FACTSHEET

EVENT CALENDAR WEB FORM

WHAT IS THE IET EVENT CALENDAR?

The IET online event calendar enables visitors to the IET website to view all IET events around the world. The calendar provides a search facility to enable users to search for events by location, topic and/or date. Additional search functionality is available for users that are logged into the IET website.

UPLOADING EVENT CALENDAR ENTRYS

Volunteers can upload events onto the event calendar through an event calendar web form. This simple four page form enables volunteers to input information about their event. Once the form is submitted and published the event calendar entry will be available to view on the IET event calendar.

Authorised volunteers, often known as webmasters or online community administrator, can gain access to the event calendar web form and therefore submit an event without seeking staff assistance.

BENEFITS OF USING THE EVENT CALENDAR

- Enables Volunteers to upload community events both at a provisional and confirmed status
- Assist in collaboration across Networks during business planning and on an on-going basis through viewing a full range of provisional events and scoping potential hot topics
- Improved search functionality for website users, with additional search functionality for those logged into the IET website

STAFF SUPPORT

Whilst the Event Calendar web form has been designed to be easy to navigate and populate, we have also provided a reference guide which outlines in much more detail what information should be provided in each section. In addition our team of Activity Executives are available to provide additional support and training to enable volunteers to input and upload events. The team can be contacted via community-operations@theiet.org