SCHOOL CALENDARS

To add events to your school calendar, go into Site Manager, open the Homepage Channel/Homepage Section/Homepage Calendar page.

Open the Calendar app for editing.

Double Click a date to add an event or click “New Event”. 

Enter your Start Date/time and the rest of your event information.

**Do not** routinely check “Force this event to display in Upcoming Events from today until the event occurs. Note: It will replace an event happening in the near future.”

You do not have to do this to put an event in your upcoming events. That happens automatically. There is an Upcoming Events App that on your homepage that displays the next 5 events from your calendar. From there users can click to see the entire calendar if they wish. Use this check box ONLY if the event is more than 5 events away but it’s imperative that the event be on your Upcoming Event now and cannot wait until its 5 events away.

If you want your event to show on the District calendar, click the “Post to Calendars” tab and then check the “Post event to other calendars” box.
Here is where it can get confusing.

When you do this your school will appear below. Ignore that. This is consequence of us not using the true homepage calendar on the root of your site. Checking this sends the event to the calendar we don’t use anymore. Instead - Click “Add Collections”

![Add Collections](image)

Ignore this

From there choose District Homepage. The District webmaster will get an email and approve your event for the District homepage.