Instructions for Updating the Sibelius 150th Anniversary Event Calendar

The Sibelius150.org website is maintained by the Sibelius Birth Town Foundation and its purpose is to coordinate the anniversary festivities. The event calendar on the website offers everyone a chance to add and manage their Sibelius Anniversary event in the website's calendar. The calendar events may contain an event image, title, description, performers, featured works, start and ending dates and times, venue, and category. Below are instructions for all these fields. Each events have their summarising list view and a dedicated event page.

In exchange for adding your events to the calendar we kindly ask you to use the Sibelius150 logo in your printed and online publications that are connected to your Sibelius event. Images and logos can be found on the Sibelius150 website: http://sibelius150.org/en/image-gallery/

The calendar supports Finnish, Swedish and English languages. If you wish for your event to be shown also in Finnish and Swedish, Sibelius' native languages, please contact the email address below. Finnish is at the moment the most used language version of the website.

Instructions for editing

1) Go to the following page: http://events.sibelius150.org/events
2) From the *Manage* menu item choose *Manage events*.
3) Click on Google or Facebook login to create yourself an account that is powered by either one. Please note that at the moment only one person may be responsible for editing an event.
4) To verify the login you created, please send an email to katariina.nyberg@sib.fi, and your account will be activated. (This step is taken to avoid spamming).
5) If the calendar contains existing events that you want to edit and own, please inform the email address above of that, as well.

Fields of Calendar Events

Title
Choose a suitable title for your event. This field will be shown in the search results of the open text search field on the Find events page. The title is visible in the list view and dedicated page view.

Description
Add a longer description text in this field. It will be shown in the dedicated event page only.

Starting and Ending Date and Time
The ending date is optional If your event has an ending time, mark the ending date as the same as the starting date.

Category
Available categories are: Accommodation Package, Competition, Concert, Event, Exhibition, Festival, Groups, Lecture, Opera, Tours & Activities, Workshop

Event image
Please submit a square event image, such as the size of 500px x 500px. If no event image is provided, a default image of a white star against a blue background is shown in the event list view.

Website URL
Please add a link to your events page, if applicable. The URL should be of form
http(s)://www.domain.com/moreinfo

Buy tickets URL:
This field will enable a *Buy Tickets* button on the list view and individual page view of the event. The URL should be of form http(s)://www.domain.com/moreinfo

Venue
Title: The name of the venue, such as Helsinki Music Center
City: such as Helsinki
Country: such as Finland
Address: street address

Performers
Each performer, such as the soloist and the conductor, can be added one line at a time by pushing the *Add Performer* button. A performer may be assigned a role or instrument, such as conductor or violin. Performers can also be a group such as an orchestra, an ensemble or an choir. Use the firstname field for the name of the group. The surname and role may be left blank.

Featured Works
Each featured work may be added one line at a time from the *Add work* button. The work may be assigned the composer and title. The title can be of form *Title, opus number and parts*. Parts may be separated by rows.

Support for Updating the Calendar

For any questions on the usage of the calendar, for feedback, translation to Finnish and Swedish, or training please contact the digital producer of the anniversary, Katariina Nyberg, per email, phone or skype.

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