - 10/16/2016 3:30 PM	No
39 Steps by Patrick Barlow and John Buchan	10/21/2016 8:00 PM - 10/21/2016 9:30 PM	No
39 Steps by Patrick Barlow and John Buchan	10/22/2016 8:00 PM - 10/22/2016 9:30 PM	No
39 Steps by Patrick Barlow and John Buchan	10/23/2016 2:00 PM - 10/23/2016 3:30 PM	No

CANCEL BACK NEXT **FINISH**

Copyright 2017. Powered by [Active Data](#), a master calendar management platform from [Active Data](#).

active data

Delete Series

This screen will show if deleting the whole series of an event is selected. Verify that Name, Date, and Time are the correct event to be removed, select Yes at the top, and click Finish when completed.

active data  
**CALENDAR**

MAIN MENU PUBLIC CALENDAR ? HELP ABOUT LOGOUT

Events Registration Workflow Facilities Categorization

EVENTS: Add - Modify/Cancel/Delete

### Modify/Cancel/Delete Event

Search Again

☐ Modify Event

Select

☒ Modify Series Details For Non-Modified Occurrences (DEFAULT)

☐ Modify Details For The Entire Event Series

☐ Cancel Event

Select

☒ Delete Event

Delete an Occurrence(s) in the Series

CANCEL SUBMIT

#### Select Occurrence(s) to Delete

Past Cancelled Rescheduled Future All

<input type="checkbox"/>	39 Steps by Patrick Barlow and John Buchan	10/7/2016 8:00 PM - (0)
<input type="checkbox"/>	39 Steps by Patrick Barlow and John Buchan	10/8/2016 8:00 PM - (0)
<input type="checkbox"/>	39 Steps by Patrick Barlow and John Buchan	10/13/2016 8:00 PM - (0)
<input type="checkbox"/>	39 Steps by Patrick Barlow and John Buchan	10/14/2016 8:00 PM - (0)
<input type="checkbox"/>	39 Steps by Patrick Barlow and John Buchan	10/15/2016 8:00 PM - (0)
<input type="checkbox"/>	39 Steps by Patrick Barlow and John Buchan	10/16/2016 2:00 PM - (0)
<input type="checkbox"/>	39 Steps by Patrick Barlow and John Buchan	10/21/2016 8:00 PM - (0)
<input type="checkbox"/>	39 Steps by Patrick Barlow and John Buchan	10/22/2016 8:00 PM - (0)
<input type="checkbox"/>	39 Steps by Patrick Barlow and John Buchan	10/23/2016 2:00 PM - (0)

CANCEL RESET **SUBMIT**

Copyright 2017. Powered by [Active Data](#), a master calendar management platform from [Active Data](#).

active data

To deleting an occurrence in the series, this screen will come up. The left side show all the occurrences in the series event. Select the desired date and time to delete, and click submit when finished.