

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.

New Event

* Event Title:

Event Recurrence Registration Location Contact Post to Calendars Viewers

Enter a start date and description for your event. If you want, you can enter a start time, end time, end date, description and category.

* Start Date: 7/24/2021

Description:

Start Time: 8 AM :00
 No End Time

End Time: 9 AM :00
 All Day

* End Date: 7/24/2021

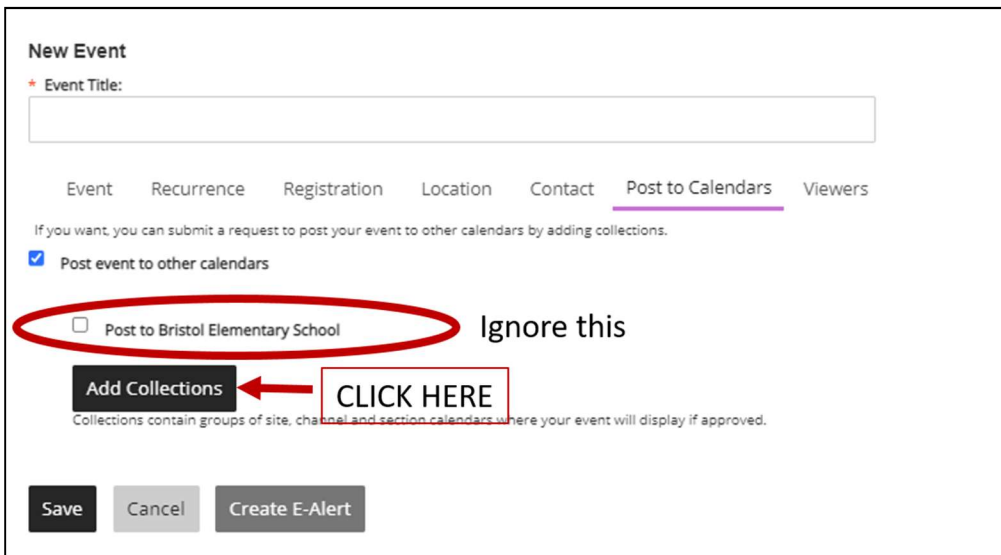
Category: Choose a category to color-code your event.
None

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.

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.

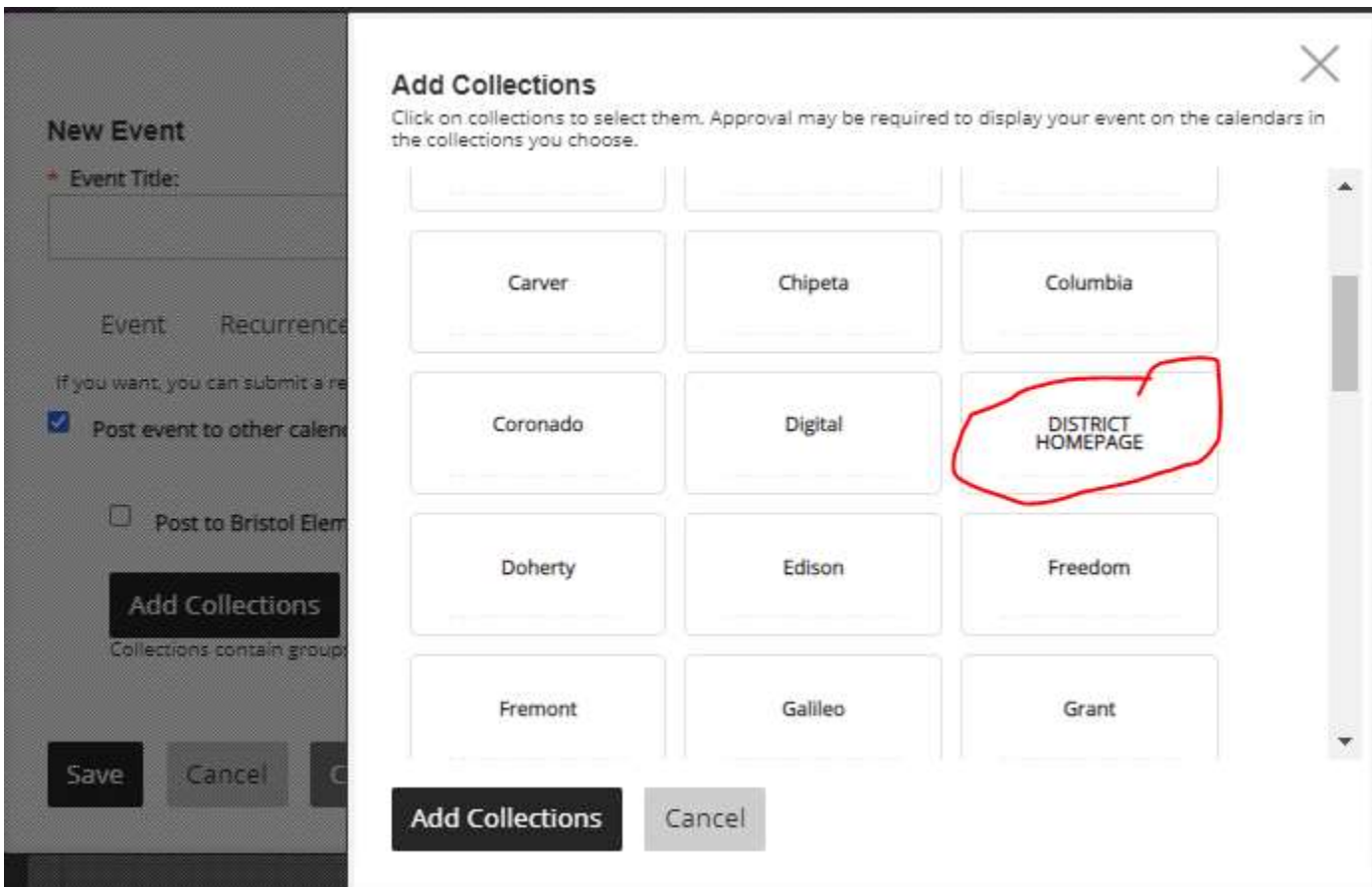
When you do this your school will appear below. Ignore that. This is consequence of us not using the true homepage calendar on the root of your site. Checking this sends the event to the calendar we don't use anymore. Instead - Click **"Add Collections"**



The screenshot shows the 'New Event' form with the following elements:

- Event Title:** A text input field.
- Navigation tabs:** Event, Recurrence, Registration, Location, Contact, Post to Calendars, Viewers.
- Text:** "If you want, you can submit a request to post your event to other calendars by adding collections."
- Checkboxes:**
 - Post event to other calendars
 - Post to Bristol Elementary School (circled in red with the text "Ignore this" next to it)
- Buttons:** "Add Collections" (with a red arrow pointing to it and the text "CLICK HERE" in a box), "Save", "Cancel", "Create E-Alert".
- Footnote:** "Collections contain groups of site, channel and section calendars where your event will display if approved."

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



The screenshot shows the 'Add Collections' modal window with the following elements:

- Title:** "Add Collections"
- Text:** "Click on collections to select them. Approval may be required to display your event on the calendars in the collections you choose."
- Grid of Collections:**

Carver	Chipeta	Columbia
Coronado	Digital	DISTRICT HOMEPAGE (circled in red)
Doherty	Edison	Freedom
Fremont	Galileo	Grant
- Buttons:** "Add Collections", "Cancel".