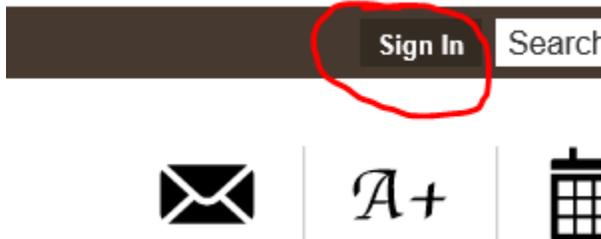From this point forward if there is any event that you want posted on our main district calendar or on the gym calendars, you will need to use this process. We will no longer be putting items in the book on Orla's/Shawn's desk. It needs to go this route. I think I have made this truly step by step and as simple as possible. If you have troubles though, please let me know.

Start by clicking Sign In on our webpages homepage.

The user name is the same for everyone, "calendar request", and the password is the same for everyone, "password".

Enter your user name and password

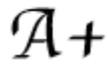You can use this site without being registered or signin password is case-sensitive.

User Name:

calendar request

Password:

••••••••

Sign In   Forgot My Password

Select Site Manager.

Select Calendar Requests

Select the grayed Calendar App bar.

Select the date you want on the calendar and double click it. It will open the input page.

Type in the name of your event in Event Title. This is what will show up on the calendar or on the home page lower right section of upcoming calendar events. Put the start date. Start time. End time. End date. Under description you can put more info if you wish.

Event Title:

| Event | Recurrence | Registration | Location | Contact | Post to Calendars | Viewers |

Enter a start date and description for your event. If you want, you can enter a start time, end time, end date, description and category.

Start Date:
3/1/2017

Description:

Start Time:
8 AM   :00

☐ No End Time

End Time:
9 AM   :00

☐ All Day

End Date:
3/1/2017

p

Category:
Choose a category to color-code your event.

None

Select the dropdown under Category.

End Date:
5/16/2017

p

Category:
Choose a category to color-code your event.

None

Select which gym you would like. If you are filling in for an event, select that color option. If there isn't a color option for you leave it as None.

Choose a category to color-code your event.

None ▼

	GBB- JH
	Golf- HS
	Golf- JH
	Gym- Den
	Gym- Main
	Holiday
	Menu- Breakfast

Create E

Then select Post to Calendars.

Post to Calendars | Vi

er a start time, end time, end date

Check the box Post event to other calendars and then select Add Collections.

| Event | Recurrence | Registration | Location |

If you want, you can submit a request to post your event to ot

☑ Post event to other calendars
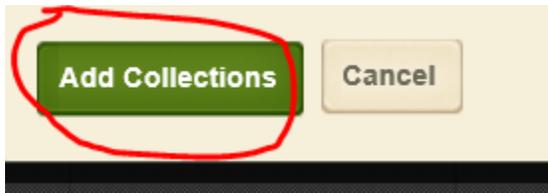
☐ Post to Edgerton Public School District

Add Collections

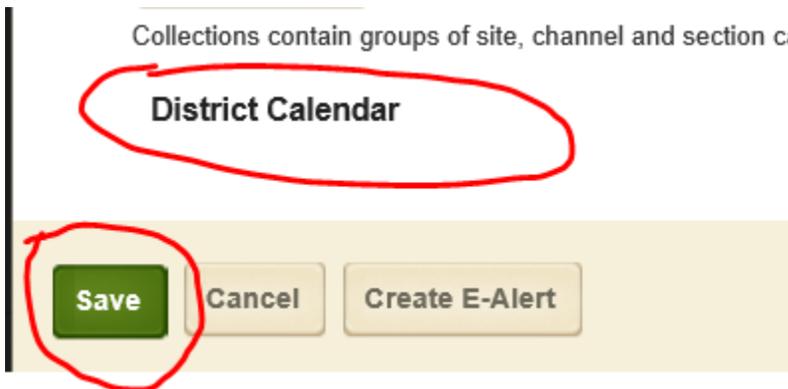Collections contain groups of site, channel and section

Now choose which calendar you want the event to go to, District or Gym Calendar or you can select both. You know it is selected when the box around it turns green or a dark color.

Next select add collections.

Under Collections contain groups of site, channel and section…. you should see the calendar you wanted your event posted to. Hit save and it will send the request to me to be approved.

If you have any troubles, please let me know and I can help. Remember, this is the new way to get events posted and approved. All game schedules will be done another way, but that is handled by Eric.

Thank you.
Keith