

Manual Overview

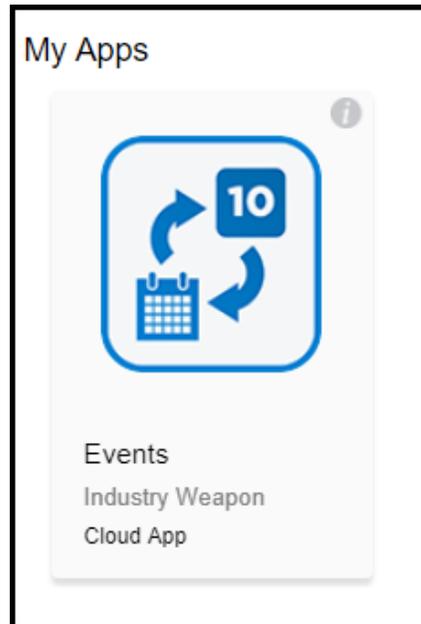
The purpose of this instructional guide is to help you become familiar with the Events App within Industry Weapon. The Events App uploads and broadcasts event calendars onto digital signs. The following tutorial provided in the instructional guide features screenshots and instructions for creating an 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

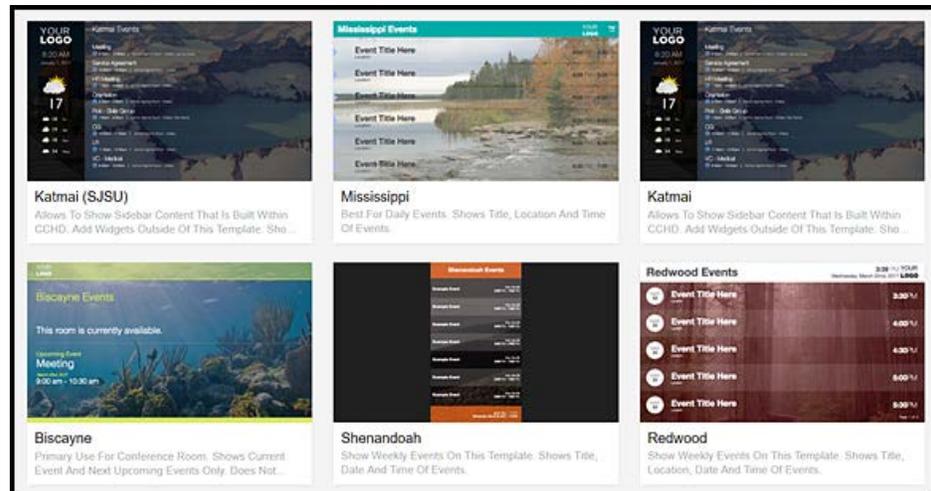
1. Click the Events App in the app dashboard



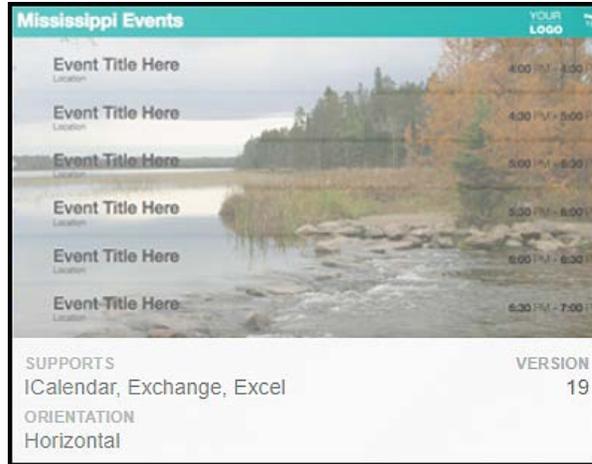
2. Click Create New Slide



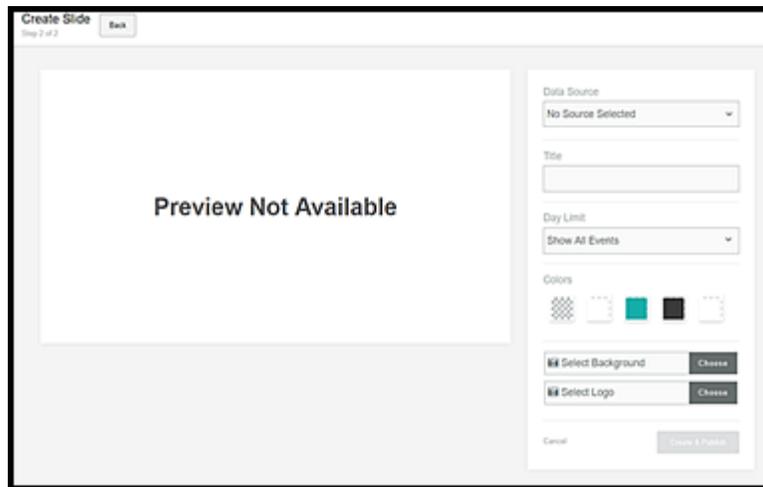
3. Determine a template for the event calendar



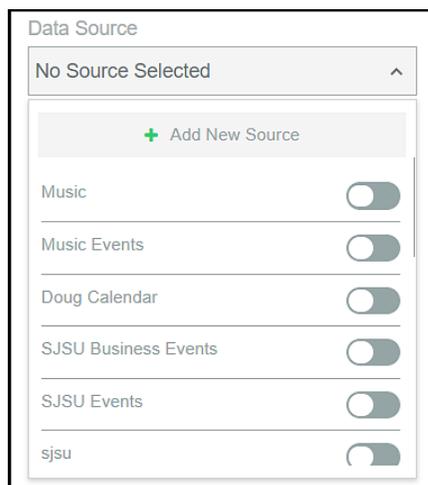
4. Place your cursor on the template to see what calendar sources the template supports



5. Click the template and you will be directed to the creator



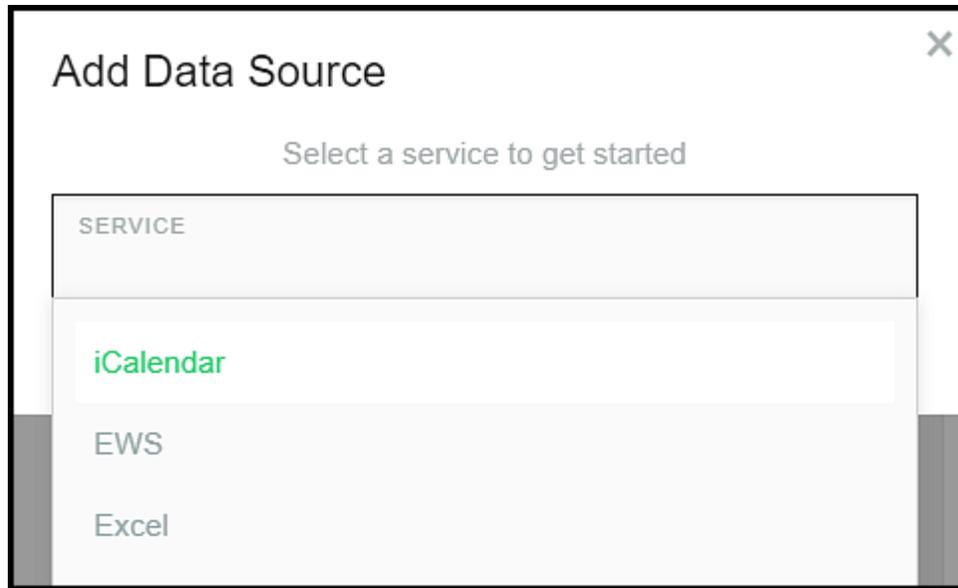
6. Click No Source Selected under Data Source. There are sources already built out and available



7. Click Add New Source

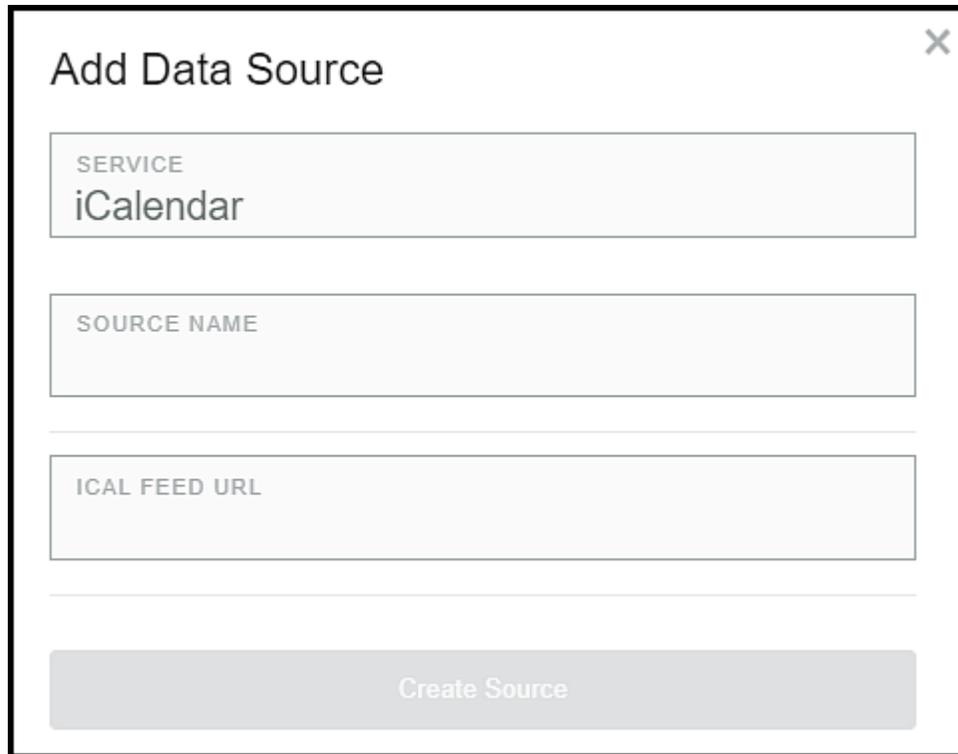


8. Select the service, create a source name, and paste the URL



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



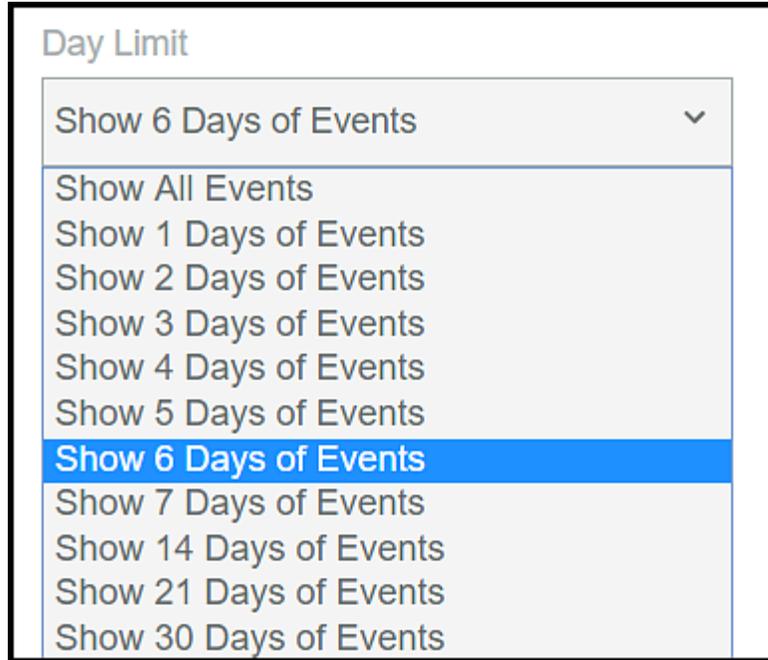
10. Click Create Source



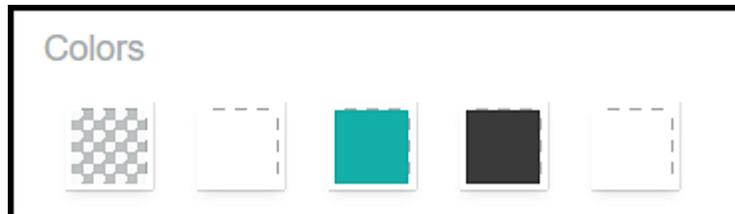
11. Name slide title



12. Click Day Limit and determine the necessary events to display



13. Click the box icons to customize the colors of the event calendar

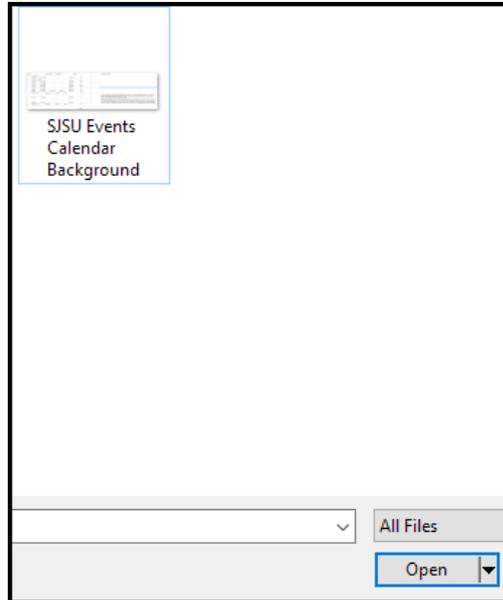


14. Click Choose near Select Background and select a background from your computer to upload



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



16. Click Create & Publish

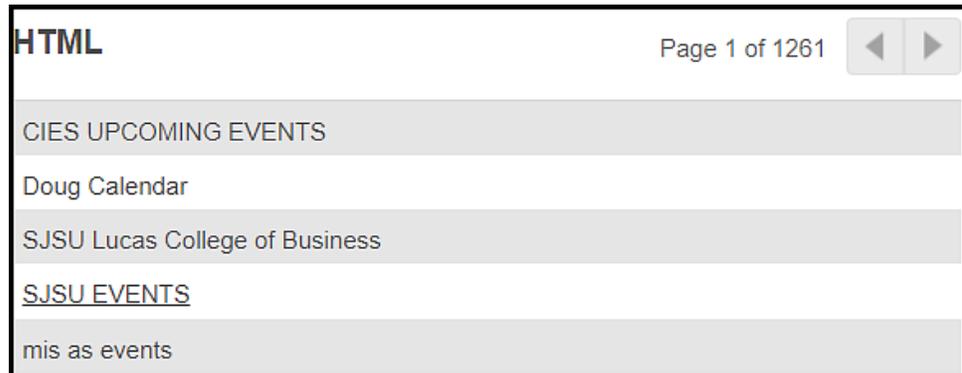
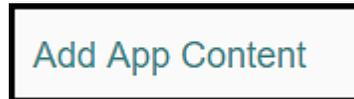


17. Click Back



Upload an Event Calendar to a Template

1. Click TemplatesHD in the orange navigation bar at the top
2. Navigate to the designated template to add the events calendar to and click the Edit Template icon
3. Click Interactive and App Content's Expand icon
4. Click Add App Content
5. Navigate to your created event calendar and click it
6. Click Select Media
7. At first, you won't see the event calendar but there will be a rectangular box with a dotted-line border. Click the rectangular box



8. Click the Make Fullscreen checkmark

Embedded Web Page

Make Fullscreen:

Position:

x: y:

Dimensions:

w: h:

Web Address: sjsu event

9. Click Close

CLOSE

10. Click Save Template

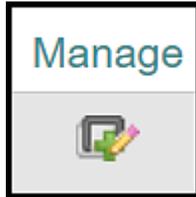
Save Template

Upload an Event Calendar to a Campaign

1. Click CampaignsHD in the orange navigation bar at the top



2. Click the Manage icon for the campaign that you want to place the events calendar in



3. Click the campaign slide designated for the events calendar



4. Click the 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 icon

