

Calendar Events

To Add an Event to Your Calendar:

1. Select “Calendar” on the Links Menu. The *Calendar* page should appear.

<< previous		May 2008					next >>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
				1	2	3 Bowling	
4	5	6 Advanced Physics Class S	7	8	9	10	
11 Violin Recital at Nursing Home	12	13	14	15	16 End of the Year Picnic!	17 Bowling	
18	19 Board Member Elections	20	21	22	23	24 Softball Tournament	
25	26	27	28 Grande Cheese Factory-Field Trip	29	30	31 Bowling	

2. Select the month and year in which you wish to add the event.

month: year: category:

3. Click on the calendar number of the day that the event will occur (e.g. [14](#)). The *Calendar—New* screen should appear. Select a category for the event. Selecting a category allows events to be filtered when viewing the calendar. To add or modify a category, see the *Calendar Options* section of the Help Manual.
4. Decide if you want other groups to view this event, and mark “Yes” or “No” accordingly. To choose which groups may view your calendar, see the *Calendar Options* section of the Help Manual.

Calendar - New


Category:

Other Groups: Do you want this event to be viewed by other groups that you have given permission to view your calendar?

Yes No

5. Fill in the appropriate information for the event. NOTE: You have the option of color-coding your events. To learn how to make a color legend for your calendar, refer to the *Calendar Options* section of the Help Manual.

Event Title:

Background Color: None 

Date:


Date Description:

Priority: Events in the same date are sorted first by priority, then by Begin Time

Begin Time: : :

End Time: : :

Event Description: You are currently using Editor # 3.
[Click here to use Editor # 1.](#)
[Click here to use Editor # 2.](#)



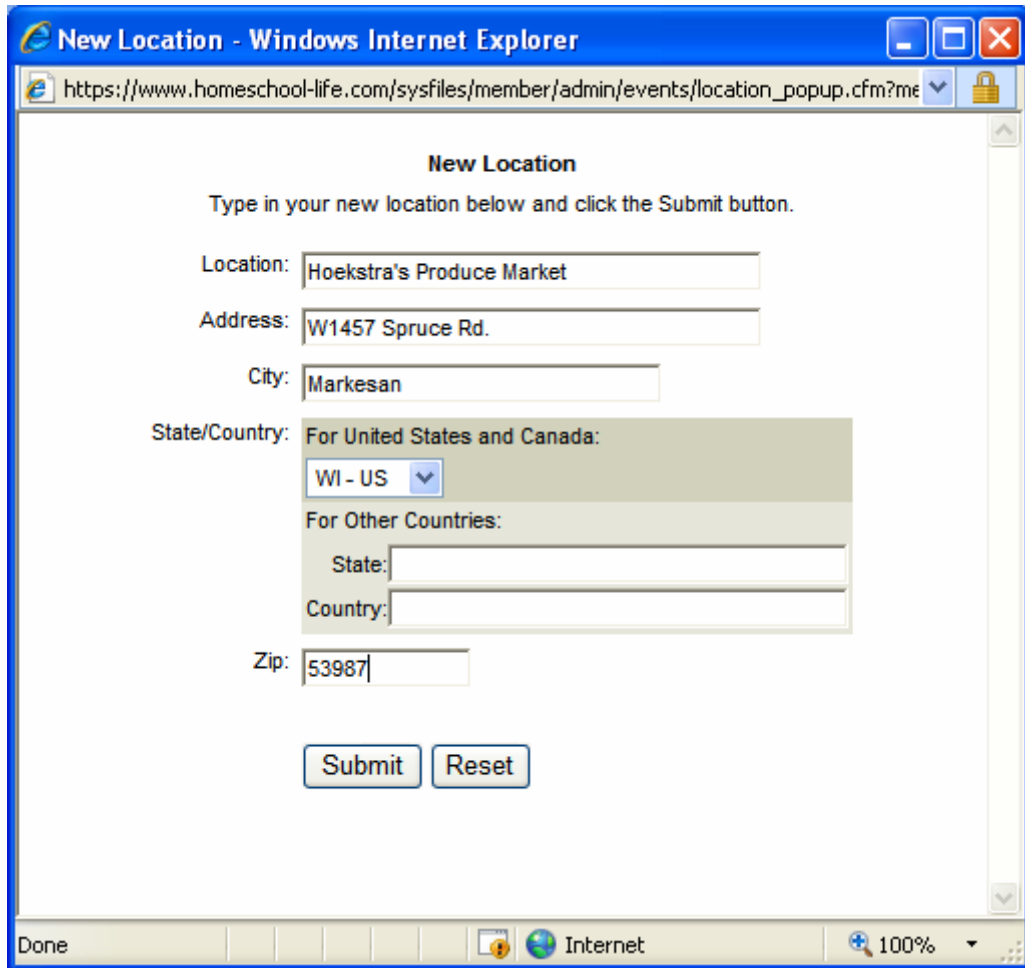
Tour the greenhouse and learn about a variety of plants. One FREE plant will be given to each family! Meet in the Public Library parking lot at 8:15am to carpool.

6. Fill in the location of the event. Selecting a location will provide families with complete driving directions to this event. You may choose from existing locations, or click on “New Location” to enter a different location. You may also include extra text details about the location.

Location:

Extra Location Text:

7. If you selected “New Location,” the *New Location* screen will appear. Enter the appropriate information and click “Submit” to save the location or “Reset” to clear the fields for you to start over.



The screenshot shows a web browser window titled "New Location - Windows Internet Explorer". The address bar displays the URL: https://www.homeschool-life.com/sysfiles/member/admin/events/location_popup.cfm?me. The main content area is titled "New Location" and contains the following form fields and instructions:

Type in your new location below and click the Submit button.

Location:

Address:

City:

State/Country: For United States and Canada:

For Other Countries:
State:
Country:

Zip:

Buttons:

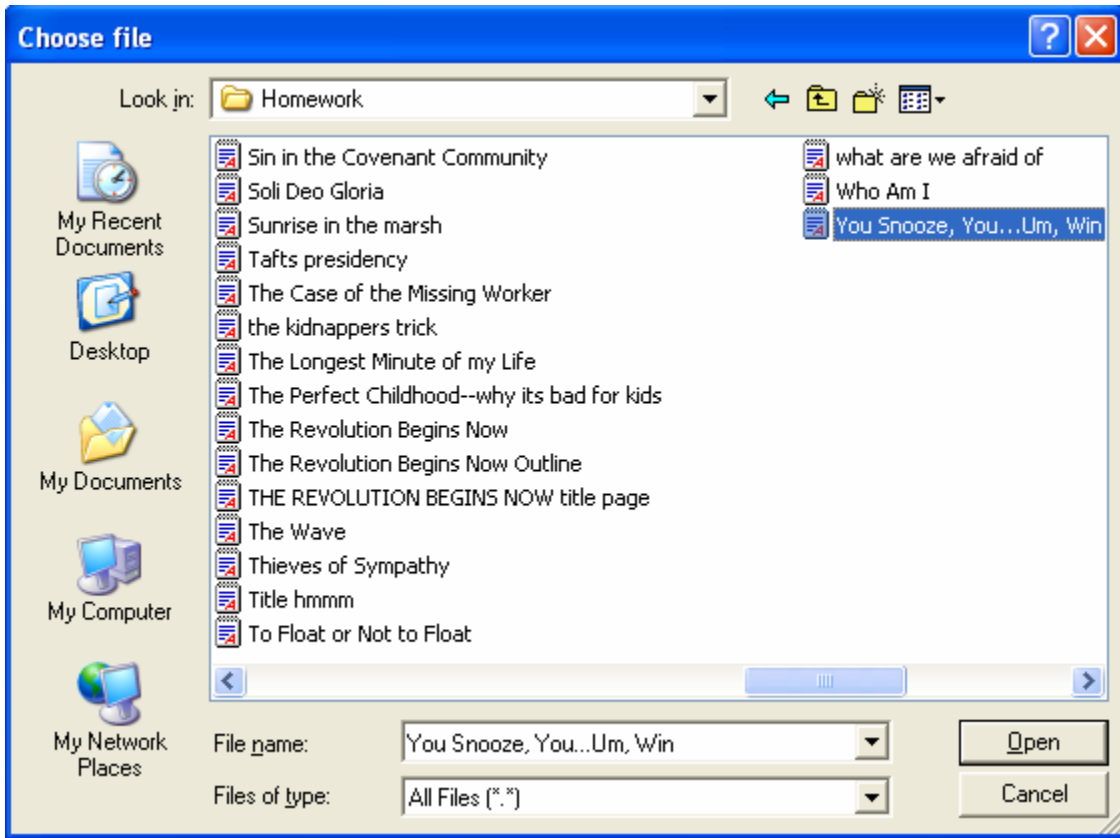
The browser's status bar at the bottom shows "Done", "Internet", and "100%" zoom level.

8. You have the option of uploading a file and attaching it to the event (e.g. course outline, basketball schedule, additional information, etc.) Click “Browse” to choose your file.

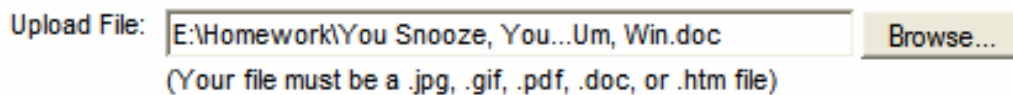
Upload File:

(Your file must be a .jpg, .gif, .pdf, .doc, or .htm file)

9. Choose the file you wish to attach and click “Open.”



10. The file name will appear in the *Upload File* field and will be attached when the event is submitted.



- 11. Set the recurrence of the event. If this event only happens once, select “None.” You have the option of setting the recurrence to Daily, Weekly, Monthly, or Yearly. For example, a bowling outing occurs every first and third Saturday of each month.
- 12. Enter a recurrence ending date of a date that does not exceed six years into the future.

Recurrence:

None

Daily

Occurs every day until the Recurrence Ending Date below

Weekly

Occurs every 1 week(s) on:

Sun Mon Tue Wed Thu Fri Sat

Monthly

Occurs on the 1st 2nd 3rd 4th day(s) below in the month:

Sun Mon Tue Wed Thu Fri Sat

OR

Occurs on day 14 of every month

Yearly

Occurs every May 14

OR

Occurs on the 1st 2nd 3rd 4th 5th

Sun Mon Tue Wed Thu Fri Sat

of May

Recurrence Ending Date: 10/03/2012 (m/d/yyyy)

13. You have the option of making the event public or private by checking the appropriate box. You may also have a sign up for the event (an “S” will appear next to the event on the calendar, and families can sign up those that will attend). You also have the option of including this event in the weekly email.

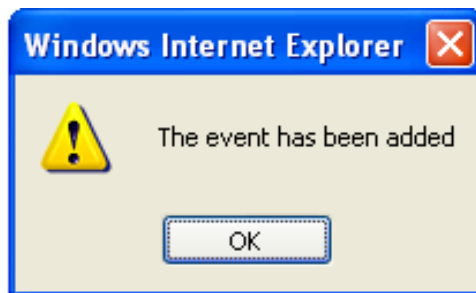
Private: Check here to make this event private.

Public: Check here to make this event public.

Sign Up: This event is a sign up

Include In Weekly Email: Yes, if this event has been updated OR if it falls into the Group Administrator's "# of days in the future" guideline, display the event.

14. Click “Submit New Event.” A box will appear if the event was successfully added. Click “OK.”



To Update an Event on Your Calendar:

1. Select "Calendar" on the Links Menu. The *Calendar* page should appear.

Calendar

Click on a day below to create a new event for that day. Click on the "S" links after the event title to go into the administration of the Event Sign Up.

month: year: category:

[Edit Locations](#) [Edit Categories](#) [Calendar Legend](#)
[Weekly Email](#) [Grant Access to Other Groups](#) [Grant Access For Sub-Admins](#) [Public Calendar Link](#)

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[>> Printable Calendar with all details](#)


2. Click on the calendar event you wish to update. The *Calendar—Update* screen will appear, completed with the details of the event.

Calendar - Update

Category:

Other Groups: Do you want this event to be viewed by other groups that you have given permission to view your calendar?
 Yes No

Event Title:

Background Color: None 

Event Date: (m/d/yyyy)

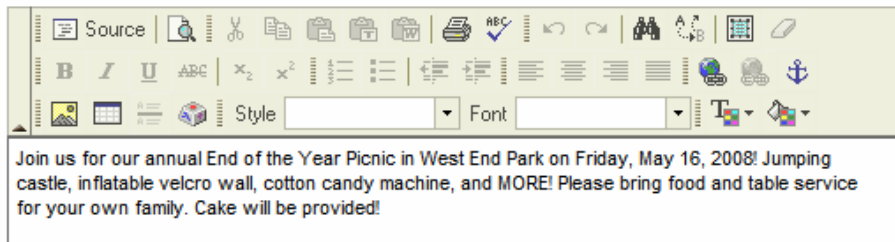
Date Description:

Priority: Events in the same date are sorted first by priority, then by Begin Time

Begin Time: :

End Time: :

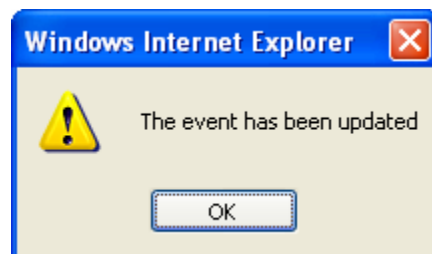
Event Description: You are currently using Editor # 3.
[Click here to use Editor # 1.](#)
[Click here to use Editor # 2.](#)



3. Make the necessary changes.
4. Click “Update Event” to save your changes.



5. A box will appear, notifying you that the event was successfully updated. Click “OK.”

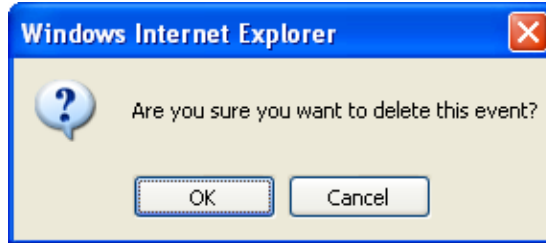


To Delete an Event:

1. Select “Calendar” on the Links Menu. The *Calendar* page should appear.
2. Click on the event you wish to delete. The *Calendar—Update* screen will appear.
3. Scroll Down to the bottom of the page and select “Delete Event”



4. A box will appear, prompting you to verify the deletion. Click “OK” to delete the event or “Cancel” to cancel the deletion.



To Modify a Specific Recurring Event:

1. Select “Calendar” on the Links Menu. The *Calendar* page should appear.
2. Click on the recurring event that you wish to modify. The *Calendar—Update* screen will appear.
3. Make the necessary changes.
4. Scroll down to the middle of the screen to the “Current Recurrence” section. Check the boxes of the specific event dates that you wish for your changes to be reflected in (e.g. You may wish to change the location, the event details, etc. for only one bowling Saturday).

Current Recurrence: This event is part of a recurring event schedule. All related events are listed below. Check the boxes below of the event dates that you want your changes below to be reflected in:

[Check All](#) [Un-Check All](#)

Change	Date	Title
<input checked="" type="checkbox"/> Current Event	5/3/2008	Bowling
<input type="checkbox"/>	5/17/2008	Bowling
<input checked="" type="checkbox"/>	5/31/2008	Bowling
<input type="checkbox"/>	6/14/2008	Bowling
<input checked="" type="checkbox"/>	6/28/2008	Bowling

5. Scroll to the bottom of the screen and click “Update Event.”



6. A box will appear, informing you that the event was successfully updated. Click “OK.”



To Print a Listing of Events and Details on Your Calendar:

1. Select “Calendar” on the Links Menu. The *Calendar* page should appear.

Calendar

Click on a day below to create a new event for that day. Click on the "S" links after the event title to go into the administration of the Event Sign Up.

month: year: category:

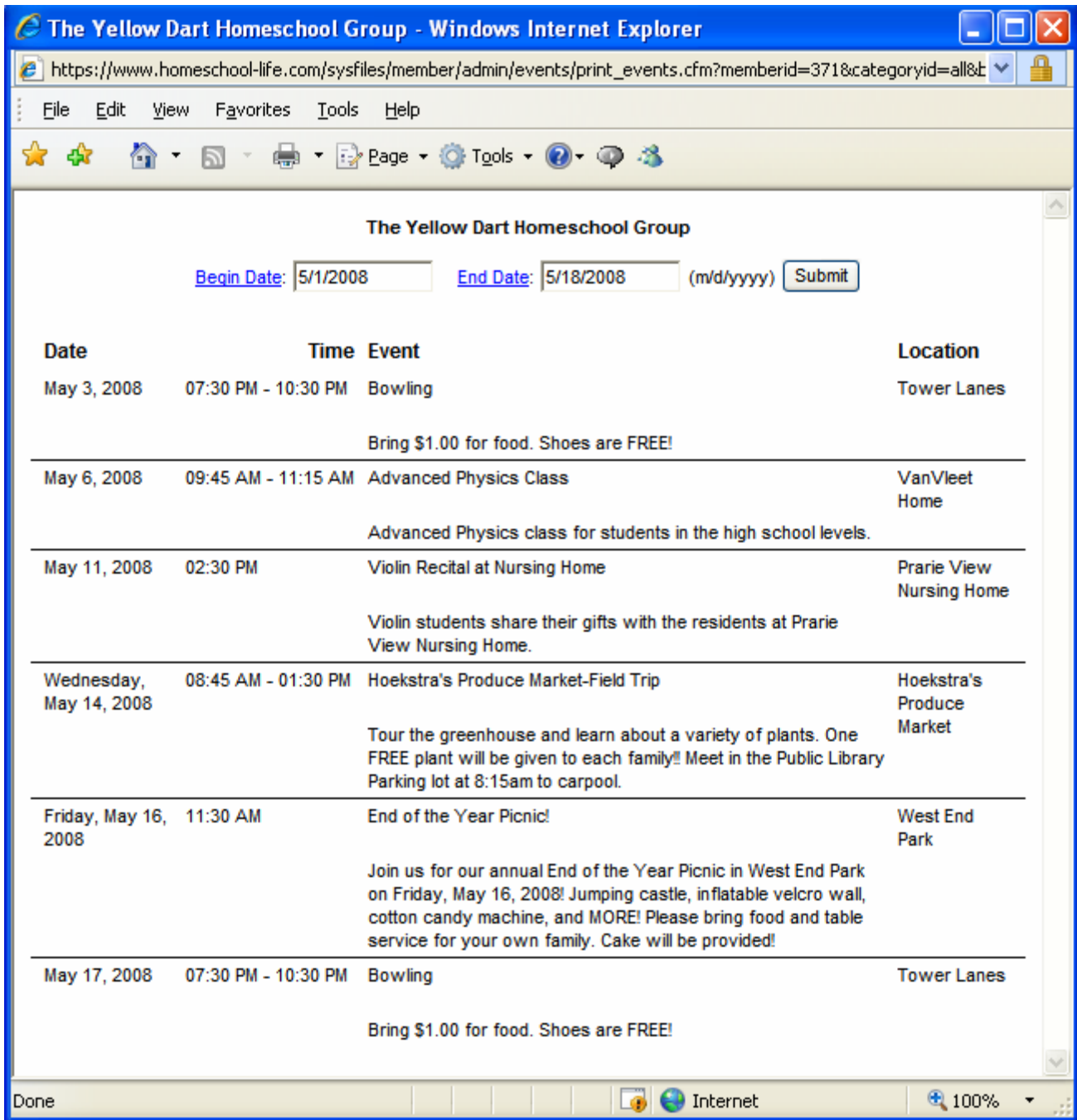
- [Edit Locations](#) [Edit Categories](#) [Calendar Legend](#)
[Weekly Email](#) [Grant Access to Other Groups](#) [Grant Access For Sub-Admins](#) [Public Calendar Link](#)

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[>> Printable Calendar with all details](#)

2. Select the month, year, and category that you wish to display. The calendar will change accordingly.

3. Click on [>>Printable Calendar with all details](#), displayed beneath the calendar. A box containing the print view of the calendar details will appear.



4. Select the [Begin Date](#) and the [End Date](#) of the events you wish to view. Click "Submit."
5. Print the document by choosing "Print" from the File menu.