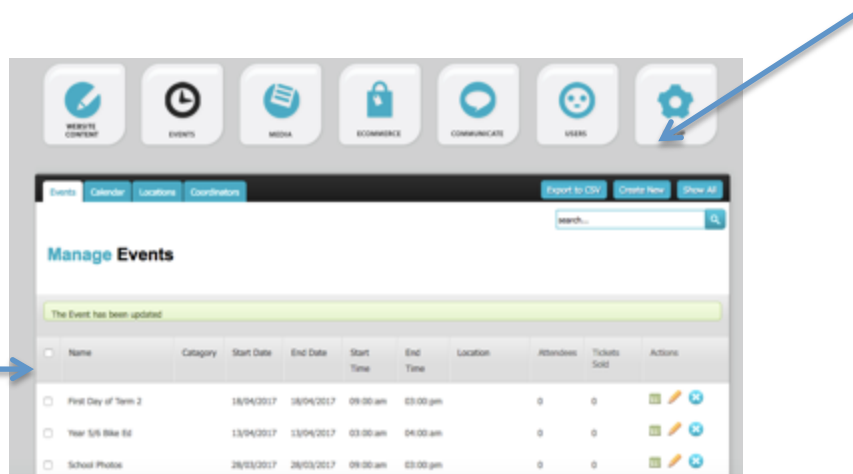


Working with the Calendar

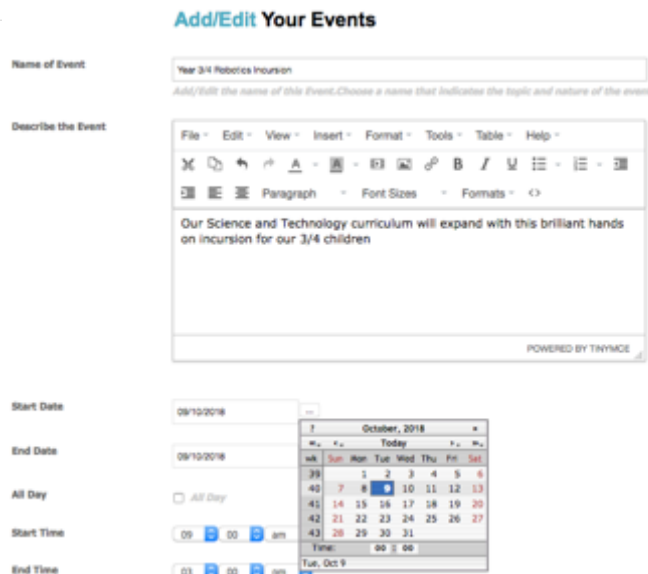
Using the calendar in your website can really assist with your school communication. Not only can your parents view and save calendar entries on their computers, phones and tablets, but you can also send out reminder alerts to your parents for upcoming calendar events using the app Updat-ed which is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



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

Working with the Calendar

4. Choose a start time and end time for your event, or choose ALL DAY option.

Start Date ...

End Date ...

All Day *All Day*

Start Time

End Time

5. Scroll to the bottom and click on SUBMIT.

Start Time

End Time

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



Working with the Calendar

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

| <input type="checkbox"/> | Name | Category | Start Date | End Date | Start Time | End Time | Location | Attendees | Tickets Sold | Actions |
|--------------------------|-----------------------------|----------|------------|------------|------------|----------|----------|-----------|--------------|---------|
| <input type="checkbox"/> | Year 3/4 Robotics Incursion | | 09/10/2018 | 09/10/2018 | 09:00 am | 03:00 pm | | 0 | 0 | |
| <input type="checkbox"/> | Crazy Hair Day | | 20/08/2018 | 20/08/2018 | 09:00 am | 03:00 pm | | 0 | 0 | |
| <input type="checkbox"/> | Assembly | | 02/08/2018 | 02/08/2018 | 03:00 pm | 03:30 pm | | 0 | 0 | |
| <input type="checkbox"/> | Swimming Lessons | | 02/08/2018 | 02/08/2018 | 12:0 | 05:0 | | 0 | 0 | |
| <input type="checkbox"/> | Swimming Lessons | | 25/07/2018 | 03/08/2018 | 09:00 am | 01:00 pm | | 0 | 0 | |
| <input type="checkbox"/> | Parent Conferences | | 24/07/2018 | 24/07/2018 | 05:00 pm | 06:00 pm | | 0 | 0 | |

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

EVENT CALENDER

< OCTOBER 2018 >

| 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 | 29 | 30 | 31 | | | |

EVENT QUICK VIEW

Year 3/4 Robotics Incursion
 Our Science and Technology cur

Tue 9th October

Working with the Calendar

8. If you use the larger calendar display:

EVENT CALENDAR

| < OCTOBER 2018 > | | | | | | |
|------------------|-----------------------|--|-------------------------------------|--------------------------|---------------------------------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 First Day Term 4 | 9 Breakfast Club Year 3/4 Robotics Incursion | 10 Board Meeting | 11 | 12 | 13 |
| 14 | 15 | 16 Breakfast Club | 17 Breakfast Club | 18 3/4 STEM Incursion | 19 | 20 |
| 21 | 22 | 23 | 24 5/5 Performing Arts Excursion | 25 | 26 School Athletics Carnival | 27 |
| 28 | 29 | 30 | 31 | | | |

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 October 09, 2018

Time 09:00:am - 11:00:am

Our Science and Technology curriculum will expand with this brilliant hands on incursion for our 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.

Name of Event: Year 5/6 Camp
Add/Edit the name of this Event. Choose a name that indicates the

Describe the Event: Sovereign Hill Camp
[Click here](#) for what to bring
[Click here](#) for itinerary

Start Date: 24/09/2018

End Date: 26/09/2018

All Day: All Day

Start Time: 00 : 00 : am

End Time: 00 : 00 : am

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

Working with the Calendar

EVENT QUICK VIEW

Year 5/6 Camp
Sovereign Hill Camp [Click here](#)
Mon 24th September to Fri 28th September

First Day Term 4
Mon 8th October

Year 3/4 Robotics Incursion
Our Science and Technology cur
Tue 9th October

MORE DATES

EVENT CALENDAR

< SEPTEMBER 2018 >

| 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 | 29 |
| 30 | | | | | | |

EVENT CALENDAR

| < SEPTEMBER 2018 > | | | | | | |
|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------|
| 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 End of Term 3 | 22 |
| 23 | 24 Year 5/6 Camp | 25 Year 5/6 Camp | 26 Year 5/6 Camp | 27 Year 5/6 Camp | 28 Year 5/6 Camp | 29 |
| 30 | | | | | | |

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