



EXECUTIVE CHAMBERS
HONOLULU

NEIL ABERCROMBIE
GOVERNOR

September 15, 2011

EXECUTIVE MEMORANDUM

MEMO NO. 11-11

To: All Agencies, Boards and Commissions Subject to Chapter 92, Part I,
Hawai'i Revised Statutes

Subject: Posting Meeting Notices on the State Online Calendar

All State agencies, boards and commissions that are subject to HRS Chapter 92, Part I (the Sunshine Law) are required to file all meeting notices with the Lieutenant Governor's Office at least six (6) days prior to said meetings, under HRS Section 92-7(a) and (b).

Although many State boards and commissions also post these notices on their websites or on the State Online Calendar, not all do, and as a result, the public cannot easily obtain information on all board and commission meetings and misses opportunities to participate in them.

To provide the public with as many opportunities to participate in government as we can, all state agencies, boards, commissions, authorities, committees, councils and the like that are subject to the Sunshine Law, are to post all meeting notices and agendas on the State Online Calendar (<http://calendar.ehawaii.gov/calendar/html/event>) as soon as such notices are filed with the Lieutenant Governor's Office. The electronic posting of meeting notices on the State Online Calendar will make the information more readily available and the business of boards and commissions more transparent to the public.

It is important to note that posting meeting notices and agendas on the State Online Calendar is in addition to, and not a substitute for filing meeting notices with the Office of the Lieutenant Governor. Please designate someone in your department, agency, board or commission who will be responsible for posting meeting notices and agendas onto the State Online Calendar. If an account to post items on the State Online Calendar has not been established, follow the attached protocol to establish one.

NEIL ABERCROMBIE
Governor, State of Hawai'i

State Online Calendar Account Set Up Protocol

Hawai'i Information Consortium

Phone: 808-695-4624

Email: info@ehawaii.gov

If you have created a portal account previously, please skip to step 6.

1. To create an account, go to the following website: <http://lala.ehawaii.gov/lala/>
2. Below the **login** button, click on the "Click here" link to create an account.
3. Click "No, I just want to get setup to use this service" and press "Continue".
4. Enter your contact information. Once completed, click on "Create Account".
5. If done correctly, "Create an Account Successful" page will appear. You may close the page and open your email account using Lotus Notes, or the email account you provided in step 4.
6. Create a new email message and type info@ehawaii.gov to the recipient's email address.
 - Subject line titled: State Online Calendar Account Setup
 - In the email, please provide the following information:
 - Brief introduction of yourself
 - The email address you used when you created your account
 - Department/Agency which your board/commission falls under
 - The name of your board/commission
 - A request to access the State's Online Event Calendar
7. Please wait for a response via email from info@ehawaii.gov for further instruction. The processing time may take up to 5 business days. After your account is set up, you will be able to post meeting notices and agendas to the State Online Calendar.
8. To log onto your online account, please use the following website:
<http://calendar.ehawaii.gov>
9. If you have any questions or concerns, please contact Hawai'i Information Consortium customer service operators at 808-695-4624 or email them at info@ehawaii.gov.



Manual

Hawaii State Calendar

Revision 1.0

January 12, 2007

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1 INTRODUCTION

1.1 Purpose

This document describes the basic features and usage of the Hawaii State Calendar.

2 ACCESSING THE CALENDAR

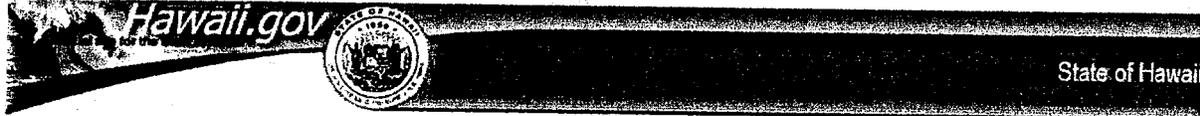
2.1 URL Link

The calendar can be accessed via the following URL:

<http://calendar.ehawaii.gov> or your existing bookmark should redirect you to the correct link.

Calendar events may be viewed without logging in. However, username and password login with the appropriate privileges is required to make any modifications.

2.2 Sample View



REG

Available Calendars... Select

Login

Please pick a calendar from the list above.

Aloha!

- ◆ To view meeting postings...
 - Please select the desired calendar above.
- ◆ To post an event...
 - Please log in and select your assigned calendar(s) for posting.

* If you had access to prior version of the calendar system and can't log into the new calendar, please click here for instructions.

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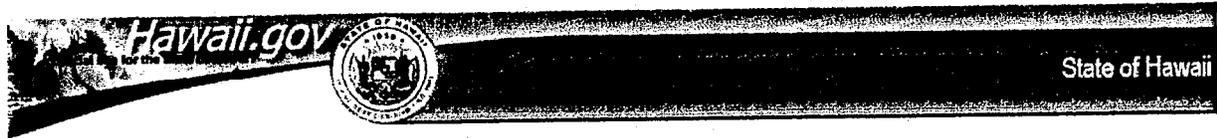
3 FUNCTIONS

3.1 Select Calendar to View

Select a calendar by clicking on the arrow (▼) next to the "Select" button. Highlight and click on a calendar. The calendar should automatically load onto the screen.

Available Calendars... Select

All events are sorted by date in an ascending order. Each event displays the day of the week, date, calendar name, subject, and location in a list view format. User can click on the calendar name to move to that particular calendar group, or the details link to view the event detail.



RSS Department of Business, Eco... Select Login

February 2007

Mo	Tu	We	Th	Fr	Sa	Su	
29	30	31	1	2	3	4	wk
5	6	7	8	9	10	11	wk
12	13	14	15	16	17	18	wk
19	20	21	22	23	24	25	wk
26	27	28	1	2	3	4	wk

Date	Event
Thursday, 2007/02/01	<p><i>Calendar: High Technology Development Corporation</i> High Technology Development Corporation Board of Directors Meeting Location: Manoa Innovation Center, 2800 Woodlawn Drive, 2nd Fl. Conf. Room Details</p> <p><i>Calendar: Land Use Commission</i> NOTIFICATION OF LAND USE COMMISSION MEETING Location: 235 S. BERETANIA ST, LEIOPAPA A KAMEHAMEHA BLDG RM 204 Details</p>

February 2007 Go

Today This Week This Month This Year
 Calendar List
 View View

Search:
 From: Month: Year: 2007
 To: Month: Year: 2007

3.2 View a Particular Month/Year

To view a particular month and year, click on the arrow (◀ or ▶) keys next to the name of the month in the small calendar in the upper left of the page.

January 2007

Mo	Tu	We	Th	Fr	Sa	Su	
1	2	3	4	5	6	7	wk
8	9	10	11	12	13	14	wk
15	16	17	18	19	20	21	wk
22	23	24	25	26	27	28	wk
29	30	31	1	2	3	4	wk

Alternatively, just below the small calendar, click on the arrow (▼) key to select a particular month and year. Then click on "Go".

January 2007 Go

3.3 Change the View

The main calendar display is defaulted to a *weekly list view*. The calendar can be modified to display events one day, week, month, or year at a time.

Daily View – Click on “Today” in the left middle of the page. In the main calendar view, you can click on the arrow (◀ or ▶) keys to move to the previous or next day.

Weekly View – Click on “This Week” in the left middle of the page. In the main calendar view, you can click on the arrow (◀ or ▶) keys to move to the previous or next week.

Monthly View – Click on “This Month” in the left middle of the page. In the main calendar view, you can click on the arrow (◀ or ▶) keys to move to the previous or next month.

Yearly View – Click on “This Year” in the left middle of the page. In the main calendar view, you can click on the arrow (◀ or ▶) keys to move to the previous or next year.

Toggle between a calendar and list view by clicking on “Calendar View” and “List View” in the left middle of the page.

Today	This	This	This
	Week	Month	Year
Calendar		List	
View		View	

3.4 Search for a Particular Event

Search for a particular event by entering text in the Search box on the bottom left of the page. Select the date range for the search by clicking on the arrow (▼) keys. Then click on the “Search” button.

Search:	<input type="text"/>
From:	Month: <input type="text" value="Month"/> ▼
	Year: <input type="text" value="2007"/> ▼
To:	Month: <input type="text" value="Month"/> ▼
	Year: <input type="text" value="2007"/> ▼
	<input type="button" value="Search"/>

3.5 Add a Link to a Calendar on a Personal Website

The orange “RSS” button at the top left of the page will allow access to xml code to add a calendar link to a personal website. Click on the “RSS” button.

RSS

A list of calendars will be displayed. Click on the “RSS” button next to the calendar of choice.

RSS

Then copy/paste the code appropriately to add the calendar link to a website.

3.6 Add an Event to a Personal Calendar

While viewing a selected event detail, there is an iCal button just below the event description. Click on "iCal" to start the download and your default calendar application will be used to save the event in your calendar.

iCal

3.7 Print an Event

To print details for an event, select the event and click on the "printable" button in the lower right of the page.

◀August, 9 2006▶

Date 2006/08/09 - 2006/08/09
Time 12:00 AM - 01:00 PM
Recurring EveryWeek event
Event status Handicap access
Hearing impaired
Banner flag
Title Test meeting
Location Home
This is the body of the message

Attachment(s):
File
HCE_Cert.jpg

iCal

printable

4 ADMIN FUNCTIONS

4.1 Login

In order to post an event, user is required to log in. User can click on to enter their username and password.

4.2 Add an Event

When a user is logged in with the appropriate privileges, "Add Event" button will be show on top left corner of the page if user is at the designated calendar for editing according to their permission.



Add event **RSS**

TEST CALENDAR

◀ February 2007 ▶

Mo	Tu	We	Th	Fr	Sa	Su	
29	30	31	1	2	3	4	wk
5	6	7	8	9	10	11	wk
12	13	14	15	16	17	18	wk
19	20	21	22	23	24	25	wk

No events for selected month.

To add a new event, click on the "Add event" button.

Add event

The following screen will be displayed:

Calendar TEST CALENDAR

Timezone HST ▾

Start date

End date

Start time

End time

Event status Handicap access:

Hearing impaired

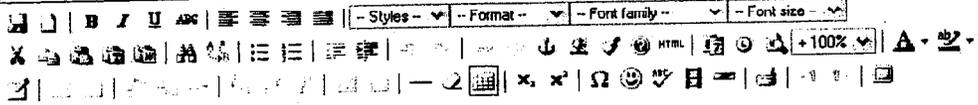
Banner flag

Canceled

Recurring

Title

Location



Body

Path:

Enter the details of the event and click on the "Save" button at the bottom of the page.

Note:

- Fields in red are required fields.
- The time should be entered in the format: "hh:mm AM" or "hh:mm PM".
- If the Recurring box is selected, the default frequency of the event is set to *daily*. The frequency may be modified by using the "edit" option (see 4.2 *Edit an Event*). A drop-down menu will then be displayed to modify the frequency of the event.

Recurring

EveryDay event ▾

- Events/meetings must be scheduled 6 days in advance. No modifications can be made within the 6 days prior to the event. The user may, however, cancel the event at any time.

After saving the event, a confirmation will be displayed.

◀January 2007▶



Event saved.

4.3 Edit an Event

Select the event to be modified. In the detailed view of the event, click on the word "edit" in lower right of the screen.

Date 2007/01/23 - 2007/01/23
Time 09:00 AM - 10:00 PM
Recurring
Event status
Title test meeting
Location conference room
This is a test meeting to be held in the conference room.

◀January 2007▶

ICal

printable | edit | remove

Make the appropriate changes and click on the "Save" button. After saving the event, a confirmation will be displayed.

Note: No modifications can be made within the 6 days prior to the event. The user may, however, cancel the event at any time.

4.4 Remove an Event

Select the event to be removed. In the detailed view of the event, click on the word "remove" in the lower right of the screen. Continue by clicking on the "Remove" button.

Remove event(s)

Back Remove

Event editor

After removing the event, a confirmation will be displayed.

◀January 2007▶



Event removed.