

User's manual on the Calendar of Environmental Events in Central Asia

This document provides a brief and detailed version of the instructions.

1. BRIEF INSTRUCTION

The Calendar of environmental events in Central Asia (hereinafter - the Calendar) is available at <http://env-event.carececo.org>.

This Calendar provides an opportunity to view information about environmental events in the Central Asia, as well as to post your own events.

POSSIBILITIES OF THE CALENDAR

- view events for the year, month, week, day;
- view detailed information about the event by clicking on the event in the calendar;
- filtering events by organizer: to do this, select the organizer in the drop-down list above the Calendar, to cancel the filter, select " Select organizer";
- print a list of events: press the printer button at the top of the calendar;
- creating your own events;
- The calendar is available in two languages: Russian and English.

REGISTRATION

User registration is required to place his own events in the calendar.

To register, you must click on the "Register" button and fill out the appropriate form, incl. create a "login" and "password" and click on the "Register" button.

To complete the registration, you must click on the link sent to the email address specified during registration. After that, the confirmation will be performed automatically.

After successful confirmation of registration, the user will be prompted to log in to the site.

ENTERING THE SITE

To enter the site you need to go to the "Login" button.

To enter, you must fill in the "Login" and "Password" fields specified during registration.

If you forgot the password that you specified during registration, and you cannot login to the site, you can click on the "Forgot your password?" link on the authorization page.

ADDING A NEW EVENT

To add your own event to the calendar, click on the **"Add event" button** and fill in the appropriate information about the event (organizer, start and end date, name, location, contact information, short and detailed description (you can insert a link)).

If you need to publish the event in the Calendar in two languages, you should tick in the field "Publish the version for English/Russian language".

To publish an event, click the "Save" button

EVENT MANAGEMENT

The list of events published by the current authorized user can be viewed by clicking on the **"My events" button** with the ability to edit the created events and delete irrelevant events.

HELP

In case you are faced with incorrect operation of the site, you cannot perform some action or you need to ask the site administration a question, click on the **"HELP" button**.

INSTRUCTION

This instruction is available to the user when clicking on the **"Instruction" button** on the Calendar website.

1. DETAILED INSTRUCTION

The Calendar of environmental events in Central Asia Asia (hereinafter - the Calendar) is available at <http://envevent.carececo.org>.

An ordinary visitor can view events on the topic of ecology, planned for a certain period. The ability to place your own events in the calendar is available only for registered users.

On all pages related to the event calendar, at the top of the page there is a language switch to go to the corresponding page in another language.

1. Working with calendar

In figure.1.1 a General view of the calendar is presented.

When working with the calendar, you can do the following:

- switch the current calendar view: year, month, week, day;
- switch the current period (depending on the current view): previous or next year, month, week or day, with a quick transition to today's date by clicking the "Today " button";
- filtering events by organizer: to do this, select the organizer in the drop-down list above the calendar, to cancel the filter, select " Select organizer";
- print the version of the event list to print: press the button with the printer image at the top of the calendar;
- view detailed information about an event by clicking on an event in the calendar.

The following buttons are available at the bottom of the calendar:

- "Registration" - switch to the new user registration page;
- "Login" - switch to the login page (see section " User registration");
- "Help" – switch to the page where you can write a question of interest to the site administration.

For registered users, instead of the register and login buttons, buttons are displayed:

- "My events" –switch to the list of events created by an authorized user;
- "Add event" - switch to the form of creating a new event.

CALENDAR OF ENVIRONMENTAL EVENTS IN CENTRAL ASIA

The screenshot displays the 'Calendar of Environmental Events in Central Asia' for May 2018. The interface is divided into several sections:

- Calendar Grid:** A monthly calendar for May 2018. The date 29th is highlighted in yellow, indicating an event. A tooltip for the 29th reads: "[CAREC] Central Asian International Environmental Forum".
- Upcoming Events:** A list of events scheduled for the following months:
 - 05 - 08 June: CAREC Central Asian International Environmental Forum
 - 20 - 22 June: Republic of Tajikistan, UN, etc. International High-level Conference on International Decade for Action "Water for Sustainable Development", 2018-2028
 - 17 - 25 September: CAREC 9th Central Asian Leadership Programme
 - 23 - 26 October: University of Central Asia World Mountain Forum 2018
- Navigation and Controls:** Includes a printer icon, a language dropdown set to 'rus', a 'Specify Organizer' dropdown, and navigation buttons for 'year', 'month', 'week', 'day', and 'today'.
- Footer:** A dark blue bar at the bottom contains the text: "This Calendar of environmental events in Central Asia is created and supported by the Regional Environmental Centre for Central Asia (CAREC)".

Fig.1.1. General view of the event calendar

2. Registration, authorization, user profile management

2.1. Registration of users

To register a user, click on the "Register" button at the bottom of the calendar or click on the link <https://carececo.org/main/register/>.

The user registration form is shown in Fig. 2.1.

The screenshot shows a web form titled "NEW USER REGISTRATION". It contains the following fields and instructions:

- E-Mail ***: A text input field.
- Login ***: A text input field with a note: "You may specify login or use specified e-mail. At least 3 characters."
- Last Name**: A text input field.
- Name**: A text input field.
- Second Name**: A text input field.
- Company Name (in English) ***: A text input field.
- Company Name (in Russian) ***: A text input field.
- Materials Color ***: A color selection dropdown with a note: "Materials that are published by you will be marked with specified color."
- Password ***: A text input field with a note: "At least 6 characters."
- Confirm Password ***: A text input field.
- Input word from the picture ***: A CAPTCHA image showing the word "2015" and a text input field.

A blue button labeled "Registrations" is located at the bottom of the form. A small Russian flag icon is visible in the top right corner. At the bottom of the page, a dark blue banner contains the text: "This Calendar of environmental events in Central Asia is created and supported by the Regional Environmental Centre for Central Asia (CAREC)".

Fig. 2.1. User registration form

To register, you must fill in the following fields (required fields are marked with a red asterisk):

- e-mail address (required) - enter Your e - mail address, it is necessary to confirm the registration, as well as to receive notifications from the portal;
- login (required) - specify the user name on the site, the default value will be set to the e-mail address, but you can specify any other, consisting of at least 3 characters;
- last name-enter Your last name;
- name-enter Your name;
- middle name-specify Your middle name;
- company name (required in Russian and English) - specify the name of the organization you represent in two languages; this name will be displayed in the event filter by the organizer and in the detailed information about the event;
- material color (required) - select one of the suggested colors, this color will be highlighted in the calendar of the event you published;
- password and password confirmation (required) - specify the password for authorization on the site, you must also re-enter the password in the password confirmation field; you must specify a password of at least 6 characters;

- captcha (required) - to avoid automatic registration by robots, we ask you to specify the characters from the image in the appropriate field.

To complete the registration, click the "Register" button. If any of the fields are specified incorrectly (or are not specified), the corresponding error messages will be displayed. If registration is completed successfully, the corresponding message appears (fig. 2.2).

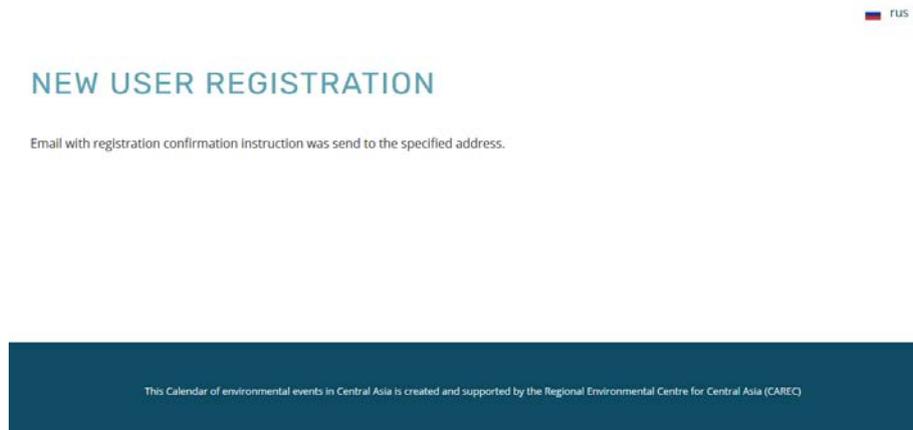


Fig. 2.2. Completion of registration

2.2. Confirmation of registration

After registration, the user must confirm the registration.

Attention: you will not be able to log in to the portal before confirming registration!

To complete registration, you must click on the link from the email you received at the e-mail address you registered during registration. When clicking on the link in the received letter for confirmation, you will need to fill in the login fields specified during registration and the confirmation code received in the letter.

As a result of successful registration confirmation, the user will be asked to log in to the site.

2.3. Entering the site

To enter the site you need to go to the "Login" button at the bottom of the event calendar or go to <http://carececo.org/main/auth/>. Also, the authorization form will appear when you try to access any section of the site that requires authorization of the user.

The entry form is shown in Fig. 2.3.

rus

AUTHORIZATION

Login or e-mail * : admin

Password * :

Remember Me

[Log In](#)

[Forgot your password?](#) | [Register](#)

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Fig. 2.3. The entry form

To log in, you must fill in the login field specified during registration and the password specified during registration.

In addition, in the authorization form there are links to the registration page, if the visitor is not yet registered on the site and the password recovery page, if you cannot log on to the site

2.4. Password recovery

If you have forgotten the password you used to register and you are unable to log in, you can go to the link "Forgot your password?" on the authorization page.

The form of password recovery is shown in Fig. 2.4.

rus

GET PASSWORD

If you forgot your password, enter login or E-Mail.
Instructions for password reset will be sent to you.

Login or e-mail * : admin
or e-mail address

Enter the characters you see on the picture * : 

[Send](#) Back to authorization form

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Puc.2.4. Password recovery form

To recover your password, enter your login used during registration. If you used your email address as your login, please enter it. If you do not remember your login, you can specify the email address you provided during registration. To avoid automatic confirmation of the password recovery form, we ask you to enter the characters from the image in the appropriate field.

To receive an email with instructions on how to change your password, click "Send". An email with instructions on how to restore access will be sent to the e-mail address provided during registration.

You will receive an email with a link to continue changing your password. When you click on the link from the letter, a form for specifying a new password will open (Fig. 2.5).

CHANGE PASSWORD

Login*: dyod@1c-rating.kz

Check string*: 61a1af848fc94ae6177bd0f65a5cdf8d

New Password*: _____

Password Confirmation*: _____

Enter the characters you see on the picture*:

[Change password](#) [Log in](#)

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Fig. 2.5. Password change form

In this form, the user name and the code line from the letter are automatically set, you only need to specify a new password, confirm it and enter the characters from the image in order to avoid automatic sending of the form. To change the password, click "Change password". In the case of a successful password change, a message is displayed and you can use the login form to login.

As a result of changing the password, the user will receive an email with a notification about the password change.

Note: if you received a notification about changing your password, but you did not change it, you need to change the password yourself immediately, maybe someone is trying to access your account.

3. Event management

Authorized users can add their own events to the calendar.

3.1. Event Management

Event management takes place on the events page (fig. 3.1). You can access it by clicking the "My events" button below the calendar (displayed only for authorized users) or by link <http://carececo.org/main/profile/events/>.

rus Logout

MY EVENTS

User Profile
My Events
Events Calendar
Create Event

Event Title	Event Status	Actions
International High-level Conference on International Decade for Action "Water for Sustainable Development", 2018-2028	Published	edit delete
Regional Meeting of representatives of MFAs and Parliaments of Central Asian states and Afghanistan	Already Passed	edit delete
The 7th meeting of the EU-Central Asia Working Group on Environment and Climate Change	Already Passed	edit delete
nposepka	Already Passed	edit delete
World Mountain Forum 2018	Published	edit delete
International Symposium on Water and Land Resources in Central Asia	Awaits Approval	edit delete
Nexus Intersectoral working group (ISWG) meeting	Already Passed	edit delete
Regional ToT on the Establishment and Functioning of Basin Councils within "Smart Waters" project	Already Passed	edit delete
Global Nexus Steering Committee meeting	Already Passed	edit delete
Round Table: "Tasks and Functions of Water Basin Organizations in the Water Management System of Turkmenistan"	Already Passed	edit delete

Pages 1 - 10 of 18 All

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Fig. 3.1. List of user events

On this page, you can see a list of events published by the current authorized user. You can also edit created events and delete irrelevant events using the "Edit" or "Delete" links opposite the corresponding event.

3.2. Adding events

You can add your own event to the calendar on the add event page (Fig. 3.2). You can go to it by clicking the "Add event" button at the bottom of the calendar or on the top panel of the user's event list page or by clicking the link <http://carececo.org/main/profile/events/new/>.

CREATE A NEW EVENT

Organizer : _____

Start Date* :

End Date :

Also publish in Russian

Name* : _____

Location* : _____

Contact Info* : _____

Short Description : _____

Detailed Description : _____

Events Calendar

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Fig. 3.2. Form for adding new events

The following fields are available in the event addition form (required fields in the form are marked with a red asterisk):

- organizer-is inserted automatically based on the name of the organization specified by the user during registration;
- starting date (required) - the start date of the event or the day of the event
- ending date-if the event lasts more than one day, you can specify the end date of the event, then it will be marked in the calendar in all days;
- name (required) - name of the event;
- venue (required) - venue of the event (country, city, etc.)
- contact information (required) - provide contact information for participation in the event, links, phone numbers, etc.
- brief description-a brief description of the event for review;
- detailed description-more detailed description of the event.

In case you need to publish the event in the calendar not only in Russian, but also in English, you should check the box "Publish version for English". In this case, the language switch will appear in the form (Fig. 3.3) and the fields of the name, venue, contact information, short and detailed description will be available for filling in two languages. In this case, the name, location and contact information fields are mandatory for both languages.

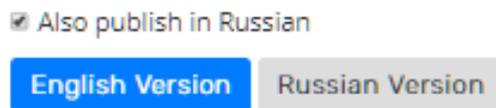


Fig 3.3. The language switcher in the form adding event

To publish the event, click the "Save" button.

4. Getting help

In case you are faced with incorrect work of the site, if you cannot perform some action or you have to ask a question from the site administration, go to the section "Help". The switch is done by clicking the "Help" button at the bottom of the calendar or by link <http://carececo.org/main/feedback/>.

In this case, you will receive a form for contacting the site administration (Fig. 4.1).

The image is a screenshot of a web form titled 'HELPDESK'. In the top right corner, there is a link 'rus Logout'. The form contains the following fields: 'Your Name:' with a text input field and a small instruction 'Tell us how we can call you'; 'Contacts:' with a text input field and a small instruction 'Please specify phone number or e-mail address'; 'Message:' with a large text area and a small instruction 'Describe an issue or your suggestion.'; and a captcha field with the instruction 'Type characters for the image:' and an image showing the letters 'H A E N T I'. At the bottom of the form are 'Send' and 'Cancel' buttons. Below the form, there is a dark blue footer bar with the text: 'This Calendar of environmental events in Central Asia is created and supported by the Regional Environmental Centre for Central Asia (CAREC)'.

Puc. 4.1. Form for contacting the site administration

To submit a case, complete the following fields:

- your name (required) - specify how to contact you;
- contact information (required) - specify the method of communication with you (phone number, email address, mail, etc.)
- message text (required) - the essence of the appeal;
- captcha (required) - to avoid automatic sending of the form, enter the characters from the image in the appropriate field.

To send a message, click "Send" and the site administration will contact you on the issue.