

Wing, Group, and Squadron Calendar Event Creation Instructions

The **Wing** Level Calendar is located here: <https://cawg.cap.gov/calendar/wing-calendar/calendar/>. **Group** calendars are located on your sites.

Wing. As a CAWG Wing Calendar creator, add any event at the Wing level that you are aware of in your respective CAP Program of expertise that you have been assigned to, i.e., CP, AE, ES. Also, select any event in your respective CAP Program of knowledge that is group level and may impact membership at other activities for other members. For example, for emergency services, ES will probably add group-level SAREXs. For Cadet Programs, they will add leadership, CPC, and Encampment events that are for all CAWG, NorCal, or SoCal, etc.

It is suggested that we not add Squadron level events as that will clutter up the Wing calendar. However, if the event is for all the Wing, we recommend entering it as a wing-level event.

Groups. As a CAWG Group Calendar creator, you will add all Group and (potentially) squadron-level events to your group calendars. Ensure that if the event is for all CAWG, it is already NOT on your group calendar. If not, submit a request here to add it for groups or the entire wing: <https://cawg.cap.gov/calendar/cawg-calendar-submission>.

Squadrons. As a CAWG Squadron Calendar creator, you will add all squadron-level events to your calendars.

Wing and Groups will receive calendar submissions via email from our calendar submission form on the Wing and Group websites. That new submission form is one of the sub-menu items below the calendar. It is located here: <https://cawg.cap.gov/calendar/cawg-calendar-submission>. Or on your Group level website.

Wing/Group/Squadrons to add events:

1. Access the website admin for SiteViz here: <https://admin.cap.gov>
2. After you log in, on the left-hand menu, click **Content Modules**, then **Events**.
3. **To filter only Wing (or Group) Events, Squadrons skip to item 6.**
4. Filter the Events to only California Wing (or your Group) by selecting the **California Wing Website (or group)**
5. **To add a new event in the CAP Program (Mission) (or Group) that you have been assigned**
6. Click on Add New Event.
7. Select the category(ies) as only:
 - a. Emergency Services/Operations
 - b. Cadet Programs
 - c. Aerospace Education
 - d. General Wing events
8. Add **Name, Location, All Day Event or not, Start and End dates and times, Time Zone, Enabled = Yes,**
9. Add contact Details or not by selecting **Show Contact Details on the website** to **No**.
10. Add a Short **Abstract** that will display when a user selects **View All Upcoming Events**.
11. Add a **Description** of the event.
12. Selecting where to display the event.

- a. **Wing.** In **Pages**, select the Display and Approve Column checkboxes to the right of the California Wing Website (Calendar >> Wing Calendar). Also, consider selecting Groups and Squadrons. See note 13.
 - b. **Groups.** In **Pages**, select the Display and Approve Column checkboxes to the right of your Group Website (Calendar >> Group Calendar). Also, consider choosing your group's Squadrons. See note 14.
 - c. **Squadrons.** In **Pages**, select the Display and Approve Column checkboxes to the right of your squadron Website (Calendar >> Squadron Calendar).
 - d.
13. **Wing.** It is highly suggested to select the checkboxes for each of the eight groups' calendars (or Squadrons as appropriate) so that the event also displays on each of the group calendars (or squadrons) on their respective websites.
 14. **Groups.** It is highly suggested to select the checkboxes for each squadron's calendars as appropriate so that the event also displays on your group calendars (or units) on their respective websites.
 15. **Note:** there is an issue where if you copy an existing event to save time using the double blue paper icon, the little light bulb to the right of the item will be set to off, so you need to click that to activate it.

To view the event:

To see the new event, go to <https://cawg.cap.gov> (or your Group or Squadron). Click **Events** and **Wing (Group or Squadron) Calendar**.

If the event does not display:

In SiteViz, select **Manage Caches** on the upper menu and **Clear Cache** in the next window. Also, It may depend on what selections you have toggled on in the calendar.

Essential: this is a significant milestone for our leadership, so let's keep our calendars as updated as possible.

Some additional training material from NHQ:

Some info here starting on Page 55:

https://www.gocivilairpatrol.com/media/cms/SiteViz_Premier_Manual_Dynamic_Con_16D537AF49A7E.pdf

And a training video here:

https://www.youtube.com/watch?v=vR4HdNxDpTI&list=PLRYcUbjSyc7MThvj_zGoZ_EaRRd7n-ak7&index=10