

Unit Pages: Event Calendar

- A public or private Calendar for your unit
- A good way to share information that is date related with your units

1. To add an event click "[Add Event](#)" in the upper right hand corner



2. Complete the Add a New Event Form

Fill in the information on the general page. This includes the Name of the meeting, start and end times or dates (times can be omitted if you check the "This is an All Day Event". If an event is cancelled you can edit the event and have it marked on the calendar as cancelled. If the event is a camping trip or something just the unit needs to be aware of check the Only Allow Friends to see this event option.

A screenshot of the "Add A New Event" form, General tab. The form has a yellow header with the title "Add A New Event" and a help icon. Below the header are three tabs: "General", "Location", and "Notes". The "General" tab is active. The form contains the following fields and options:

- Event Title:** A text input field containing "Troop meeting".
- Event Starts:** A date and time selection field. The date is "10/19/2011" and the time is "6:30 PM". There is a calendar icon and a clock icon. A note says "Enter both Date and Time".
- Event Ends:** A date and time selection field. The date is "10/19/2011" and the time is "8:30 PM". There is a calendar icon and a clock icon. A note says "Enter both Date and Time".
- This is an All Day Event:** A checkbox that is currently unchecked.
- Cancelled:** A checkbox labeled "Mark this event as being cancelled" that is currently unchecked.
- Privacy:** A checkbox labeled "Only allow Friends to see this event" that is currently unchecked.

Fill in the information on the Location Page. Note: Use No Location for a deadlines if you put deadlines on your calendar, a dropdown box displays locations set up as part of the Regular Meetings function and you can add a location name (ex: Peoples State Forest) and address via the third bullet.

A screenshot of the "Add A New Event" form, Location tab. The form has a yellow header with the title "Add A New Event" and a help icon. Below the header are three tabs: "General", "Location", and "Notes". The "Location" tab is active. The form contains the following fields and options:

- Location:** A radio button labeled "No Location" is selected.
- Martin Kellogg School:** A dropdown menu with "Martin Kellogg School" selected.
- Other Location Name or Description:** A text input field.
- Other Location Address:** A text input field.

If you choose Other Location you must also enter the name or description of the Other Location in the field above. You can also enter an Other Location Address so that a map to this location can be generated.

Modify the notes tabs. This is a good place to let folks know what to expect at the meeting.

Then press Save (upper right add new event box)



3. To View the meeting details double click on the calendar entry.

NOTE: To **ADD** a similar meeting select Clone from the upper right hand corner. Then change the date and notes i(if appropriate)

a. Calendar View Sample for Unit Friends:

A screenshot of a calendar application showing the month of October 2011. The calendar is in a monthly view with columns for days of the week (Sun to Sat) and rows for dates. Events are represented by small boxes with text labels. "Troop meeting" events are scheduled for Wednesdays on the 5th, 12th, 19th, 26th, and 2nd of November. "Camporee" events are scheduled for Friday, October 14th and Sunday, October 16th. The calendar interface includes navigation arrows, a "today" indicator, and view toggles for "Day", "Week", and "Month".

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	01 Oct
2	3	4	5 Troop meeting	6	7	8
9	10	11	12 Troop meeting	13	14 Camporee	15
16 Camporee	17	18	19 Troop meeting	20	21	22
23	24	25	26 Troop meeting	27	28	29
30	31	01 Nov	2 Troop meeting	3	4	5

Move cursor over event to see basic information. Click an event to view full information and to register.

b. Calendar View for non-Unit Friends (note the calendar dates for the camporee does not show)

◀ ▶ today Oct, 2011							Day	Week	Month
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
25	26	27	28	29	30	01 Oct			
2	3	4	5 Troop meeting	6	7	8			
9	10	11	12 Troop meeting	13	14	15			
16	17	18	19 Troop meeting	20	21	22			
23	24	25	26 Troop meeting	27	28	29			
30	31	01 Nov	2 Troop meeting	3	4	5			

Move cursor over event to see basic information. Click an event to view full information and to register.