

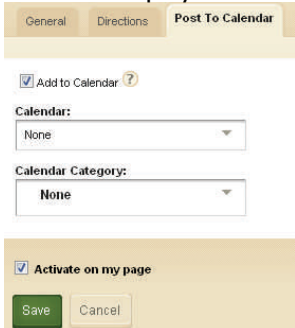
## Import Events

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

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

## Post an Assignment to your Calendar

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

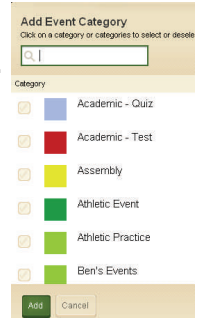


1. In a Assignment app, create your assignment and add your Directions.
2. Click the **Post to Calendar** tab.
3. Click in the **Add to Calendar** checkbox to select it.
4. Choose which calendar to post to in the Calendar dropdown. You will be able to choose any Calendar app in your current workspace.
5. Choose a Category for the event.
6. Click **Save**.

## Managing Event Categories

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

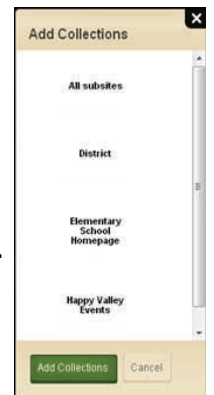
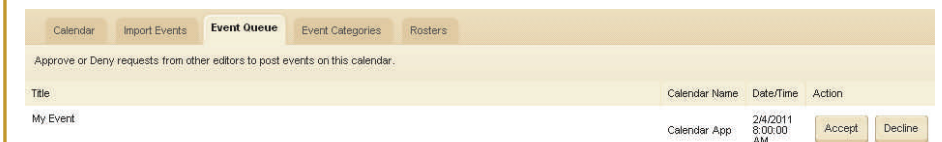
1. In the Calendar App, click on the **Event Categories** tab.
2. You may have a list of default Categories. To delete a Category, click **Remove**.
3. To add more Categories, click **Select Categories**.
4. In the Add Event Category window, search for an Event Category by typing some or all of its name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



## Sharing Events with Other Calendars

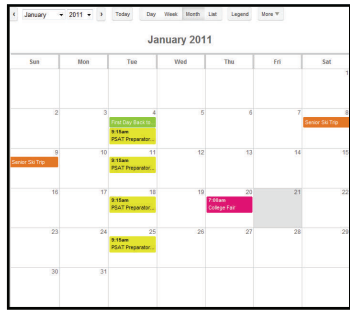
You can share your events with Collections of other calendars. A Collection may only have one calendar, or it can have several.

1. In the Event Details, click on the **Post to Calendars** tab.
2. Click in the **Post to other calendars** checkbox.
3. Click **Add Collections**.
4. In the Add Collections window, select the Collection(s) by clicking on it; if you decide you don't want to share your event with a Collection, click it again to deselect it.
5. Once you've made your selections, click **Add Collections**.
6. The Collections you selected will now display on the **Post To Calendars** tab. To recall your invitation to share the event, click **Remove** next to the Collection.

If someone shares an event with you, it may need approval to display on your Calendar. The Event Queue tab will display any that are pending approval. To approve an event, click **Accept**; if you don't want to display the event, click **Decline**. The requestor will be notified by email of your choice.

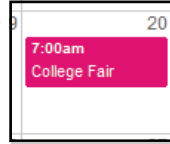
## Navigating the End-User Calendar



End-User Calendar

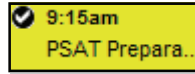
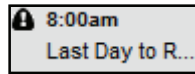
You can use the Calendar App to display events that are appropriate to the site, subsite, channel, or section where you display the calendar. Visitors to your website will be able to view events and even customize their view.

Double-click on the Event Title to bring up the Event Details window; there you will be able to **Print** and **Export** the event information. If it's a Registered Event, there will be a **Register** button, as well.



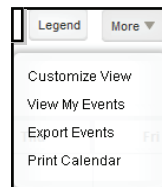
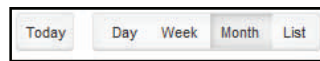
On the Event Title, you may see a symbol indicating a special type of event:

- An exclamation point indicates that this is a Mandatory Event. These events are created at the highest level Homepage and pushed down to every calendar on the website.
- A checkmark indicates that this is a Registered Event. See the 'Creating a Registered Event' area for more information.



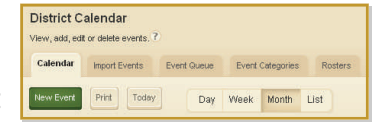
There are a number of ways to control your view:

- To navigate to a different date view, select the backward or forward button in the upper right corner of the Content Area; or you can choose a month or year from the available dropdowns.
- You can choose a different calendar view by clicking **Today**, **Day**, **Week**, **Month**, or **List**. **Today** displays the events of the current day. **List** view displays all events for the month.
- Clicking **Legend** will display all of the Event Categories by color.
- The **More** dropdown gives you access to several functions:
  - Customize View will allow the user to filter in events from other calendars and filter out specific categories of events.
  - View My Events will display all Registered Events that the user is registered for.
  - Export Events will allow the user to create a .VCS file of events from a specified date range.
  - Print Calendar will print the current Calendar view.



## Creating a Calendar Event

1. In Site Manager, access the calendar by hovering over the Page name and clicking on the App name.
2. Click on the **New Event** button or double click on the date you want the event.
3. In the New Event window, enter your event details. You must include an Event Title, Start Date, and End Date. You can also add a Description and choose an Event Category on this tab.
4. If this event will recur regularly, you can click on the **Recurrence** tab and let the system automatically recreate this event on your specified day(s).
5. Click on the **Location** and **Contact** tabs to add detail to your event.
6. If you only want certain users to be able to view the event, set your Viewing Permissions on the **Viewers** tab.
7. Once you've completed your event, click **Save**.



## Creating a Registered Event

The **Registration** tab will let you set up an event that users can register for, and tracks attendees and their responses to custom questions.

1. While creating your Event, click on the **Registration** tab.
2. Check the Registered Event box to display the Registered Event options.
3. Enter your number of seats and choose a last day to register for the event.
4. To add a question, select an option from the dropdown:
  - Custom Question allows you to create your own question.
  - Special Accommodations and Dietary Needs give the registrant a comment box to provide details.
5. Click the **Add Question** button.
6. If you selected 'Custom Question', enter your question text and choose if the registrant will answer Open-ended or make a Choice from a dropdown.
7. Click **Save**.
8. Add additional questions, if desired.
9. Once you've completed your event, click **Save**.
10. You can view the list of attendees and their responses on the Rosters tab.

