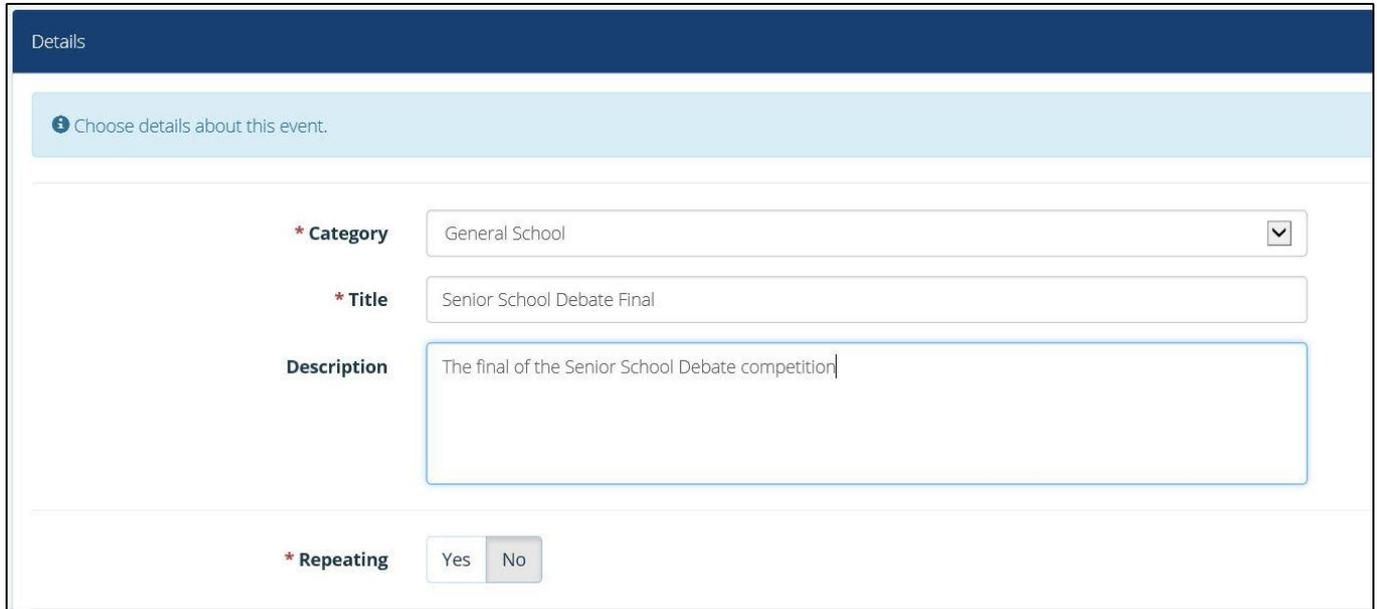


How to create an Event

1. Ensure you are logged in to the 'Staff Message Centre'.
2. Click 'Schedule' in the Event Zone on the Dashboard. Click the '+New' button.



The new Event page

3. Select a Category from the drop-down menu. Event Categories define the event type, and dictate how the event is published and where. An Event must have a Category assigned to it; these are setup in the Calendar Zone.
4. Enter the event's title, a brief description and select whether it will repeat or not.
5. If the event will last all day, click 'Yes' for the 'All-Day' prompt, and then select both a start and end date. If only lasting a portion of the day, select 'No' for the 'All-Day' prompt, select a start date and start time, and an end date and end time.



6. Click the 'Sections' tab to select and assign relevant sections to the event. Click the 'Tags' tab to se

The Event date and time section

- Sections and Tags offer further filtering options when viewing the Calendar.
- Sections can be used for large divides such as Junior School and Senior School. Tags can be used for smaller divides to further filter information down, such as Year or Form groups.
- When viewing the calendar, clicking the 'Filter' button will bring up a modal window, allowing users to select which Categories, Sections and Tags they wish to be able to view.
- Sections and Tags are created in the Calendar Zone, under 'Setup'.

7. Once you have entered the required details, click 'Submit' to save your event.

Select a date 							Filter	View	<	Today	>
Mon 06 Feb	Tue 07 Feb	Wed 08 Feb	Thu 09 Feb	Fri 10 Feb	Sat 11 Feb	Sun 12 Feb					
12:15-12:45 Cross-Country Club		14:00-16:00 Football H Connersby (Fir...	07:00-08:00 Bake-Off Finale	16:00-17:00 Test Open Club							
13:00-13:30 Acrobatics Club		14:00-16:00 Rugby Squad Training	16:30-17:30 Football Squad Training								
15:00-16:00 French Club		14:00-15:30 Senior School Debate									
16:00-17:00 Chess Club		16:00-17:00 Drama Club									

Events displayed in the Calendar