

Enterprise Calendar of Events User's Guide

Version 2.0SV
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1.0 What is the Kentucky.gov Calendar of Events?

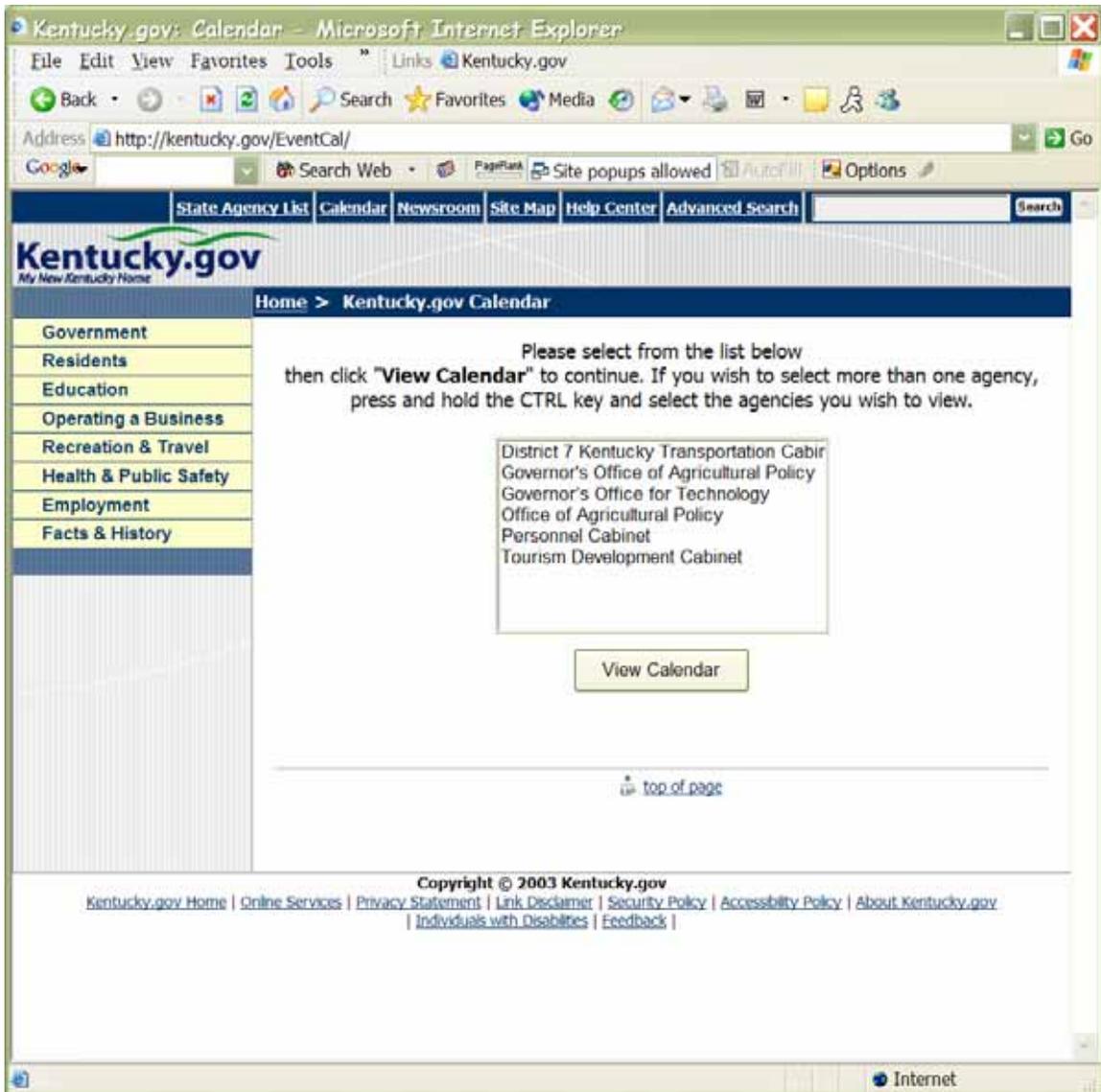
The Kentucky.gov Calendar of Events (Calendar) is a new high-profile component of the redesigned Kentucky.gov web portal. The Calendar allows all cabinets, agencies, departments, and other governmental organizations to post events to the Kentucky.gov website. Participation in the Calendar is a free service.

The Calendar can be viewed by going to Kentucky.gov and clicking on "Calendar" on the top navigation bar.

The Calendar Link on the Home Page



The First Calendar Page



The View of the Calendar Once an Agency is Selected

The screenshot shows a web browser window displaying the Kentucky.gov calendar. The browser title is "Calendar - Microsoft Internet Explorer" and the address bar shows the URL: <http://kentucky.gov/EventCal/Calendar.aspx?CS.CIDS=7&CS.LM=2&CS.ST=1&VTS=MG%2dL&VS1.S=L&VS1.MM>. The page features a navigation menu with links for "State Agency List", "Calendar", "Newsroom", "Site Map", "Help Center", and "Advanced Search". The main content area is titled "Home > Calendar" and displays a calendar for "October 2003". The calendar grid shows days from Sunday to Saturday, with a public hearing event on October 23rd: "District 7 Kentucky Transportation Cabinet Public Hearing (Proposed Eastern Nicholasville Bypass Jessamine 10/23/2003 4:00 PM Item No. 7-87.0)". Navigation buttons for "PREVIOUS" and "NEXT" are present, along with options to "Show Entire Year", "Hide Calendar", and "Featured Events Only". A sidebar on the left lists various government categories: "Government", "Residents", "Education", "Operating a Business", "Recreation & Travel", "Health & Public Safety", "Employment", and "Facts & History". At the bottom, there are small calendar views for "SEPTEMBER 2003" and "NOVEMBER 2003".

Note: For additional calendar views please see "10.0 Calendar Screen Views"

2.0 How Do I Sign Up?

The first step in getting your agency up and running with the Kentucky.gov Enterprise Calendar is to determine who in your agency will be the user(s) for the calendar as well as what their user roles will be such as an author or a manager. Once you have identified these individuals they will each need to self register with the portal by visiting www.kentucky.gov/Register.htm. Once the registration process is completed for these individuals, the Calendar of Events Authorization Form will need to be completed, signed by a responsible party for the agency and then faxed or mailed to Kentucky.gov.

***PLEASE NOTE:** If your users have previously registered for either the Kentucky.gov Newsroom or CMS (for a Web site) they do **NOT** need to re-register through the self-registration process. The user ID that they were originally given by our office or the one in which they previously established through self-registration will be their Calendar user ID as well.

3.0 What is the Workflow Feature?

The calendar has a feature called workflow that can be enabled. This feature allows your agency to have authors create, edit, and submit events but these events must have manager approval prior to being posted to the calendar.

If it is enabled, an author can create an event for your agency calendar, however, he/she cannot post it to the web site. Instead, when the author saves the event, it is placed in a "Pending" status and an email is generated to the manager telling he/she that there is an event waiting for review. This email provides a link to the login page of the administrative tool. The manager then logs in and can review and approve or reject the pending event. If your agency is not going to have authors and managers it is not necessary to have the workflow feature enabled.

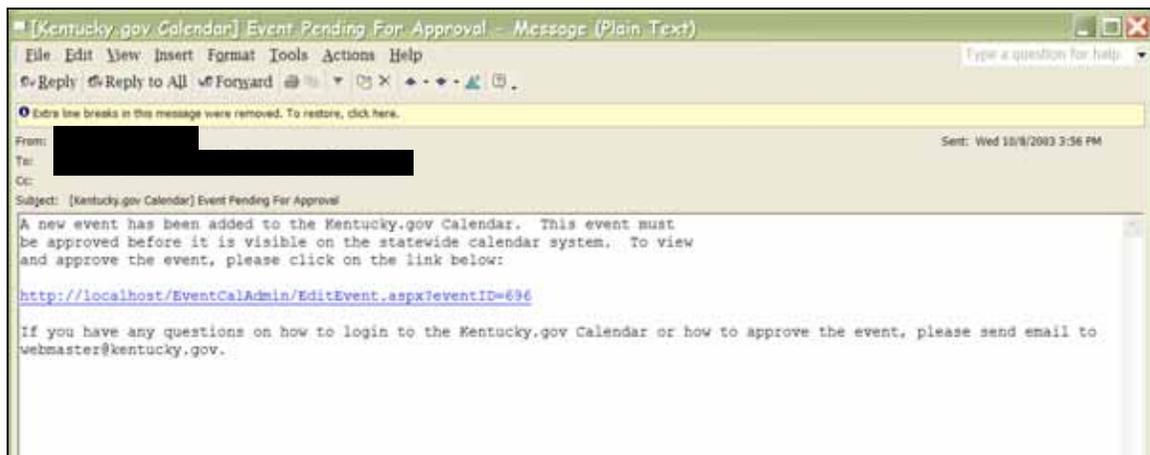
If the workflow feature is not enabled, when a user clicks "Save" or "Save and Add Another Event" after entering event information, that event is automatically posted to the calendar.

4.0 What is the Difference between an Author and a Manager?

All users of the Calendar are classified as either an author or a manager.

An author has the ability to create, edit and submit new events for the calendar. They do not have the ability to approve these events. The events created by an author will not actually be visible to users on the Internet until they are approved for posting by a manager. This allows for new events to be reviewed by another person prior to them being posted to the website.

A user that is in the manager role has the same capability as an author. In addition, as a manager you will have the ability to approve or reject new events created by an author in your agency prior to posting. When a new event is submitted by an author, the manager will receive an email notification similar to the one seen below. They will need to log into the administrative tool for the calendar and approve the new events before they will actually be displayed in the calendar.



If workflow is not enabled (Please see "3.0 What is the Workflow Feature?") for your agency, when you, as a manager, click "Save" or "Save and Add Another Event" after entering your event information, that event will automatically post to the calendar and no approval process will be required.

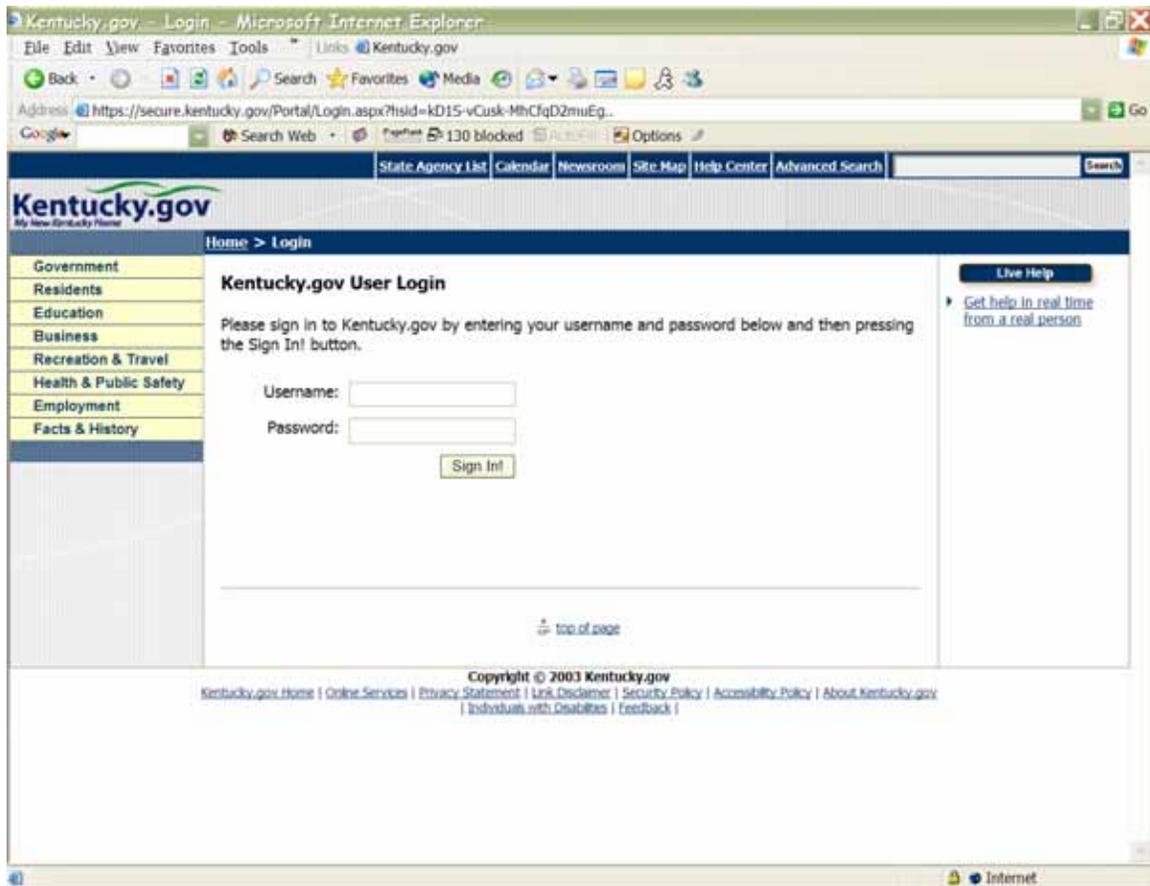
5.0 How Do I Add an Event?

Please follow the steps below to add a new event.

Step # 1: Login to the calendar administrative tool.

To add a new event, the first thing you need to do is sign in to the administrative tool with the username and password that was emailed to you. The login web address is:

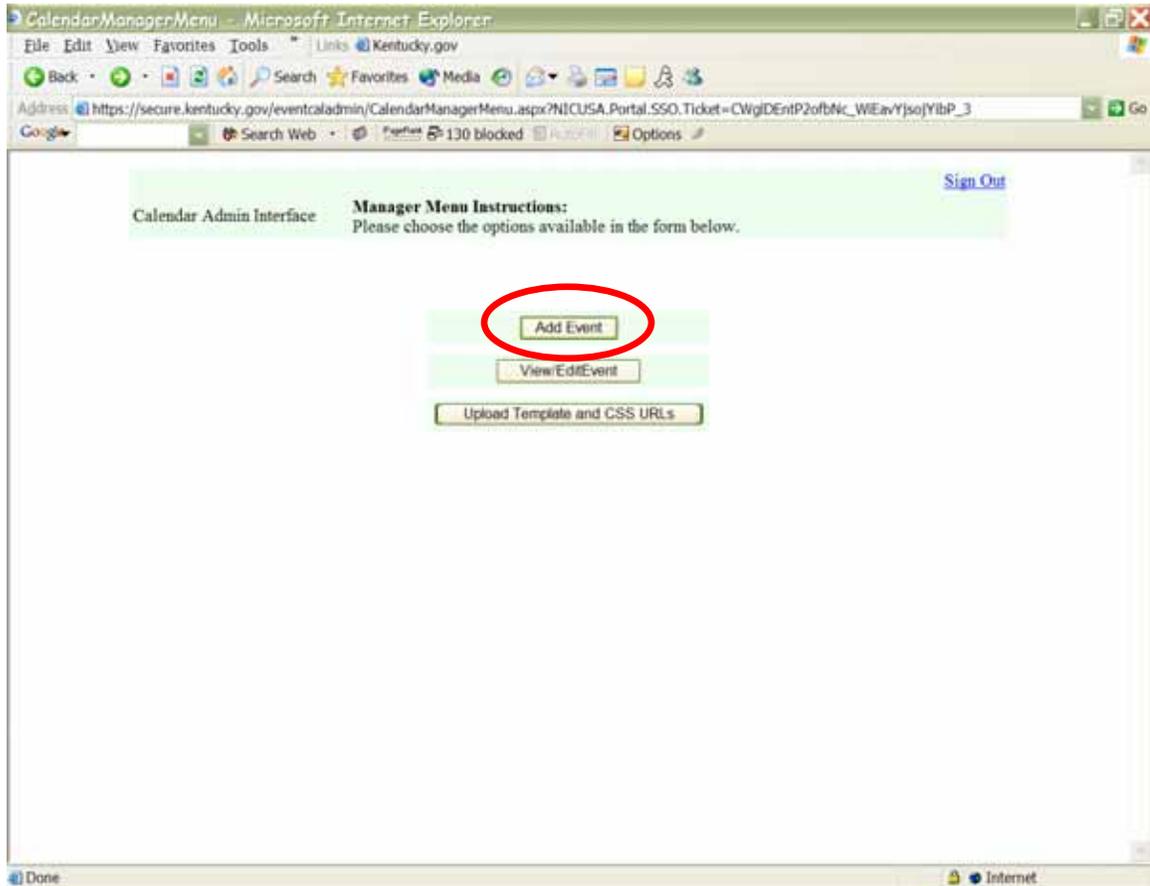
<https://secure.kentucky.gov/EventCalAdmin>



Step # 2: Add an Event

Once you have successfully completed the login process, you will automatically be redirected to the calendar administrative tool site.

Now you will click on "Add Event"



Step # 3: Enter and Save Event Information

You will now see a form displayed that allows you to input all aspects of the event you wish to schedule. Enter the event information into the editable fields on this form.

[Sign Out](#)

Instructions: Please choose the options available in the form below.

If you are adding an event click save to save the event and get back to main menu or click save and add another event to continue adding an other event.

Calendar Admin Interface

If you are editing an event click update button to update the event.If workflow is turned on for your agency click approve to approve an event or click Reject to reject an event.

To Reschedule an event Please use Move to Date and time field at the bottom.Do not use Event start Date and Time to reschedule an event.

Event Collection : Governor's Office for Technology

[REQUIRED]
Event Title :

Event Detail:

Event Location:

[REQUIRED]
Event Start Date : October 8 2003

Event Start Time : :

Event End Date :

Event End Time : :

Event Types: Legal Notice

Event Attributes: Featured Event
 Handicap Access
 Hearing Impaired

Event URLs/Resources

Resource Label:

URL:

- **Event Collection.** This is where you should find the name of your organization. This is the organization to which the event will be associated with.
- **Event Title.** Enter the title of the event in this area. **This is a Required Field.**
- **Event Detail.** If you have details about the event you are posting, you can enter them here.
- **Event Location.** This is where you indicate the location of the event.
- **Event Start Date.** Select the date that the event will begin. **This is a Required Field.** You must complete this field in order to add your event. If you are scheduling an all day event, you do not need to complete the "Event Start Time", "Event End Date", and "Event End Time" fields.
- **Event Start Time.** Select the time that the event will begin.
- **Event End Date.** Select the date that the event will end.
- **Event End Time.** Select the time that the event will end. If you complete this field, you must also complete the "Event End Date" field as well.
- **Event Types.** This is where you can select if your event is a regular event or if it is a legal notice.
- **Event Attributes.** This is where you can state if your event is a featured event, such as an event that is pertinent to the time of year (i.e. an income tax clinic one day in April). Here you can also state whether your event has accommodations for the handicapped or the hearing impaired.
- **Event URLs/Resources.** This is where you can add a link to additional information regarding the event, such as an agenda. You would need to give your resource a resource label or title. Then you can type or paste the URL to which your resource label is referring. For Example, to attach an agenda to your event you would type "Agenda" in Resource Label text box and type the URL "http://www.got.Kentucky.gov/Agenda.html" in URL Text Box. Once you have entered this information, click on "Add Resource". If you need to make changes to your resource label and/or URL you can do so by selecting the item you want to edit from the box beneath the "Add Resource" button then click on "Edit Resource". Please do not forget to click the "Update Resource" button after editing a Resource, otherwise your changes to the resource item will not be reflected. You can also delete the event by selecting the item you

want to delete from the box beneath the "Add Resource" button then click on "Delete Resource".

- **Save or Save and Add Another Event.** Once you have completed the event form, you can now save the event and post it to the calendar by clicking on "Save". If you have additional events to add, click on "Save and Add Another Event" and the event you just entered will be posted to the calendar. At this point you will then be given a clean event form to begin entering your next event.

Note: If you are not logged in as a manager, when you click on "Save" or "Save and Add Another Event" your event will not be posted to the calendar. At this time, an email will be generated to the manager and he/she will have to approve the event in order for it to post to the calendar.

6.0 How Do I Approve a New Event as a Manager?

If you are a manager, it is your job to approve events submitted by authors. When a new event is submitted, you will receive an email notifying that you need to review it. To review and approve a new event follow these steps.

Step # 1: Login to the calendar administrative tool

(Please see "5.0 How Do I Add an Event?", Step # 1)

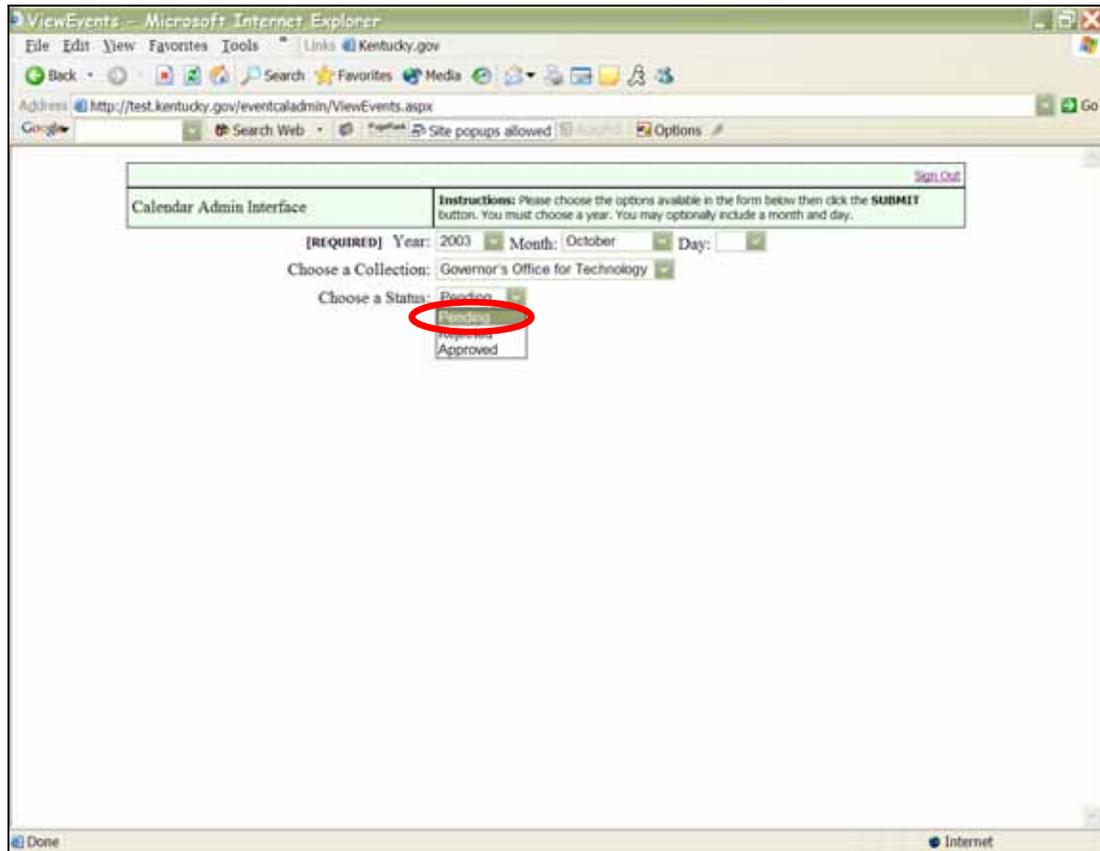
Step # 2: Select pending events

Once you log in, you will have to locate the event(s) that you wish view.

- **Year.** Select the year in which the event is scheduled to take place. This is a required field. You must select at least the year in order to continue the review process. This field will default to current year.
- **Month.** Select the month in which the event is scheduled to take place. This field will default to current month.
- **Date.** Select the date the event is scheduled to take place.
- **Choose a Collection.** Select the collection of events that you wish to view. If you are only the manager for one agency then you will only have one

choice in this field. However, if you are the manager for multiple agencies, you will have to select the agency of the events you wish to view.

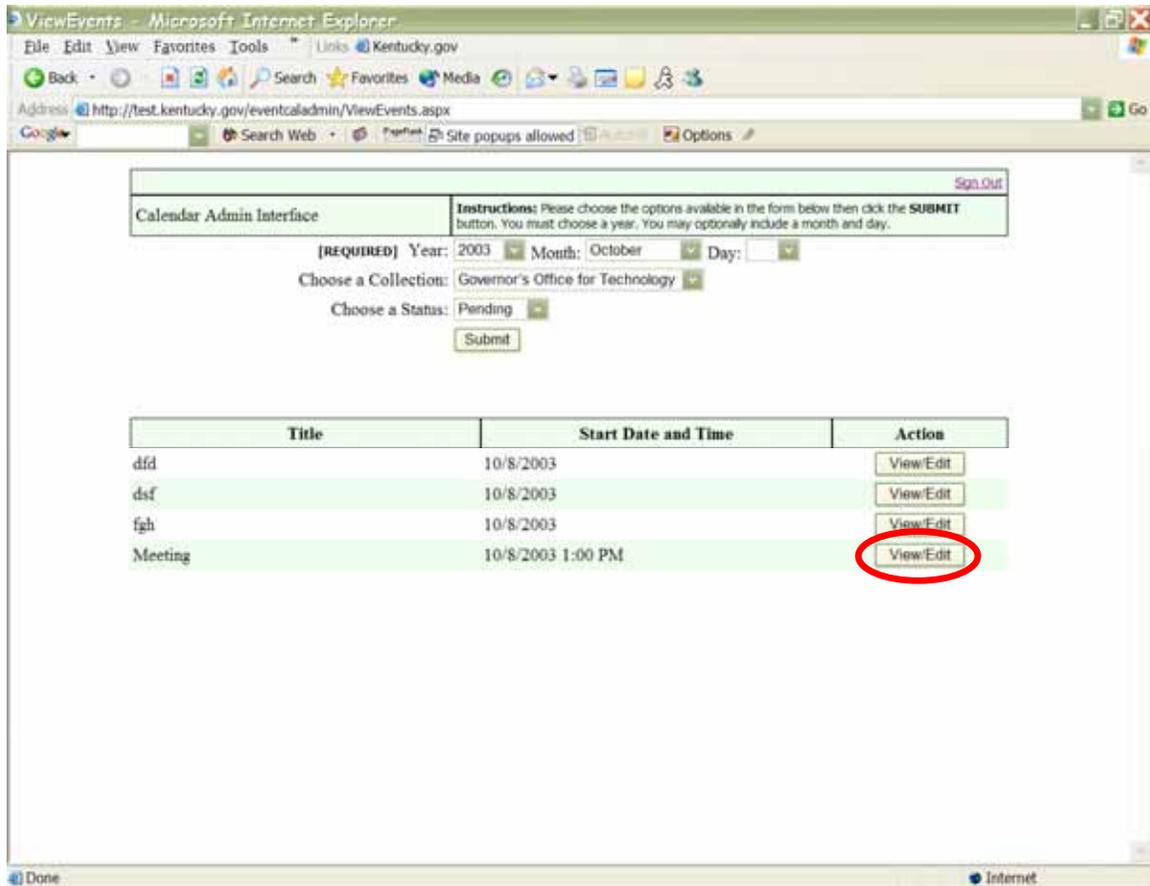
- **Choose a Status.** This field allows you to view events that are pending manager approval, events that have been rejected, and events that have been approved. In order to approve an event you will want to select "Pending" from this menu.



Note: As stated above, the "Year" is a required field and must be complete in order to continue. You do, however, have the option to not select a month or day. This will allow you to view the status of events for the entire year. For example, if you wish to see all rejected events for the year 2003, you would select only the year 2003 (make sure the month and day fields are blank). Then you would choose your collection, and finally you would select "Rejected" from the status menu. Also, you can follow the above steps with the exception of selecting a month as well as the year and this will allow you to view the status of events for the month and year you selected. For example, if you wish to see all approved events for the month of October in the year 2003, you would select the year 2003 and the month of October (make sure the day field is blank). Then you would choose your collection, and finally you would select "Approved" from the status menu.

Step # 3: View a specific pending event

Once you have completed Step #2, a list with all pending events will appear. To view a specific pending event for approval, click on the "View/Edit" button to the right of the event you wish to view.



Step # 4: Approving an Event

Once you have clicked on "View/Edit" you will see the event waiting for review. If the event appears to be in good order, simply click the "Approve" button in the bottom right-hand corner of this page.

Once the "Approve" button is clicked, the event will be posted to the calendar and viewable on the Kentucky.gov website.

[Sign Out](#)

Instructions: Please choose the options available in the form below.

If you are adding an event click save to save the event and get back to main menu or click save and add another event to continue adding an other event.

Calendar Admin Interface If you are editing an event click update button to update the event.If workflow is turned on for your agency click approve to approve an event or click Reject to reject an event.

To Reschedule an event Please use Move to Date and time field at the bottom.Do not use Event start Date and Time to reschedule an event.

Event Collection : Governor's Office for Technology

[REQUIRED]
Event Title : Meeting

Event Detail: Webmasters

Event Location: Frankfort Place Office

[REQUIRED]
Event Start Date : October 8 2003

Event Start Time : 1:00 PM

Event End Date : October 8 2003

Event End Time : 2:00 PM

Event Types: Regular Event

Event Attributes: Featured Event
 Handicap Access
 Hearing Impaired

Event URLs/Resources

Resource Label:

URL:

Kentucky gov Website

Moved To Start Date :

Moved To Start Time :

Moved To End Date :

Moved To End Time :

Event Cancelled Event Deleted

Rejection Comments

7.0 How Do I Reject a New Event as a Manager?

Step # 1: Login to the calendar administrative tool

(Please see "5.0 How Do I Add an Event?", Step # 1)

Step # 2: Select pending events

(Please see "6.0 How Do I Approve a New Event as a Manager?", Step # 2)

Step # 3: View a specific pending event

(Please see "6.0 How Do I Approve a New Event as a Manager?", Step # 3)

Step # 4: Rejecting an Event

If the event you selected to review appears to need additional information from the author or appears to be incorrect you can reject it.

At the bottom of this screen on the left-hand side, you will see a "Rejection Comments" text box. This is where the manager can input comments as to why he/she rejected this event. These comments will then be viewable by the author.

To reject an event, click the "Reject" button in the bottom right-hand corner of this page.

At this time, an email will be generated to the author stating that an event has been rejected. The author will be able to view the manager's comments and can edit the event as necessary and resave it for manager review once again.

[Sign Out](#)

Instructions: Please choose the options available in the form below.

If your are adding an event click save to save the event and get back to main menu or click save and add another event to continue adding an other event.

Calendar Admin Interface If your are editing an event click update button to update the event.If workflow is turned on for your agency click approve to approve an event or click Reject to reject an event.

To Reschedule an event Please use Move to Date and time field at the bottom.Do not use Event start Date and Time to reschedule an event.

Event Collection : Governor's Office for Technology

[REQUIRED]
Event Title : Meeting

Event Detail : Webmasters

Event Location : Frankfort Place Office

[REQUIRED]
Event Start Date : October 8 2003

Event Start Time : 1 :00 PM

Event End Date : October 8 2003

Event End Time : 2 :00 PM

Event Types : Regular Event

Event Attributes : Featured Event
 Handicap Access
 Hearing Impaired

Event URLs/Resources

Resource Label :
URL :

Kentucky gov Website

Moved To Start Date :
Moved To Start Time :
Moved To End Date :
Moved To End Time :

Event Cancelled Event Deleted

Rejection Comments

8.0 How Do I Edit an Existing Event?

Editing can be changing text, adding or deleting resources, rescheduling an event, canceling an event or deleting an event. If you find that you need to edit an event after it has been approved and posted to the calendar, you can do so by following these steps.

Step # 1: Login to the calendar administrative tool

(Please see "5.0 How Do I Add an Event?", Step # 1)

Step # 2: Select approved events

- **Year.** (Please see "6.0 How Do I Approve a New Event as a Manager?", Step #2)
- **Month.** (Please see "6.0 How Do I Approve a New Event as a Manager?", Step #2)
- **Date.** (Please see "6.0 How Do I Approve a New Event as a Manager?", Step #2)
- **Choose a Collection.** (Please see "6.0 How Do I Approve a New Event as a Manager?", Step #2)
- **Choose a Status.** In order to edit an existing event you will want to select "Approved" from this menu.

Step # 3: View the existing event

Once you have completed Step #2, a list with all approved events will appear. To view a specific approved event, click on the "View/Edit" button (located under the "Action" column on the right-hand side of the screen) to the right of the event you wish to edit.

Step # 4: Edit the event

- **Editing an event.** There are no restrictions to making text changes or changes to the "Event URLs/Resources". Simply make the desired changes to this event.

- **Reschedule an event.** To reschedule an event, DO NOT change the Event Start Date, Event Start Time, Event End Date, or Event End Time. You must reschedule the event by utilizing the “Move To Start Date”, “Move To Start Time”, “Move To End Date” and “Move To End Time” located beneath the “Event URLs/Resources” Box at the bottom of the page. (See the illustration below)
- **Cancel an event.** To cancel an event, click in the box next to “Event Cancelled” located beneath the “Event URLs/Resources” Box at the bottom of the page. (See the illustration below)
- **Delete an event.** To delete an event, click in the box next to “Event Deleted” located beneath the “Event URLs/Resources” Box at the bottom of the page. (See the illustration below)

Event Location: Frankfort Place Office

[REQUIRED] Event Start Date: October 8 2003

Event Start Time: 1:00 PM

Event End Date: October 8 2003

Event End Time: 2:00 PM

Event Types: Regular Event

Event Attributes: Featured Event
 Handicap Access
 Hearing Impaired

Event URLs/Resources

Resource Label:

URL:

Add Resource Edit Resource Delete Resource

Kentucky gov

Moved To Start Date:

Moved To Start Time:

Moved To End Date:

Moved To End Time:

Event Cancelled Event Deleted

Rejection Comments

Update Approve Reject Cancel

Once you have finished editing this event, click on “Update” at the bottom of this page. If workflow is NOT enabled for your agency these changes will be

immediately reflected on the Kentucky.gov Calendar of Events. If workflow IS enabled, an email will be generated to the manager and the changes will not be reflected on the Kentucky.gov Calendar of Events until an agency manager approves the changes.

Note: If you are an author, you will only see the buttons "Update" and "Cancel" at the bottom of this page. You will not see "Approve" or "Reject", these are for managers only.

9.0 How Do I Logout of the Calendar Administrative Tool?

Once you have completed your authoring/approving session, please remember to logout of the administrative tool. To do so, click on the "Sign Out" link in the upper right-hand corner of the page.

10.0 Calendar Screen Views

Year View

Calendar - Microsoft Internet Explorer

Address: <http://kentucky.gov/EventCal/Calendar.aspx?CS.CID5=7&CS.LM=2&CS.ST=1&VTS=YG%2cL&V51.S=L&V51.Y=2003&V51.SD=0&V52.S=&V52.D=1>

Navigation: [State Agency List](#) | [Calendar](#) | [Newsroom](#) | [Site Map](#) | [Help Center](#) | [Advanced Search](#)

Kentucky.gov
My New Kentucky Home

Home > Calendar

Hide Calendar | Featured Events Only

2003

PREVIOUS | NEXT

JANUARY 2003							FEBRUARY 2003							MARCH 2003							APRIL 2003						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31	23	24	25	26	27	28	23	24	25	26	27	28	29	27	28	29	30					
														30	31												

MAY 2003							JUNE 2003							JULY 2003							AUGUST 2003									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
				1	2	3					1	2	3	4				1	2	3	4	5							1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9			
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16			
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23			
25	26	27	28	29	30	31	29	30						27	28	29	30	31	24	25	26	27	28	29	30					
																					31									

SEPTEMBER 2003							OCTOBER 2003							NOVEMBER 2003							DECEMBER 2003						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				
														30													

Events for Year 2003

- District 7 Kentucky Transportation Cabinet Public Hearing (Proposed Eastern Nicholasville Bypass Jessamine 10/23/2003 4:00 PM Item No. 7-87.0
- District 7 Kentucky Transportation Cabinet Public Hearing (US 460 Scott Co.) 11/13/2003 5:00 PM Item No. 7-212.00
- District 7 Kentucky Transportation Cabinet Public Meeting (Clifton Road KY 1964 Woodford Co.) 11/6/2003 6:00 PM Item No. 7-5005.00

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Yearly Events List Only

Calendar - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print

Address <http://kentucky.gov/EventCal/Calendar.aspx?CS.LM=1&CS.CIDS=7&CS.TCD5=&CS.ST=1&WS1.S=&WS1.D=0&WS1.M=0&WS1.Y=2003&WS1.F=AE&> Go Links

[State Agency List](#) [Calendar](#) [Newsroom](#) [Site Map](#) [Help Center](#) [Advanced Search](#) Search

Kentucky.gov
My New Kentucky Home

Home > Calendar

[Government](#)
[Residents](#)
[Education](#)
[Operating a Business](#)
[Recreation & Travel](#)
[Health & Public Safety](#)
[Employment](#)
[Facts & History](#)

[Show Calendar](#) | [Featured Events Only](#)

Events for Year 2003

- ▶ [District 7 Kentucky Transportation Cabinet Public Hearing \(Proposed Eastern Nicholasville Bypass Jessamine\)](#)
10/23/2003
4:00 PM
Item No. 7-87.0
- ▶ [District 7 Kentucky Transportation Cabinet Public Hearing \(US 460 Scott Co.\)](#)
11/13/2003
5:00 PM
Item No. 7-212.00
- ▶ [District 7 Kentucky Transportation Cabinet Public Meeting \(Clifton Road KY 1964 Woodford Co.\)](#)
11/6/2003
6:00 PM
Item No. 7-5005.00

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Month View

Calendar - Microsoft Internet Explorer

Address: <http://kentucky.gov/EventCal/Calendar.aspx?CS.LM=2&CS.CID5=7&CS.TCD5=&CS.ST=1&VTS=MG%2cL&W51.S=ED&W51.MMW=1&W51.M=11&W51>

State Agency List | **Calendar** | Newsroom | Site Map | Help Center | Advanced Search

Kentucky.gov
My New Kentucky Home

Home > Calendar

Government
Residents
Education
Operating a Business
Recreation & Travel
Health & Public Safety
Employment
Facts & History

Show Entire Year | Hide Calendar | Featured Events Only

PREVIOUS November 2003 NEXT

	SUN	MON	TUE	WED	THU	FRI	SAT
week 1							1
week 2	2	3	4	5	6 Public Meeting (Clifton Road KY 1964)	7	8
week 3	9	10	11	12	13 Public Hearing (US 460 Scott Co.)	14	15
week 4	16	17	18	19	20	21	22
week 5	23	24	25	26	27	28	29
week 6	30						

Events for Month of November 2003

- District 7 Kentucky Transportation Cabinet Public Hearing (US 460 Scott Co.) 11/13/2003 5:00 PM Item No. 7-212.00
- District 7 Kentucky Transportation Cabinet Public Meeting (Clifton Road KY 1964 Woodford Co.) 11/6/2003 6:00 PM Item No. 7-5005.00

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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Monthly Events List Only

Calendar - Microsoft Internet Explorer

Address: <http://kentucky.gov/EventCal/Calendar.aspx?CS.LM=1&CS.CID5=7&CS.TCD5=&CS.ST=1&V51.S=&V51.D=0&V51.M=11&V51.Y=2003&V51.F=AE>

State Agency List | **Calendar** | Newsroom | Site Map | Help Center | Advanced Search

Kentucky.gov
My New Kentucky Home

Home > Calendar

[Show Calendar](#) | [Featured Events Only](#)

Events for Month of
November 2003

- » **District 7 Kentucky Transportation Cabinet**
Public Hearing (US 460 Scott Co.)
11/13/2003
5:00 PM
Item No. 7-212.00
- » **District 7 Kentucky Transportation Cabinet**
Public Meeting (Clifton Road KY 1964 Woodford Co.)
11/6/2003
6:00 PM
Item No. 7-5005.00

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Week View

Calendar - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://kentucky.gov/EventCal/Calendar.aspx?CS.LM=2&CS.CID5=7&CS.TCD5=&CS.ST=1&VT5=WG%2c&WS1.S=L&WS1.D=2&WS1.M=11&WS1.Y=>

[State Agency List](#) | [Calendar](#) | [Newsroom](#) | [Site Map](#) | [Help Center](#) | [Advanced Search](#) |

Kentucky.gov
My New Kentucky Home

Home > Calendar

[Show Entire Month](#) | [Show Entire Year](#) | [Hide Calendar](#) | [Featured Events Only](#)

Week of November 02, 2003

Sunday	(November 02, 2003)
Monday	(November 03, 2003)
Tuesday	(November 04, 2003)
Wednesday	(November 05, 2003)
Thursday	(November 06, 2003) ▶ Public Meeting (Clifton Road KY 1964
Friday	(November 07, 2003)
Saturday	(November 08, 2003)

Events for Week of November 02, 2003

▶ [District 7 Kentucky Transportation Cabinet Public Meeting \(Clifton Road KY 1964 Woodford Co.\)](#)
11/6/2003
6:00 PM
Item No. 7-5005.00

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Weekly Events List Only

The screenshot shows a Microsoft Internet Explorer browser window displaying the Kentucky.gov website. The address bar shows the URL: <http://kentucky.gov/EventCal/Calendar.aspx?CS.LM=1&CS.CIDS=7&CS.TCDS=&CS.ST=1&V51.S=&V51.D=2&V51.M=11&V51.Y=2003&V51.F=AE>. The website header includes navigation links: [State Agency List](#), [Calendar](#), [Newsroom](#), [Site Map](#), [Help Center](#), and [Advanced Search](#). The main content area is titled "Home > Calendar" and features a "Show Calendar | Featured Events Only" link. The event listed is "District 7 Kentucky Transportation Cabinet Public Meeting (Clifton Road KY 1964 Woodford Co.)" on 11/6/2003 at 6:00 PM, with item number 7-5005.00. A "top of page" link is also visible. The footer contains copyright information for 2003 and various policy links.

Calendar - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address <http://kentucky.gov/EventCal/Calendar.aspx?CS.LM=1&CS.CIDS=7&CS.TCDS=&CS.ST=1&V51.S=&V51.D=2&V51.M=11&V51.Y=2003&V51.F=AE> Go Links

[State Agency List](#) [Calendar](#) [Newsroom](#) [Site Map](#) [Help Center](#) [Advanced Search](#) Search

Kentucky.gov
My New Kentucky Home

Home > Calendar

[Show Calendar](#) | [Featured Events Only](#)

Events for Week of
November 02, 2003

» [District 7 Kentucky Transportation Cabinet Public Meeting \(Clifton Road KY 1964 Woodford Co.\)](#)
11/6/2003
6:00 PM
Item No. 7-5005.00

[top of page](#)

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| [Individuals with Disabilities](#) | [Feedback](#) |

Selected Day View

Calendar - Microsoft Internet Explorer

Address: <http://kentucky.gov/EventCal/Calendar.aspx?CS.LM=2&CS.CID5=7&CS.TCD5=&CS.ST=1&VT5=MG%2cL&V51.S=L&W51.MMW=1&V51.M=11&V51>

State Agency List | **Calendar** | Newsroom | Site Map | Help Center | Advanced Search

Kentucky.gov
My New Kentucky Home

Home > Calendar

Government
Residents
Education
Operating a Business
Recreation & Travel
Health & Public Safety
Employment
Facts & History

Show Entire Year | Hide Calendar | Featured Events Only

PREVIOUS November 2003 NEXT

	SUN	MON	TUE	WED	THU	FRI	SAT
week 1							1
week 2	2	3	4	5	6 Public Meeting (Clifton Road KY 1964)	7	8
week 3	9	10	11	12	13 Public Hearing (US 460 Scott Co.)	14	15
week 4	16	17	18	19	20	21	22
week 5	23	24	25	26	27	28	29
week 6	30						

Events for November 13, 2003

- District 7 Kentucky Transportation Cabinet Public Hearing (US 460 Scott Co.)
11/13/2003
5:00 PM
Item No. 7-212.00

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

top of page

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Internet

Selected Day's Events List Only

The screenshot shows a Microsoft Internet Explorer browser window displaying the Kentucky.gov website. The address bar shows the URL: <http://kentucky.gov/EventCal/Calendar.aspx?CS.LM=1&CS.CID5=7&CS.TCD5=&CS.ST=1&V51.5=&V51.D=13&V51.M=11&V51.Y=2003&V51.F=A>. The website header includes navigation links: [State Agency List](#), [Calendar](#), [Newsroom](#), [Site Map](#), [Help Center](#), and [Advanced Search](#). The main content area is titled "Home > Calendar" and features a "Show Calendar | Featured Events Only" link. The event listed is for "November 13, 2003" and is titled "District 7 Kentucky Transportation Cabinet Public Hearing (US 460 Scott Co.)". The event details include the date "11/13/2003", the time "5:00 PM", and the item number "Item No. 7-212.00". A "top of page" link is located below the event details. The footer contains the copyright notice "Copyright © 2003 Kentucky.gov" and a list of links: [Kentucky.gov Home](#), [Online Services](#), [Privacy Statement](#), [Link Disclaimer](#), [Security Policy](#), [Accessibility Policy](#), [About Kentucky.gov](#), [Individuals with Disabilities](#), and [Feedback](#).

Event Details (Right Column)

The screenshot shows a Microsoft Internet Explorer browser window displaying the Kentucky.gov website. The address bar shows the URL: <http://kentucky.gov/EventCal/Calendar.aspx?CS.LM=2&CS.CID5=7&CS.TCD5=&CS.ST=1&VT5=WG%2cED&WS1.S=ED&WS1.D=2&WS1.M=11&WS1>. The page title is "Calendar - Microsoft Internet Explorer".

The website header includes navigation links: [State Agency List](#), [Calendar](#), [Newsroom](#), [Site Map](#), [Help Center](#), and [Advanced Search](#). The Kentucky.gov logo is prominently displayed with the tagline "My New Kentucky Home".

The main content area is titled "Home > Calendar". It features a navigation bar with "Show Entire Month", "Show Entire Year", "Hide Calendar", and "Back" links. The current view is "Week of November 02, 2003", with "PREVIOUS" and "NEXT" buttons.

The calendar grid shows the following days and dates:

- Sunday (November 02, 2003)
- Monday (November 03, 2003)
- Tuesday (November 04, 2003)
- Wednesday (November 05, 2003)
- Thursday (November 06, 2003) - [Public Meeting \(Clifton Road KY 1964\)](#)
- Friday (November 07, 2003)
- Saturday (November 08, 2003)

The event details for the Thursday entry are as follows:

- Event Title:** Public Meeting (Clifton Road KY 1964 Woodford Co.)
- Organizer:** District 7 Kentucky Transportation Cabinet
- Start:** Thursday, November 06, 2003, 6:00 PM
- End:** Thursday, November 06, 2003, 8:00 PM
- Location:** Millville Community Center McCracken Pike Road Versailles, KY
- Description:** *Item No. 7-5005.00*

At the bottom of the page, there is a "top of page" link and a copyright notice: "Copyright © 2003 Kentucky.gov". Additional links include [Kentucky.gov Home](#), [Online Services](#), [Privacy Statement](#), [Link Disclaimer](#), [Security Policy](#), [Accessibility Policy](#), [About Kentucky.gov](#), [Individuals with Disabilities](#), and [Feedback](#).

Event Details Only

The screenshot shows a Microsoft Internet Explorer browser window displaying the Kentucky.gov website. The address bar shows the URL: <http://kentucky.gov/EventCal/Calendar.aspx?CS.LM=1&CS.CIDS=7&CS.TCDS=&CS.ST=1&V51.EID=44&VT5=ED>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The website header features navigation links: State Agency List, Calendar, Newsroom, Site Map, Help Center, and Advanced Search. The Kentucky.gov logo is prominently displayed with the tagline "My New Kentucky Home".

The main content area is titled "Home > Calendar" and features a "Back" link. The event details are as follows:

- Public Meeting (Clifton Road KY 1964 Woodford Co.)**
- District 7 Kentucky Transportation Cabinet**
- Start:** Thursday, November 06, 2003, 6:00 PM
- End:** Thursday, November 06, 2003, 8:00 PM
- Location:** Millville Community Center McCracken Pike Road Versailles, KY
- Description:** (The description text is not visible in the screenshot)
- Item No. 7-5005.00**

A "top of page" link is located at the bottom of the event details section. The footer contains the copyright notice "Copyright © 2003 Kentucky.gov" and a series of links: Kentucky.gov Home, Online Services, Privacy Statement, Link Disclaimer, Security Policy, Accessibility Policy, About Kentucky.gov, Individuals with Disabilities, and Feedback.

Featured Event

Calendar - Microsoft Internet Explorer

Address: <http://test.kentucky.gov/EventCal/Calendar.aspx?CS.CIDS=4&CS.LM=2&CS.ST=1&VTS=MG%2cL&V51.S=L&V51.MMW=1&V51.M=10&V51.Y=2003>

State Agency List | **Calendar** | Newsroom | Site Map | Help Center | Advanced Search

Kentucky.gov
My New Kentucky Home

Home > Calendar

Government
Residents
Education
Operating a Business
Recreation & Travel
Health & Public Safety
Employment
Facts & History

Show Entire Year | Hide Calendar | All Events

PREVIOUS | **October 2003** | NEXT

	SUN	MON	TUE	WED	THU	FRI	SAT
week 1				1	2	3	4
week 2	5	6 ↳ewrew	7	8 ↳ewrew ↳Electronic Services Executive Committee	9	10	11
week 3	12	13	14	15	16 ↳GIAC Executive Committee Meeting	17	18
week 4	19	20 ↳KY TeleHealth Board Meeting	21	22	23 ↳CIO Advisory Council Meeting	24	25
week 5	26	27	28	29	30	31	

Featured Events for Month of October 2003

- ↳ Governor's Office for Technology CIO Advisory Council Meeting
10/23/2003
9:00 AM

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

↑ top of page

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[Individuals with Disabilities](#) | [Feedback](#)

Internet

Featured Event Only

The screenshot shows a Microsoft Internet Explorer browser window displaying the Kentucky.gov calendar page. The browser's address bar shows the URL: <http://test.kentucky.gov/EventCal/Calendar.aspx?CS.LM=1&CS.CIDS=4&CS.TCDS=8&CS.ST=1&WS1.S=8&WS1.D=6&WS1.M=10&WS1.Y=2003&WS1.F>. The page features a navigation menu with links for State Agency List, Calendar, Newsroom, Site Map, Help Center, and Advanced Search. The Kentucky.gov logo is prominently displayed at the top left. A sidebar on the left lists various categories: Government, Residents, Education, Operating a Business, Recreation & Travel, Health & Public Safety, Employment, and Facts & History. The main content area is titled "Featured Events for Month of October 2003" and lists a single event: "Governor's Office for Technology CIO Advisory Council Meeting" on 10/23/2003 at 9:00 AM. A "top of page" link is located at the bottom of the event list. The footer contains copyright information for 2003 and several utility links including Online Services, Privacy Statement, Link Disclaimer, Security Policy, Accessibility Policy, About Kentucky.gov, Individuals with Disabilities, and Feedback.

Event Status Change (Rescheduled and Cancelled)

Calendar - Microsoft Internet Explorer

Address: <http://test.kentucky.gov/EventCal/Calendar.aspx?CS.CIDS=4&CS.LM=2&CS.ST=1&VTS=MG%2cL&V51.S=L&V51.MMW=1&V52.F=AE&V52.DTP=M>

State Agency List | **Calendar** | Newsroom | Site Map | Help Center | Advanced Search

Kentucky.gov
My New Kentucky Home

Home > Calendar

Government
Residents
Education
Operating a Business
Recreation & Travel
Health & Public Safety
Employment
Facts & History

Show Entire Year | Hide Calendar | Featured Events Only

PREVIOUS | **October 2003** | NEXT

Events for Month of October 2003

	SUN	MON	TUE	WED	THU	FRI	SAT
week 1				1	2	3	4
week 2	5	6 ewrew	7	8 ewrew Test123 Electronic Services Executive Committee	9	10	11
week 3	12	13	14	15	16 GIAC Executive Committee Meeting	17	18
week 4	19	20 KY TeleHealth Board Meeting	21	22	23 CIO Advisory Council Meeting	24	25
week 5	26	27	28	29	30	31	

SEPTEMBER 2003

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER 2003

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- ▶ Governor's Office for Technology **CIO Advisory Council Meeting**
10/23/2003
9:00 AM
- ▶ Governor's Office for Technology **Electronic Services Executive Committee (ESEC)**
10/8/2003
2:00 PM
- ▶ Governor's Office for Technology **ewrew RESCHEDULED to 10/8/2003**
10/6/2003
qwqw wqe
- ▶ Governor's Office for Technology **ewrew CANCELLED**
10/8/2003
qwqw wqe
- ▶ Governor's Office for Technology **GIAC Executive Committee Meeting**
10/16/2003
10:00 AM
- ▶ Governor's Office for Technology **KY TeleHealth Board Meeting**
10/20/2003
11:00 AM
For additional information, contact Donna Veno at (502) 573-0228 or email donna.veno@mail.state.ky.us.
- ▶ Governor's Office for Technology **Test123**
10/8/2003
Test

top of page

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Calendar of Events Authorization Form

To establish an account that enables your agency to add events to the calendar, you must first have each user register with Kentucky.gov. They can do so by visiting www.kentucky.gov/Register.htm and completing the self-registration process. If a user has previously registered for either the Newsroom or Web site management, they do NOT need to re-register. Please complete the following information and fax the form to the attention of Melody Traugott at (502) 875-3722. Please be sure the form is approved and signed by a responsible party for the agency prior to faxing. The responsible party will be the only individual who can contact Kentucky.gov to remove or add user access. Should you have any questions while completing this form, please contact Melody Traugott or Traci Stewart at (502) 875-3733.

Agency Name: _____

Agency Name as You Would Like For It to Appear on the Calendar of Events: _____

Primary Contact Name: _____

Primary Contact Telephone Number: () -

Primary Contact Email Address: _____

Workflow is a feature that allows authored material to have manager approval before it gets posted to the calendar, would you like to have workflow enabled? Yes No
If no, it is only necessary select the "Manager" box under "Calendar Rights".

List of Users and Their Calendar Rights:

<u>Name</u>	<u>Email Address</u>	<u>User Name*</u>	<u>Calendar Rights</u>
_____	_____	_____	<input type="checkbox"/> Author <input type="checkbox"/> Manager
_____	_____	_____	<input type="checkbox"/> Author <input type="checkbox"/> Manager
_____	_____	_____	<input type="checkbox"/> Author <input type="checkbox"/> Manager
_____	_____	_____	<input type="checkbox"/> Author <input type="checkbox"/> Manager

Would you like to have a version of this calendar for your website? Yes No

Print Name (Responsible Party)

Title/Position (Responsible Party)

Signature (Responsible Party)

Date

*This is the name that you established while self registering or if you previously had access to the Newsroom or Calendar this would be the User ID that was given to you by our office.