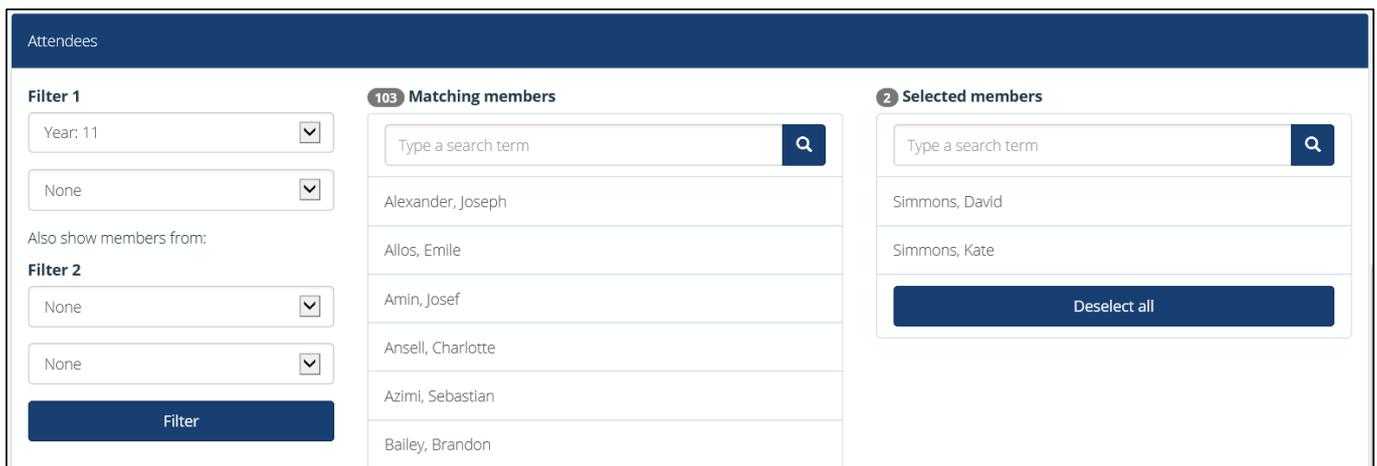


# How to Edit your Event

## Planner

1. Ensure you are logged in to the 'Staff Message Centre'.
2. Click 'Planner' in the Event Zone on the Dashboard
3. Click the 'Options' button for the appropriate event, and click 'Edit'.
4. In the 'Details' section, edit the category, title and description as required, or change the date and time of the event. Click 'Save' after making any changes.
5. Scroll down to the 'Attendees' section to add pupils who are taking part in the event.
  - a. Use the filter drop-down menus to select the appropriate school group and click 'Filter'.
  - b. Select individual pupils by clicking their name, alternatively, scroll down and click 'Select all'. This will move them over to 'Selected members'.
  - c. After selecting the necessary pupils, scroll down and click 'Save'.

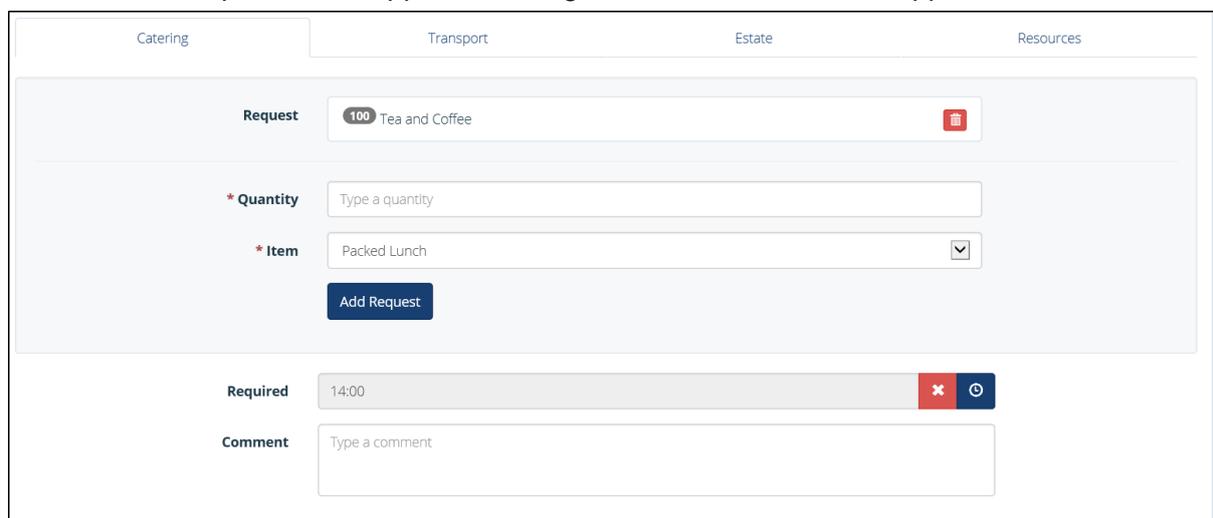


The screenshot shows the 'Attendees' section of the event planner. It features a dark blue header with the word 'Attendees'. Below the header, there are three main columns:

- Filter 1:** Includes a dropdown menu for 'Year: 11' and another for 'None'. Below this is the text 'Also show members from:' followed by 'Filter 2' with two more dropdown menus, both set to 'None'. A blue 'Filter' button is at the bottom of this column.
- 103 Matching members:** A list of names with a search bar at the top. The names listed are: Alexander, Joseph; Allos, Emile; Amin, Josef; Ansell, Charlotte; Azimi, Sebastian; and Bailey, Brandon.
- 2 Selected members:** A list of names with a search bar at the top. The names listed are: Simmons, David and Simmons, Kate. A blue 'Deselect all' button is at the bottom of this column.

### The Event attendee filter option

6. Use the facilities section to add catering, transport, estate or resource requirements to the event. It may be wise to set events requiring a large number of facilities to a 'manual' publication approval setting, to ensure these are all approved for the event.



The screenshot shows the 'Facilities' section of the event planner. It has a light blue background and a top navigation bar with four tabs: 'Catering', 'Transport', 'Estate', and 'Resources'. The 'Catering' tab is selected.

The main content area includes:

- Request:** A text input field containing '100 Tea and Coffee' with a red trash icon to its right.
- \* Quantity:** A text input field with the placeholder 'Type a quantity'.
- \* Item:** A dropdown menu with 'Packed Lunch' selected and a checkmark icon to its right.
- Add Request:** A blue button.
- Required:** A text input field containing '14:00' with a red 'x' icon and a blue refresh icon to its right.
- Comment:** A text input field with the placeholder 'Type a comment'.

### The Facilities section

7. After selecting all the necessary Facilities, click 'Save'.

## Approval

1. If your event requires manually approving, click the 'Approval' tab on the left hand menu. This will display all events awaiting approval for publication.
2. To manually approve an event for publication, tick the tick-box next to the event, click 'Bulk' and click either 1) Mark as Draft, 2) Mark as Pending, 3) Mark as Approved, or 4) Mark as Cancelled. These can be selected as and when necessary, so an event can be pending approval from all parties before being fully approved.
3. Click 'Browser' to view all school events in a 'week view', enabling a quick view for administrators to see which events require approval.

Event Browser						
All Statuses <input type="checkbox"/>		All Categories <input type="checkbox"/>		Select a date <input type="text"/>		<input type="button" value="←"/> Today <input type="button" value="→"/>
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		<div style="background-color: #28a745; color: white; padding: 2px; text-align: center;">Approved</div> 14:00 - 15:30 Senior School Debate	<div style="background-color: #28a745; color: white; padding: 2px; text-align: center;">Approved</div> 07:00 - 08:00 Bake-Off Finale	12:00 - 13:00 Draft Test Squad Training		
13:00 - 13:30 Acrobatics Club		14:00 - 16:00 Football H Connersby (First XI, Year8A, Year8B)	12:00 - 13:00 Test Squad Training - Football	<div style="background-color: #ffc107; color: white; padding: 2px; text-align: center;">Pending</div> 13:00 - 14:30 Senior School Debate Final		
15:00 - 16:00 French Club		14:00 - 16:00 Rugby Squad Training	12:00 - 13:00 Test Squad Training - Football	16:00 - 17:00 Test Open Club		
16:00 - 17:00 Chess Club		16:00 - 17:00 Drama Club	13:00 - 14:00 Test Invitation Club			
			16:30 - 17:30 Football Squad Training			

**The Event 'Browser'**