

# Calendar App User Guide

You can add a calendar to any level of your website – Site Workspace, Subsite Workspace, Channel Workspace, and Section Workspace. You can add events directly to the calendar, import events from an existing calendar, and sync with your Google calendar. You can customize your calendar view so you only see calendar information that is relevant to you!

## Add a calendar event

Drag the Calendar app onto your page.

### New Event

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.

\* Event Title:

\* Start Date:

    
 No End Time  

\* End Date/Time:

    
 All Day  

Description:

Rich text editor toolbar with icons for undo, redo, text color, font color, text background color, bold, italic, underline, strikethrough, link, unlink, insert link, insert image, insert video, insert audio, insert code, insert table, insert table of contents, and other editing tools.

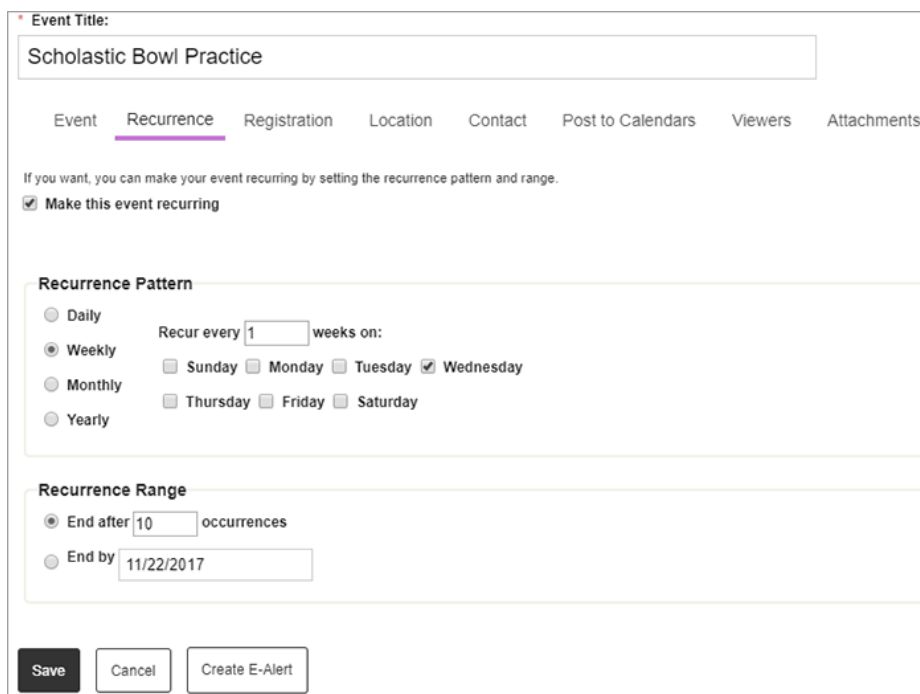
  

Large empty text area for entering the event description.

1. Enter the *Event Title*.
2. Set the event details, including the *Start Date* and *End Date*.
3. Set the event time or choose *All Day* if the event happens for the duration of the day.
4. Enter the *Description* of the event and select an event *Category*.
5. Select *Save*.

## Add a recurring event

Create a recurring event using the *Recurrence* settings. Set how often the event occurs and the last date of the event.



The screenshot shows a web form for configuring a recurring event. At the top, the "Event Title" field contains "Scholastic Bowl Practice". Below the title are tabs for "Event", "Recurrence", "Registration", "Location", "Contact", "Post to Calendars", "Viewers", and "Attachments", with "Recurrence" selected. A note states: "If you want, you can make your event recurring by setting the recurrence pattern and range." Below this is a checked checkbox labeled "Make this event recurring". The "Recurrence Pattern" section has radio buttons for "Daily", "Weekly", "Monthly", and "Yearly", with "Weekly" selected. It includes a "Recur every" field with the value "1" and "weeks on:" followed by checkboxes for "Sunday", "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", and "Saturday", with "Wednesday" checked. The "Recurrence Range" section has radio buttons for "End after" and "End by", with "End after" selected and a field containing "10" occurrences. The "End by" option has a date field containing "11/22/2017". At the bottom are three buttons: "Save", "Cancel", and "Create E-Alert".

## Set an event registration

Allow visitors to register for an event using the *Registration* options. Enter the *Maximum Number of Seats* available, the *Last Day to Register*, and include any *Registration Questions* you want visitors to answer for the registration.

\* Event Title:

Event   Recurrence   Registration   Location   Contact   Post to Calendars   Viewers   Attachments

If you want, you can make your event registered, set the maximum number of seats, set a last day to register, and add custom registration questions.

Turn on registration for this event

\* Maximum Number of Seats

Last Day to Register

1  days before the event

Registration Questions <sup>?</sup>

QuestionTypeActions

## Additional settings

Add or update additional information as needed for your event.

Event   Recurrence   Registration   Location   Contact   Post to Calendars   Viewers   Attachments

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:

Start Time:  
 :00  
 No End Time

End Time:  
 :00  
 All Day

\* End Date:

Description:

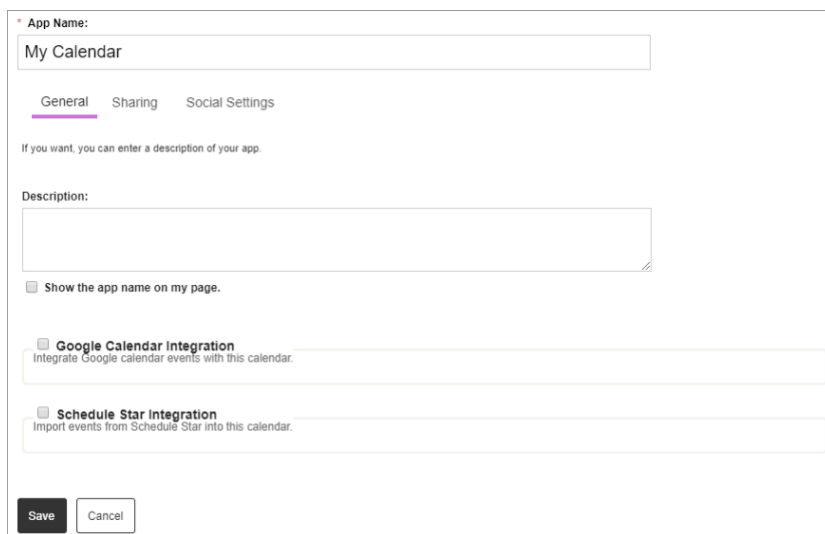
Category:  
 Choose a category to color-code your event.

- **Location:** Set the location details, including the address, of the event. You can also *Add a map of this location* to your event.
- **Contact:** Enter the contact information for the event.
- **Post to Calendar:** Post the event to other available calendars.
- **Viewers:** Select specific groups or users to view the event.
- **Attachments:** Add attachments to your event.

## Import calendar events

You can import events from a third-party calendar if you save the information as a CSV files. The required columns are event *Start Date* and *Title*, but you can include additional information, like event location, start and end time or if it's an all-day event, the maximum number of seats, if the event is mandatory, and the event contact.

## Third-party calendar integrations



The screenshot shows a web form titled "App Name:" with a red asterisk. The form contains the following elements:

- A text input field containing "My Calendar".
- Three tabs: "General" (selected), "Sharing", and "Social Settings".
- A note: "If you want, you can enter a description of your app."
- A "Description:" label followed by a large text area.
- A checkbox labeled "Show the app name on my page." which is currently unchecked.
- A checkbox labeled "Google Calendar Integration" with the subtext "Integrate Google calendar events with this calendar." below it.
- A checkbox labeled "Schedule Star Integration" with the subtext "Import events from Schedule Star into this calendar." below it.
- At the bottom, there are two buttons: "Save" (dark grey) and "Cancel" (light grey).

1. Select *App Options*.
2. Enter the *App Name*, *Description*, and select *Show the app name on my page*.
3. Select *Google Calendar Integration* to integrate and sync your calendar with an existing Google calendar.
4. Select *Schedule Star Integration* to integrate with your Schedule Star calendar.
5. Select *Save*.

## Add attachments

1. Navigate to *Site Manager* and find your calendar.
2. Create and save an event or edit an existing event on the calendar.

3. Select *Attachments* and *Add Attachments*.
4. Select the file or files you want to attach.
5. Select *Upload*.
6. Select *Save*.