

## Overview

The location management features available through Calendar can help you provide valuable tools for:

- **Site Visitors:** Who can search and sort events by location - down to the room level. Location information can also include links to other sites, MapQuest maps/directions and campus map attachments.
- **Calendar Administrators:** Who can easily view conflict notification warnings if events are being scheduled for the same date and time and at the same location/building.
- **Event Planners/Managers:** Who can check the live Calendar to see if other events are taking place in the same locations or buildings and plan events on dates where they can achieve optimal attendance.
- **Facility Planners:** Who can be notified of internal requests related to events and respond accordingly. Calendar can help bridge the gap between event planning, marketing and facilities scheduling.

## Definitions

Before you can take full advantage of Location Management in Calendar, it is important to understand how Calendar defines each element of location setup. Examples of each of these location terms can be found later in this tips & tricks document.

- **Locations:** Main locations and/or areas where buildings are clustered.
- **Buildings:** Buildings, centers or areas at a defined location.
- **Rooms:** Rooms are located inside buildings, centers, or areas at a defined location.

## Set-Up

As a three tiered approach, locations, buildings, and rooms are important features to set up because they affect how the public will view your Calendar and how conflict notification is utilized.

## Location Views

In Calendar 3.3, your organization can select to enable or disable the "View by Location" display option. In addition you can choose to enable or disable the location search option within "Advanced Search" which is included on every visitor view screen. If you choose to maintain the "View by Location" and/or the "Search by Location", you can select how that location information is searchable and listed. Select any combination of these three search criteria (location, building, room) to show up as the location view and search options.

## Example Location List View Search and Associated Display Option

Location(s):

Select

Select All

Select Multiple

Main Campus

- Academic Hall
- Computer Lab Room
- English Writing Room
- Psychology Room
- J. Johnson Stadium
- Student Center

Off Campus

- Art Museum
- Community Center
- Hilton Hotel

South Campus

- Music Hall
- Blithe Voice Room
- Piano Room
- Science Center

Location View		August 1 - 31, 2006
<b>Highlighted Events</b>		
Main Campus - Registrar's Building - Registration Hall		
Start Date and Time	Event Name	
Friday, August 25, 2006		
All Day	<a href="#">Fall Registration Begins</a>	
Main Campus - Fraternity House		
Start Date and Time	Event Name	
Saturday, August 26, 2006		
All Day	<a href="#">Fall Fraternity Rush</a>	
Main Campus - Fraternity House		
Start Date and Time	Event Name	
Sunday, August 27, 2006		
All Day	<a href="#">Fall Fraternity Rush</a>	
Main Campus - Registrar's Building - Registration Hall		
Start Date and Time	Event Name	
Friday, August 25, 2006		
All Day	<a href="#">Fall Registration Begins</a>	
Off Campus - Community Center		
Start Date and Time	Event Name	
Wednesday, August 30, 2006		
1:00 PM - 5:00 PM	<a href="#">Tutor a Child - Community Service Project Sign-Ups</a>	

## Conflict Notification

Conflict notification can be either enabled or disabled at the location, building or room level. Once enabled, conflict notification will occur if you enter an event and there is a conflict at the selected level of notification. A warning will pop up that there is a possible conflict with your event. You can customize this warning message to give direction to your users on what to do if a conflict is identified for their event.

### Setting your Conflict Notification:

- **Location or Building Level:** Provides notification of other events happening on the same date and/or time and at the same location or building as your event. This will help to avoid booking the President's Black Tie Gala in the same building as the Greek Week Fraternity Rush event. A traditional scheduling package might not pick up on this!
- **Room Level:** If you are currently using a facility planning package, conflict notifications at the room level can serve as an additional checks and balances option to warn users and administrators if events are being marketed and taking place at a location that is already booked!

## Examples of Location Setup by Organization Type

### Higher Education

If you are a *smaller college*, you may only have one campus (location) but multiple buildings, and *larger colleges/universities*, may have multiple campuses (locations) with multiple buildings on each campus:

- **Locations:** (Small College) Main Campus and Off Campus\*, (Larger College expanded to include), Downtown Campus, South Campus, North Campus, etc.
  - **Buildings:** Academic Buildings, Athletic Fields, Student Union, Science Center, Registrar's Office, etc.

\* *Off Campus can be used to include events related to the local community such as YMCA, Sports Arenas, Art Museums, Hotels, etc.*

### Hospitals/Healthcare Organizations

- **Locations:** Community Hospital Downtown, Community Hospital North, Community Hospital South, Community Children's Hospital, Community Teaching Hospital (Affiliated with local University)
  - **Buildings:** Administration Center, Medical Office Building, Cancer Institute, Health and Nutrition Center, Rehabilitation Complex, etc.

### Government

- **Locations:** Washington, D.C., Main Headquarters (by state), Related Districts or Counties (within state), Affiliated NGO's
  - **Buildings:** National Office (Capital), Department Headquarters Building (State), District Courts, District or County Offices, *Red Cross / Center for Disease Control* (NGOs)

### Corporate Examples

- **Locations:** Corporate Headquarters, Northeast Region, MidAtlantic Region, Southeast Region, Midwest Region, Central Region, Southern Region, Western Region
  - **Buildings:** Seattle Office, NYC Office, NJ Distribution Plant, Chicago Research Center, Houston Sales Office

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