Calendar & Calendar Events

Calendars are a great way to keep parents informed about upcoming events, trips and activities at your school. You can add multiple event categories which will enable your visitors to filter a calendar and, you can have multiple calendars across the site displaying different categories too. For example, you may have a whole school calendar in one area displaying all events, and separate calendars for each year group showing only events for that year group.

> Your website calendar can also be synchronised with your Microsoft Exchange, Office 365 or Google calendar.   To find out more contact our Support Team.

Creating a Calendar

Your website will normally have a calendar by default, but if you need to add one, or create a separate calendar elsewhere on the site, you can do this from the **create** tab on the orange admin bar. Just click **calendar** to get started.

Creating a new calendar view

To create a new calendar view from scratch, **enter a name** for your calendar view in the **calendar name** field. Ensure the **calendar events** drop-down is set to **create a new event calendar** and set a **category name**.

Select the **category type**:
- **General Events** are standard calendar events.
- **Background Events** appear as block colours on your calendar. This may be useful adding holidays or week numbers.

Set a **Category Colour** - If you know the hex colour code, type it in the field provided i.e. #9B59B6
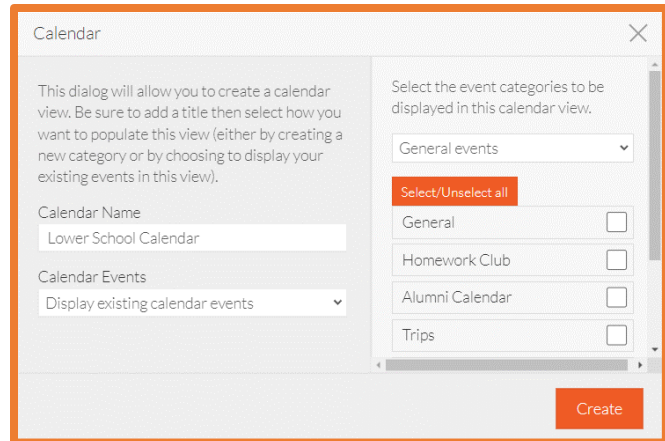Click **Create** to save your calendar view.

Creating a calendar view to display existing event categories

To create a new calendar view to display existing calendar categories, first **enter a name** for your calendar view in the **calendar name** field.

Ensure the **calendar events** drop-down is set to **display existing calendar events**.

Tick any event categories you wish to display in the calendar view.

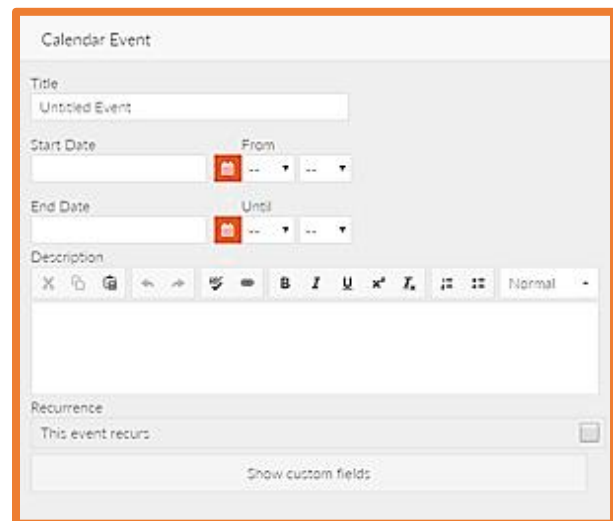Click **Create** to save your calendar view.

Adding Events to a Calendar

Create your event

To begin, navigate to a calendar on the website. You can either add an event using the **event** option on the **create** tab or, **right click** on a date in the calendar and **click create**.

Enter a **title** for your event and fill out the **date** and **time** fields.

Enter a **description** for the event. This could include details of how the event will run, pictures and videos to engage your audience or links to relevant content.
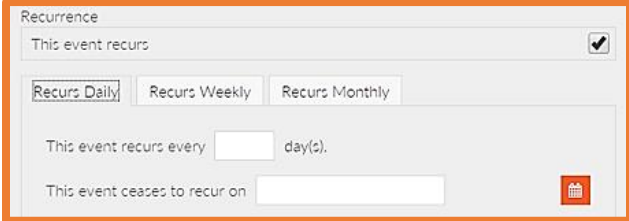
You can also add **attachments** such as trip letters.

Recurring options

If your event will be happening or a regular basis, tick **this event recurs**. You will then be able to choose whether your event will recur **daily**, **weekly**, or **monthly**.

Recurs Weekly

Enter a **frequency** for the event.

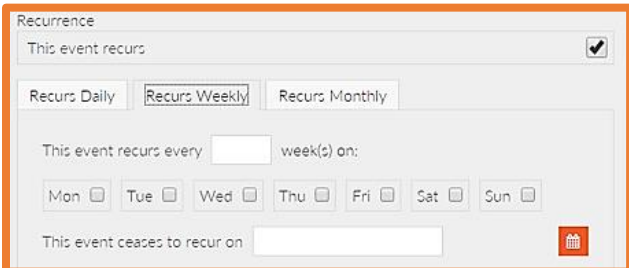You may also want to specify the date the **event ceases to recur**.

Recurs Weekly

Enter the **frequency** of the recurrence. For example, if you set this to every two weeks it would appear on alternate weeks.

Tick to **select the day(s)** the event will take place.

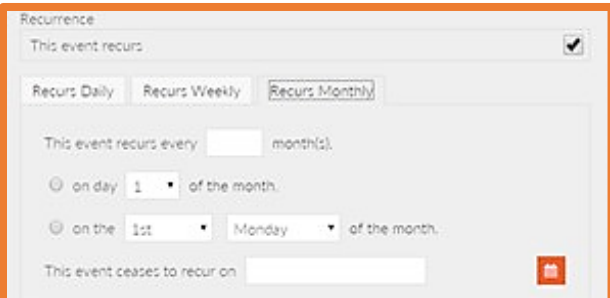You may also want to specify the date the **event ceases to recur**.

Recurs Monthly

Enter the **frequency** of the event.

If you would like your event to recur on the same day every month, select the day of the month.

Alternatively, you may like your event to recur, for example, on the 1st Monday of each month.

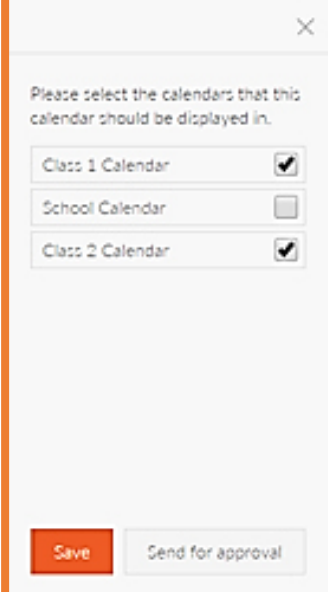You may also want to specify the date the **event ceases to recur**.

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Allocating the event to categories and saving

Once you have filled out all the settings for your event, you will need choose which **categories** you would like to allocate it to. Use the **tick-boxes** on the right to select one or more items.

Now **save** your event or **send it for approval**.

Please select the calendars that this calendar should be displayed in.

Class 1 Calendar	☑
School Calendar	☐
Class 2 Calendar	☑

Save Send for approval