

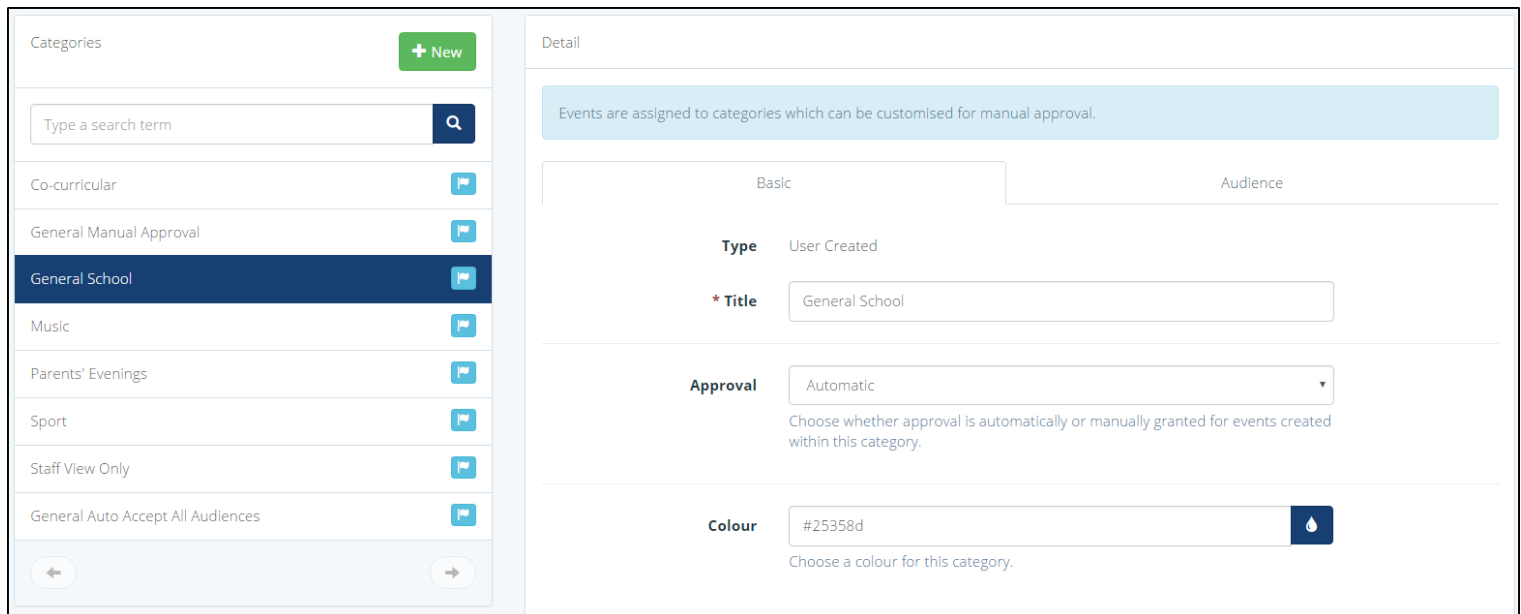
How to setup Calendar Categories, Sections and Tags

Events in ClarionCall are assigned to Calendar Categories, which both identify the type of event and set its publication rules. A Calendar Category can be set to allow events to be automatically approved, or require manual approval for publication, and be set to display for parents or staff only in the public or private environment.

Calendar Sections and Tags allow events to be filtered when viewing the Calendar, allowing users to filter their view to only display relevant events.

How to set up Categories

1. Ensure you are logged in to the Staff Message Centre.
2. Click 'Dashboard' at the top of your screen
3. In the 'Calendar Zone' panel list item, click the 'Setup' tab.



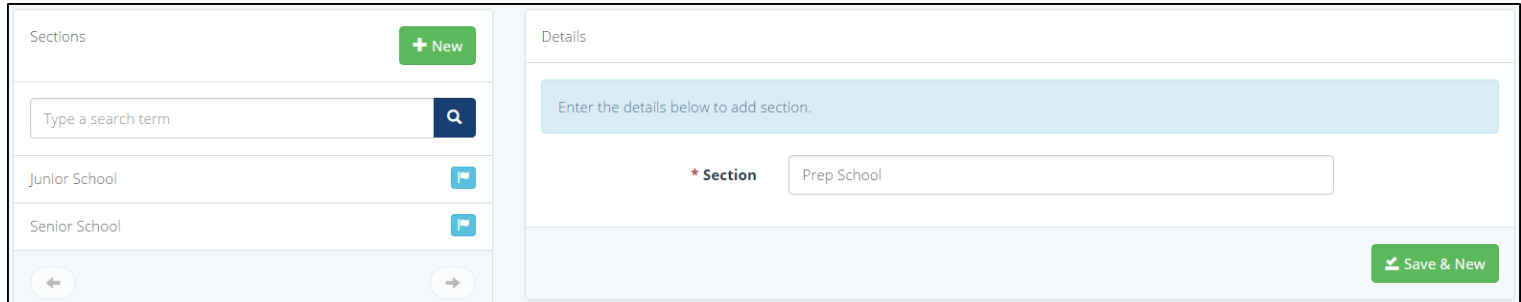
The screenshot shows the 'Categories' page in the Unify system. On the left is a sidebar with a search bar and a list of categories: Co-curricular, General Manual Approval, General School (highlighted), Music, Parents' Evenings, Sport, Staff View Only, and General Auto Accept All Audiences. A '+ New' button is at the top right of the sidebar. The main area is titled 'Detail' and contains a blue informational banner: 'Events are assigned to categories which can be customised for manual approval.' Below this are two tabs: 'Basic' (selected) and 'Audience'. The 'Basic' tab has three sections: 'Type' (User Created), '* Title' (General School), and 'Approval' (Automatic). The 'Approval' section has a dropdown menu and a note: 'Choose whether approval is automatically or manually granted for events created within this category.' The 'Colour' section has a text input field with '#25358d' and a color picker icon, with a note: 'Choose a colour for this category.'

The Categories Page

4. Click 'New'. In the 'Basic' tab, enter the title of the category, select whether the category will be automatically or manually approved for publication, and a colour to identify it with when published in the Calendar.
5. In the 'Audience' tab, select whether the category has private, public, or full (public and private) access, and whether the category can be viewed in the 'Staff Message Centre', 'Parent Message Centre', or both.
6. Click 'Save'.

How to set up Sections

1. In the 'Calendar Zone', click 'Setup', and then 'Sections' in the left-hand menu.
2. Click '+New'.
3. Enter the name of the section you wish to create e.g. 'Preparatory School', and click 'Save'.

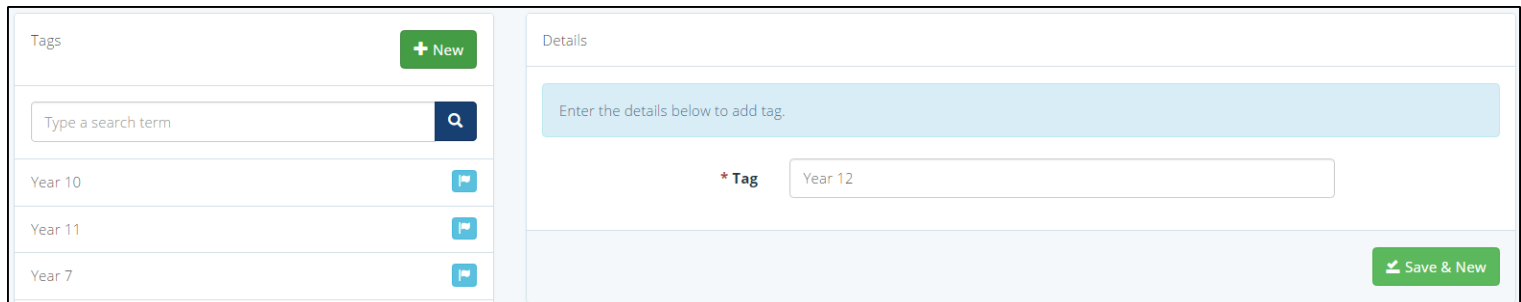


The screenshot shows the 'New Section' page. On the left, there is a sidebar with a search bar and a list of existing sections: 'Junior School' and 'Senior School'. A green '+ New' button is at the top right of the sidebar. The main area is titled 'Details' and contains a light blue instruction box: 'Enter the details below to add section.' Below this is a text input field labeled '* Section' with the value 'Prep School'. At the bottom right, there is a green 'Save & New' button.

The 'New Section' Page

How to set up Tags

1. In the 'Calendar Zone', click Setup, and then 'Tags' in the left-hand menu.
2. Click '+New'.
3. Enter the name of the Tag that you wish to create e.g. 'Year 4', and click 'Save'.



The screenshot shows the 'New Tag' page. On the left, there is a sidebar with a search bar and a list of existing tags: 'Year 10', 'Year 11', and 'Year 7'. A green '+ New' button is at the top right of the sidebar. The main area is titled 'Details' and contains a light blue instruction box: 'Enter the details below to add tag.' Below this is a text input field labeled '* Tag' with the value 'Year 12'. At the bottom right, there is a green 'Save & New' button.

The 'New Tag' Page