

Calendars Guide

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Introduction

Using the Classroom Calendars, teachers can ensure that students and parents are always aware of upcoming assignments and deadlines. This is also a great place to publish notifications about other important events such as field trips, holidays and other school events. Events can also be sent to other calendars so others are always aware of your important dates.

Key Information

In order to access your Calendar, you must first log into your site using your Username and Password.

LOGIN	SIGNUP
User Name	Signup
Password Forgot Password?	
Login	

If you have not yet registered with the site you can request access by clicking on the **Signup** button. This will prompt you to create a profile which will be automatically submitted to an administrator for approval.

If you have already registered but have forgotten your password, simply click on Forgot Password to retrieve it.



Adding a Calendar Page

Some calendars (like those on a Teacher Page) are added automatically. In some cases however you may want to add to add a new calendar to a page. To do so hover your mouse over **Page** and click **Calendar Page**. Fill in the **Page Name** field for your new page.

Design Mode OFF	P		Page Options 🔻
		Blog Page	
		Calendar Pag	e M
		Content Space	e Page

The **Page URL** field will automatically be filled in. The **Page URL** is used to build the Friendly URL used to access the page. If you wish to make modifications to the **Page URL**, click and then you can change the text. Keep in mind that only alphanumeric characters, underscores and dashes can be used. Any other characters will be automatically removed.

By default, you will be assigned as the **Page Owner**. If you wish to set someone else as the owner, click the *contemposities* icon.

When the User Picker opens, choose the user you wish to make the owner, and click Add then click OK.

Search danner	Search	
Users (1 - 2 of 2)		
charlie.danner		▲
edanner		
		Ψ
		Add
Selected Users (1)		
charlie.danner		<u>۸</u>
		•
		Remove
		OK Cancel

If you want to set the page as the user's homepage in their user profile, click **Replace Page Owner's website** with this page.

Note: On some sites, you may also have a Category drop-down that you can use to select a category for the page.



NEW PAGE		×
Page Name*		
Staff Calendar		
Page URL*		
staff_calendar		
Page Owner		
charlie.danner 🔡	Replace Page Owner's website with this page	
	Create	Cancel

Click **Create** to create the calendar page.

Adding and Removing Events In order to manage events on a calendar, you will first need to go to your calendar page.

Adding an Event

Click the starting date for the event you wish to add and click on 中 in the calendar menu.



On the ensuing page, add information about the event in the relevant fields and click Create Event.

NEW EVENT			
Subject	Community Picnic		
Location	Rangeview Park		
Start Date	9/20/2015 🗐 12 V 00 V PM V All day		
End Date	9/20/2015 Ⅲ 03 ▼ 00 ▼ PM ▼		
Category	Please Select		
Contact	charlie 🖉 -		
	Enable Recurrence		
Event Registration	⊖Yes ●No		
Color			
Icon	Select Icon Remove icon		
	Pick the participants for this event. To include non-members, enter the separated by commas.	eir email add	resses,
Participants	Members:		
	Non-members:		
Description	B I U abe x ² X ₂ A A A A A A A A A A A A A A A A A A A	a community p our favorites!	icnic!
	Design		
Attachments	🖉 Attach Files		
Published Calendars	Select calendars		
		Create Event	Cancel



- **Subject:** The name of your event.
- Location: Where the event is taking place.
- **Start Date:** The date and time the event starts. Use the **Date Picker** button to select the day from a calendar or enter the date manually. By default this will be set to the highlighted day on your calendar.
- End Date: The date and time the event ends. Use the Date Picker button to select the day from a calendar or enter the date manually. By default this will be set to the highlighted day on your calendar.
- **Repeating Events:** Check the **Enable Recurrence** box to have an event occur more than once at regular intervals.

Enable Recurrence
Repeat Pattern Weekly -
Every Other 💌 🕅 Mon 🔲 Tue 💭 Wed 💭 Thu 📝 Fri 🔲 Sat 💭 Sun
Ending
04/27/12
© End After 10 more occurences
No End.

- 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.
- Event Registration: To allow people to register for your event, click Yes for the Event Registration field.

Event Registration	◉Yes ◎No
Registration Deadline	10/10/11 03 •: 00 • PM •
Event Capacity	
Registration Approval	© Yes ◉ No
Waiting List	Enable Waiting List
Online Payment	
Administrator Notification	© Yes ◉ No

- **Registration Deadline:** Choose the date and time when users must register for the event you have created. For obvious reasons, the registration deadline must be earlier than the **End Date** (and time) for the event.
- Event Capacity: The event capacity allows you to choose how many users may register for the event.
- **Registration Approval:** If this option is enabled then a calendar administrator must approve users before they will be able to complete registration for the event.
- Waiting List: If this option is enabled you can specify a number of users who may be placed on a waiting list. These users will have the option to register even after the event capacity has been reached. They will be told they have been placed on a waiting list and people from this list will be added to the event whenever an event attendee cancels their registration.

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- **Online Payment:** If you have configured an online payment provider you can choose that provider here. This allows you to charge a fee for particular events and have users make their payment online.
- Administrator Notification: If you enable administrator notification, the event administrator will receive an email any time a user registers for the event.
- **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.
- **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:** The individuals that are selected to be part of the event. These participants are notified of the event by email, and the event is published on that individual's calendar within their workspace (Workspaces are part of the Advanced Presence package).
- Members: With the User Picker, choose members from your organization's database.
- Non-Members: Enroll external individuals by filling in their email address, using a comma to separate them.
- 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. Refer to *Publishing Events* for more details on how to publish events.

Editing an Event

To edit an event within your calendar, first click on the event you wish to edit.

Click on the Edit tab.

View	Edit	Registrants	Reports	Payment	Security	Activity	
ANNU	AL BB(Q					🐇 EXPORT EVENT 🔇 DELETE
		Date and Tin	ne Jul 23	3 2016 12:0	0 PM 4:0	0 PM	
F	legist	ration Deadli	ine Jul 16	2016 8:00	AM <u>Registe</u>	r Now	

When you have finished making your changes, click on **Update Event**.



Deleting an Event

To delete an event within your calendar, first click on the event you wish to remove.

Click on the **Delete** button.

View Edit Registrants Reports Payment Security Activity	
ANNUAL BBQ	🐇 <u>EXPORT EVENT</u> 🔇 DELETE
Date and Time Jul 23 2016 12:00 PM 4:00 PM	
Registration Deadline Jul 16 2016 8:00 AM Register Now	

You will be prompted whether or not you'd like to delete this event. Clicking **OK** will permanently remove this event from your calendar as well as any other calendars in which it has been published.

Note: With recurring events, when you click on the Delete button you will be prompted to select whether you'd like to delete the event just for that day or for every instance of that event

Publishing Events

On the calendar, click 🖶 to create an event.

Click the Select calendars link in the Published Calendars field.

Event Registration	© Yes ◉ No
Color	
Icon	Select Icon
	Pick the participants for this event. To include non-members, enter their email addresses, separated by commas.
	Non-members:
Description	In celebration of the tremendous success we've had with our Green School initiative, we will be having a pizza party in the auditorium! Pizzas of many varieties will be supplied. Should you have any special dietary requirements please let your teacher know by October 6th so that we can make sure we've got pizza for every appetite. See you there!
	Cesign A HTML Review
Published Calendars	Select calendars
	Create Event Cancel



Within the directory, locate the calendars you wish to have your event published to and click on the checkboxes beside them.

List calendars from http://www.exampleparentsite.com/ Standard Site			
Websites Workspaces Classes	Calendar Name	Category Acti	on 🔺
Standard	Classroom Calenda		
	Parents Calendar	cms 🔇	
- Staff Directory			
🖃 🔤 📑 Art Department			
💷 🔚 📑 Science Department			
🖃 🔲 📑 Math Department			
🖃 🔲 📑 English Department			E
🛓 📃 📑 Angela Barker			
🖃 🔲 😨 Jane Smith			
🖉 🥅 Classroom Calendar			
🖃 🔲 🌆 For Parents			
🔤 🕅 Parents Calendar			
🖃 🗐 📑 For Students			
🖅 🗐 📑 English Department			
			-
			OK Cancel

When you have selected all of the calendars you wish to have your event published to, click OK.

Click Create Event to finish publishing your event.

Note: Unless you have security permissions to create or write events on the calendars you published to, the event may not be immediately published on those calendars. If the **Require administrator approval to publish** events option has been enabled for the calendar, then the event will require approval by someone who has Full Control permissions. See the Changing Permissions section for more information on security permissions.



Merging Calendars

In some cases you may wish to take all events from another calendar and make them appear on your calendar. For example, you may wish to take all events from the main school calendar and have those events also appear on your teacher page calendar. To setup your Calendar so that all events created on another calendar are also published on your calendar:

Click on the Edit tab of your calendar.

1 📝 31 365 Today Monthly 🔹 Go 💠 😓 🔞 🎌 🧏 🕲							
46 4		Ju	ne 2018 🔻 🚺	Go		• ••	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<u>May 27</u>	28	29	30	<u>31</u>	Jun 1	2	
	Reading Hour	Ecading Hour					
<u>3</u>	<u>4</u>	5	<u>6</u>	Z	<u>8</u>	<u>9</u>	
				Board Meeting			
10	11		<u>13</u>	14	<u>15</u>	<u>16</u>	
	Field Trip Reading Hour	Reading Hour					
<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	
<u>24</u>		26	27	<u>28</u>	<u>29</u>	<u>30</u>	
	Reading Hour	Reading Hour					
<u>Jul 1</u>	2	3	4	5	6	7	
	Field Trip			Board Meeting			



Edit Calendar								
Name	Name Calendar							
Color								
Default View	Monthly Grid View							
	$\begin{array}{cccccccccccccccccccccccccccccccccccc$							
Description	✓ Design ♦ HTML Q Preview							
Approval	Require administrator approval to publish events							
Calendar Owner								
Default Filters	Name Description Categories Location Color							
Custom Filters								
Merged Calendars	Select calendars							
	Update Calendar Cancel							

Within the directory, locate the calendars you wish to take events from and click on the checkboxes beside them.

List calendars from http://www.exampleparentsite.com/ Standard Site			
Websites Workspaces Classes	Calendar Name	Category Action	1 🔺
Standard	Classroom Calenda Parents Calendar	rcms 🔇	
🚔 🗆 📰 Staff Directory	arenes calendar	uno 🖕	
🖃 🖳 📑 Art Department			
🗉 🗉 🔜 Science Department			
👜 🗉 🗔 🛃 Math Department			
🖃 🗉 📑 English Department			=
🛓 🗆 📰 🔯 Angela Barker			
🖃 📼 📑 Jane Smith			
🔤 🖾 Classroom Calendar			
🖃 🖳 📑 For Parents			
🔤 🖾 Parents Calendar			
🖃 🖳 📑 For Students			
🗐 🖳 📑 English Department			
— — · ·			
			OK Cancel

When you have selected all of the calendars you wish to be merged with yours, click **OK**.

Click Update Calendar to finish merging calendars.



Filtering Events

If you have enabled filtering from the **Edit** tab, you can choose to view only events belonging to specific categories on your calendar. You can also use the filter to search the events by name, description, location or color. The list of available categories is designated by your administrator; be sure to contact your system administrator if you wish to edit the list of event categories.

To filter your calendar events by categories, click on the **All Categories** drop down at the top of your calendar and choose the category you want to view.

1 7 31 365	Today Mon	thly 🔻	Go 🕂 🍃 🦉	1 🔯 🕅	All Categories All Catego	T
			July 2017 🔻	Go	<empty> Assembly</empty>	3
Sun	Mon	Tue	Wed	Thu	Fundraising Holidays Meetings	Sat

Your calendar will now show all events that belong to the selected event categories.

To filter your event by name, description, location or color, use the **Search** field to type in the text you want to filter by, use the **All Fields** drop down to choose the field(s) you wish to use for your filter and click **Find**.

	SEARCH			ll Fields Il Fields	3	Find View All	
1 7 31 365	Today Monthly	T	Goo 🕂 🍃 🗓 C D	olor escription		Il Categories	T
Ŧ		J	uv 2017 V -	ocation lame			→ →
Sun	Mon	Tue	Wed	Thu	u	Fri	Sat

Importing a Feed from an External Calendar

With calendar integration, you can take a calendar feed from an external calendar service (such as a Google calendar) and import events from that calendar directly on to your Presence calendar. This allows you to easily bring over events from an existing service you are using. When you add a new event to the external calendar, it will be automatically imported into your Presence calendar based on the interval you choose.

When you import a calendar feed, the events do not appear instantly. Instead they will appear based on the refresh interval you have chosen. So depending on when you add your feed you may be waiting anywhere from up to an hour or up to a week for the events to first appear.

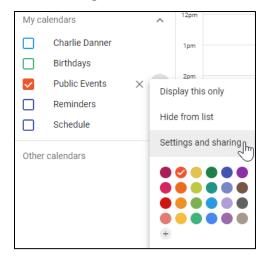
To add an external calendar, you will first need to go to your external calendar and get a URL for the iCal feed. For our example, this manual outlines how you can obtain and use an iCal feed from a Google calendar, but you can add any external calendar that allows you to create an iCal feed.

For more information on how to access or create an iCal feed for the particular external calendar product that you are using, please consult the service's help documentation, or consult with your calendar service provider.



Getting the URL for a Google Calendar Feed

To get the URL for a Google calendar feed, first go to your calendar in Google. Click to the right of your calendar under **My Calendar** and choose **Calendar Settings**.



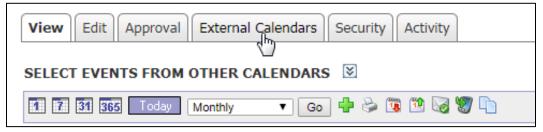
In the Access Permissions section, if you want the calendar to be available to the public, check Make available to public and set it to See all event details. Now scroll down and look for the Public address in iCal format and Secret address in iCal format. If your Google calendar is set to be publicly available, copy the Public address in iCal format URL. If the calendar is private or only partly visible to the public, then you will need to copy the Secret address in iCal format.

Public address in iCal format https://calendar.google.com/calendar/ical/l7jmtoeg0dk22ltnvncbv8mj38%40g	roup.calendar.go
Use this address to access this calendar from other applications.	
Secret address in iCal format https://calendar.google.com/calendar/ical/I7jmtoeg0dk22ltnvncbv8mj38%40g	roup.calendar.go
Use this address to access this calendar from other applications without making it public.	

Highlight and copy the URL.

Adding Your Feed URL to a Calendar

Once you have the URL you need, go to the calendar page where you wish to add your events. If you are an administrator, a calendar owner or have otherwise been assigned full control on the page the calendar appears, you will see a tab called **External Calendars**. Click on this tab.



From the External Calendars tab, click Add Calendar.



📰 Calend	ar Details	×
CALEN	DAR DETAILS	
URL https://www.google.com/calendar/ical/dqiffj03jmtmmnccmfbc88n2ik%40group.calendar.google.com/public/basic.ics		
UKL	Example:http://www.example.com/calendars/calendar.ics	
	Add Calendar Canc	el

Paste your feed's URL in to the URL field and click Add Calendar.

If this is the first time this particular calendar feed has been added to the site, you will now be prompted to choose your calendar details. These include:

- Name: The name the feed will display when managing external calendars. As this feed may be listed alongside other external calendar feeds, it is a good idea to give the feed a unique name. So, for example, call your feed "Charlie Danner's Class Calendar" instead of "Class Calendar."
- URL: The URL for the feed. This cannot be edited once you have added the calendar.
- **Color:** The text color for events from this calendar. If you want to distinguish the events as coming from a particular calendar, choose a unique color. Otherwise, choose the same color as the calendar is using for other events.
- **Refresh Interval:** This setting determines how frequently the feed from your external calendar is refreshed. You can choose to refresh events on an **Hourly**, **Daily** or **Weekly** basis.

Once you have made your configuration choices, click **Update Calendar** to finish adding the external calendar to your Presence calendar.

📰 Calendar Details	
CALENDAR DETAI	ILS
Name	Class Calendar (1)
URL	https://www.google.com/calendar/ical/dqjlfj03jmtmmnccmfbc88n2ik%40group.calendar.google.com/public/b asic.ics
color	
Refresh Interval	Daily T
	Update Calendar Cancel

If the calendar feed is already added to one or more calendars on the site, then it will use the settings that were established when the feed was first added to the site.

Note: When you add a calendar feed to the site, the events will not be immediately visible. They will not appear until the calendar feed refreshes (based on the refresh interval set when adding the calendar feed). If you chose Hourly, the events will appear within the hour. If you chose Daily, the events will refresh overnight. If you chose Weekly, the events will refresh on Saturday night/Sunday morning.



Editing a Calendar Feed

Once you have added one or more calendar feeds to your calendar, you can edit the feed by clicking on the **Name** of the feed in the **External Calendars** tab or by clicking the **P** icon.

View Edit Appro	val External Calendars Security Activity	
SEARCH CAL	ENDAR NAME:	Find View All
EXTERNAL CALEN	DARS (1-1 OF 1)	ADD CALENDAR
<u>Name</u>	URL	Links Actions
Class Calendar (1	https://www.google.com/calendar/ical/dqjlfj03j 88n2ik%40group.calendar.google.com/public/ba	mtmmnccmfbc 1 🛛 🕅 🔇

If this is the only calendar using the feed, you will see the same interface as when you added the calendar feed. You can then reconfigure the following options:

- Name: The name the feed will display when managing external calendars. As this feed may be listed alongside other external calendar feeds, it is a good idea to give the feed a unique name. So, for example, call your feed, "Charlie Danner's Class Calendar" instead of "Class Calendar."
- URL: The URL for the feed. This cannot be edited once you have added the calendar.
- **Color:** The text color for events from this calendar. If you want to distinguish the events as coming from a particular calendar, choose a unique color. Otherwise, choose the same color as the calendar is using for other events.
- **Refresh Interval:** This setting determines how frequently the feed from your external calendar is refreshed. You can choose to refresh events on an **Hourly**, **Daily** or **Weekly** basis.

Calendar Details	
CALENDAR DETAI	LS
Name	Class Calendar (1)
URL	https://www.google.com/calendar/ical/dqjlfj03jmtmmnccmfbc88n2ik%40group.calendar.google.com/public/b asic.ics
color	
Refresh Interval	Daily •
	Update Calendar Cancel

Once you have made your configuration choices, click **Update Calendar** to save your changes.



However, if the feed has been added to more than one calendar, you will not be able to make any edits and you will be directed to contact your system administrator for any desired edits. Later in this guide, we will cover how administrators can manage external calendar feeds from the System Administration area of the site.

l	🖃 Calendar Details	E
	CALENDAR DETAILS	
	The following issue(s) have occurred:	
	 There are multiple calendars using this external calendar. To make modifications to this external calendar, please contact the <u>system administrator</u>. 	

Note: You can tell how many calendars the feed has been added to by looking in the Links column under the External Calendars tab.

Deleting a Calendar Feed

To remove a calendar feed from your site, click on the 😵 icon next to the calendar **Name** in the **External Calendars** tab.

EXTERNAL CALENDARS (1-1 OF 1)		ADD CAL	ENDAR
Name	URL	<u>Links</u>	Actions
Class Calendar (1)	https://www.google.com/calendar/ical/dqjlfj03jmtmmnccmf 88n2ik%40group.calendar.google.com/public/basic.ics	bc 1	20

Note: When you delete a calendar feed from your Presence calendar, all the events that are associated with that feed will be immediately removed from the Presence calendar.

Managing External Calendar Feeds

In addition to accessing calendar feeds from the **External Calendars** tab of a calendar, there is also an administrative interface available. This section of the manual is intended for Administrators only.

To access the feed management interface, go to **System Administration** and click on **Manage External Calendars** under the **Collaboration Server Administration**.

From the management interface, you can see the **Name** and **URL** of each calendar. The **Links** column allows you to see how many calendars each feed has been added to.

	SEARCH CALENDAR NAME: Find View All		
EXTERNAL CALENDA	RS (1-10 OF 10)		
Name	URL	Links	Actions
Class Calendar (1)	https://www.google.com/calendar/ical/dqjlfj03jmtmmnccmfbc88n2ik%40group.calendar.google.com/pu blic/basic.ics	2	20
Quiz Schedule	https://www.google.com/calendar/ical/0bf38npvh57ink1af4crqak470%40group.calendar.google.com/pu blic/basic.ics	2	20
Lunch Menu	https://www.google.com/calendar/ical/igt6dvv9j9vsdfg7socobpjhbg%40group.calendar.google.com/pu blic/basic.ics	2	20
Club Calendar	https://www.google.com/calendar/ical/dqjlfj03jmtmmnccmfbc88n2ik%40group.calendar.google.com/pri vate-04a8424329544559a8ea2e46b568c06c/basic.ics	1	20

If you have a large number of calendars on the site, you can use the **Search Calendar Name** field to search for a calendar with a specific name.



Editing an External Calendar Feed

To edit an external calendar feed, click on the **Name** of the feed or click on the \mathbb{V} icon. This will bring up the calendar details interface. This is the same interface that appears when first adding a feed. From here you can view or change the following items:

- Name: The name the feed will display when managing external calendars.
- URL: The URL for the feed. This cannot be edited once you have added the calendar.
- **Color:** The text color for events from this calendar. If you want to distinguish the events as coming from a particular calendar, choose a unique color. Otherwise, choose the same color as the calendar is using for other events.
- **Refresh Interval:** This setting determines how frequently the feed from your external calendar is refreshed. You can choose to refresh events on an **Hourly**, **Daily** or **Weekly** basis.

🚍 Calendar Details		×
CALENDAR DETAI	LS	
Name	Class Calendar (1)	
URL	https://www.google.com/calendar/ical/dqilfj03jmtmmnccmfbc88n2ik%40group.calendar.google.com/public/basic.ics)
color		
Refresh Interval	Daily •	
	Update Calendar Cancel]

Once you have made your configuration choices, click Update Calendar to save your changes.

The calendar settings for a given feed are the same for each calendar the feed appears on. This is why once a feed appears on more than one calendar it can only be edited from the **Manage External Calendars** interface.

Deleting a Calendar Feed

From the Manage External Calendars interface you can delete a feed by clicking on the 😵 icon next to the feed under the **Actions** column.

Note: If you delete an external calendar feed then all events that are coming from that feed, on every calendar that is displaying the feed, will be immediately removed.



Changing Permissions

You can designate which users can see, create, edit or delete events within your calendar. To do so, click on the **Security** tab.

Direct Permissions

Within Direct Permissions you can assign security permissions on your calendar to other users.

First, click Add to select the users to grant permissions to. A window will pop up.

View	Edit	Approval	External Calendars	Security	Activity
Direct	t Pern	nissions	Actual Permissions		
PERM	ISSIO	NS GRANT	ED TO		
± □ Β€	ert.Tate	e			
Add	Remov	/e			
INHEF	RIT PE	RMISSION	IS		
Allov	w inher	itable permi	issions from parent t	o propagate to	this object
Apply]				

From this window select the users or groups you'd like to grant permissions to by clicking their name and clicking **Add**. When you have selected your users, click **OK**.

Search	Search
Groups (1 - 3 of 3)	Users (1 - 5 of 5)
Administrators Registered Users Students	Admin farah.fatima Jason Whitman Jessica Flint Joseph Murray
Selected Groups and Users(2)	I Add
Jason Whitman Jessica Flint	
<u>u</u>	Remove
	OK Cancel



PERMISSION	WHAT IT ALLOWS YOU TO DO
Create	Can create events
Delete	Can delete events
Read	Can view the calendar
Write	Can make changes to events
Full Control	All of the above, as well as the ability to approve submitted events, and the ability to assign permissions to others

Actual Permissions

Actual Permissions allows you to view what permissions specific users have on your calendar. Users higher up the security hierarchy may already have permissions for your calendar. Users with entire site permissions (or higher tiers of security hierarchy) may have permissions to your calendar if you have the **Allow Inheritable Permissions From Parent to Propagate to This Object** checkbox selected on the **Direct Permissions** screen. System Administrators will always have full control permissions for your calendar.

View	Edit	Approval	External Calendar	s Securit	y	Activity				
Direct Permissions Actual Permissions										
SEAF	RCH US	SER OR GF	ROUP NAME:						Search	All Permissions
Actua	l Pern	nissions G	ranted To (1 - 20	of 141)						
🕀 Admi	inistrato	ors (Group)								
Alfon	iso.She	rman (Alfon	so Sherman)							
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Allison.Perez (Allison Perez)										



Approval

Other users may wish to publish events to your calendar. If you have enabled **Require administrator approval** for users to publish events on the Edit tab of your calendar, any events they publish to your calendar will require your approval before they are visible. To view the status of events published to your calendar:

Click on the Approval tab.

Here you will see all the events that have been published on your calendar, as well as any pending requests. Click **Approve** to publish an event to your calendar, or click **Reject** if you do not wish to publish the event. You may change this status at any time.

View	Approval External	Calendars Security	Activity			
SEARCH EVENTS: STATUS: ALL Search View All						
<u>Event</u> <u>Name</u>	Start Date	From Calendar	<u>Calendar</u> <u>Category</u>	Status Actions		
New event	6/27/2014 12:25:00 PM	<u>Workspace</u> <u>Calendar</u>	CMS	Approved <u>Reject</u>		
Picnic	8/19/2016 1:00:00 PM	<u>Workspace</u> <u>Calendar</u>	CMS	Submitted Approve Reject		
HR Meeting	9/10/2016 3:00:00 PM	<u>Workspace</u> <u>Calendar</u>	CMS	Submitted Approve Reject		

Activity

You can track all changes made to your calendar or the events within. To do so, simply click on the Activity tab.

Here it will tell you what changes were made, when they were made and by whom. If you wish to receive e-mail alerts about changes made to your calendar, click on the **Subscribe** link.

AVAILABLE ALERTS				
Content Item This alert will provide you with an update on changes to this file and its children.	<u>Subscribe</u>			
Content Item This alert will provide you with comments changes to this page.	<u>Subscribe</u>			

Registering for Events

You can register yourself in published events to let others know that you will be attending. You will receive e-mail notifications for events that you have enrolled in. To enroll in an event:

Click on the event you wish to enroll yourself in.

WINTER PICNIC		<u>EXPORT EVENT</u>
Date and Time	Dec 17 2016 12:00 PM 3:00 PM	
Registration Deadline	Dec 11 2016 9:00 AM Register Now	

Click Register Now.

If you are already enrolled in an event, you can un-enroll yourself by clicking **here** where it says "Click **here** to unregister."



Calendar Subscriptions

Calendar Email Alerts

To receive alerts when new events are added to a calendar, first you must navigate to the calendar you wish to subscribe to.

Click the 🥪 button.

Fill out relevant information:

- Title: The name of your alert.
- Alert Type: Choose to either get alerts online, or email alerts. If choosing email, please fill in valid email address in the email address field. If the you are viewing the forum as a guest, this option will not be available as guests can only choose the email alert option.
- Select Email Type: Html or Text.
- **Notification Time**: Chose to get your alert as soon as an event is added or updated on the calendar, at the end of a day when an event is added or updated, or at the end of the week when an event is added or updated.
- **Security Measure**: If you are a guest user, you will also be prompted to fill out a CAPTCHA to verify that you are a real person subscribing to the alert.

ALERT DETAILS
Enter title for your alert Reno Park
Would you like to see alerts online?
Show me alerts online
Would you like to be emailed alerts?
Send me alerts by email
Enter email address charlie.danner@anexamplemaildomainaddress.co.ul Required
How often would you like to be emailed alerts?
Send alert results immediately
Send an alert summary daily
Send an alert summary weekly
Select email type Html v
Add Alert Cancel

Once the fields have been filled in, click Add Alert.

Unsubscribing from a Calendar

If you to wish to no longer receive alerts from a particular calendar, navigate to the calendar you are subscribed to and click the we button.

Note: You can also unsubscribe by clicking the unsubscribe link in the footer of each email alert you receive.



Subscribing to Calendar Feeds

You can also keep up to date with changes to the calendar via its RSS and iCal feeds. To view the RSS and iCal feeds, click the view the RSS and iCal feeds, click the view the RSS and iCal feeds, click the view the RSS and iCal feeds.

You can subscribe to a feed by clicking on the name of the calendar page under either iCal Feeds or RSS Feeds.

iCal Feed	
Click on the iCalendar (.ics) feed link below to subscribe to automatic calendar updates in your calendar applica	ation.
Name	
Event Calendar	Open 🗞 🛛 Copy 🖪
RSS Feed	
Click on the RSS feed link below to subscribe to automatic calendar updates in your browser's RSS reader.	
Name	
Event Calendar	Open 🗞 🛛 Copy 🖪

If you click **Open** for the iCal feed, you can then import it into the calendar program of your choice. Alternatively, you can click **Copy** to copy the URL for the feed.

Here are links to instructions on how to import an iCal feed to:

- Outlook (see Subscribe to Calendar section).
- <u>Google Calendar</u> (While the instructions mention Google Calendars specifically, you can use the same steps to add any calendar feed URL).
- <u>iCalendar</u>

If you click **Open** for the RSS feed, the feed will then be opened in your browser and you can then choose to subscribe to the feed with your RSS reader of choice. Alternatively, you can click **Copy** to copy the URL for the feed.

Note: Google Chrome no longer supports RSS feeds by default. To view the feed as rendered content in Google Chrome, you will need to install a browser extension.

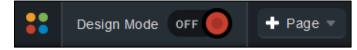


Calendar Portlets

There are two other portlets that can be paired with the calendar, the Mini Calendar and the Upcoming Events portlets. These portlets can be added to the homepage or other pages on your site and allow users to see specific elements of a calendar.

Adding Portlets

To add a Mini Calendar or Upcoming Events portlet to a page, you will first need switch **Design Mode** to **On**.



In the **Portlet Library**, click on the **Collaboration Category**. Drag and drop the portlet you wish to add (in this case, the Mini Calendar or Upcoming Events) in to a region on the page.

🚦 Design Mode 🔵 on 🔌 🕂 Pag	ge Page Options Advanced	Options Tools Site Admin	?
Basic Collaboration Content Mana	agement Forms My Portlets		
Calendar Excusion Discussion Forum Container	Group Bios	Modern Photo Gallery Events	
	Add Portlet to pageset Site Navigation / _ ×	FHHRS / Event Center	
	News Calendar		
	Staff Directory		Drop Here
	EVENT CENTER		
		Content	
			etur adipiscing elit. Integer in efficitur nibh, et ullamcor pulvinar scelerisque erat ante at mauris. Donec gra
			sed dui quis, interdum dictum mi. Morbi nisi uma, laci iunt, vitae finibus erat fringilla. Vestibulum ante ipsum i
		posuere cubilia Curae; Donec eget semper quam ultricies sit amet.	tempus nulla. Nunc auctor leo sed est tempus molli

Configuring Mini Calendars

To configure the Mini Calendar portlet, switch to **Design Mode**, hover over the **Mini Calendar** portlet and click on the *l* icon.



To select a calendar to display via the Mini Calendar, click Browse on the Calendar field.



In the window that pops up, drill down to find the calendar you wish to display. Once you find the calendar, click on it and click **OK**.

✓ FHHRS			
Websites	CALENDAR NAME	CATEGORY	ACTION
FHHRS	 Calendar	cms	٢
Athletics			
		OK	Cancel

For the **Header Background Color** click the **v** icon to open a color picker window.

You can click anywhere in the color grid to select the color you wish to use. Alternatively, you can type in the hex code for a color, or enter in the color values.

#392828	Apply
	R: 57
	G: 40
	B: 40
	н: О
	S: 18
	 ▲ B: 19
Recent Colors	-

Once you are satisfied with your color, click **Apply**. If you wish to revert to the default **Header Background Color**, click the $\stackrel{\textcircled{}}{\approx}$ icon.

You can also choose if you would like the Header Text Color to be Light or Dark.

You will be presented with a **Contrast Example** which will preview your chosen header background and text colors to let you know the contrast ratio.

Note: If the ratio for your selection is less than 4.5:1, the text will be hard for some users to read and you will receive a warning letting you know that the contrast does not meet <u>WCAG 2.0 AA</u> accessibility requirements.

SETTINGS			
Calendar	Calendar	Browse	
Header Background Color	- 2		
Header Text Color	●Light (Default) ○Dark		
Contrast Example	Example of color contra	st. Contrast ratio is	7.19:1
			Update Settings Cancel

After configuring the portlet, click **Update Settings** to save your selected options.



Once your portlet has been configured, you should be able to tell what days have events on them at a glance.

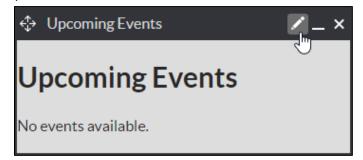
÷		AUG	UST 2	2017		>
S	М	т	w	т	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
Go to Full Calendar 🗲						

To view the events for a specific date, double-click the date on the calendar.

You can also use the Go to Full Calendar link to jump to the calendar page with its default view.

Configuring Upcoming Events

The Upcoming Events portlet is often paired with the Mini Calendar portlet. This allows users to see events that are coming up in the immediate future. To configure the Upcoming Events portlet, switch to **Design Mode**, hover over the **Upcoming Events** portlet and click on the **I** icon.



To select a calendar to display via the Upcoming Events, click Browse on the Calendar field.

In the window that pops up, drill down to find the calendar you wish to display. Once you find the calendar, click on it and click **OK**.

✓ FHHRS			
Websites	CALENDAR NAME	CATEGORY	ACTION
G Glendar	 Calendar	cms	0
Athletics			
		OK	Cancel

For the **Style** of your Upcoming Events portlet, you can choose between **Default**, **Custom Render Template**, **Legacy – Default** or **Legacy – Blue**.



The **Default** option will give you the default look and feel for the portlet.

If you choose **Custom Render Template**, you will be able to use the **Select a Template...** drop-down to select a custom render template for the portlet.

If you choose Legacy - Default or Legacy - Blue, you will get the old look and feel for the portlet.

After choosing a style, you can then configure the **Display Options**.

Note: If you choose Custom Render Template, Legacy – Default or Legacy – Blue, some of the display options will not be available. When using a custom render template, these options are controlled by the template. When using a legacy display option, your ability to customize the look and feel is limited.

You can set a **Header** name for your portlet. Alternatively, you can choose to **Hide Header** if you do not wish to have a header appear.

If you wish, you can set a static **Width** for the portlet in **px** (pixels). If you leave this blank, then the portlet will take up the width of the region.

For the **Color** click the - icon to open a color picker window.

You can click anywhere in the color grid to select the color you wish to use. For a fuller range of colors, click the **HSB** tab. From the **HSB** tab you can also type in the hex code for a color, or enter in the color values.

#392828	Apply
	R: 57
	G: 40
	B: 40
and the second second	н: 0
and the second	S: 18
	 ✓ B: 19
Recent Colors	

Once you are satisfied with your color, click **Apply**. If you wish rollback to the default **Color** click the \gtrless icon.

You can specify the **Number of Events per Page** as well as the **Number of Pages**. If you have more than one page of events, arrows will appear on the portlet that allow the user to navigate between each page of upcoming events.



SETTINGS		
Calendar	Calendar	Browse
Style	Default v	
Display Options		
Header	Upcoming Events Hide Header	
Width	px (Leave empty for full width)	
Color	• • 2	
Number of Events per Page	5	
Number of Pages	3	
		Update Settings Cancel

Once you have finished configuring the portlet, click **Update Settings** to save your changes.

Upcoming Events		
AUG	Staff Luncheon	
18	12:00PM - 2:00PM	
AUG	Tea Time	
21	6:00PM - 8:00PM	
AUG	Board Meeting	
22	6:30PM - 9:00PM	
AUG	RHA Picnic	
27	1:00PM - 5:00PM	
sep	Labor Day	
04	All Day	
More Events		

When viewing the portlet, users can use the **O D** icons to navigate between pages of upcoming events. Keep in mind that they will only be able to view as many pages of events as was set in the **Number of Pages** field.

Users can view the full calendar by clicking on the **More Events** button.