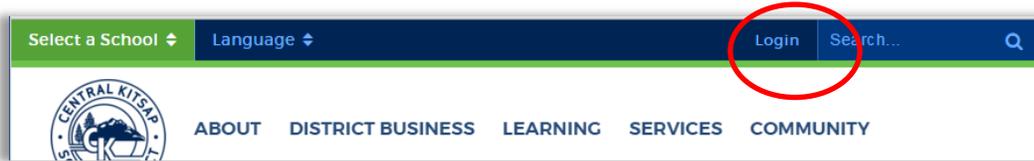


ADD AND EDIT EVENTS

LOG IN

Before you can edit or add pages, you need to log in to the site. It's in the upper right-hand corner of the site on all pages. Use the same username and password you use to log into your computer.



ADD EVENTS

Click the start date for the event you want to add and click on plus sign  in the calendar menu. A new window will open.

Add information.

Subject: The name of your event.

Location: Keep it short. Say Gym or Room 110.

Start Date: The date and time the event starts. Click the calendar icon and choose a date or enter the date manually.

End Date: Be sure to update the end date if you had to change the start date.

Category: Choose from a list of preset categories (not a mandatory selection). Choosing a category for your event allows it to be filtered by that category. It also selects a color and icon for your event.

Repeating Events: Check the **Enable Recurrence** box to have an event occur more than once at regular intervals.

Repeat Pattern: This option enables you to decide the frequency with which the event occurs. You can choose between **Weekly**, **Monthly**, and **Yearly** patterns. You will then be presented with further frequency customization options dependent on which of the patterns you selected.

Length of Recurrence: There are three options to choose from when deciding how long you want the recurring event to last. You can choose to have it **Ending** on a specific date. If you make this choice, the event will continue to repeat, as specified, until the date selected. You can choose to have the event **End After** a specific number of occurrences or you can choose **No End** to have the event recur indefinitely.

A screenshot of the event recurrence settings form. It includes a checked checkbox for 'Enable Recurrence'. The 'Repeat Pattern' is set to 'Weekly' with a dropdown arrow. Below this, there is a dropdown for 'Every Other' and a row of checkboxes for days of the week: Mon, Tue, Wed, Thu, Fri (checked), Sat, and Sun. The 'Ending' radio button is selected, with a date field showing '04/27/12' and a calendar icon. At the bottom, there are two radio buttons: 'End After' (selected) with a text input field containing '10' and the text 'more occurrences', and 'No End'.

Color: The color of the text displayed on your calendar for your event. You can choose **More Colors** at the bottom of the color selection pop-up to select from a larger range of colors, or even input one by its RGB value.

Icon: The image displayed beside your event name on your calendar. This is not a mandatory element.

Participants: DO NOT add people to this unless you want the system to email everyone in your chosen group.

Description: Fill out the details of the event using the WYSIWYG (What You See Is What You Get) editor.

Attachments: Click **Attach Files** in order to select and upload a file that will be available to users viewing the calendar event.

Published Calendars: Publish created events onto other calendars so that others can see your event. Talk with the owners of the other calendar before doing this.

EDIT/DELETE EVENTS

To edit an event in your calendar, first click on the event you wish to edit. Click the **Edit** tab.\

When you have finished making your changes, click on **Update Event**. To delete an event, click the the **Delete** button.

