

How to approve an Event for publication

Calendar event categories can be set to require manual approval before they are published to the Calendar for members to view. The 'approval' process gives administrators control over the publication of events, allowing them to check that the event's details are accurate before it is displayed on the Calendar. For information on how to create a new event, click [here](#).

1. Ensure you are logged into the Staff Message Centre.
2. Click 'Approval' in the Event Zone on the Dashboard.
3. There are two ways to update an event's approval status, through the 'Waiting List' page or through the 'Browser' page.
 - a. Waiting List – Events awaiting approval will display in grey with a 'Draft' status.
 - i. Click 'Options' and 'Edit Approval' to view the event's details; change its Category or edit its title. Click 'Close' to return to the Waiting List page.
 - ii. Tick the tick-box next the event requiring approval, click 'Bulk' and select the appropriate status to mark the event with.

<input type="checkbox"/>	Status	↑↓ Date	↓↑ Title
<input type="checkbox"/>	Draft	17/03/17	Chapel Speaker - GFR
<input checked="" type="checkbox"/>	Draft	17/03/17	Senior School Debate
<input checked="" type="checkbox"/>	Draft	20/03/17	Intermediate Mathematical Olympiad
<input type="checkbox"/>		03/17	Inter-House Bake Off
<input type="checkbox"/>		03/17	Inter-House Bake Off Judging

Mark as Draft
 Mark as Pending
 Mark as Approved
 Mark as Cancelled

- b. Browser – The 'Browser' page displays events in a Calendar view, which can be filtered according to status or category.
 - i. Events requiring approval will display with a drop-down above them. Click the drop-down and select the appropriate option to edit the event's approval status.

Event Browser						
All Statuses		All Categories		Select a date		Today
Mon 13 Mar	Tue 14 Mar	Wed 15 Mar	Thu 16 Mar	Fri 17 Mar	Sat 18 Mar	Sun 19 Mar
16:00 - 17:00 Chess Club	12:00 - 12:45 Choir Invitation Club	14:00 - 16:00 Rugby Squad Training	16:30 - 17:30 Football Squad Training	2 Draft	10:00 - 13:00 Rugby A Connersby (U15 B, U16A, U16B)	
16:00 - 17:00 Cookery Club		16:00 - 17:00 Drama Club	Approved	18:30 - 20:30 Twelfth Night Performance	10:00 - 12:00 Rugby H Connersby (1st XV, U15 A)	
16:00 - 17:00 Monday After-School Prep Club		16:00 - 17:00 Photography Club				
		16:00 - 18:00 Football H Connersby (First XI)				

4. Once an event is set to 'Approved', it will display on the Calendar for members to view.