

The way we have structured calendars in SharePoint is that each site has one main school calendar titled Calendar.

Many schools have also requested that we create additional group-specific calendars that appear as color-coded overlaid calendars on the main school calendar such as Athletics and Arts, for example.

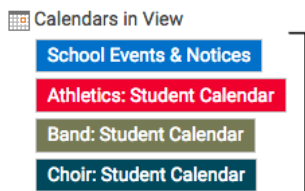
Some things to note...

1. Only events added to the main calendar, will appear in the rotation of upcoming events featured on the school's website home page. Events added to the overlaid calendars will not appear as features on the main webpage for the school.
2. The main school calendar should be reserved for major school events or days or events where the public are welcome to attend. Day to day student activities, choir practices, club meetings, etc... should not be entered on the main school calendar. Schools should request additional student calendars be created for these types of events.
3. Office staff have permissions to edit ALL calendars.
4. Teachers only have permission to edit the additional calendar overlays. Teachers cannot add or edit events on the school's main calendar.
5. Parents can choose subscribe to one or more individual calendars as they pertain to their child.

Follow these steps to add or edit events on the main school event calendar or any of the overlaid calendars.

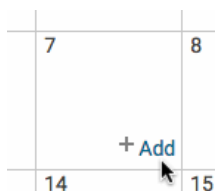
Start by opening your school's website and logging into Scholantis.

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 to which you wish to add an event.

### 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

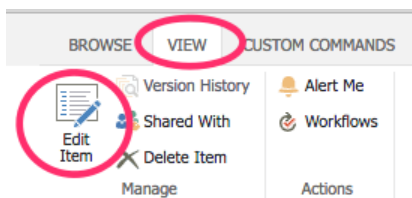
### **Editing/Deleting a Calendar Event**

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.

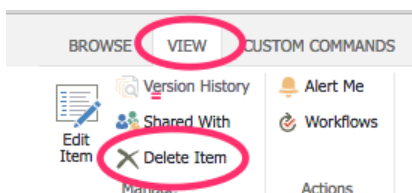


To edit (or delete) an event, click on the event title on the calendar. The complete details of the event will then be displayed...



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.