

sustainable  
sanitation  
alliance

30  
TH  
MEETING

**30th SuSanA meeting**

The Sanitation Event Calendar -  
Training Session

**20th August 2020**

1.00-1.30pm CEST



Interactive **Sanitation**  
**Event** Calendar

## Launch and Idea

- The Sanitation Event Calendar was launched by WSSCC and SuSanA on the 29th SuSanA Meeting in February 2020
- Better promotion and overview of sanitation related events
- Open for all SuSanA partner organisations to upload and feature their trainings, conferences, webinars and other online events
- The Sanitation Calendar can be integrated in all Wordpress websites via a PlugIn

# Who, What and Why?

- Who?
  - SuSanA Partner organisations
    - Communication staff
- What?
  - Public events related to sanitation:
    - International Events (Meetings, Conferences)
    - Online Events (Webinars, MOOCs, Trainings, ...)
    - Regional Events (Workshops, Conferences, ...)
- Why?
  - Outreach
    - SuSanA Website
    - Forum Digest (~10.000 members)
  - Easy to use



## SuSanA working groups and regional chapters

- NEW TIME WG1 virtual meeting on Wednesday, 19 August from 4 -5.30 pm CEST  
Reply by [dorothee.spuhler](#) - 18.08.2020 - further replies by: [dorothee.spuhler](#), [dorothee.spuhler](#) (total 7 replies)



## Upcoming sanitation events (from SuSanA events calendar)

- 30th SuSanA Meeting »  
17 August - 28 August • Virtual Conference
- #SuSanA30 Day 2 - Sanitation Workers, Urban Sanitation & FSM, Capacity Development »

# How to access the Sanitation Event Calendar

1. Fulfill eligibility criteria
  - Member of a SuSanA Partner Organisation
2. Request access to the Sanitation Calendar
  - Send an email to [info@susana.org](mailto:info@susana.org)
3. Login to the Sanitation Event Calendar
  - Simply use your SuSanA member account


# How to Login?

Go to <https://sanitation-calendar.org/login>



## Login as a SuSanA Partner

Use your SuSanA partner credentials to login to the interactive calendar.

 username

 password

Login to Calendar

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How to become a SuSanA partner?  
Here you'll find **more information about how to apply** for a SuSanA partnership.

# Upper part of the website

Sanitation Calendar

+ Add new event

User Manual and Help

Logout SuSanA Admin

Events you recently worked on

30th SuSanA Meeting

#SuSanA30 Day 1: Hand Hygiene, Gender & WASH

Tuesday, 18th of August 2020

#SuSanA30 Day 1 - Hand Hygiene, Gender & WASH

• 2020-08-18 12:30:00

edit event preview

30th SuSanA Meeting

#SuSanA30 Day 3: Sewage Testing, Event Calendar, WinS Network and Public Reopening

Thursday, 20th of August 2020

#SuSanA30 Day 3 - Sewage Testing, Event Calendar, WinS Network and Public Reopening

• 2020-08-20 11:00:00

edit event preview

30th SuSanA Meeting

#SuSanA30 Day 2: Sanitation Workers, Urban Sanitation & FSM, Capacity Development

Wednesday, 19th of August 2020

#SuSanA30 Day 2 - Sanitation Workers, Urban Sanitation & FSM, Capacity Development

• 2020-08-19 12:00:00

edit event preview


# Lower part of the website

## Your Events

Show:



### #SuSanA30 Day 3 - Sewage Testing, Event Calendar, WinS Network and Public Reopening


 published

• 2020-08-20 11:00:00

The 30th SuSanA meeting - the first virtual of its kind - will take place from August 17th to August 28th 2020. It is organised by the SuSanA Secretariat with support and contributions from SuSanA Partners, Members, Working Groups and Regional Chapters.



### #SuSanA30 Day 8 - MHM on the Rise

 published

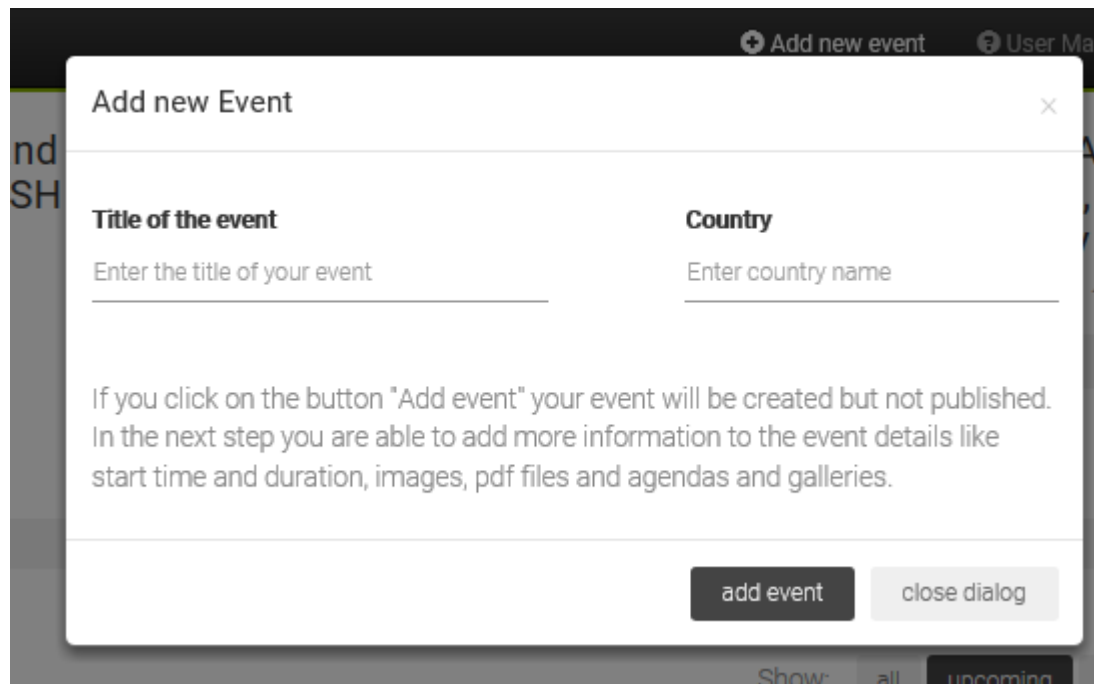
• 2020-08-28 11:00:00

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## How to add a new event

1. Click on the 'Add new event' on the top right and a window will appear
2. Enter Title and Country and proceed with 'add event' The entry for this event is now created, but not published yet.

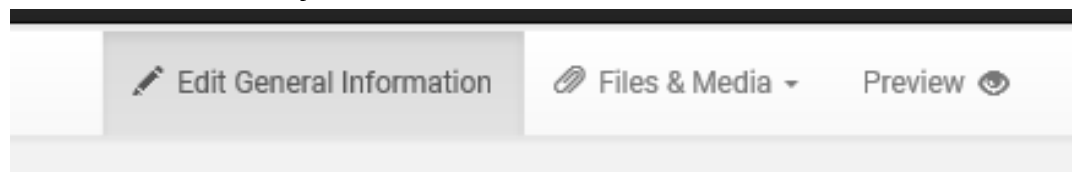


The screenshot shows a modal dialog box titled "Add new Event" with a close button (X) in the top right corner. The dialog contains two input fields: "Title of the event" with the placeholder text "Enter the title of your event" and "Country" with the placeholder text "Enter country name". Below the input fields, there is a paragraph of text: "If you click on the button 'Add event' your event will be created but not published. In the next step you are able to add more information to the event details like start time and duration, images, pdf files and agendas and galleries." At the bottom right of the dialog, there are two buttons: "add event" (a dark button) and "close dialog" (a light button). The background of the application is dimmed, showing a navigation bar with "Add new event" and "User Man" and a "Show:" dropdown menu with "all" and "upcoming" options.



## Edit entries

- In the tabs on the top right you can edit the information, images or preview the entry

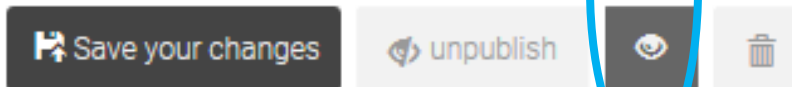


- The lower tab allows you to save, publish and delete. Additionally it shows, whether or not the event is published yet (eye icon)

Unpublished



Published



## Add images or logos

- Go to 'Files & Media' and choose 'Media Manager'
- Click on 'New image' and browse your computer.
- Enter image title (required, visible on event page)
- Upload it
- Go to 'Edit general information' and select this picture either as preview image or logo
- Save your changes

Upload New Image

Select file from your device

choose image

Image Title

Enter the title of Image

Detailed description of the Image (optional)

Information to the copyright of the image (recommended)

Year

Author

URL to author's website

copyright, ownership or licence

URL to information of licence

upload image close

Files & Media

+ New Image

Developed by WSSCC WATER SUPPLY & SANITATION COLLABORATIVE COUNCIL

## Add Filters

- If you click on the filter categories (dark black), a drop down menu will appear
- Select the filters that apply  
(If you select the regional filters for Asia & Pacific, Latin America & Caribbean or West Asia & North Africa the event will appear on the SuSanA Regional Chapter pages)

### Filters

#### Type of Event

- conference
- training/workshop/seminar
- side event
- online event (webinar, moocs, forum discussion)

#### Thematic Focus

#### Region

#### Audience

# How an event might look like

Sanitation Calendar Events overview User Manual and Help Logout SuSanA Admin

**EDIT EVENT** Edit General Information Files & Media Preview

## #SuSanA30 Day 3 - Sewage Testing, Event Calendar, WinS Network and Public Reopening

Save your changes unpublish Preview Trash

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**Title of the event**  
#SuSanA30 Day 3 - Sewage Testing, Event Calendar, WinS Network and Public Reopening

**Subtitle or claim**  
Enter the subtitle

**Start of event** 2020-08-20 11:00 Calendar **End of event** 2020-08-20 16:30 Calendar

**Time zone**  
0

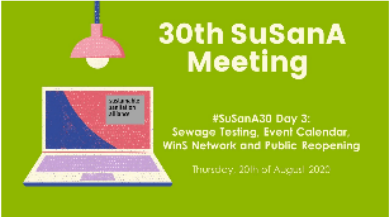
**Country** Online Event **Post code** ZIP Code **City** Enter City name

**Street / Address**  
Enter Street or Address

**Short description or intro text for the event**


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**Images**  
**Preview image**



change preview image Trash

**Logo image**



change logo Trash

# Time for a Test Run

# Comments from the Session during the 30th SuSanA Meeting

- maybe a short preview on the eligibility to be a partner (get access to the calendar?)?
- (How) can you view the filled calendar without being able to edit?
- Is there a way the calendar can be adapted to our day to day life

# Eligibility Criteria

- Any organisation can become a SuSanA partner if it:
  - supports the aims of SuSanA (agree to the vision document)
  - carries out sanitation-related work
  - has been a registered entity for at least two years
  - has a functioning website
  - has at least three full time staff
- There is **no fee** for becoming a SuSanA partner. Projects with limited duration are not advised to apply as SuSanA partners. In this case, the organisations leading the project can apply as a partner.

# (How) can you view the filled calendar without being able to edit?

- The calendar can be accessed on the SuSanA website
  - <https://www.susana.org/en/news-and-events/sanitation-events/upcoming-events>





## Sanitation events

- Upcoming events
- Past events
- Archive (before 2020)
- Event announcements on Discussion Forum

Add your event to calendar»

## Latest tweets mentioning SuSanA

 24-08-2020 15:45 • **Amalooloo:**  
At least 10% of the world's population is thought to consume food irrigated by wastewater. The soil surrounding the... »

 24-08-2020 15:24 • **Heather Roxburgh:**  
RT @MHDDay28May: Upcoming web meetings to note down and join (1/3) 28 August - 11am CET #menstrualhealth #menstrualhygiene session during... »

## 30th SuSanA meeting

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[Click here to get to the Meeting Page!](#)



**Thank you for your attention!**

**If you have open or unanswered questions,  
you are welcome to email us  
([info@susana.com](mailto:info@susana.com))!**