ESTABLISHING A WEB BASED EXTENSION ACTIVITIES AND EVENTS CALENDAR FOR UNIVERSITY OF FLORIDA IFAS EXTENSION

Dr. Pete Vergot III
Associate Professor, District Extension Director
University of Florida/IFAS Extension
155 Research Road       Quincy, FL 32351
Telephone: 850-875-7137
Fax: 850-875-7189
Email: Vergot@ifas.ufl.edu

Introduction
University of Florida /IFAS Extension offers numerous types of workshops, seminars, field days and non-formal training to clientele statewide. These activities and events take place at 67 county Extension offices and other county locations, 13 Research and Education Centers and on many Departments on campus in Gainesville Florida.

Clientele stated that they could not find information of Extension activities and events and where and when they would occur. Clientele requested a centralized location to find out what Extension activities and events are being offered in Florida. After a review of the options it was decided that Extension implement a web-based calendaring and scheduling system for managing Extension activities and events via the internet.

Purpose
To review, select and implement a Web based calendar for Extension activities and events offered to clientele across the State of Florida.

To develop a way for current and potential Extension clientele to view:
  • what Extension activities and events are being offered statewide
  • where (the location) the Extension activities and events are being offered
  • when (date and time) the Extension activities and events are being offered along with other details when needed
  • who (Extension Agent, Specialist or guest speaker) was teaching or demonstrating

Objectives
The web based Extension Activities and Events calendar needed to be a full featured online application that allows the user to keep track of workshops, seminars, field days, class room instruction, producer meetings and events, administrative meetings and agent in-service.

Software selected needed to offer a reliable platform and a real time scheduling solution providing a centralized source for all activities and event scheduling needs. Software also must provide for the ease of entry by Extension faculty and support staff with many points of entry for information, low initial software costs and low maintenance costs and a complete electronic word search for types of events and activities.
Conclusions
Perl Cal \textit{http://perlcal.com/index.html} web calendar software was selected, purchased and is in place to use by Extension personnel in each of the 67 county Extension offices, 13 Research and Education Centers and on Departments on campus in Gainesville, Florida. The web address for the Extension calendar is at: \textit{http://calendar.ifas.ufl.edu/}.

Educational Importance
The new web-based Internet University of Florida /IFAS Extension activities and events calendar;
- Assist clientele to determine what non-formal educational programs are offered
- Assist Extension administration in marketing of Extension programming throughout the State of Florida to clientele, educational partners and funding sources