



## **USER GUIDE**

### **Unit 2: Site & Subsite Workspaces**

#### **Chapter 8: Calendar**

***Schoolwires® Centricity™***  
**Version 1.0**



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## Introduction

Each *site*, *subsite* and *section* has its own calendar. The calendar tasks that you can perform are dependent upon the level of editing privilege you have been assigned.

The calendar within the *Site Workspace* is the calendar for the main *site*. Only a Site Director or a Homepage Editor for the main *site* can access and edit it. Homepage Editors, however, cannot perform all the tasks available to Site Directors.

The calendar within the *Subsite Workspace* is the calendar for that *subsite*. Only a Site Director, a Subsite Director for that *subsite* or a Homepage Editor for that *subsite* can access and edit this calendar.

The calendar within a *Section Workspace* is the calendar for that *section*. The Section Editor for that *section* can access and edit this calendar. In addition, the Site Director has access to that calendar as does the Subsite Director if that *section* is on that *subsite*.

In this chapter, we will cover the calendar tasks available to Site Directors. Some of these tasks are not available to Subsite Directors, Homepage Editors and Section Editors. These will be noted

### Audience

*Schoolwires* recommends that all editors read this chapter.

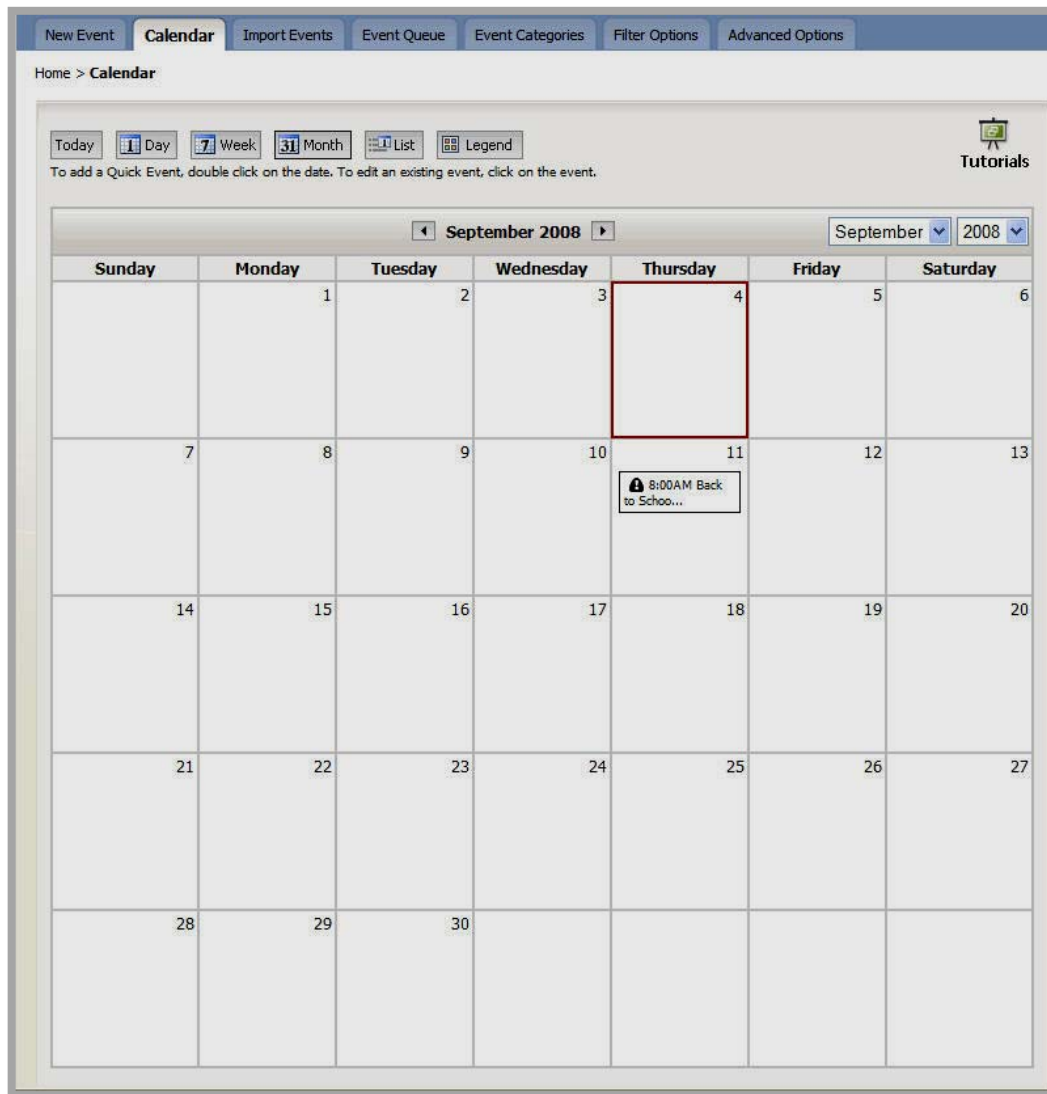
### Objectives

In this chapter you will learn to:

- Change the views on the calendar in **Site Manager**.
- Add quick events.
- Add detailed events, including mandatory and registered events.
- Edit events.
- Force events from a *site* or *subsite* to appear on the respective homepage.
- Request that events added to a *subsite* calendar be posted to the *site* calendar.
- Request that events added to a *section* be posted to a *site* or *subsite* calendar, depending on the location of the *section*.
- Import events, including mandatory and registered events.
- Process requests from Subsite Directors and from Section Editors for *sections* that are on the main *site* to post events on the calendar for the main *site*.
- Create event categories for use by editors throughout the entire website.
- Enable filters that can be applied to calendars on the end-user website.
- Navigate the calendar on the end-user website.

## Overview of Calendar Tabs

The calendar in a *Site Workspace* is shown in Figure 1.



**Figure 1: Calendar in Site Workspace**

As you can see, it contains seven tabs. The tabs and the main tasks you will perform on each of them are listed here. The tabs that only display for Site Directors are noted.

- *New Event* tab: Add new Detailed Events. This tab is available on all calendars.
- *Calendar* tab: When you first access the calendar in **Site Manager**, you will be on this tab. On this tab, you will add Quick Events, edit and delete existing events. This tab is available on all calendars.
- *Import* tab: Import events in batches. This tab is available on all calendars.

- 
- *Event Queue* tab: Process requests from editors on another calendar to post events on the calendar for the main *site* or a *subsite*. This tab is only available on the *site* and *subsite* calendars. Section Editors will not see this tab.
  - *Event Categories* tab: Add or edit event categories for the entire *site*. This tab is only available to Site Directors the *site*.
  - *Filter Options* tab: Enable filters that can be applied on the end-user website. This tab is only available to Site Directors the *site*.
  - *Advanced Options* tab: Enable the integration of Schedule Star events on the current calendar. This tab is available on all calendars once Schedule Star has been activated for the entire website.

Note: A Site Director activates Schedule Star on the *Advanced Settings* tab of *Site Settings* in the *Configure* task in *Site Workspace*.

## Changing Views

You can change the calendar view in **Site Manager**. The views available on the end-user website are the same as those available in **Site Manager**. They are shown in Figure 2. The arrows at the top of the monthly view shown in Figure 2 appear in each type of view. The drop-down list on the right is only available within the monthly view.

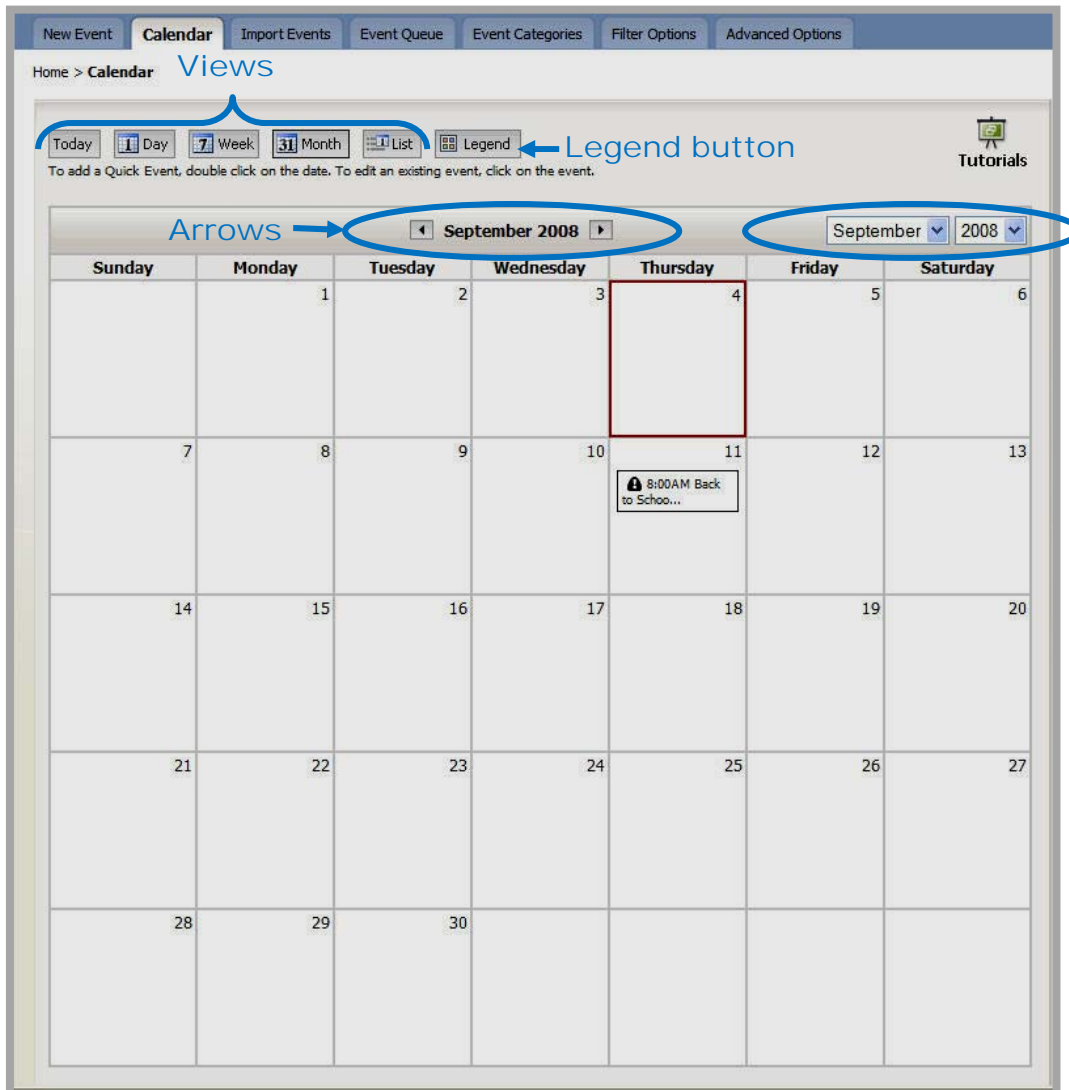


Figure 2: Calendar in Site Workspace

As you can see in Figure 2, the available views are:

- Today: View the calendar for the current day. You use the arrows at the top of the view to move from the Today view into the Day view.
- Day: View the calendar one day at a time. You use the arrows at the top of the view to move through the calendar one day at a time.



- Week: View the calendar one week at a time. You use the arrows at the top of the view to move through the calendar one week at a time.
- Month: View the calendar one month at a time. This is the default view, the one that you will see when you first enter the calendar. You can use the arrows at the top of the view or the drop-down list to move through the calendar one month at a time.
- List: View the events for the selected month in list format.

### Category Legend

As shown in Figure 2, a *Legend* button displays at the top of the calendar. This legend is for the event categories. It allows you to see the category represented by each color without editing events. When you mouse over this button, a window like the one shown in Figure 3 will display.

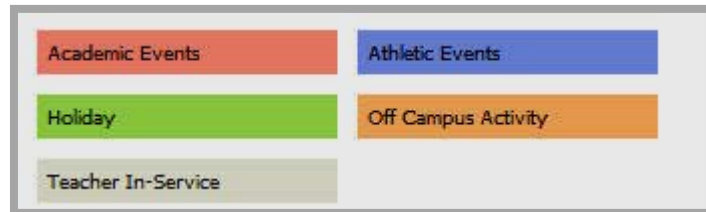


Figure 3: Categories Legend window

## Accessing Calendars

Site Directors can access any calendar on the *site*, including those on *subsites* or in *sections*. The way they access each calendar and the tasks that are available on that calendar will vary. Access for other editors are noted.

### Accessing the Calendar for the Main Site

To access the calendar for your *site*:

1. Access the appropriate workspace.
2. Click on *Calendar* from either the *Edit Homepage and Calendar* tab or the *Edit* drop-down menu. A calendar like the one shown in Figure 4 will display.

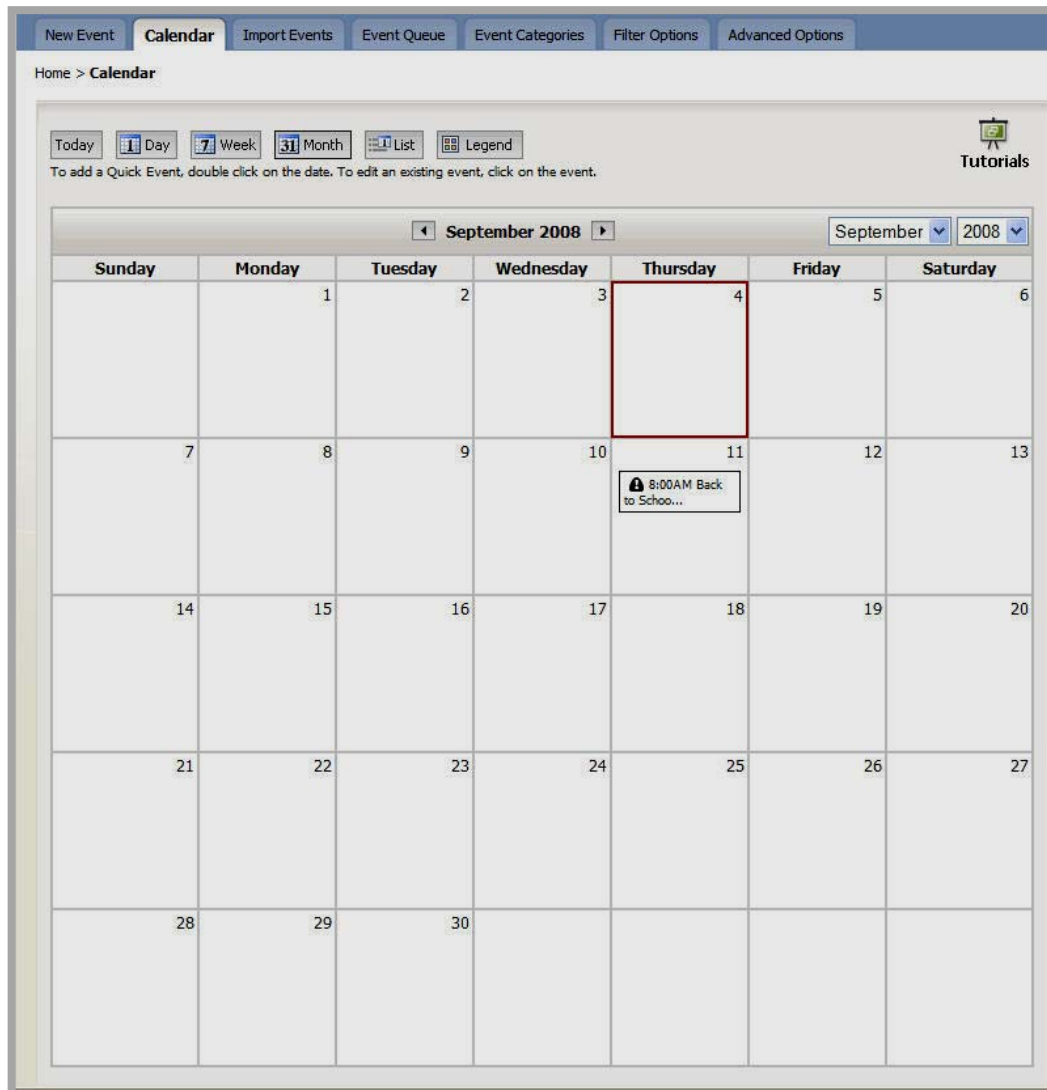
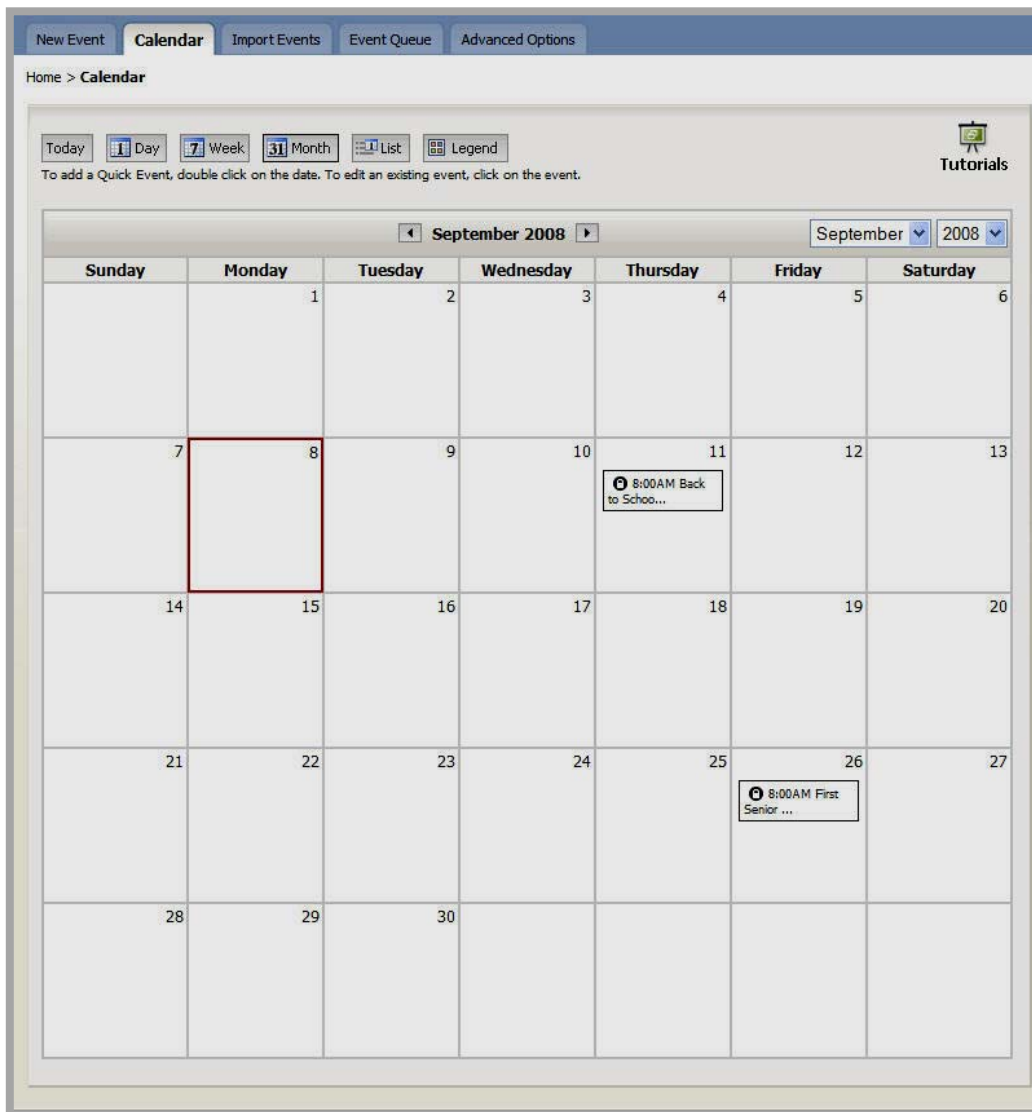


Figure 4: Site Calendar

## Accessing the Calendar for a Subsite

A Site Director can access a calendar for a *subsite* either by navigating to that *subsite* on the end-user website after signing in or by navigating to that *Subsite Workspace* within **Site Manager**. Either way, a calendar for that *subsite* like the one shown in Figure 5 will display. Notice that it does not contain the *Event Categories* tab or *Filter Options* tab. Subsite Directors and Homepage Editors will also see a calendar like the one shown in Figure 5.



**Figure 5: Subsite Calendar**

To access the calendar for a *subsite* from the end-user website:

1. Sign in on the end-user website. The **Site Manager** button will display.
2. Navigate to the desired *subsite*.

3. Click on the **Site Manager** button. The *Subsite Workspace* for that *subsite* will display.
4. Click on *Calendar* from either the *Edit Homepage and Calendar* tab or the *Edit* drop-down menu. A calendar like the one shown in Figure 5 will display.

Note: Subsite Directors and Homepage Editors for *subsites* must sign in and navigate to their *subsites* on the end-user website before **Site Manager** will display. Then they can access their workspaces.

To access the calendar for a *subsite* from within **Site Manager**:

1. Access the *Site Workspace*.
2. Use the *Select a Site* link in the *Content Browser* to navigate to the *Subsite Workspace* for that *subsite*.
3. Click on *Calendar* from either the *Edit Homepage and Calendar* tab or the *Edit* drop-down menu. A calendar like the one shown in Figure 5 will display.

### Accessing Section Calendars

Site Directors can access the calendar for any *section* on the website, whether it is on the main *site* or one of the *subsites*. Subsite Directors can access the calendar for any *section* on their *subsites*.

Section Editors must sign in and navigate to their *subsites* on the end-user website before **Site Manager** will display. Then they can access their *Section Workspaces*.

To access a *section* calendar:

1. Access the appropriate workspace.
2. Navigate to the desired *Section Workspace*. One is shown in Figure 6.

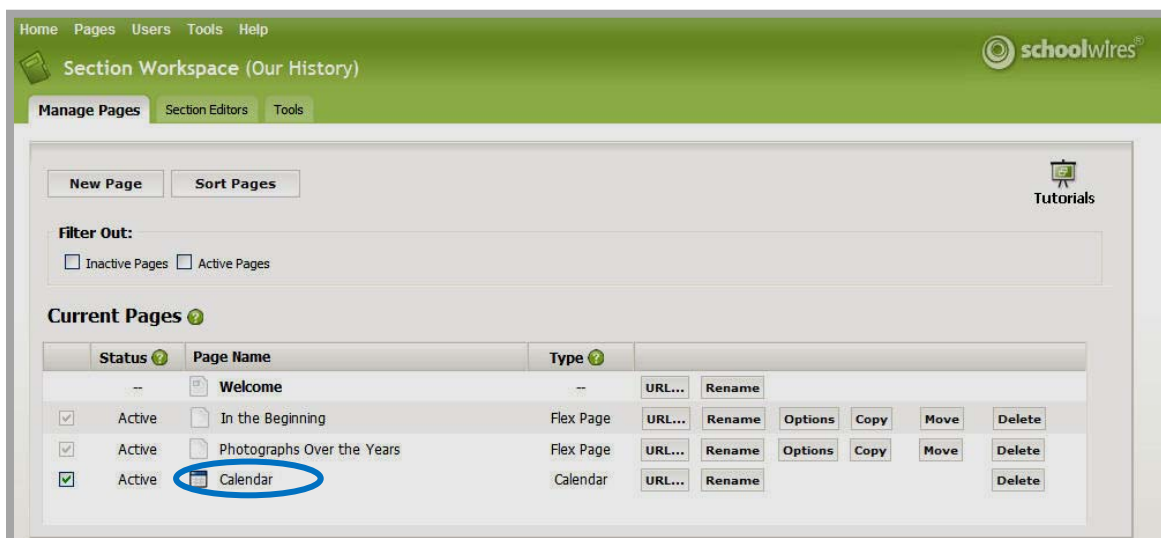


Figure 6: Section Workspace

- Click on the link to the *Calendar Page* for that *section*. A calendar like the one shown in Figure 7 will display regardless of your level of editing privilege.

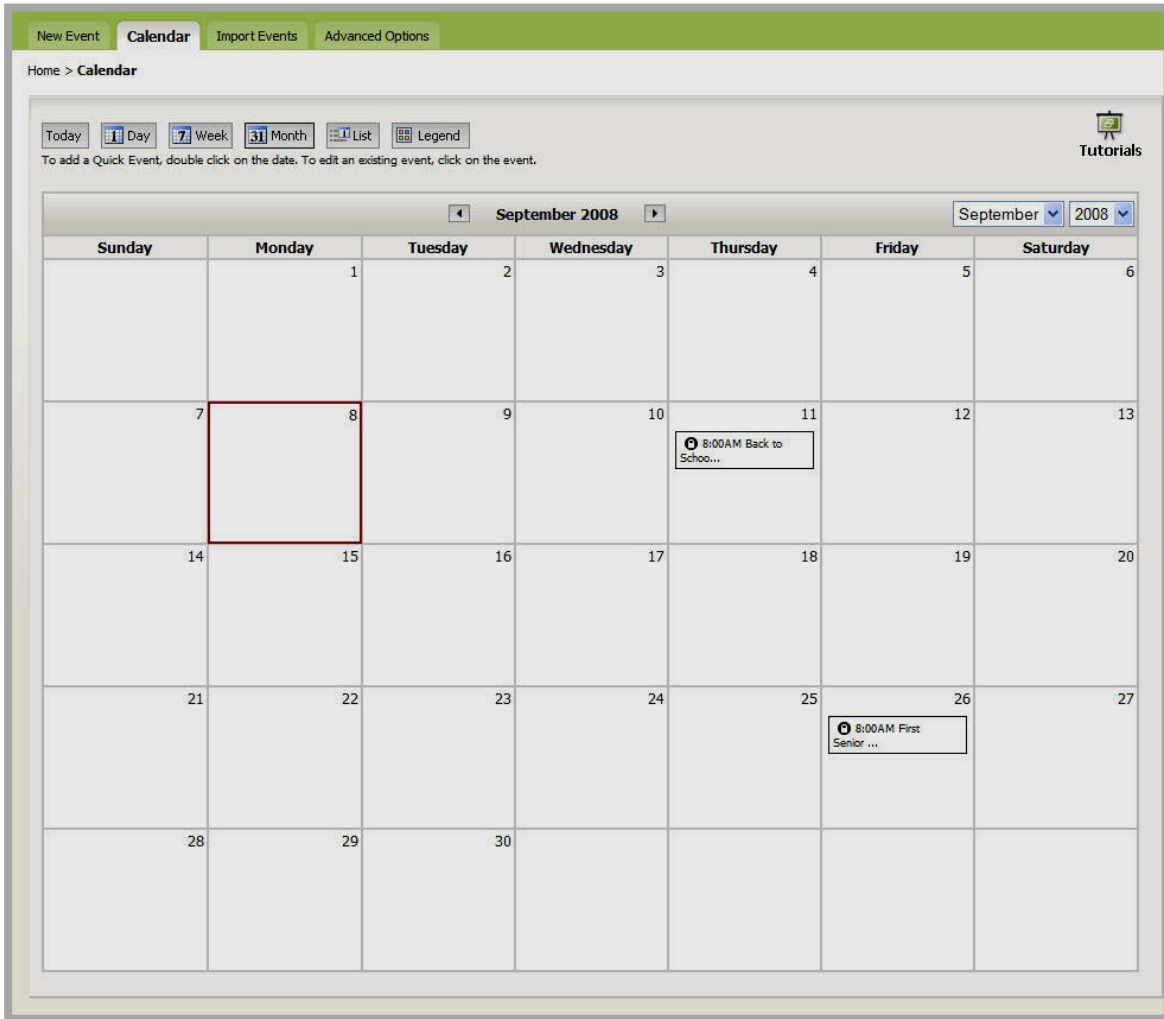






Figure 7: Section Calendar

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## Adding Events

### Types of Events

You can add three types of events. These are:

- **Mandatory events:** You can only add mandatory events to the calendar on the main site. A mandatory event will display on all calendars on the end-user website with this icon  to the left of that event. This icon will also display to the left of the event on the *site* calendar in **Site Manager**. On all other calendars in **Site Manager**, a locked icon  will display. Only Site Directors and Homepage Editors for the main *site* can edit or delete mandatory events.
- **Recurring events:** You can add recurring events to any calendar. You can set events to recur daily, weekly, every other week, monthly or yearly. *If you make an event recurring, you cannot make it a registered event, but you can make it a mandatory event if it is on the site calendar.* No icons display in **Site Manager** or on the calendar on the end-user website for recurring events.
- **Registered events:** You can set up registered events on any calendar. Unless you request otherwise, a registered event will display on the end-user website and in **Site Manager** only on the calendar on which it was added. This icon  will display to the left of a registered event on the calendar on the end-user website and in **Site Manager**. *You may make a registered event on the site calendar mandatory.* However, only the  icon will display to the left of the event on the end-user website and in the *site* calendar in **Site Manager**. That event will display as locked on all other calendars in **Site Manager**.

### Methods of Adding Events

There are three ways to add events to your calendar. You can:

- Add a Quick Event.
- Add a Detailed Event.

Note: When you chose New Event from the *Choose a quick task* drop-down list in the *Site Workspace*, you are adding a Detailed Event to the calendar on the main *site*.

- Import events.

### Adding a Quick Event

If you wish to add an event having minimal information, you can add a Quick Event. You can add a basic Quick Event to any calendar. You add a Quick Event from the *Calendar* tab.

Note: If you need to add additional information to a Quick Event, you must edit that event.

### Adding a Basic Quick Event


As you can see from Figure 8, a basic Quick Event only contains the following information:

- Event date
- Event start time and end time
- Event title
- Event category

Figure 8: Add a Quick Event on subsite or section calendar

To add a basic Quick Event:


1. Access the calendar from within the appropriate workspace. The calendar will open on the *Calendar* tab.
2. Double click on the date on which the event will occur. A *Quick Event* window like the one shown in Figure 8 will display. As you can see, the event date will be the date you selected (required).

**TIP:** Clicking on this calendar icon  will display a calendar that you can use to find the date you want if you wish to change the date.

3. Enter the Start and End Times for the event. The event Start Time defaults to 8 a.m. and the End Time defaults to 5 p.m. Use the drop-down boxes or check boxes to adjust the Start and End times. (Optional—defaults will apply.)

**Note:** If you choose “No Specific Time,” no Start or End Times will display for the event. If you choose “No Ending Time,” only a Start Time will display for the event.

4. Enter an Event Title (required).
5. Choose a category for the event from the drop-down list (optional). This will color code the event according to the categories set up by a Site Director.

TIP: Clicking on this icon  will display the Event Categories Legend.

6. Click on the *Save* button. The Quick Event will display on the calendars in **Site Manager** and the end-user website. See “Using the Calendar as a Visitor to the Website” later in this chapter for information on viewing calendars on the end-user website.

### Adding a Mandatory Quick Event

On the *site* calendar, you can add a mandatory Quick Event. Except for indicating that the event is mandatory, you add a mandatory Quick Event in the same manner as you add a basic Quick Event.

To add a mandatory Quick Event:

1. Access the calendar from within the appropriate workspace. The calendar will open on the *Calendar* tab.
2. Double click on the date on which the event will occur. A *Quick Event* window like the one shown in Figure 9 will display.

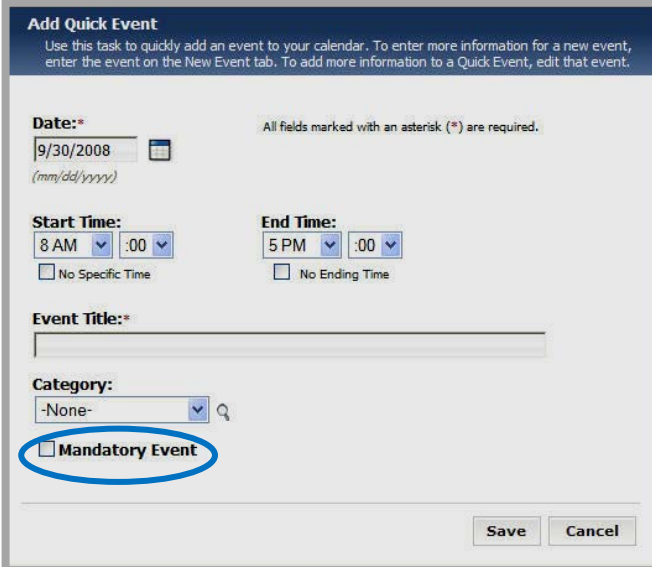


Figure 9: Add a Quick Event window on site calendar

3. Enter the information for the event.
4. Click in the checkbox to the left of Mandatory Event.
5. Click on the *Save* button. The Quick Event will display as a mandatory event on the calendars in **Site Manager** and the end-user website.



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## Adding a Detailed Event

You should add a Detailed Event if you want to:

- Make the event recurring.
- Provide a web address related to the event.
- Request that the event be posted to the calendar on the main *site* or a *subsite*.
- Force an event to display on the homepage of the main *site* or a *subsite*.
- Provide location and contact information.
- Include attachments.
- Selectively display the event based on roles.
- Require registration for the event.

### *The New Event Window*

As you can see in Figure 10, the *New Event* window has five tabs. The five tabs are:

- *Event* tab: This tab will display when the *New Event* window opens on this tab. The only required information is on this tab. The required information is:
  - Event Date
  - Event Title
- *Contact & Location* tab (optional): On this tab, you will enter the:
  - Location of the event
  - Contact name
  - Contact information
- *Attachments* tab (optional): From this tab, you will be able to browse for files that you want to attach. This enables you to provide participants with additional information such as directions to the event, agendas, menus and permission slips.
- *Roles* tab (optional): this tab provides you with an opportunity to limit the display of this event to certain registered users through the use of viewing permissions (roles).
- *Registration* tab (optional): This tab provides you with an opportunity to indicate whether participants need to register for the event and provide registration details.

You can add information on all of these tabs before saving a Detailed Event. You can also make it mandatory (on the *site* calendar), recurring or registered. If it is on a *subsite* or *section* calendar, you can request that it be posted to another calendar and force it to display on the homepage. You can do all these things before saving an event. However, for clarity, we cover each of them separately.

Figure 10: New Event on the site calendar

### Adding Basic Detailed Event

To add a basic Detailed Event, you only have to enter information on the *Event* tab. The steps are:


1. Access the calendar from within the appropriate workspace. The calendar will open on the *Calendar* tab.
2. Click on the *New Event* tab. A *New Event* window like the one shown in Figure 10 will display.
3. Enter a date for the event (required).

Note: the format for the date must be mm/dd/yyyy.

4. Enter an Event Title (required).
5. Enter the Start and End Times for the event (optional—defaults will apply). The event Start Time defaults to 8 a.m. and the End Time defaults to 5 p.m. Use the drop-down boxes or check boxes to adjust the Start and End times for the event.

Note: If you choose “No Specific Time,” no Start or End Times

will display for the event. If you choose “No Ending Time,” only a Start Time will display for the event.

6. Enter a description of the event in the full-function *Schoolwires Editor* that appears below the word “Description” (optional). See the **Centricity** chapter, “**Editor**” for more information.
7. If website addresses (URLs) are applicable, enter them (optional).  
 TIP: You can copy and paste a URL from the address bar. Be sure to separate multiple URLs with a semicolon.
8. Select a category for this event from the drop-down list (optional). This will color code the event according to the categories set up by a Site Director.  
 TIP: Clicking on this icon  will display the Event Categories Legend.
9. Click on the *Save* button. The *Calendar* tab will return as the active window. The event you added will display there and on the calendar end-user website.

#### *Adding a Mandatory Detailed Event*

Mandatory events can only be entered on the *site* calendar. Except for indicating that the event is mandatory, you add a mandatory Detailed Event in the same manner as you add a basic Detailed Event.

To add a mandatory Detailed Event:

1. Access the calendar from within the *Site Workspace*. The calendar will open on the *Calendar* tab.
2. Click on the *New Event* tab. A *New Event* window like the one shown in Figure 10 will display.
3. Enter the information for the event.
4. Click in the checkbox to the left of Mandatory Event.
5. Click on the *Save* button. The *Calendar* tab will return as the active window. The event you added will display there and on the calendar end-user website. It will also display in all calendars in **Site Manager**. However, it will be locked and can only be edited in the *site* calendar.

#### *Adding a Recurring Event*

You can enter recurring events on any calendar. However, you cannot make a recurring event a registered event. If you are on the *site* calendar, you can make a recurring event a mandatory event.

To add a recurring event:

1. Access the calendar from within the appropriate workspace. The calendar will open on the *Calendar* tab.

- Click on the *New Event* tab. A *New Event* window like the one shown in Figure 11 will display.

**Figure 11: New Event on the site calendar**

- Enter the information for the event.
- Choose the frequency of recurrence from the drop-down list as shown in Figure 12.

**Figure 12: Frequency of Recurrence**

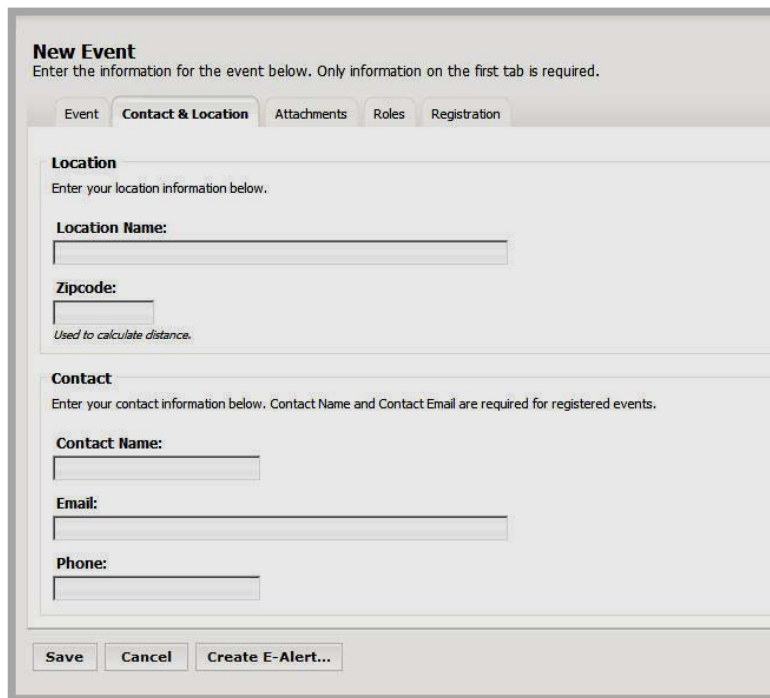
- Enter an end date for the recurrence (required). You will receive an error message if you do not enter an end date for a recurring event.
- Click on the *Save* button. The *Calendar* tab will return as the active window. The event you added will display there and on the calendar end-user website.

### Entering Contact & Location Information

Entering contact and location information is optional unless you are adding a registered event. For a registered event, you must enter a contact name and email address. If you attempt to save a registered event without providing the contact name and email address, you will receive an error message.

To enter contact or location information:

1. Access the *Contact & Location* tab for the event as shown in Figure 13.



The screenshot shows a web form titled "New Event" with a subtitle "Enter the information for the event below. Only information on the first tab is required." The form has five tabs: "Event", "Contact & Location", "Attachments", "Roles", and "Registration". The "Contact & Location" tab is active. It is divided into two sections: "Location" and "Contact".

**Location Section:**  
Instruction: "Enter your location information below."  
Fields: "Location Name:" (text input), "Zipcode:" (text input).  
Note: "Used to calculate distance."

**Contact Section:**  
Instruction: "Enter your contact information below. Contact Name and Contact Email are required for registered events."  
Fields: "Contact Name:" (text input), "Email:" (text input), "Phone:" (text input).

Buttons at the bottom: "Save", "Cancel", "Create E-Alert..."

**Figure 13: Contact & Location tab**

2. Enter location information as required.

**TIP:** If you enter a zip code for the event location, users who have entered their zip codes into their profiles will see a calculation of the distance to the event for them.

3. Enter contact information.

**Note:** You must enter at least the contact name and email address for a registered event. The contact will be notified whenever someone registered for that event.

### Adding a Registered Event

You can enter registered events on any calendar. However, you cannot make a registered event recurring. If you are on the *site* calendar, you can also make a registered event a mandatory event.

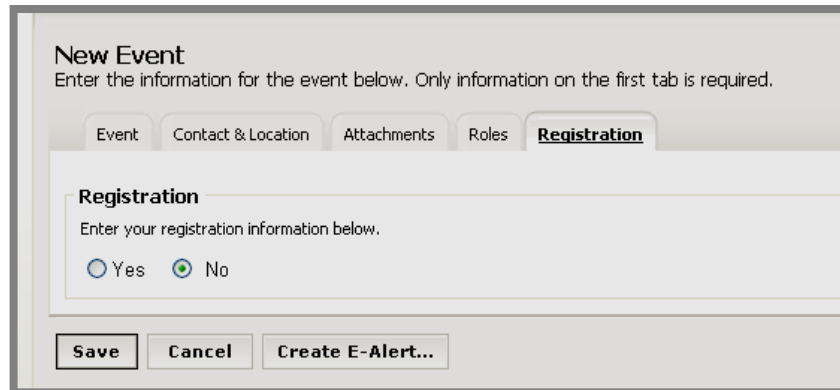
**Note:** You must enter a contact name and a contact email address for a registered event.

To add a registered event:

1. Access the calendar from within the appropriate workspace. The calendar will open on the *Calendar* tab.
2. Click on the *New Event* tab. A *New Event* window like the one shown in Figure 14 will display.

Figure 14: New Event on the site calendar

3. Enter the information for the event.
4. Click on the *Registration* tab. That tab will display as shown in Figure 15.



**New Event**  
Enter the information for the event below. Only information on the first tab is required.

Event Contact & Location Attachments Roles **Registration**

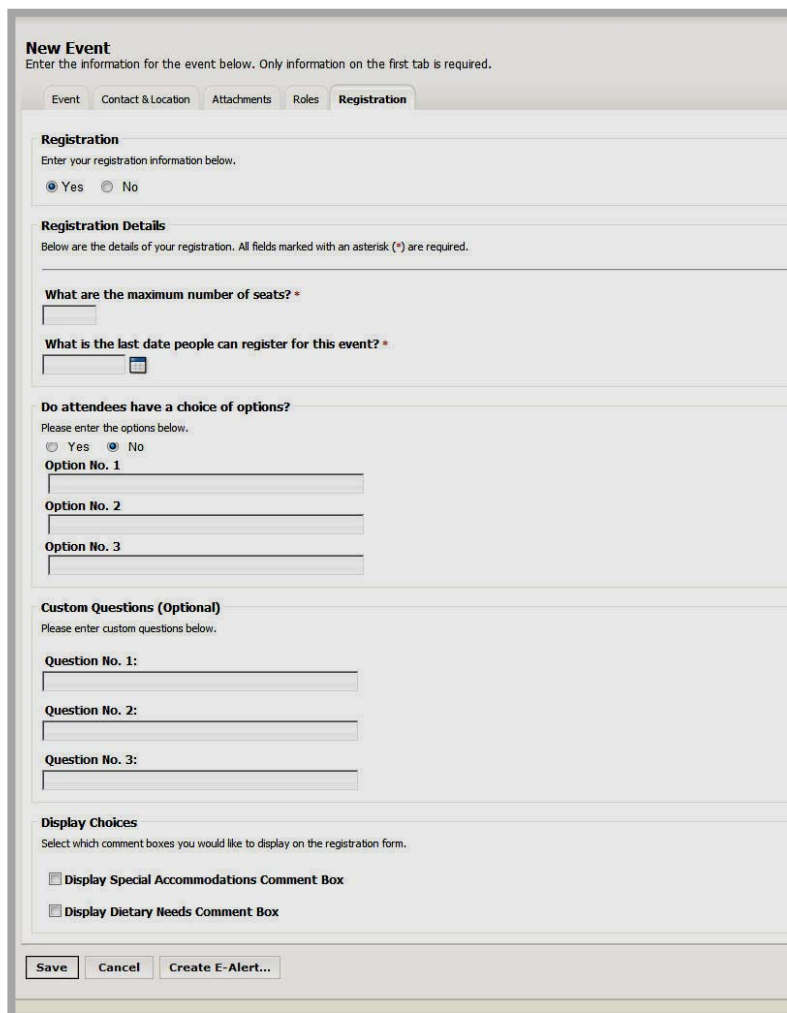
**Registration**  
Enter your registration information below.

Yes  No

Save Cancel Create E-Alert...

Figure 15: Registration tab

5. Click in the Yes radio button. The *Registration* tab will expand like the one shown in Figure 16.



**New Event**  
Enter the information for the event below. Only information on the first tab is required.

Event Contact & Location Attachments Roles **Registration**

**Registration**  
Enter your registration information below.

Yes  No

**Registration Details**  
Below are the details of your registration. All fields marked with an asterisk (\*) are required.

What are the maximum number of seats? \*

What is the last date people can register for this event? \*

**Do attendees have a choice of options?**  
Please enter the options below.

Yes  No

Option No. 1

Option No. 2

Option No. 3

**Custom Questions (Optional)**  
Please enter custom questions below.

Question No. 1:

Question No. 2:

Question No. 3:


**Display Choices**  
Select which comment boxes you would like to display on the registration form.

Display Special Accommodations Comment Box

Display Dietary Needs Comment Box

Save Cancel Create E-Alert...

Figure 16: Registration tab expanded

6. Enter the registration details.
  - a. Enter the maximum number of seats available (required).
  - b. Enter the last date people can register for the event (required).
  - c. If the attendees will have a choice of options (e.g., Track One or Track Two workshops), click in the Yes radio button. *You must enter at least two choices.*
  - d. If you have custom questions you would like attendees to answer, enter them.
  - e. If you want the special accommodations comments box to display on the end-user website, click in the checkbox to the left of that field.
  - f. If you want the dietary needs comments box to display on the end-user website, click in the checkbox to the left of that field.
7. Click on the *Save* button. The *Calendar* tab will return as the active window. The event will display on the calendar with the  icon to the left of it.

#### *Obtaining the Roster for a Registered Event*

Once you have saved that event, you can view and print the roster, sort the data on the roster, cancel a participant's registration or export the data from the roster to Microsoft® Access™ or Excel.

To obtain a roster for your event:

1. Access the calendar from within the appropriate workspace. The calendar will open on the *Calendar* tab.
2. Click on the event in the calendar. An *Edit Event* window like the one shown in Figure 17 for that event will display.



**Edit Event**  
Edit the information for the event below. Only information on the first tab is required.

Event Contact & Location Attachments Roles Registration

All fields marked with an asterisk (\*) are required.

**Date:\*** 10/17/2008  
(mm/dd/yyyy)

**Event Title:\*** Back to School Orientation  
 Mandatory Event (Event is displayed on all calendars.)

**Description:**  
Back to school events district wide

**Start Time:** 7 PM :00  
 No Specific Time

**End Time:** 9 PM :00  
 No Ending Time

**Recurrence:** Today only

**Stop Date:** 10/17/2008  
(mm/dd/yyyy)  
Required for recurring event

**Website Address:**  
Separate multiple URLs with semicolons.

**Category:** -None-

Always display on upcoming events portlet.

Save Cancel Create E-Alert... Delete

**Figure 17: Edit Event window**

3. Click on the *Registration* tab. A *Registration* tab for that event like the one shown in Figure 18 will display. Notice that it now contains:

- Registration details indicating the number of people who have registered and who are on the waiting list for the event
- A *View Roster* button
- A way to notify registrants of any changes to the event

Note: The Notification section will not display unless at least one person has registered for the event.

**Edit Event**  
Edit the information for the event below. Only information on the first tab is required.

Event Contact & Location Attachments Roles **Registration**

**Registration**  
Enter your registration information below.  
 Yes  No

**Registration Details**  
Below are the details of your registration. All fields marked with an asterisk (\*) are required.

Number of people registered: 1  
Number of people on waiting list: 0

What are the maximum number of seats? \*  
25

What is the last date people can register for this event? \*  
10/15/2008

**Do attendees have a choice of options?**  
Please enter the options below.  
 Yes  No

Option No. 1  
Track One

Option No. 2  
Track Two

Option No. 3

**Custom Questions (Optional)**  
Please enter custom questions below.

Question No. 1:  
What are your extracurricular activities?

Question No. 2:

Question No. 3:

**Display Choices**  
Select which comment boxes you would like to display on the registration form.

Display Special Accommodations Comment Box

Display Dietary Needs Comment Box

**Notification**  
Notify registered attendees of changes to the event by selecting the reasons below.

Location  
 Date  
 Time  
 See event details for changes

**Figure 18: Registration tab with Registrants**

4. Click on the *View Roster* button. An Event Roster window like the one in Figure 19 will display. You can:
  - View the data.
  - Print the roster.
  - Sort the data.
  - Cancel a registration.
  - Export the data to Access or Excel.

**Event Roster**

**Back to School Orientation**  
10/17/2008 7 PM - 9 PM

To print this roster, use your browser's print function. The roster will print with a landscape page orientation.  
To sort this roster, click on any underlined column title. The roster will be sorted according to that parameter.  
To cancel an individual registration, click on the Cancel link to the right of that registration. This may take a few minutes to process.  
To export this roster to Access or Excel, click the appropriate Export link on the bottom left of the roster.

<u>Name</u>	<u>Email</u>	<u>Phone</u>	<u>Option</u>	<u>Special Diet</u>	<u>Special Accommodations</u>	<u>What are your extracurricular activities?</u>	<u>Registration Status</u>	<u>Date/Time</u>	
Patrick Smith	krcraig@schoolwires.com		Track One	Vegetarian	None required	Baseball	registered	9/22/2008 2:32:00 PM	<a href="#">Cancel</a>

[Export to Access](#) [Export to Excel](#)

**Figure 19: Event Roster**

### *Forcing an Event to Display in Upcoming Events on the Homepage*

If your template is set up to display upcoming events, when you are on the *site* calendar, you can force events to appear on the homepage. In addition, if you are on the *subsite* calendar, you can force events to appear on that homepage.

Note: You cannot force any events from a *section* calendar to appear on a homepage.

To force events to appear on the homepage:

1. Access the appropriate workspace.
2. Click on the *Calendar* task from either the *Edit* drop-down menu or the *Edit* tab. The *Calendar* window will display.
3. Click on the *New Event* tab. A *New Event* window like the one shown in Figure 20 will display.

**New Event**  
Enter the information for the event below. Only information on the first tab is required.

Event Contact & Location Attachments Roles Registration

All fields marked with an asterisk (\*) are required.

**Date:\***    
(mm/dd/yyyy)

**Start Time:** 8 AM :00  
 No Specific Time

**End Time:** 5 PM :00  
 No Ending Time

**Recurrence:** Today only

**Stop Date:**    
(mm/dd/yyyy)  
Required for recurring event

**Event Title:\***

Mandatory Event (Event is displayed on all calendars.)

**Description:**

VIEW HTML EDIT IN EDIT IN

**Website Address:**   
Separate multiple URLs with semicolons.

**Category:** -None-

Always display on upcoming events portlet.

Save Cancel Create E-Alert...

**Figure 20: New Event on the site calendar**

4. Enter the required information for the event.
5. Click in the checkbox to the left of the statement to always display the event on the upcoming events portlet.
6. Click on the *Save* button. The event will appear in Upcoming Events on the homepage on the end-user website. The limits for the number of events or number of days in the future set in the parameters for the Portlet will not prevent it from displaying.

#### ***Request an Event be Displayed on a Calendar at a Higher Level***

As a Site Director, you will probably work most of the time on the *site* calendar. However, you may sometimes work on a *subsite* calendar or a *section* calendar. On those calendars, you may wish to request that an event be displayed on a calendar at the next level. Subsite Directors, Homepage Editors on *subsites* and Section Editors will probably make this request more often than Subsite Directors.

**Note:** If an email address has been entered on the *Advanced Settings* tab within *Site Settings*, that individual will be notified that a request for posting has been received. One email address per *site* or *subsite* may be entered.

## Request a Subsite Event be Displayed on Site Calendar

To request that an event on a *subsite* calendar be displayed on the *site* calendar:

1. Access the appropriate *Subsite Workspace*.
2. Click on the *Calendar* task from either the *Edit* drop-down menu or the *Edit* tab. The *Calendar* window for that *subsite* will display.
3. Click on the *New Event* tab. A *New Event* window like the one shown in Figure 21 will display.

**New Event**  
Enter the information for the event below. Only information on the first tab is required.

Event Contact & Location Attachments Roles Registration

All fields marked with an asterisk (\*) are required.

**Date:\***    
(mm/dd/yyyy)

**Event Title:\***

**Start Time:** 8 AM :00  
 No Specific Time

**End Time:** 5 PM :00  
 No Ending Time

**Recurrence:** Today only

**Stop Date:**    
(mm/dd/yyyy)  
Required for recurring event

**Description:**

**Website Address:**   
Separate multiple URLs with semicolons.

**Category:** -None-

Request posting to Happy Valley School District calendar.  
 Always display on upcoming events portlet.

Save Cancel Create E-Alert...

**Figure 21: New Event window on subsite calendar**

4. Enter the required information for the event.
5. Click in the checkbox to the left of the statement to request posting to the *site* calendar.
6. Click on the *Save* button. The *Calendar* window will return as the active window. The event will display on that calendar in **Site Manager** and on the end-user website. However, a Site Director or Homepage Editor on the main *site* must approve the event before it will be posted on the *site* calendar.

## Request Section Event be Displayed on its Parent Calendar

You can request that an event from a *section* calendar be displayed on that *section's* parent calendar. The parent calendar of most *sections* will be a *subsite* calendar. However, if a *section* is on the main *site*, the parent calendar for that *section* is the *site* calendar.

Note: Events from *sections* on *subsites* cannot be posted on the *site* calendar.

You request that an event from a *section* calendar be posted to its parent calendar in the same manner as you request a *subsite* event be displayed on the *site* calendar. The only difference will be the name of the calendar that displays to the right of the checkbox. Figure 22 shows the *New Event* window for an event on a *section* on a *subsite*.

**New Event**  
Enter the information for the event below. Only information on the first tab is required.

Event Contact & Location Attachments Roles Registration

All fields marked with an asterisk (\*) are required.

**Date:\***    
(mm/dd/yyyy)

**Event Title:\***

**Start Time:**  
8 AM :00  
 No Specific Time

**End Time:**  
5 PM :00  
 No Ending Time

**Recurrence:**  
Today only

**Stop Date:**    
(mm/dd/yyyy)  
Required for recurring event

**Description:**

VIEW HTML EDIT IN EDIT IN

**Website Address:**   
Separate multiple URLs with semicolons.

**Category:**  
-None-

Request posting to Happy Valley High School calendar.

Save Cancel Create E-Alert...

Figure 22: New Event window from section on subsite

## Attaching Files to an Event

You can attach up to three files at a time to an event. To attach a file:

1. Access the *Attachments* tab for the event as shown in Figure 23.

The screenshot shows a web form titled "New Event" with a subtitle "Enter the information for the event below. Only information on the first tab is required." The form has five tabs: "Event", "Contact & Location", "Attachments" (which is selected), "Roles", and "Registration". The "Attachments" tab contains three identical sections. Each section has an "Attachment Description:" label followed by a text input field. Below each description field is a "File Path:" label followed by another text input field and a "Browse..." button. A small instruction below each "File Path:" field reads: "Enter the file path for the file you wish to attach or click the *Browse* button to browse your computer or network for the file." At the bottom of the form are three buttons: "Save", "Cancel", and "Create E-Alert..."

Figure 23: Attachment tab

2. Enter the Attachment Description on the first line.
3. Click on the *Browse* button to locate the file you want to attach. A browsing window similar to the one in Figure 24 will open.

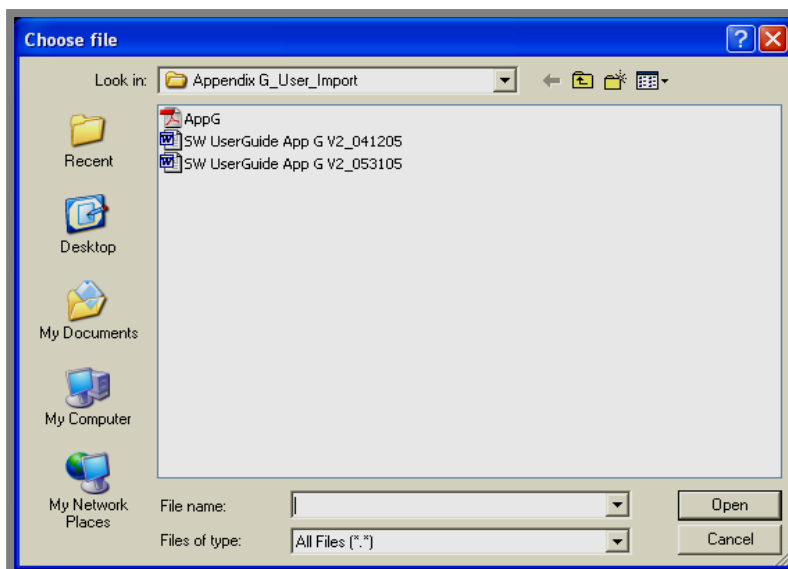


Figure 24: Browsing window

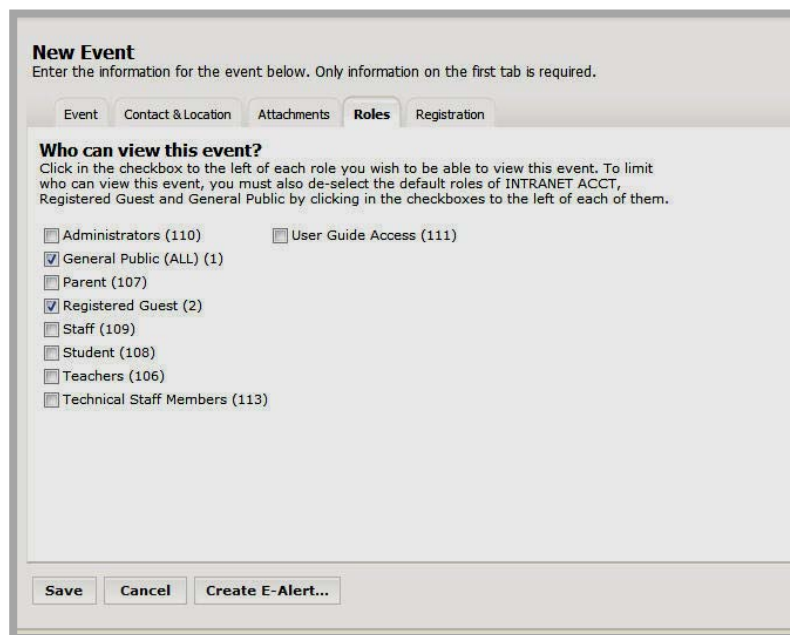
4. Highlight the file you wish to attach.
5. Click on the *Open* button. The file path for the attachment will display on the *Attachment* tab on the line to the left of the *Browse* button. As you can see from Figure 23, you can attach up to three files.

### Selectively Displaying Events

You will use *Schoolwires* roles to selectively display events to users within **Centricity**.

To selectively display an event:

1. Access the *Roles* tab as shown in Figure 25.



**New Event**  
Enter the information for the event below. Only information on the first tab is required.

Event Contact & Location Attachments **Roles** Registration

**Who can view this event?**  
Click in the checkbox to the left of each role you wish to be able to view this event. To limit who can view this event, you must also de-select the default roles of INTRANET ACCT, Registered Guest and General Public by clicking in the checkboxes to the left of each of them.

Administrators (110)  User Guide Access (111)  
 General Public (ALL) (1)  
 Parent (107)  
 Registered Guest (2)  
 Staff (109)  
 Student (108)  
 Teachers (106)  
 Technical Staff Members (113)

Save Cancel Create E-Alert...

**Figure 25: Roles tab**

2. Click in the checkbox to the left of each role you wish to be able to view this event.
3. To limit who can view this event, you must also deselect the default roles of Registered Guest and General Public by clicking in the checkboxes to the left of each of them.

Note: You may click on the *Save* button any time you have completed adding all the information you need for your event. The only required information is the Event Date and the Event Title, which you enter on the *Event* tab.



## Editing and Deleting Events

You will use an *Event Edit/Delete* hover menu like the one shown in Figure 26 to edit and delete events on all calendars.

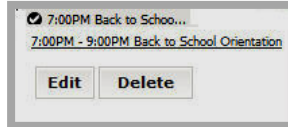


Figure 26: Event Edit/Delete hover menu

### Editing an Event

To edit an event:

1. Access the calendar from within the appropriate workspace. The calendar will open on the *Calendar* tab.
2. Mouse over the event in the calendar. An *Event Edit/Delete* hover menu like the one shown in Figure 26 will display.
3. Click on the *Edit* button. An *Edit Event* window like the one shown in Figure 27 will display.

Figure 27: Edit Event window

4. Make the required changes to the event information on all the tabs.

Notes:

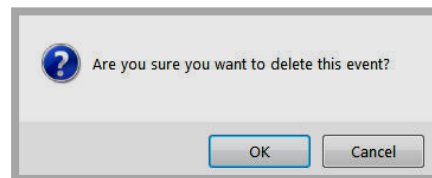
- If the event is a registered event, be certain to click on the *Registration* tab to notify anyone registered for the event of the changes.
  - If the event is a recurring event, editing one occurrence of that event will change all the occurrences of that event.
5. Click on the *Save* button. The changes to the event will appear on the calendars in **Site Manager** and on the end-user website.

**Deleting an Event**

If you are deleting a registered event, you should access the roster for that event and notify registrants prior to deleting the event.

To delete an event:

1. Access the calendar from within the appropriate workspace. The calendar will open on the *Calendar* tab.
2. Mouse over the event in the calendar. An *Event Edit/Delete* hover menu like the one shown in Figure 26 will display.
3. Click on the *Delete* button. A *Confirmation* window like the one shown in Figure 28 will display.



**Figure 28: Confirmation window**

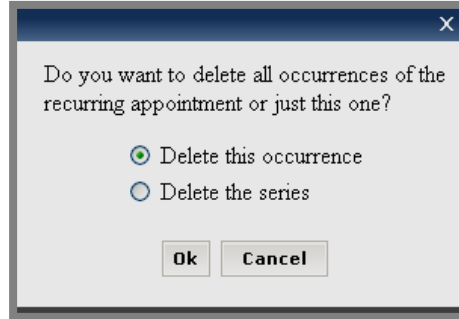
4. Click on the *OK* button. The calendar will return as the active window. The event will not display.

Note: You can also delete an event when you are on the *Edit Event* window by clicking on the *Delete* button. The confirmation will be the same as the one shown in Figure 28.

**Deleting a Recurring Event**

If you are deleting a recurring event:

1. Access the calendar from within the appropriate workspace. The calendar will open on the *Calendar* tab.
2. Mouse over the event in the calendar. An *Event Edit/Delete* hover menu like the one shown in Figure 26 will display.
3. Click on the *Delete* button. A *Confirmation* window like the one shown in Figure 29 will display.



**Figure 29: Confirmation window**

4. Choose the deletion option you desire.
5. Click the *OK* button. The calendar will return as the active window and the event or events will not display.

Note: You can also delete a recurring event when you are on the *Edit Event* window by clicking on the *Delete* button. The confirmation will be the same as the one shown in Figure 29.

---

## Importing Events

You can import events to any calendar. You can import basic events as well as registered events to any calendar. However, you can only import mandatory events to the *site* calendar. You cannot import recurring events. You must add these events to the calendar manually. See “Adding a Recurring Event” earlier in this chapter for more information.

### Importing Events to Your Calendar

In order to import events, you must prepare a comma separated value (CSV) file containing the information for all the events. The information that is required for the import will depend on the type of events you are importing. The fields that must be in the CSV file vary for each type of event. Therefore *Schoolwires* recommends that you prepare separate CSV files for each type of event for each *site*, *subsite* or *section* calendar to which you wish to import events.

You should prepare separate files for:

- Basic Detailed Events
- Mandatory events (*site* calendar only)
- Registered events

#### *Preparing the CSV File for Basic Detailed Events*

During the course of the import, you will be asked to map the fields in your CSV file to the *Schoolwires* calendar fields.

The *Schoolwires* calendar fields that are shown in the Microsoft® Outlook mapping can be used for importing basic detailed events. Only the fields marked as required must be included in the CSV file. You can also use a custom mapping for importing basic Detailed Events. The fields for basic Detailed Events are:

- Event Date (required)
- Start Time
- End Time
- Event Title (required)
- Event Description
- Contact
- Contact Email
- Contact Phone
- Location
- Category

---

Note: If you will be importing event categories, you **MUST** use the names of the categories exactly as they appear in Site Manager or they will not be imported. See “Setting Up Event Categories” later in this chapter for more information.

### *Preparing the CSV File for Mandatory Events*

You can import mandatory events to the *site* calendar. When you prepare, this CSV file, you will need a column labeled Mandatory. Enter “Y” in this field for each mandatory event.

You will use the *Schoolwires* calendar fields that are shown in the custom mapping for importing mandatory events. These fields are listed here. Only the fields marked as required must be included in the CSV file.

- Event Date (required)
- Start Time
- End Time
- Event Title (required)
- Event Description
- Contact
- Contact Email
- Contact Phone
- Location
- Category
- Mandatory (required)
- Registration
- Maximum Number of Seats
- Last Date to Register

### *Preparing the CSV File for Registered Events*

When you prepare, this CSV file, you will need a column labeled Registration. Enter “Y” in this field for each registered event.

You will use the *Schoolwires* calendar fields that are shown in the custom mapping for importing registered events. These fields are listed here. Only the fields marked as required must be included in the CSV file.

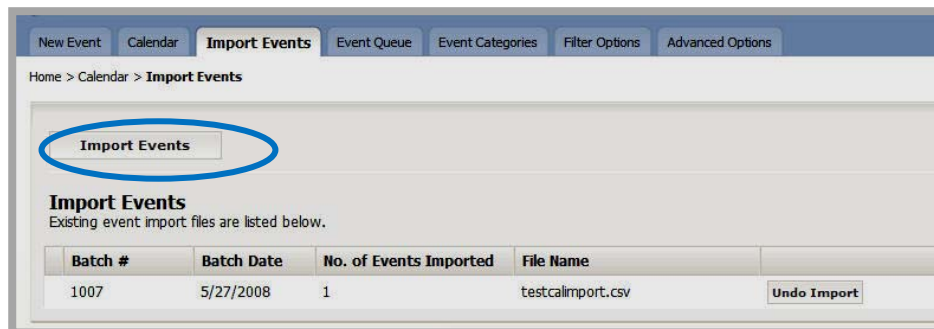
- Event Date (required)
- Start Time
- End Time
- Event Title (required)

- Event Description
- Contact (required)
- Contact Email
- Contact Phone
- Location
- Category
- Mandatory
- Registration (required)
- Maximum Number of Seats (required)
- Last Date to Register (required)

### Importing Events

To import events to your calendar:

1. Access the calendar from within the appropriate workspace. The calendar will open on the *Calendar* tab.
2. Click on the *Import Events* tab. An *Import Events* tab like the one shown in Figure 30 will display.



**Figure 30: Import Events tab**

3. Click on the *Import Events* button. This will begin an *Import* wizard. A window like the one shown in Figure 31 will display.

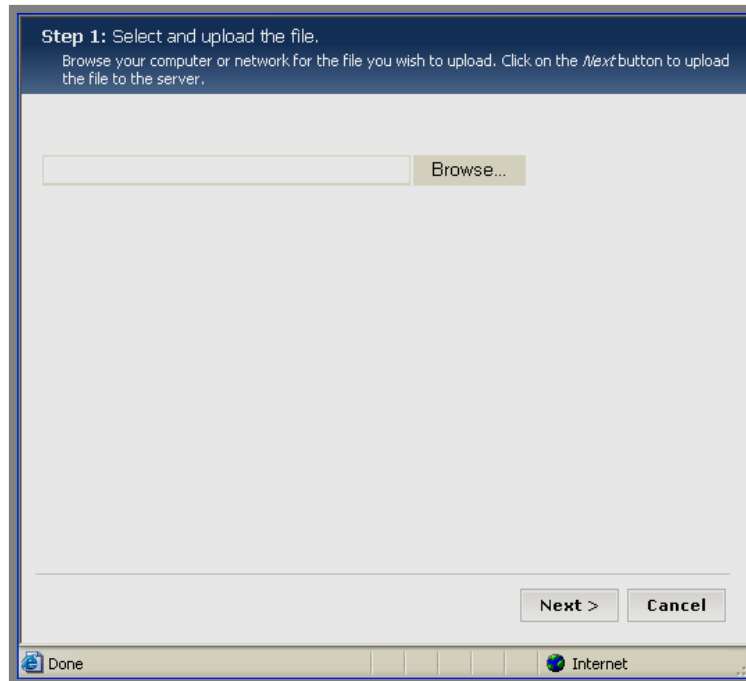


Figure 31: Import wizard

4. Click on the *Browse* button. A browsing window like the one shown in Figure 32 will display.

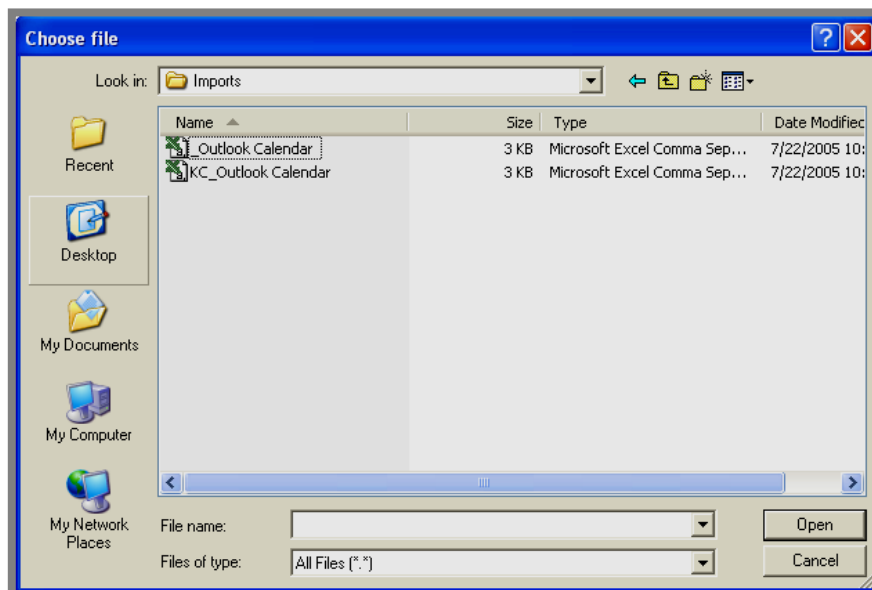
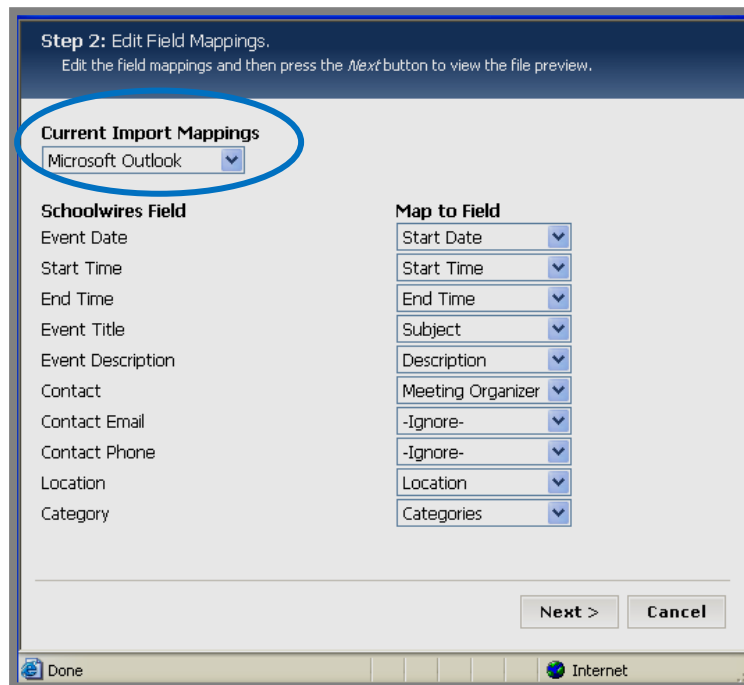


Figure 32: Browsing window

5. Select the file you wish to import.
6. Click on the *Open* button. Step 1 of the *Import* wizard will return as the active window. The file path for the file you selected will display.
7. Click on the *Next* button. You will get a confirmation message that the file is being uploaded. Then an *Edit Field Mappings* window like the one shown in Figure 33 will display.



**Figure 33: Edit Field Mappings window**

8. Chose the import mapping that you wish to use from the drop-down menu in the upper left. If you wish to create a custom mapping, choose that option from the drop-down list. A window like the one shown in Figure 34 will display.



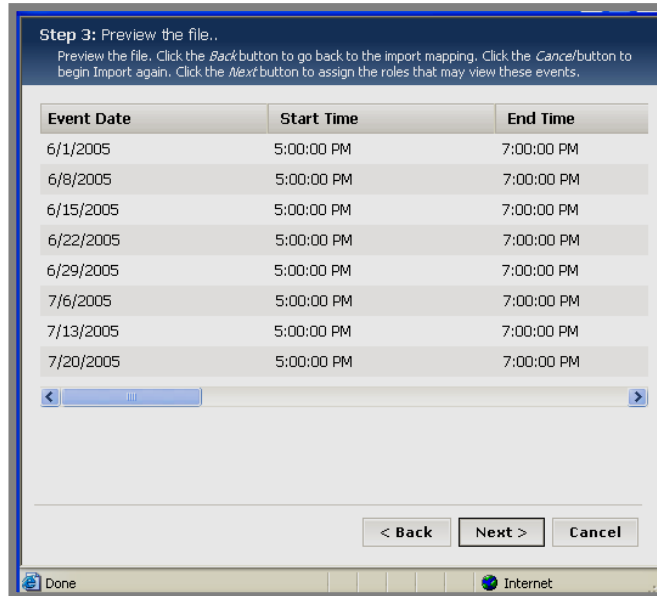
**Step 2: Edit Field Mappings.**  
Edit the field mappings and then press the *Next* button to view the file preview.

Event Date	Start Date
Start Time	Start Time
End Time	End Time
Event Title	Subject
Event Description	Description
Contact	-Ignore-
Contact Email	-Ignore-
Contact Phone	-Ignore-
Location	-Ignore-
Category	Categories
Mandatory (Y/N)	Mandatory
Registration (Y/N)	-Ignore-
Maximum Number of Seats	-Ignore-
Last Date to Register	-Ignore-

Next > Cancel

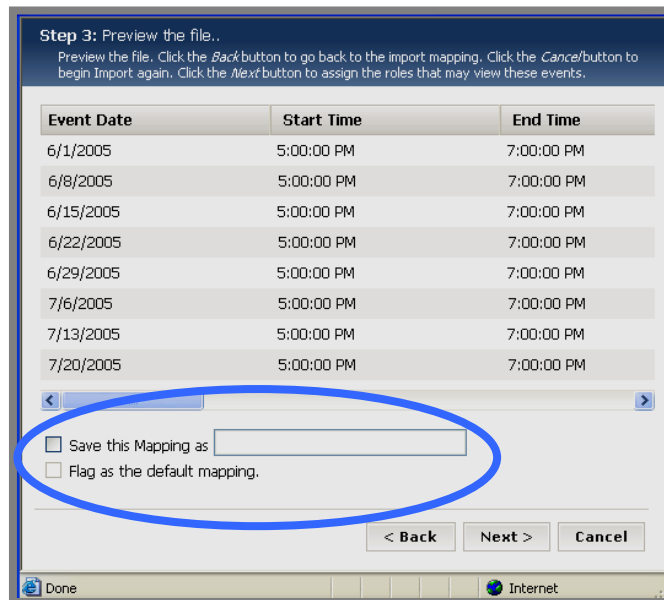
**Figure 34: Fields for custom mapping**

9. As you can see in Figure 34, if you have chosen to create a new mapping, the Map to Fields will all display as Ignore. Use the drop-down lists to enter the fields from the Import file you want to map to the Schoolwires calendar fields.
10. Click on the *Next* button. You will get a confirmation message saying that your file is uploading.
  - a. If you've chosen an existing mapping, a *Preview* window like the one shown in Figure 35 will display. You can use the scrollbar at the bottom of the window to see all the information about the events being imported.



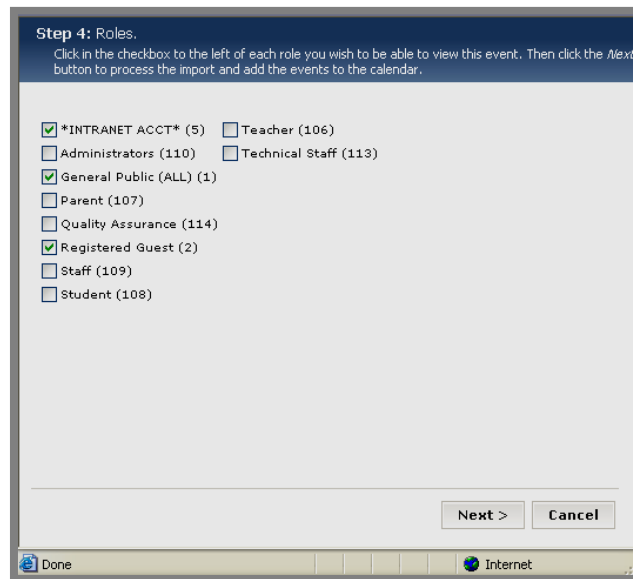
**Figure 35: Preview window for existing mapping**

- b. If you've chosen to create a new mapping, a *Preview* window like the one shown in Figure 36 will display.



**Figure 36: Preview window for new custom mapping**

- i. Click in the checkbox to the left of “Save this Mapping as” and enter a title for the mapping.
  - ii. If you wish to use this mapping as the default mapping for future event imports, click in the checkbox to the left of “Flag as the default mapping.”
11. Click on the *Next* button. You will get a confirmation message and a *Roles* window like the one shown in Figure 37 will display.



**Figure 37: Roles window**

12. If you wish to selectively display all the events in the import file, edit the *Roles* window to ensure that.
13. Click on the *Next* button. You will get a confirmation message and a window like the one shown in Figure 38.

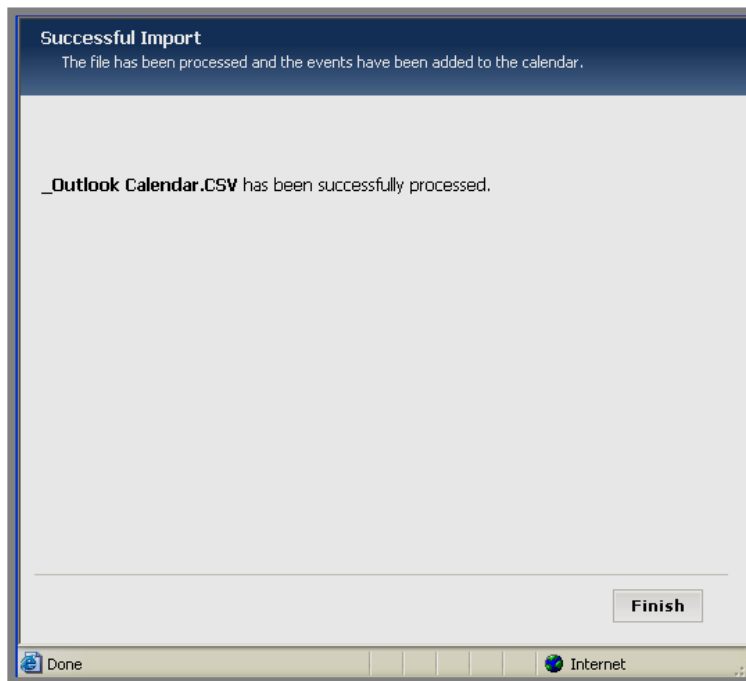


Figure 38: Confirmation of successful import

14. Click on the *Finish* button. The *Import* tab will return as the active window. The import you just completed will display in the list.

### Undoing an Events Import

To undo an import of events to your calendar:

1. Access the calendar from within the appropriate workspace. The calendar will open on the *Calendar* tab.
2. Click on the *Import Events* tab. An *Import Events* window like the one shown in Figure 39 will display.

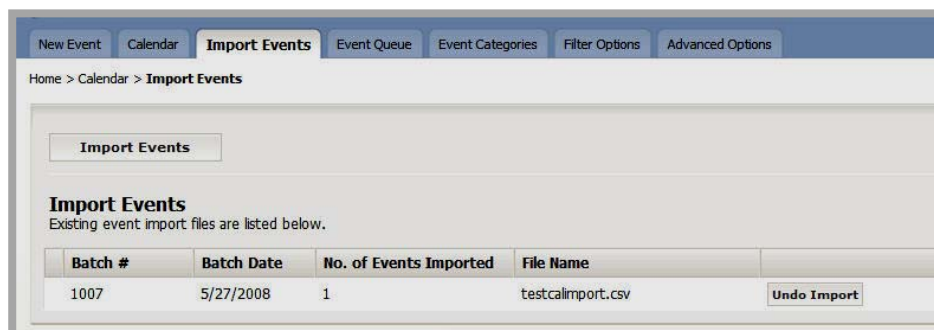
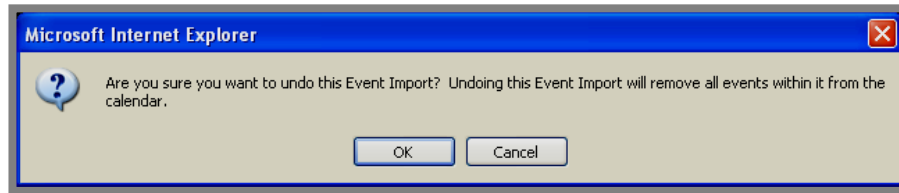


Figure 39: Import Events tab

3. Click on the *Undo Import* button to the right of the import you wish to undo. A dialog box like the one shown in Figure 40 will display.



**Figure 40: Dialog box**

4. Click on the *OK* button. The *Import Events* window will return as the active window. The event import file you chose to undo no longer displays. The events contained in that import will have been removed from the calendar.

## Processing the Event Queue

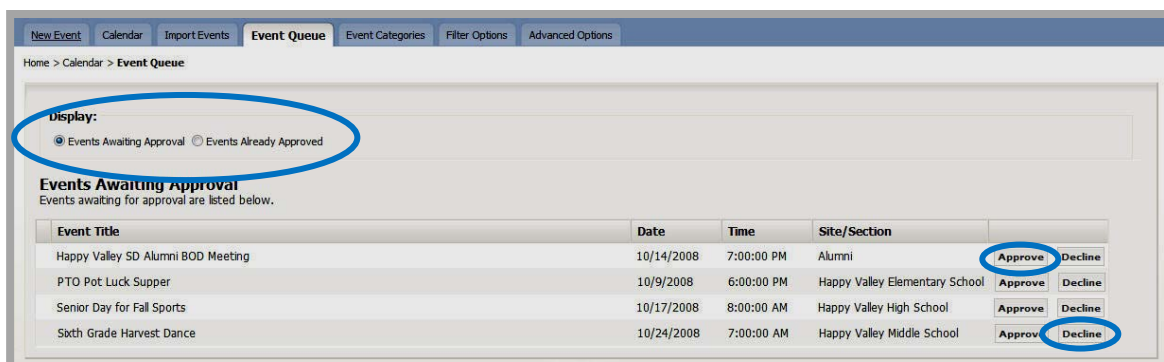
Subsite Directors and Homepage Editors for *subsites* can request that an event be posted to the calendar on the main *site*. Section Editors on the main *site* can request that an event be posted to the calendar on the main *site*. Section Editors on each *subsite* can request that an event be posted to the calendar for that *subsite*.

Site Directors, Subsite Directors and Homepage Editors will use the *Event Queue* tab to process these requests. Site Directors can process the queue for the *site* and all *subsites*.

**Centricity** allows for a single individual on each *site* or *subsite* to be notified that a request to post an event to the *site* or *subsite* calendar has been received in the Calendar Event Queue. A Site Director or Subsite Director must enter this individual's email address on the *Advanced Settings* tab within *Site Settings* to receive this email. Only this individual will be notified, regardless of this individual's level of editing privilege.

To process the Event Queue for the *site* or *subsite*:

1. Access the calendar from within the appropriate workspace. The calendar will open on the *Calendar* tab.
2. Click on the *Event Queue* tab. An *Event Queue* window like the one shown in Figure 41 will display. Notice that you can change the view from Events Awaiting Approval to Events Already Approved by clicking the radio button to the left of your choice. Figure 41 shows the Events Awaiting Approval view.



**Figure 41: Event Queue window showing Events Awaiting Approval**

3. To approve an event, click on the *Approve* button to the right of the event. That event will appear on the *site* or *subsite* calendar. It will no longer appear in the Events Awaiting Approval view of the Event Queue. The editor who requested that posting will receive an email notification.

4. To decline the posting, click on the *Decline* button to the right of the event. The event will not be posted to the calendar. The editor who requested that posting will receive an email notification.

Note: As you can see from Figure 42, if you click on the radio button to the right of Events Already Approved, you will see the events in that view. Notice that you can only remove those events.

The screenshot shows a web interface for an 'Event Queue'. At the top, there are navigation tabs: 'New Event', 'Calendar', 'Import Events', 'Event Queue' (selected), 'Event Categories', 'Filter Options', and 'Advanced Options'. Below the tabs, the breadcrumb path is 'Home > Calendar > Event Queue'. Under the heading 'Display:', there are two radio buttons: 'Events Awaiting Approval' (unselected) and 'Events Already Approved' (selected). Below this, the section is titled 'Events Already Approved' with the subtext 'Events already approved are listed below.' A table lists two events:

Event Title	Date	Time	Site/Section	
Happy Valley SD Alumni BOD Meeting	10/14/2008	7:00:00 PM	Alumni	<a href="#">Remove</a>
PTO Pot Luck Supper	10/9/2008	6:00:00 PM	Happy Valley Elementary School	<a href="#">Remove</a>

**Figure 42: Event Queue window showing Events Already Approved**

## Setting Up Event Categories

An editor can enhance the usability of the calendar by assigning categories to events. This allows users to view color coded calendar events and to apply category filters to their calendar views.

Site Directors set up the categories for events for the entire *site* (i.e., for the main *site* and all *subsites* and *sections*). This tab is only available to Site Directors.

To set up categories for events for the *site*:

1. Access the calendar from within the *Site Workspace*. The calendar will open on the *Calendar* tab.
2. Click on the *Event Categories* tab. An *Event Categories* window like the one shown in Figure 43 will display.

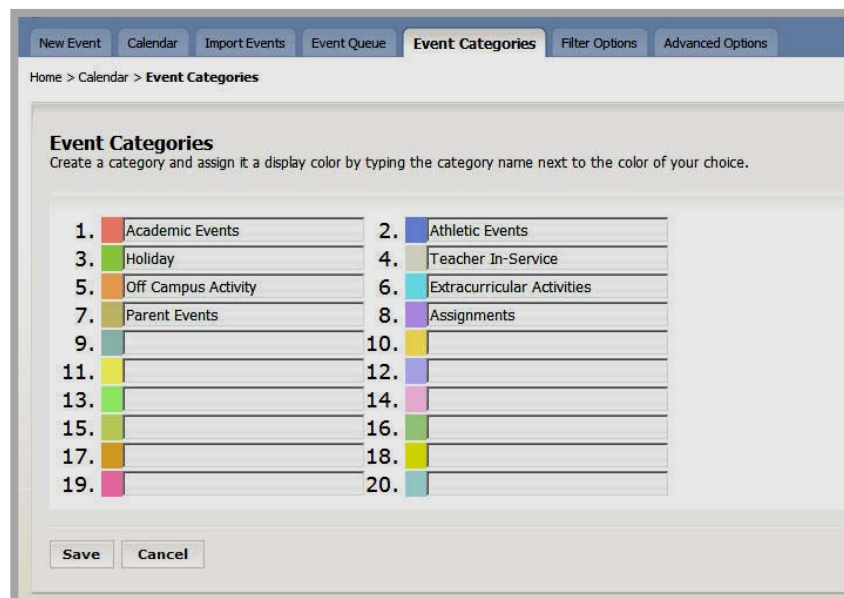


Figure 43: Event Categories window

3. Enter the title for the category you wish to add to the right of a color.
4. Click on the *Save* button. The *Event Categories* window will refresh and the category you just added will display.

### Notes:

- If you change the name of the category, all events currently in that category will now display the new category name.
- If you delete the name of the category, all events currently in that category will now display “None” as the category name. However, the category will retain its original color.



## Enabling Event Filters

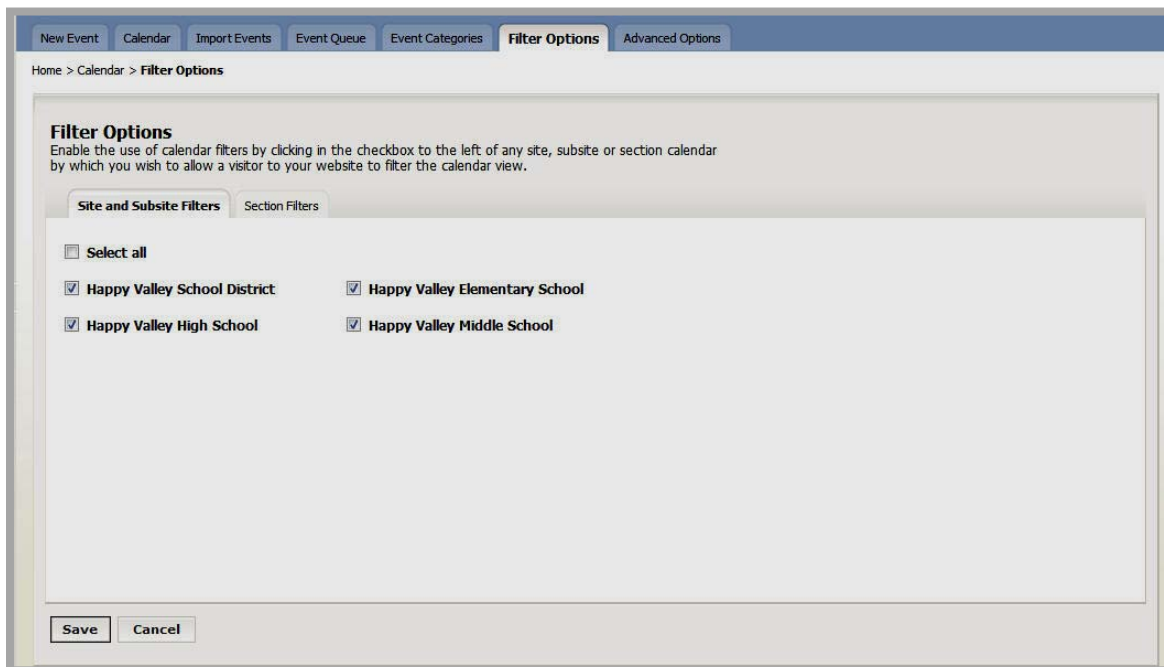
By applying filters, visitors to your website can tailor their calendar views to their needs. For instance, parents might only want to see calendar events for the district, their children's schools and certain *sections* in which they may be interested. See "Using the Calendar as a Visitor to the Website" later in this chapter for more information on applying filters on the End User.

However, before visitors to your website can apply filters, a Site Director must enable them for the entire *site*.

Only Site Directors can enable filter options and will see this tab.

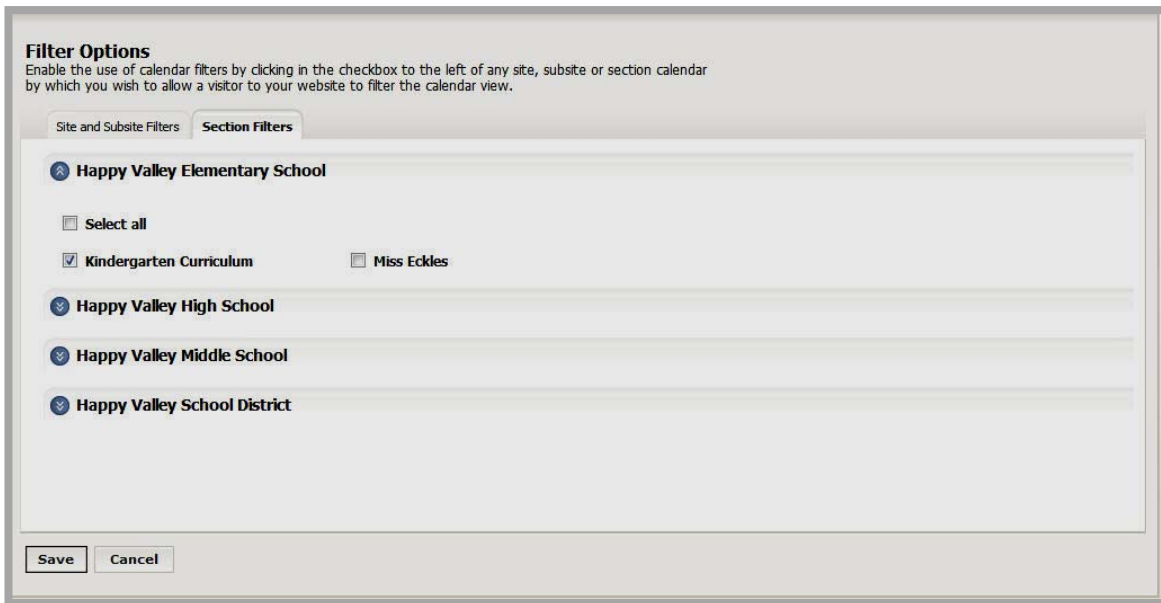
To enable filter options for the *site*:

1. Access the calendar from within the *Site Workspace*. The calendar will open on the *Calendar* tab.
2. Click on the *Filter Options* tab. A *Filter Options* window like the one shown in Figure 44 will display. As you can see, it displays on the *Site and Subsite* tab.



**Figure 44: Filter Options window: Site and Subsite Filters tab**

3. To enable visitors to apply *site* and *subsite* filters to their calendar views, click in the checkbox to the left of that *site* or *subsite*. Click in the Select all checkbox to enable all *site* and *subsite* filters.
4. To enable visitors to apply *section* filters to their calendar views:
  - a. Click on the *Section Filters* tab. As shown in Figure 45, that tab will display.



**Figure 45: Filter Options window: Section Filters tab**

- b. Expand the *site* or *subsite* on which the *sections* reside.
  - c. Click in the checkbox to the left of the *sections* whose filters you wish to enable. Click in the Select all checkbox to enable all *section* filters for that *site* or *subsite*.
5. To disable a filter, click in the checkbox to the left of that *site*, *subsite* or *section* filter. The check will disappear from that checkbox.

Note: Disabling a filter once visitors have been able to apply it may cause confusion.

6. Click on the *Save* button. The *Filter Options* window will refresh and your changes will display. In addition, these changes will be reflected on the End User Filter Options.

Note: Calendars on the end-user website have access to category filters without any action by a Site Director.

## Integrating Schedule Star into Calendars

If you have enabled Schedule Star integration for the entire *site* in the *Site Settings* task, you will be able to integrate any calendar with Schedule Star. The *Advanced Options* tab shown in Figure 46 will only display if integration has been enabled for the entire *site*.

To integrate a calendar you must enable Schedule Star integration for the calendar and then integrate Schedule Star with it.

### Enabling Schedule Star Integration

To enable Schedule Star integration for the *site* calendar:

1. Access the appropriate workspace.
2. Click on the *Edit Calendar* task on either the drop-down menu or the *Edit Homepage and Calendar* tab. The *site* calendar will display.
3. Click on the *Advanced Options* tab as shown in Figure 46.

The screenshot shows a web interface with a navigation bar at the top containing tabs: 'New Event', 'Calendar', 'Import Events', 'Event Queue', 'Event Categories', 'Filter Options', and 'Advanced Options'. The 'Advanced Options' tab is active. Below the navigation bar, the breadcrumb 'Home > Calendar > Advanced Options' is visible. The main content area is titled 'Advanced Options' with the subtitle 'Enable the use of advanced options within the calendar.' Underneath, there is a section for 'Schedule Star Integration' with the question 'Would you like to integrate Schedule Star events into this calendar?'. Two radio buttons are present: 'Yes' (unselected) and 'No' (selected). At the bottom of this section are 'Save' and 'Cancel' buttons.

Figure 46: Site Calendar on Advanced Options tab

4. Click in the radio button to the left of Yes. The *Advanced Options* window will expand as shown in Figure 47.

The screenshot shows the 'Advanced Options' window expanded. The 'Schedule Star Integration' section is collapsed. The 'Schedule Star Configuration' section is expanded and contains the following fields: 'Schedule Star Account Number' (marked with an asterisk) with a text input field and the instruction 'Enter your organization's Schedule Star account number.'; and 'Category' with a dropdown menu currently set to '-None-'. A note on the right states 'All fields marked with an asterisk (\*) are required.' At the bottom of the window are 'Save' and 'Cancel' buttons.

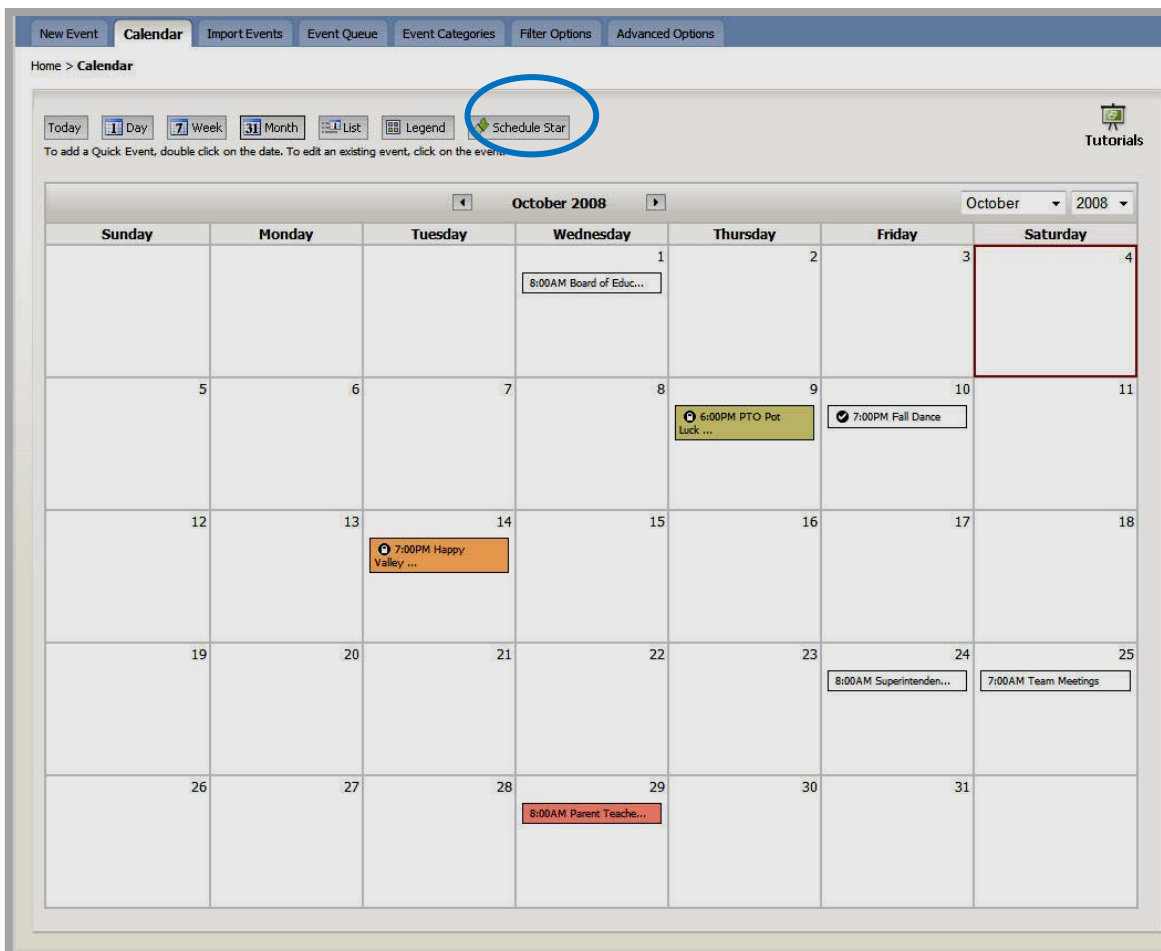
Figure 47: Advanced Options window expanded

5. Enter your organization's account number.
6. Choose a category for the events from Schedule Star from the drop-down list.
7. Click on the *Save* button.

### Integrating Schedule Star Events

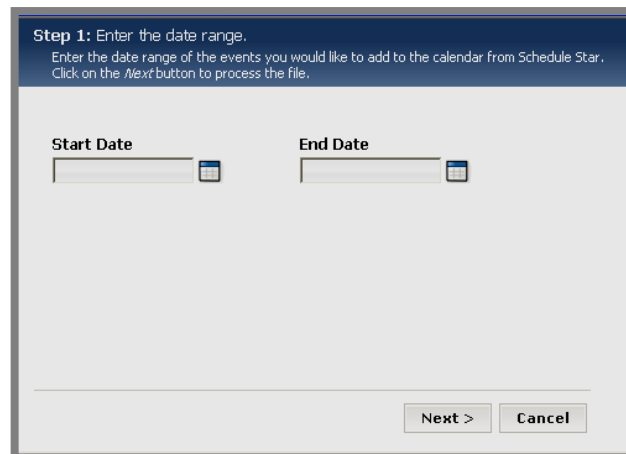
To integrate Schedule Star events into your calendar:

1. Access the *Calendar* tab as shown in Figure 48. As you can see, once Schedule Star is enabled for the calendar, the *Schedule Star* button will display.



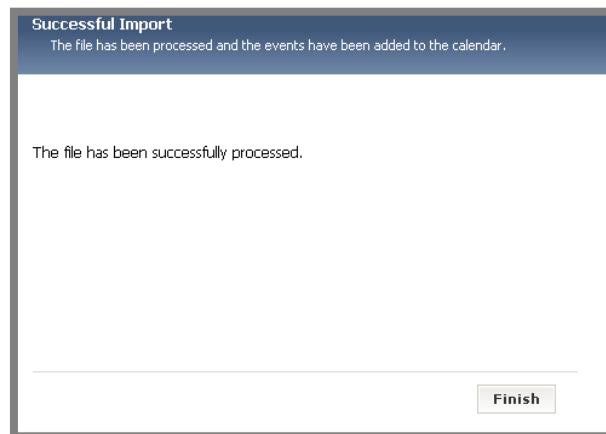
**Figure 48: Site Calendar with Schedule Star enabled**

2. Click on the *Schedule Star* button. Step 1 of the *Schedule Star* wizard as shown in Figure 49 will display.



**Figure 49: Step 1 of Schedule Star wizard**

3. Enter the date range for the Schedule Star events you wish to add to your calendar.
4. Click the *Next* button. A processing message will display followed by a message of a successful import like the one shown in Figure 50.



**Figure 50: Successful import window**

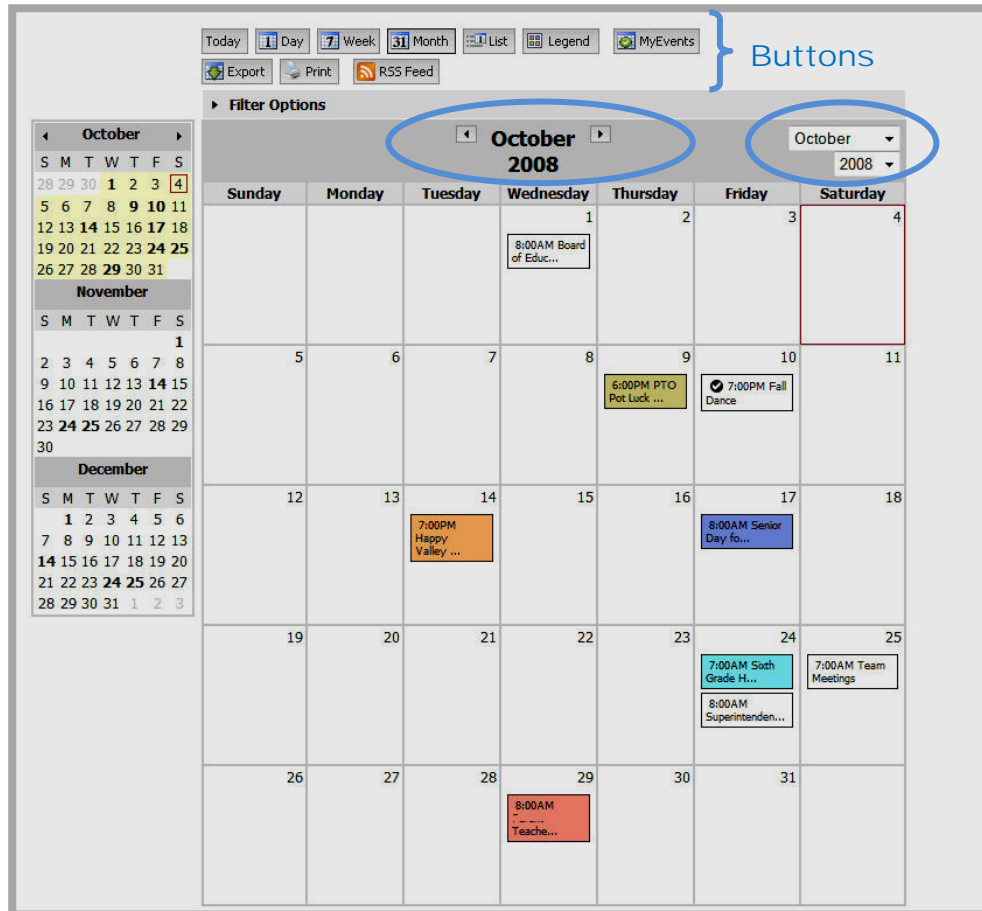
5. Click on the *Finish* button. The calendar will refresh. (In Safari, you must click on the calendar tab to refresh the calendar manually.) The events you added from Schedule Star will display on the calendar in **Site Manager** and on the end user.

Note: The details from a Schedule Star event will display in the event description on the end user website as well as in **Site Manager**.

## Using the Calendar on the End-User Website

End users of the website will see a calendar like the one shown in Figure 51 when they click on the calendar button on the *site* or *subsite* homepage or the calendar link in a *section*.

By applying filters, end users can see all the events they wish to see on one calendar, provided a Site Director has enabled filters for the *site*, *subsites* and *sections*.



**Figure 51: Calendar on end-user website**

Notice the buttons at the top of the calendar. Their functions are:

- Users control their view of the calendar with the first five buttons.
- Users display the categories legend by clicking on the *Legend* button.
- Users access any events for which they have registered using the *My Events* button.
- Users export calendar events to a universal vCalendar format using the *Export* button.

- Users can print an event or events using the *Print* button.
- Users can add the calendar events to their homepage using the *RSS Feeds* button.

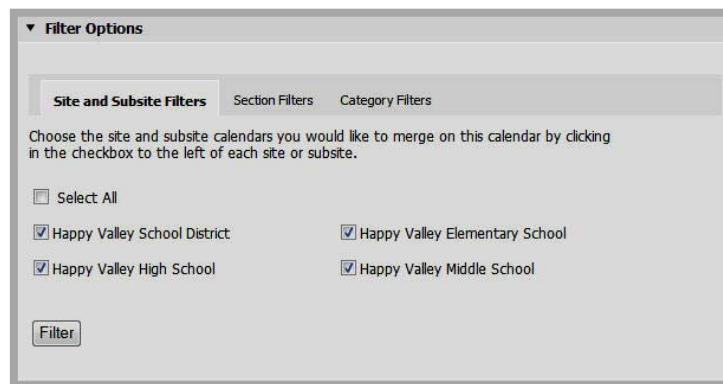
### Applying Filters to the Calendar

By applying filters, end users can tailor their calendar views to their needs. In order for a filter to be available for use, however, a Site Director must have enabled it. See “Enabling Event Filters” earlier in this chapter.

Note: Mandatory events cannot be filtered out of any calendar.

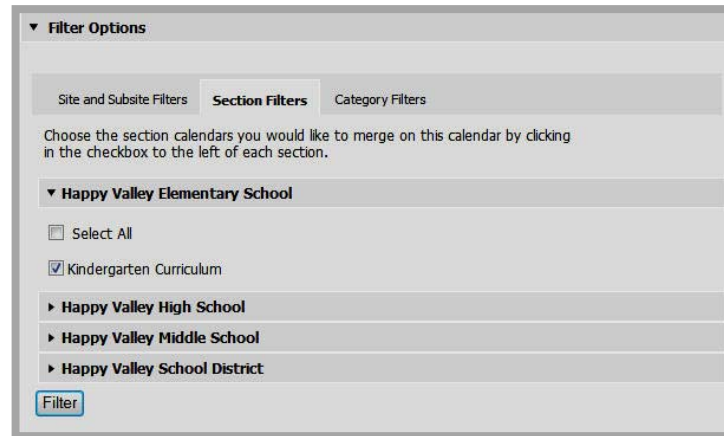
To apply filters to the calendar:

1. Access the calendar to which you wish to apply these filters (i.e., your base calendar). The calendar will display in the monthly view like the one shown in Figure 51.
2. Click on the arrow to the left of *Filter Options* on the top left of the calendar. *Filter Options* will expand as shown in Figure 52.



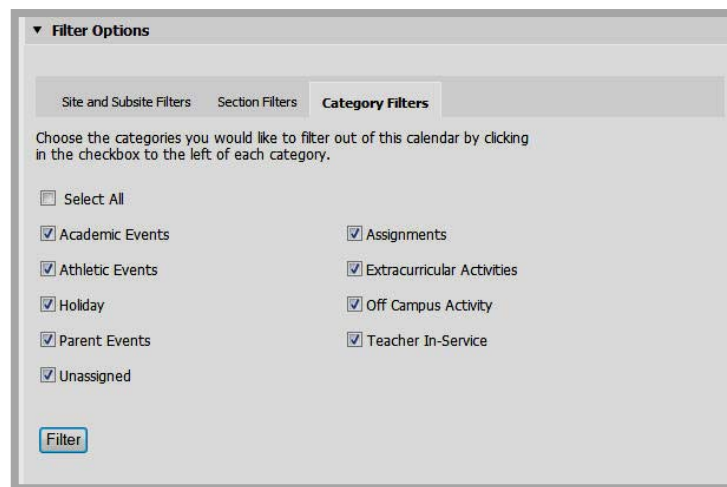
**Figure 52: Filter Options: Site and Subsite Filters tab**

3. Click in the checkbox to the left of each *site* and *subsite* calendar you wish to merge on your base calendar. Clicking again will deselect a *site* or *subsite* calendar.
4. Click on the *Section Filters* tab. It will display.
  - a. Click on the arrow to the left of the *site* or *subsite* in which the section is located. The list of *sections* on that *site* or *subsite* will display as shown in Figure 53.



**Figure 53: Filter Options: Section Filters tab**

- b. Select or deselect a *section* by clicking in the checkbox to the left of that *section*.
5. Click on the *Category Filters* tab. A *Category Filters* tab like the one shown in Figure 54 will display. By default all the categories are selected to ensure that you can see every event on the calendars selected other tabs.



**Figure 54: Filter Options: Categories tab**

6. Deselect any categories you would like excluded from your base calendar. Once you apply the filters, events in these categories will not display regardless of the originating calendar. The only exceptions to this are mandatory events, which will always display.
7. Click on the *Filter* button at the bottom left of the *Filter Options* window. The events that coincide with the filters you applied will appear on the calendar.



## Viewing a Calendar Not Available in Filters

If the Site Director has not enabled the application of a filter for a *site*, *subsite* or *section*, you can still access that calendar directly.

To view a calendar for a *site* or *subsite* that is not available in filters:

1. Navigate to the homepage for that *site* or *subsite* on the website.
2. Click on the *Calendar* link. On a standard *Schoolwires* template, this will be on the *Channel* bar.

To view a *section* calendar for a *section* that is not available in filters:

1. Navigate to the *section* on the website.
2. Click on the link for the calendar for that *section*. That *section* calendar will display.

Note: Section Editors can choose not to have a *Calendar Pages* in their *sections*.

## Navigating Calendar Views

The default view for the calendar is *Month*. In this view, the current day is outlined in red.

1. To change the view, click on the *Today*, *Day*, *Week* or *Month* or *List* button as desired. The view you selected will display.
2. To move forward or backward by a single day, week or month, click on the appropriate directional arrow.
3. When in the monthly or list view, you can select another month or year from the drop-down list on the top right. As you can see in Figure 55, when you are in the list view, you can show or hide event details by clicking in the checkbox at the top of the calendar.

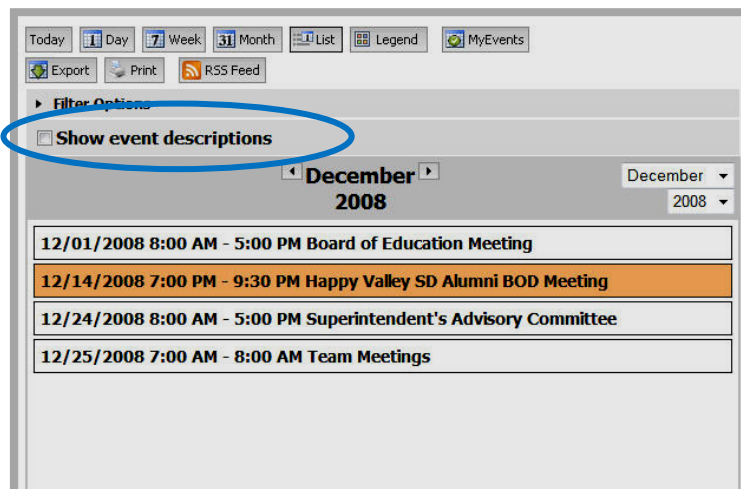


Figure 55: Calendar on end-user website in List View

### Exporting Events

You can export all events in a date range or a single event.

To export multiple events within a date range:

1. Access the calendar from which you wish to export. The calendar will display in the monthly view like the one shown in Figure 56.

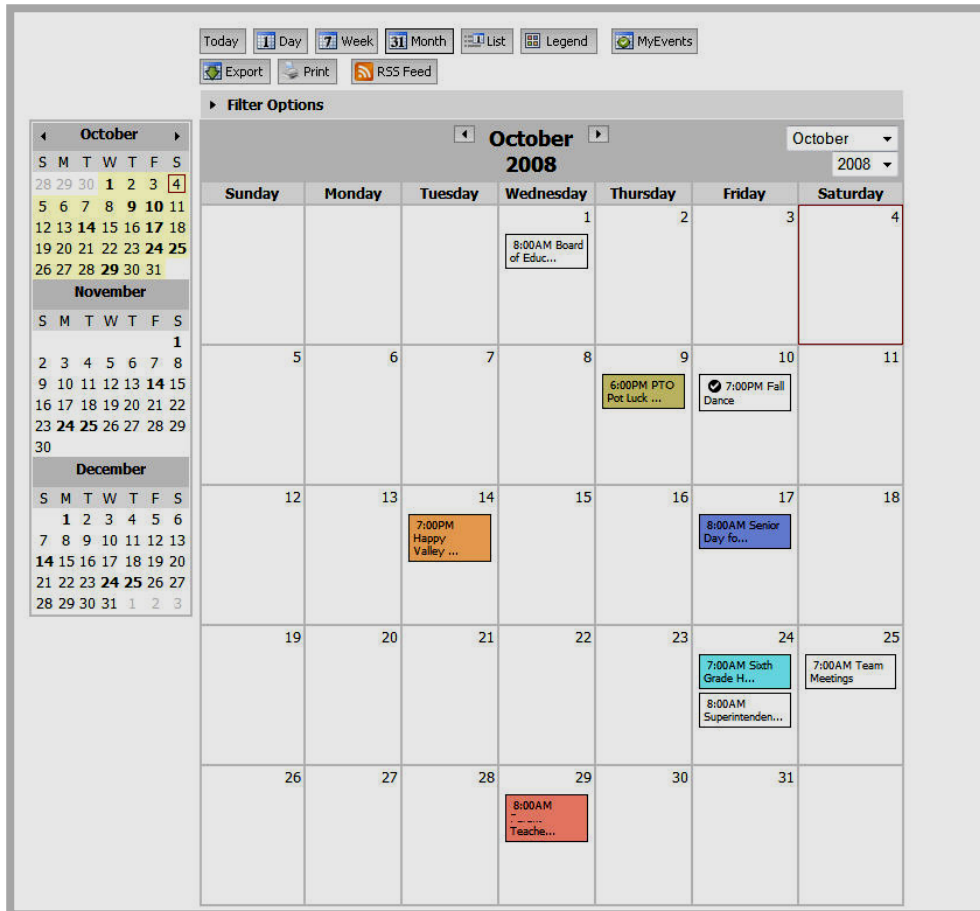
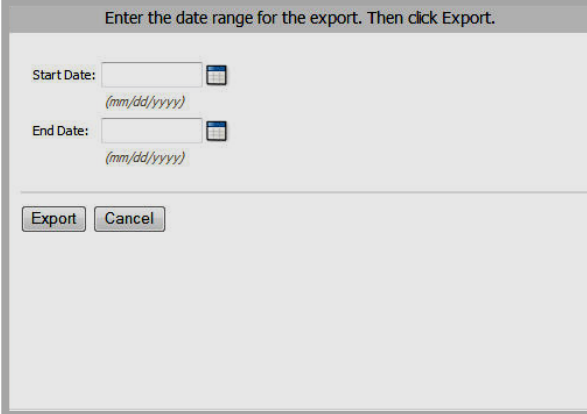


Figure 56: Calendar on end-user website

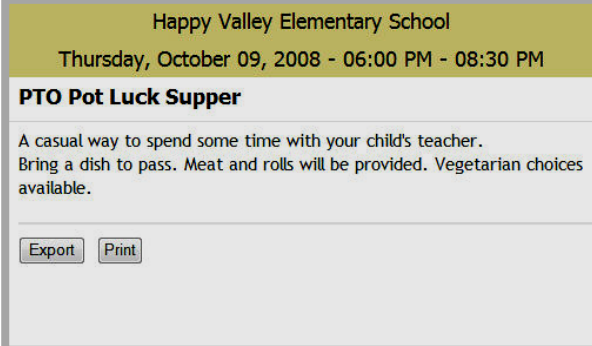
2. Click on the *Export* button. A *Date Range* window like the one shown in Figure 57 will display.

A dialog box titled "Enter the date range for the export. Then click Export." It contains two date input fields. The first is labeled "Start Date:" and the second is labeled "End Date:". Below each input field is a small calendar icon and the text "(mm/dd/yyyy)". At the bottom of the dialog are two buttons: "Export" and "Cancel".

**Figure 57: Date Range window**

3. Enter a date range for the export.
4. Click on the *Export* button. A *File Download* window will display.
5. Save the VCS file to your computer for import into your calendar program.

You export a single event in essentially the same way from the *Event Details* window as shown in Figure 58.

A window titled "Happy Valley Elementary School" with a yellow header. Below the header, it says "Thursday, October 09, 2008 - 06:00 PM - 08:30 PM". The main content area has a title "PTO Pot Luck Supper" and a description: "A casual way to spend some time with your child's teacher. Bring a dish to pass. Meat and rolls will be provided. Vegetarian choices available." At the bottom are two buttons: "Export" and "Print".

**Figure 58: Event Detail window**

To export a single event:

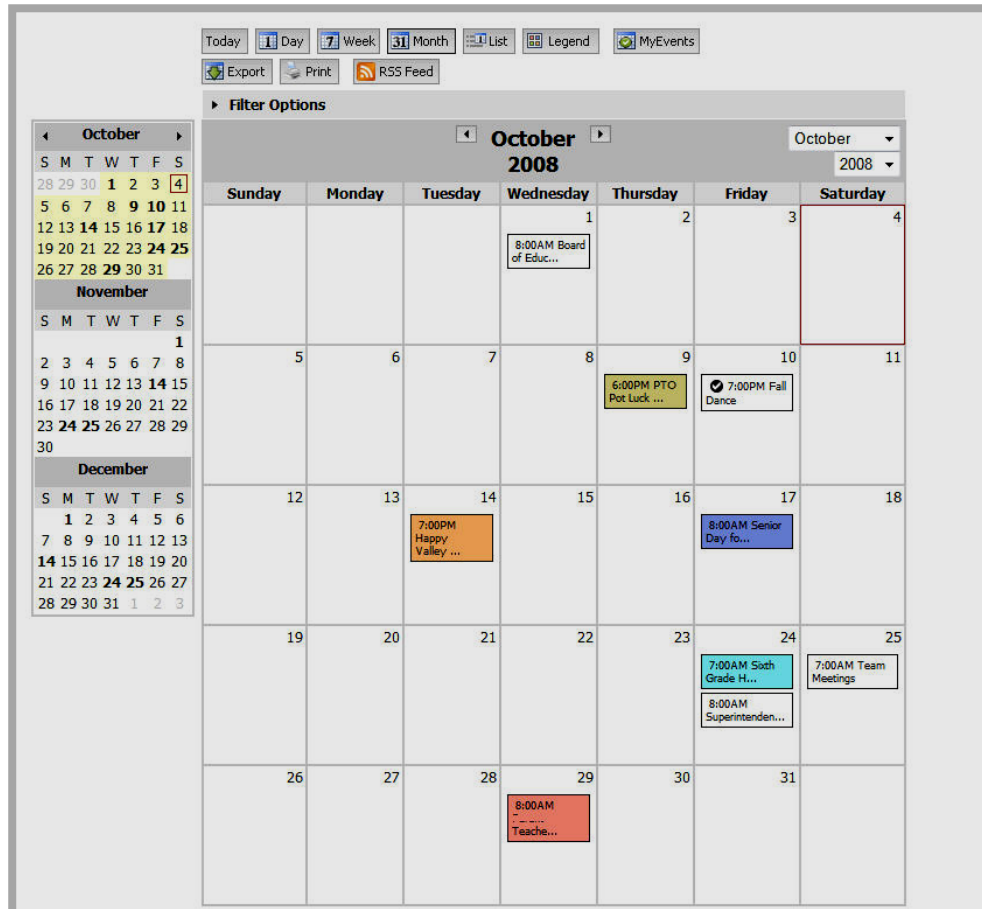
1. Click on the event title of the event. An *Event Details* window like the one shown in Figure 58 will display.
2. Click on the *Export* button. A *File Download* window will display.
3. Save the VCS file to your computer for import into your calendar program.

## Printing a Calendar Page or Event

You can print a calendar page or an event.

To print a calendar page:

1. Access the calendar from which you wish to print. The calendar will display in the monthly view like the one shown in Figure 59.

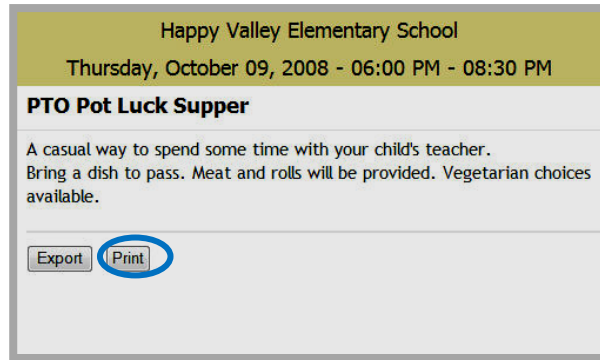


**Figure 59: Calendar on end-user website**

2. Select the dates and the view you wish to print. (See “Navigating in Calendar Views” earlier in this chapter for more information.)
3. Click on the *Print* button. Another browser window will open.
4. Click on the *Print* button in your browser. The view for the dates you selected will print.

To print a single event:

1. Access the calendar on which the event displays. The calendar will display in the monthly view like the one shown in Figure 59.
2. Click on the event you wish to print. An *Event Detail* window like the one shown in Figure 60 will display.



**Figure 60: Event Detail window**

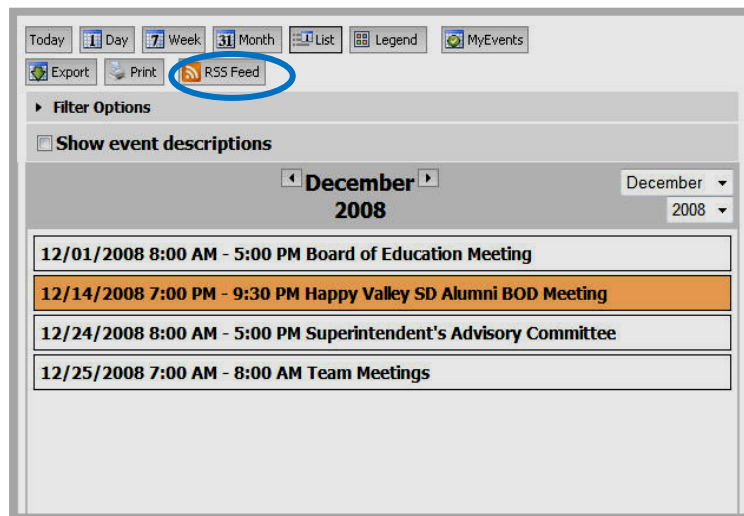
3. Click on the *Print* button on the *Event Information* window. The printer dialog box for your printer will display.
4. Make adjustments to your print options as required.
5. Click on the *Print* button. The event you selected will print.

### Using RSS Feeds

An RSS feed is a way to provide you with updated content from one website to another. If you use an RSS feed from the calendar, the events on that calendar will appear on your homepage.

To add an RSS feed:

1. Access the calendar on the end-user website.






**Figure 61: Calendar on end-user website in List View**

2. Click on the *RSS Feed* button. A *Subscribe* window like the one shown in Figure 62 will display.

## Subscribe

Click on a button below to subscribe (add a feed) to that homepage. You can subscribe to more than one homepage. You must have a valid account with these websites to subscribe.

All protected content on this site will not display in the feed; therefore, don't forget to check back here for any protected content.

If you are comfortable with adding RSS feeds manually, below is a URL to the RSS feed.

<http://doc.schoolwires.net/doc/icalsw/rss.asp?calID=0>

### Why should I subscribe?

Once you subscribe to a page, you can view content titles and click on the links to quickly link to the content from your personalized Google, My MSN, My Yahoo! or My AOL homepage.

### What is a RSS feed?

Subscribing is also known as adding a RSS feed. RSS is a standardized format that lets you subscribe to a website using software applications such as Microsoft® Outlook®, Microsoft® Internet Explorer® and Mozilla® Firefox®.

**Figure 62: Subscribe window**

3. Click on the button to your homepage (must have an account with that website) or add the RSS feed manually. The events will display on your homepage.

## Using the Calendar as a Registered User

Registered users of your website can:

- View events that are only visible to certain users (role) if they have been assigned that role.
- Register for events once they have signed in.
- View all events for which they have registered.

### Viewing Role-based Events

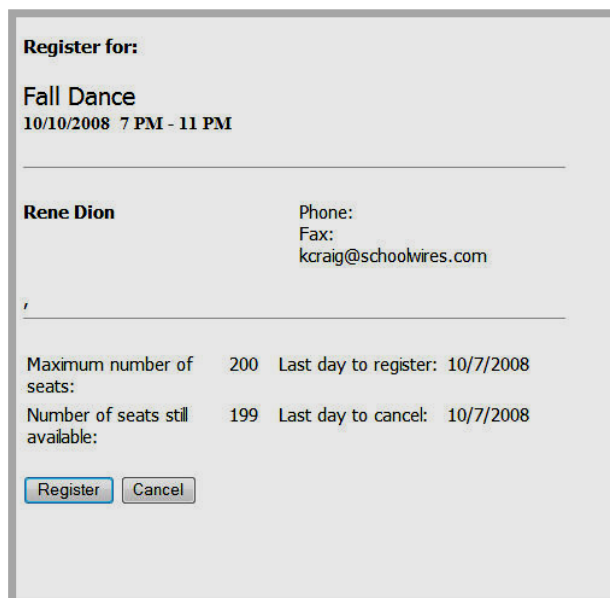
If an editor has made an event viewable only by certain roles, the registered user must sign in and be assigned that role to see the event. See the **Centricity** chapters, “Site Structure, Navigation & User Registration” and “Site & Subsite Workspaces,” for more information about roles and how they are assigned.

### Registering for an Event

Unlike the other calendar functions that are available to end users, to register for an event, you must be a registered user. You must also sign in so that you are recognized as a registered user. See the **Centricity** chapters, “Site Structure, Navigation & User Registration” and “Site & Subsite Workspaces,” for more information about how users are registered and how they sign in.

To register for an event, registered users:

1. Sign in to **Centricity**.
2. Access the calendar on which the event displays.
3. Click on the event. An *Event Details* window like the one shown in Figure 63 will display.



The screenshot shows a window titled "Register for:" with the following content:

**Fall Dance**  
10/10/2008 7 PM - 11 PM

---

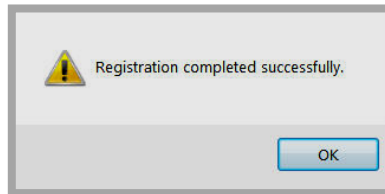
**Rene Dion** Phone:  
Fax:  
krcraig@schoolwires.com

---

Maximum number of seats: 200 Last day to register: 10/7/2008  
Number of seats still available: 199 Last day to cancel: 10/7/2008

Figure 63 Event Details window

4. Click on the *Register* button. If you need to make choices or have an opportunity to request special accommodations, a *Registration* window will display where you can enter that information.
5. Click on the *Register* button. A confirmation window like the one shown in Figure 64 will display. You will receive an email confirming your registration. If you are on the waiting list, the email will state that. The contact for the event will receive an email about your registration.



**Figure 64: Registration confirmation window**

Notes:

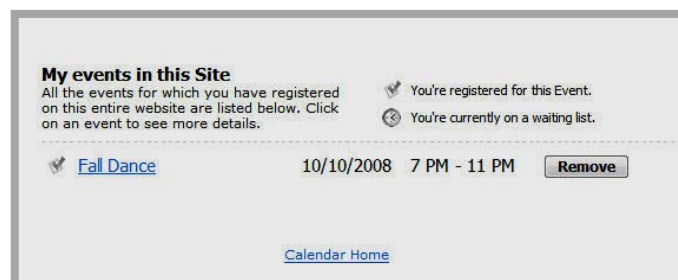
- If you have not signed in, you will be prompted to do so.
- If you have already registered for the event, you will see a message stating that.

### Viewing your Events

The *My Events* button that displays on the top right of any calendar will take you to a list of the events for which you have registered. Therefore, you must be a registered user of the website and must sign in to the *site* in order to access this information. See the **Centricity** chapters, “Site Structure, Navigation & User Registration” and “Site & Subsite Workspaces,” for more information about how users are registered and how they sign in.

To view the events for which you have registered:

1. Sign in to **Centricity**
2. Access any calendar.
3. Click on the *My Events* button. A *View My Events* window like the one shown in Figure 65 will display.



**Figure 65: View My Events window**



As you can see, besides the status of registrations, this window provides a user with:

- Access to event information
- The ability to cancel registration
- A link back to the calendar

Notes:

- If you have not signed in, you will be prompted to do so.
- If you have not registered for any events, you will see a message stating that.