Manual Overview

The purpose of this instructional guide is to help you become familiar with the Events App within Industry Weapon. The Events App uploads and broadcasts event calendars onto digital signs. The following tutorial provided in the instructional guide features screenshots and instructions for creating an event calendar. This instructional guide is broken into three sections spanning from creation to implementation. After following this instructional guide, we should understand the processes involved in creating and implementing a calendar within Industry Weapon.

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Create an Event Calendar

1. Click the Events My Apps App in the app dashboard 0 Events Industry Weapon Cloud App 2. Click Create New Slide Create New Slide 3. Determine a template for the Frank Title event calendar 17 Katmai (SJSU) Katmai Mississippi Content That Is Built Within side Of This Template. Sho Allows CCHD e Shenandoah Redwood Biscayne Show Weekly Events On This Template. Shows Title, Date And Time Of Events. Show Weekly Events On This Temp Location, Date And Time Of Events





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8. Select the service, create a source name, and paste the URL

Add Data Source		×
	Select a service to get started	
	SERVICE	
	iCalendar	
	EWS	
	Excel	

Note: If you choose Excel, there is a downloadable starter file to adhere your Excel calendar to.

9. Create a source name and paste the URL	Add Data Source	×
	service iCalendar	
	SOURCE NAME	
	ICAL FEED URL	
	Create Source	
10. Click Create Source	Create Source	

11. Name slide title	Title SJSU Events
12. Click Day Limit and determine the necessary events to display	Day Limit Show 6 Days of Events Show All Events Show 1 Days of Events Show 2 Days of Events Show 3 Days of Events Show 4 Days of Events Show 5 Days of Events Show 7 Days of Events Show 7 Days of Events Show 14 Days of Events Show 14 Days of Events
	Show 21 Days of Events Show 30 Days of Events
13. Click the box icons to customize the colors of the event calendar	Colors
14. Click Choose near Select Background and select a background from your computer to upload	Select Background Choose

Note: If you have a logo, click Choose near Select Logo and select a logo from your computer to upload

15. When the background is selected, click Open	SJSU Events Calendar Background
	→ All Files Open →
16. Click Create & Publish	Create & Publish
17. Click Back	Back

Upload an Event Calendar to a Template

1. MediaHD 🔻 TemplatesHD CampaignsHD Click TemplatesHD in the orange navigation bar at the top 2. Navigate to the Templates (1) Orientation Edit Preview Delete designated Demo-Template 3 ۲ ж û template to add Edit the events calendar to and 1 click the Edit Template icon 3. Click Interactive Expand 🕂 and App Content's Expand icon 4. Click Add App Add App Content Content 5. Navigate to HTML Page 1 of 1261 ∢ b your created event calendar and click it CIES UPCOMING EVENTS Doug Calendar SJSU Lucas College of Business SJSU EVENTS mis as events 6. Click Select Select Media Media 7. At first, you Embedded Web Page won't see the Make Fullscreen: event calendar but Position: there will be a x: 1060 y: 85 rectangular box Dimensions: with a dotted-line w: 497.(h: 247.(border. Click the Web Address: sjsu event rectangular box DELETE CLOSE A

8. Click the Make Fullscreen checkmark	Embedded Web Page Make Fullscreen:
	Position:
	x: 1060 ^{y:} 85
	Dimensions:
	w: 497.0 h: 247.0
	Web Address: sjsu event
	DELETE CLOSE
9. Click Close	CLOSE
10. Click Save Template	Save Template

Upload an Event Calendar to a Campaign

1. Click CampaignsHD in TemplatesHD CampaignsHD ChannelsHD the orange navigation bar at the top 2. Click the Manage Manage icon for the campaign that you want to place 15 the events calendar in 3. Click the **Events Calendar Slide** 💿 💠 🗙 campaign slide designated for the events calendar 4. Click the Apps Apps icon 5. Drag-and-drop the diamond icon next to your created event calendar to place the event calendar onto the slide 6. Click the Save Save icon