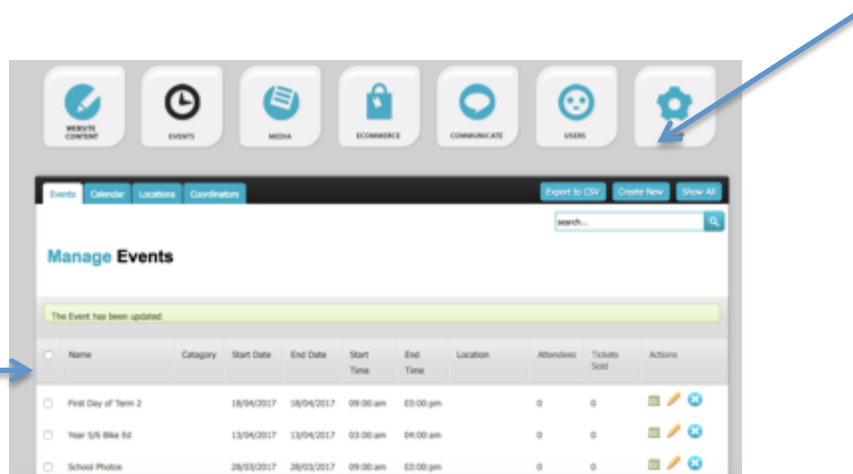


# Working with the Calendar

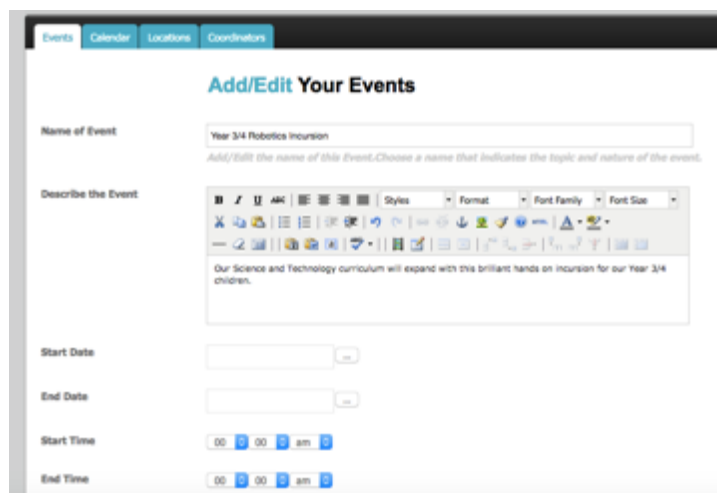
Using the calendar in your website can really assist with your school communication. Not only can your parents view and save calendar entries on their computers, phones and tablets, but you can also send out reminder alerts to your parents for upcoming calendar events using the app Updat-ed which is built into your system. Your website can also scoop up and display upcoming dates on your homepage for easy access for your parents.

## 1. EVENTS – Create New

Dates are displayed in your CMS from newest to oldest.



## 2. Name your event and add a description if needed.



# Working with the Calendar

- Choose a start date for your event, the system will automatically put the same end date (however you can override this if need be).

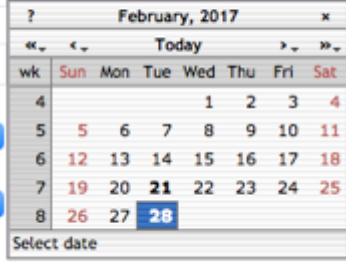
Start Date: 28/02/2017

End Date: 28/02/2017

Start Time: 00 00 am

End Time: 00 00 am

Choose to Repeat Events:  Tick this box to repeat the event daily, weekly or monthly.



February, 2017							
Today							
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
4					1	2	3
5	5	6	7	8	9	10	11
6	12	13	14	15	16	17	18
7	19	20	21	22	23	24	25
8	26	27	28				

- Choose a start time and end time for your event. This information is necessary for the event to be linked to your app Updat-ed.

Start Time: 09 00 am

End Time: 11 00 am

- Scroll to the bottom and click on SUBMIT.

Start Time: 11 00 am

End Time: 12 00 pm

Choose to Repeat Events:  Tick this box to repeat the event daily, weekly or mo

Email:

App:

Website:   
Please to start with 'http://'  
If you have created another webpage all about the ev

Choose Location:

Choose Coordinator:

RSVP Required?:  Tick this box to collect rsvp information of persons

Select Event Category:

Ticketing Details

Submit Cancel

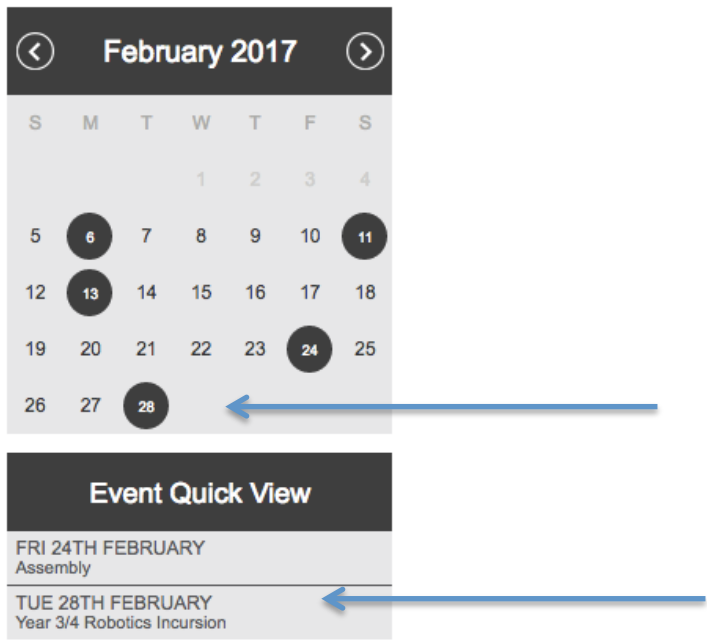
# Working with the Calendar

6. You will land back on the Manage Events page, and your new calendar entry will be displayed.

**Manage Events**

<input type="checkbox"/>	Name	Category	Start Date	End Date	Start Time	End Time	Location	Attendees	Tickets Sold	Actions
<input type="checkbox"/>	First Day of Term 2		18/04/2017	18/04/2017	09:00:am	03:00:pm		0	0	
<input type="checkbox"/>	Year 5/6 Bike Ed		13/04/2017	13/04/2017	03:00:am	04:00:am		0	0	
<input type="checkbox"/>	School Photos		28/03/2017	28/03/2017	09:00:am	03:00:pm		0	0	
<input checked="" type="checkbox"/>	Year 3/4 Robotics Incursion		28/02/2017	28/02/2017	09:00:am	11:00:am		0	0	
<input type="checkbox"/>	Assembly		24/02/2017	24/02/2017	02:00:pm	03:00:pm		0	0	

7. Visit your site to view your new calendar entry.



**February 2017**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**Event Quick View**

FRI 24TH FEBRUARY  
Assembly

TUE 28TH FEBRUARY  
Year 3/4 Robotics Incursion

# Working with the Calendar

8. If you use the larger calendar display:

EVENT CALENDAR						
February 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 <small>EdTech, netSIS</small>	7	8	9	10	11
12	13 <small>Normal event Appt</small>	14	15	16	17	18
19	20	21	22	23	24 <small>Assembly</small>	25
26	27	28 <small>Year 3/4 Robotics Incursion</small>				

**TOP**

9. You will see the date of the event is marked with a circle on your small calendar – this event has also been scooped up by Quick View to display in more detail on your homepage. You can click on the calendar circle, the calendar event name or the Quick View description to view further information.

## Year 3/4 Robotics Incursion

Date February 28, 2017  
 Time 09:00:am - 11:00:am

Our Science and Technology curriculum will expand with this brilliant hands on incursion for our Year 3/4 children.

[Save this event to my calendar](#)  
[Print Event Details](#)

10. Parents can save this event to the calendar on their device of choice by clicking on the link at the bottom of the event.

# Working with the Calendar

**11.** You can put as much information into your calendar entry as you like. Treat it like a page on your website, you can load images, pdf's (such as permission slips), hyperlinks to other pages or websites. It is endless.

## EVENTS OCCURRING OVER MORE THAN ONE DAY

**1.** Repeat previous steps, but your end date will now be different to your start date. Click on the button to the right of the end date to override it.

### Add/Edit Your Events

<b>Name of Event</b>	<input type="text" value="Grade 5/6 Camp"/> <i>Add/Edit the name of this Event. Choose a name that indicates the</i>
<b>Describe the Event</b>	<div><p><b>B</b> <i>I</i> <u>U</u> ABC   [List Icons]   Styles   Format   Fc</p><p>[Rich Text Editor Icons]</p><p>Sovereign Hill Camp <a href="#">Click here</a> for what to pack <a href="#">Click here</a> for itinerary</p></div>
<b>Start Date</b>	<input type="text" value="27/02/2017"/> ...
<b>End Date</b>	<input type="text" value="02/03/2017"/> ... ←
<b>Start Time</b>	09 : 00 am
<b>End Time</b>	05 : 00 pm

**2.** SUBMIT your page and visit your site to see your event.

# Working with the Calendar

26 **27** 28

### Event Quick View

FRI 24TH FEBRUARY  
Assembly

MON 27TH FEBRUARY TO THU 2ND MARCH  
Grade 5/6 Camp

TUE 28TH FEBRUARY  
Year 3/4 Robotics Incursion

EVENT CALENDAR						
September 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 <a href="#">Grade 5/6 Camp</a>	29 <a href="#">Grade 5/6 Camp</a>	30 <a href="#">New Building Operator</a> <a href="#">Grade 5/6 Camp</a>			

**TOP**

## Events for February 27, 2017

[Grade 5/6 Camp](#)  
 Time: 09:00:am - 05:00:pm  
 Sovereign Hill Camp  
[Click here](#) for what to pack  
[Click here](#) for itinerary

### Grade 5/6 Camp

Date February 27,2017  
 Time 09:00:am - 05:00:pm

Sovereign Hill Camp  
[Click here](#) for what to pack  
[Click here](#) for itinerary

[Save this event to my calendar](#)  
[Print Event Details](#)




Click on the Event Name for more detailed information and hyperlinks:

# Working with the Calendar

## RECURRING EVENTS

1. Repeat previous steps to create your calendar entry, but then check the box **Choose to Repeat Events**.

**Name of Event**   
*Add/Edit the name of this Event. Choose a name that indicates the topic.*

**Describe the Event**   
 Parents are welcome at our weekly assembly.

**Start Date**  ...

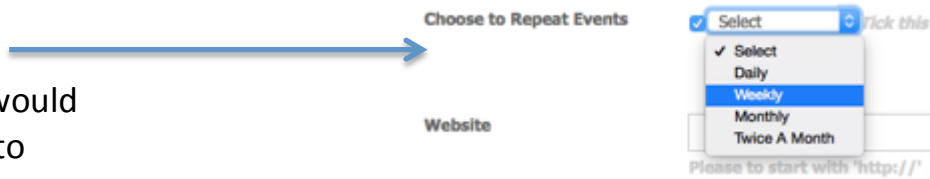
**End Date**  ...

**Start Time**

**End Time**

**Choose to Repeat Events**  *Tick this box to repeat the event daily, weekly or monthly.*

Use the drop down menu to choose how frequent you would like the event to appear



# Working with the Calendar

2. Choose the day of the week you would like your event to repeat on. Then fill out the box Every \_\_\_\_ week(s).

Inputting 1 will mean that it occurs every week on a Tuesday.  
Inputting 2 will mean that it occurs fortnightly on a Tuesday etc.

Start Date

End Date

Start Time   am

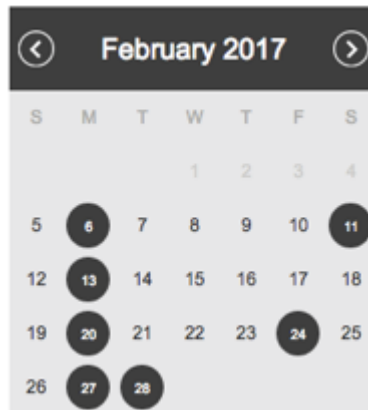
End Time   am

Choose to Repeat Events  Weekly Tick this box to repeat the event daily, weekly or monthly.

Weekly Sun  Mon  Tue  Wed  Thu  Fri  Sat

Every  week(s)

3. SUBMIT your event and visit your site to see your work.



## Events for February 20, 2017

[Assembly](#)  
Time: 09:00:am - 10:00:am  
Parents are welcome at our weekly assembly.



# Working with the Calendar

## USEFUL INFORMATION ABOUT YOUR CALENDAR

### More than one event per day

If you have multiple events on the same day – they will appear as below. You can click on the hyperlink to get more information (if available).

## Events for February 24, 2017

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### [Assembly](#)

Time: 02:00:pm - 03:00:pm

### [P&F meeting](#)

Time: 09:10:am - 10:00:pm

In the staffroom