Follow these steps to edit your area-specific calendar…

Start by opening your school's website using Internet Explorer, Firefox or Chrome.
*Avoid editing your calendar with Safari (Mac) or Edge (Windows). They can be a little funky when working with SharePoint. It's best to stay with the more established and supported browsers.*

Go to the School's Calendar Page… (About Us —> School Calendar). There you will find the School's main calendar as well as any additional calendars that have been created for your school.



Now, click on the calendar you have been assigned to manage…

Once that calendar is displayed, scroll to the very bottom of the page click on Admin Login…



Login using the same username/password combination you use to log into your computer... with one exception, you will need to add "@sjasd.ca" to the end of your username. For example...

username: jane.smith@sjasd.ca
password: fuzzybunny37

Once logged in, you will be able to create and/or edit calendar events.

## Creating a Calendar Event
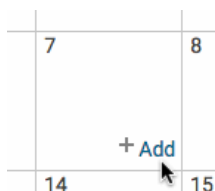


To create a calendar entry, hover over the corner of the date to which you wish to add an event. Wait for the **+Add** link to appear. Click +Add to create a new event…

Complete the Calendar event details as follows:



Title: Give the calendar event a title. (This is what will appear on the calendar view itself)

Location: If applicable, indicate the location.

Start Time/End Time: A start and end time are required for all events other than All Day events.

Description: You may wish to include a description of the event or provide additional event details.

Category: Leave Category blank.

All Day Event: Allows you to indicate if an event is an all day event.

Recurrence: All you you to indicate if an event should appear on the calendar as a recurring event.

Once complete, click Save to add your event to the calendar

## Editing/Deleting a Calendar Event

If you need to edit or delete an event that you have previously added to the calendar, follow these steps…

Of course, you must be logged in, as detailed above, in order to make changes to any calendar event.



To edit (or delete) an event, click on the event title on the calendar. The complete details of the event will then be displayed…
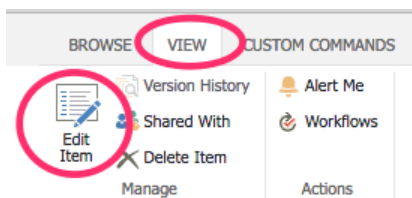


To edit any details pertaining to the event, click Edit Item in the tool bar at the top of the page under the View Tab.

Make any required changes to the event and then click Save.
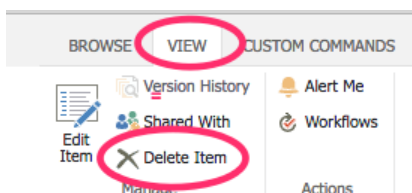


To delete the event from the calendar altogether, click Delete Item in the tool bar at the top of the page under the View Tab.