

## Import Events

The **Import Events** tab lets you quickly and easily create events.

1. Create your import file as a spreadsheet and save it as a CSV file. Be sure to include Start Date and Event Title information for each event. You can also download a sample import CSV file on Step 1 of the import wizard.
2. On the **Import Events** tab, click **Import Events**.
3. Click **Browse** and select the CSV import file from your computer or network.
4. Click **Next**.
5. On the Import Mappings screen, map the fields in your CSV file to the appropriate Calendar fields. If you do not have the corresponding data in the import file, leave the drop-down set to 'Ignore.'
6. Click **Next**.
7. On the Event Preview screen, verify that the information is displaying correctly.
  - If you need to edit your mapping, click **Back**.
  - If you want to save your mapping to use again in the future, click the **Save this mapping as** checkbox and enter a name in the field.
  - If you want to make the current mapping the default, click the **Make this the default mapping** checkbox.
8. Click **Next**.
9. The Assign Viewing Rights screen allows you to protect your event so that only certain users or groups of users will be able to view it. If you want all website visitors to view the event, do not assign any users or groups.
10. Click **Import**. The system will display the **Import Events** tab and create a record for the import.
11. If you wish to remove the imported events, click **Undo Import**.

## Post an Assignment to your Calendar

If you manage your assignments using an Assignments App, you can let the system automatically create an event on the assignment's Due Date. The details of the event will display all information from the assignment's **Directions** tab.

1. In an Assignment App, create your assignment and add your Directions.
2. Click the **Post to Calendar** tab.
3. Click the **Add to Calendar** checkbox.
4. Choose to which calendar to post in the Calendar drop-down list. You will be able to choose any Calendar app in your current workspace.
5. Choose a Calendar Category for the event (optional).
6. Click **Save**.

## Managing Event Categories

You can customize which categories display on your Calendar app's **Event Category** dropdown.

1. In the Calendar App, click the **Event Categories** tab.
2. You may have a list of default Categories. To delete a Category, click **Remove**.
3. To add more Categories, click **Select Categories**.
4. In the Add Event Category window, search for an Event Category by typing some or all of its name into the Search field. You can also scroll through all available Categories by using the scroll bar on the right side of the window.
5. To select a Category, click the box to the left of the Category name.
6. Once you've selected your Categories, click **Add**.

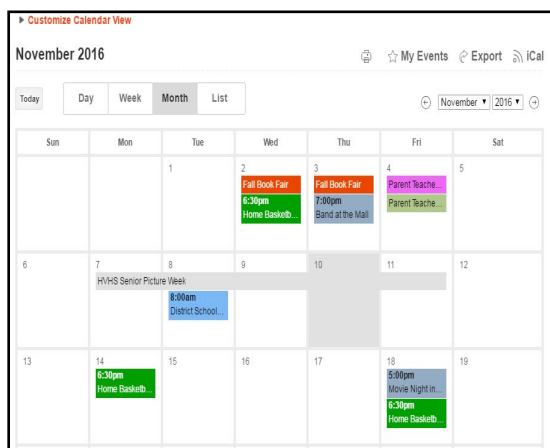
## Sharing Events with Other Calendars

You can post events to a parent calendar or a Collection of other calendars. A Collection may only have one calendar, or it can have several.

1. In the Event Details, click the **Post to Calendars** tab.
2. Click the **Post to other calendars** checkbox.
3. Click the **Post to Site Name** checkbox to post the event to the parent calendar. The top site homepage calendar app has no parent calendar.
4. Click **Add Collections**.
5. In the Add Collections window, select the Collection by clicking it. If you decide you don't want to share your event with a Collection, click it again to deselect it.
6. Click **Add Collections**.
7. The Collections you selected display on the **Post to Calendars** tab. To recall your invitation to share the event, click **Remove** next to the Collection.

If someone shares an event with you, it may need approval to display on your Calendar. The **Event Queue** tab will display any events that are pending approval. To approve an event, click **Approve**. If you do not want to display the event, click **Decline**. The requestor is notified by email of your disposition of their event.

## Navigating the End-User Calendar

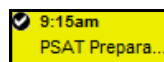
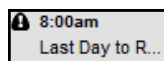


Use the Calendar App to display events for a site, subsite, channel, or section where you display the calendar. Visitors can view events and customize their view.

Double-click an Event to display Event Details. From there you can **Print** and **Export** the event information. If it's a Registered Event, you see a **Register** button.

On the Event you may see a symbol indicating a special type of event.

- An exclamation point indicates a Mandatory Event. These events are created at the Homepage of your district or *top* site and pushed to every calendar on the website.
- A checkmark indicates a Registered Event.



There are different ways to control your calendar view on the end-user website.

- To navigate to a different date, select the backward or forward arrow in the upper right corner of the Content Area; or choose a month or year from the drop-downs.
- Choose a view by clicking **Today**, **Day**, **Week**, **Month** or **List**.  
**Today** displays current day's events.  
**List** displays monthly events as a list.



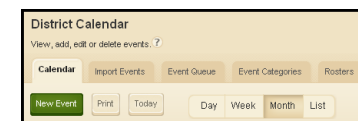
Other Controls

- **Print** prints the current Calendar view.
- **My Events** displays events for which you registered.
- **iCal Feed** displays a Subscribe URL feed and instructions.
- **Export Events** creates an iCalendar file of events from a specified date range that you can import.
- **Customize Calendar View** allows you to tailor the view to your needs.
  - Calendars allows you to include events from other calendars.
  - Categories displays all of the Event Categories by category color.



## Creating a Calendar Event

1. In *Site Manager*, access the calendar by clicking on the calendar app name.
2. Click **New Event** or double click on the date you want the event.
3. In the New Event window, enter your event details on the **Event** tab. You must include an Event Title, Start Date and End Date. You can also add a Description and choose an Event Category on this tab.
4. If this event will recur regularly, click the **Recurrence** tab and let the system automatically recreate this event on the specified days.
5. Click the **Location** and **Contact** tabs to add detail to your event.
6. Click the **Post to Calendars** tab to add your event to other Calendars.
7. If you only want certain users to be able to view the event, set your Viewing Rights on the **Viewers** tab.



## Creating a Registered Event

You set up events for which users may register on the **Registration** tab. You also track attendees and their responses to custom questions on this tab.

1. While creating your Event, click the **Registration** tab.
2. Click the **Turn on registration for this event** checkbox to display the Registered Event options.
3. Enter your number of seats and choose a last day to register for the event.
4. To add a question, select an option from the drop-down.
  - Custom Question allows you to create your own question.
  - Special Accommodations and Dietary Needs allow registrants to enter their specific needs into a comment box.
5. Click **Add Question**.
6. If you selected *Custom Question*, enter your question text and choose the question type in the New Question window.
7. Click **Save**.
8. Add additional questions, if desired.
9. Once you've completed your event, click **Save**.
10. You can view the list of attendees and their responses on the **Rosters** tab of the calendar.

