WebEvent Calendar Request Questionnaire

Client Name: ________________________________
Department, Center or Business Unit: ________________________________
Requested name for calendar: ________________________________
Phone: ________________________________
Email: ________________________________

WebEvent is a configurable calendar system used for resource scheduling, such as rooms, lab equipment and projectors. The purpose of this questionnaire is to determine how to configure the calendar you request.

1- Please describe how the calendar will be used:


2- How should events be submitted?
( ) submit via email

Would you like the calendar to display the email address to submit requests? If yes, please include a brief description, including the email address(es) to include on the calendar.

( ) submit via the calendar system

This option provides request moderation, meaning, requests will not appear on the calendar until it is approved by a moderator. Indicate below if requests should be moderated or unmoderated.

( ) Moderated; The system sends an email notification to the calendar moderator when an event is submitted. Typically a primary and backup moderator is selected for each moderated calendar. Please list the name(s) and @udel.edu address(es) for the personnel who will serve as calendar moderator. They will receive the email notification and have permission to approve/reject events on the calendar

( ) Unmoderated; if you select this option continue with question 6.
3- Please select if the calendar should allow or disallow double booking? Double booking is allowing two or more events to occur at overlapping or identical times.
( ) Allow double booking  ( ) Disallow double booking

4- Who do you want to view the calendar? Limited control is available based on the network (IP) address of the computer. Typically, IP addresses are assigned in pools that correspond to departments or buildings. This enables restrictions such as “only viewable by engineering college IP addresses”, or “campus-wide IP addresses”. Please indicate the type of viewing restrictions you are interested in:

( ) No restrictions, can be viewed from any internet location and IP address.
( ) Campus IPs only, can be viewed from computers with campus IP addresses, as well as off-campus computers via VPN or the udel proxy-server.
( ) Engineering college IPs only, can be viewed from computers with engineering college IP addresses.
( ) Department IPs only, can be viewed from machines with IPs from the department IP pool.