

Complete Calendar Instructions

This help sheet explains how the calendar feature works, including adding and publishing a calendar page on Jotter.

This guide will show you how to add a calendar to the site and then how to use it on to a page. Calendars can also be shared with other users where you can decide if they can just view it or if they can also edit and add events to it.

[Create a Calendar](#)

[Viewing Calendars](#)

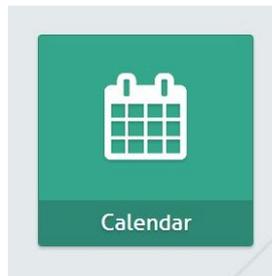
[Add an Event](#)

[Edit or Delete an Event](#)

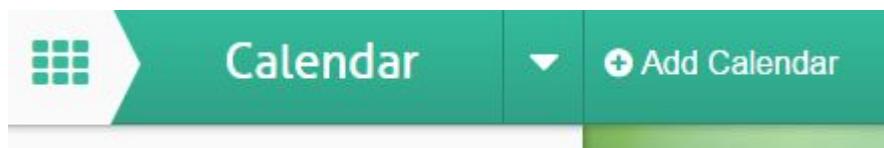
[Publishing the Calendar on the Site](#)

Create a Calendar

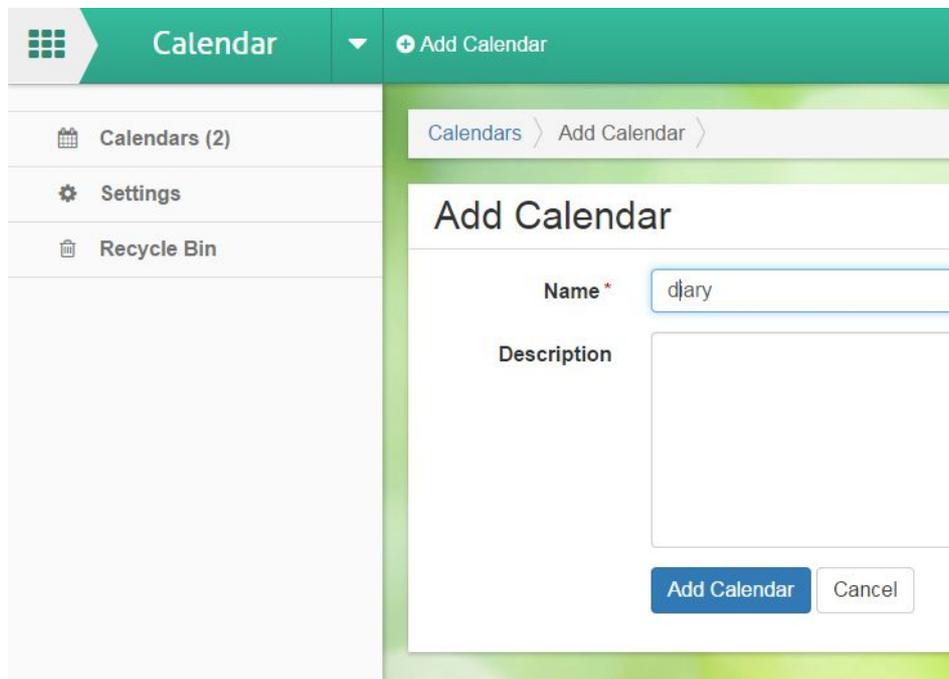
1. Click on the **Calendar** app.



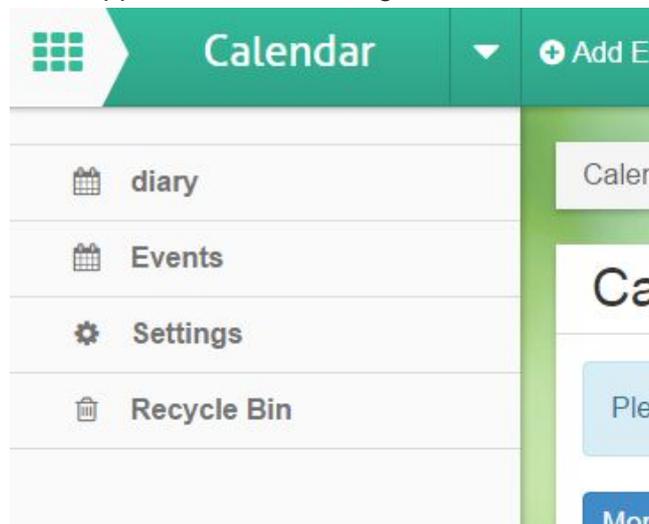
2. If you do not have a calendar you'll need to create one first. Click on the **Add Calendar** button in the top toolbar.



3. Give the Calendar a Name and a Description and then click the **Add Calendar** button.

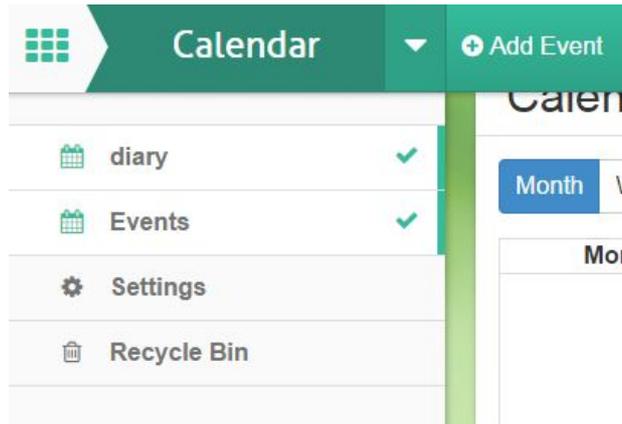


4. Your new calendar will now appear on the left navigation bar.



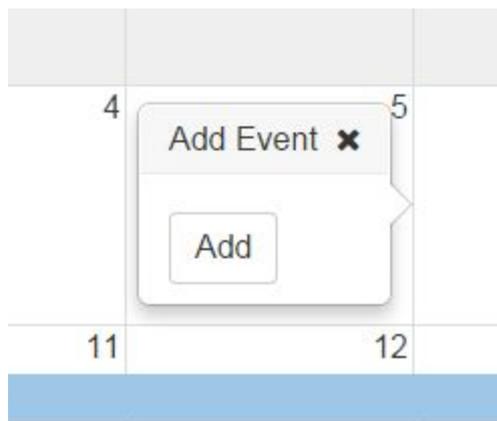
Viewing Calendars

1. To view one, or more, calendars click on the link on the left. A tick will appear to show which calendar information is displayed on the main page.



Add an Event

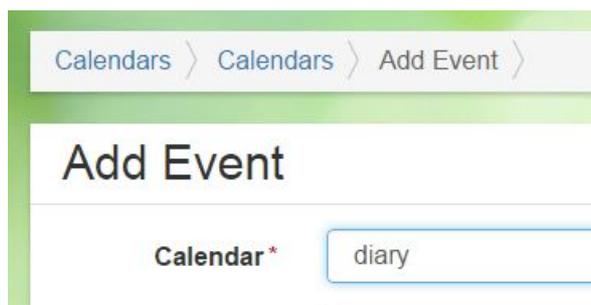
1. To add an event click on the **Add Event** button in the top toolbar, or left click on a day and click **Add**.



2. Fill in all the details as shown below. You can assign a colour to the event which will be used to display the event on the calendar. Then click the **Add Event** button.

3. The event is then displayed in the calendar as so. If you click on the event it will expand to show all of the details.

First, choose the Calendar to add the event to using the dropdown.



Choose a start and end date. If your event is on the same day, choose a start and end time.

If you want to block out one or more days (for example holidays) click **All Day** tick box and the times will disappear.

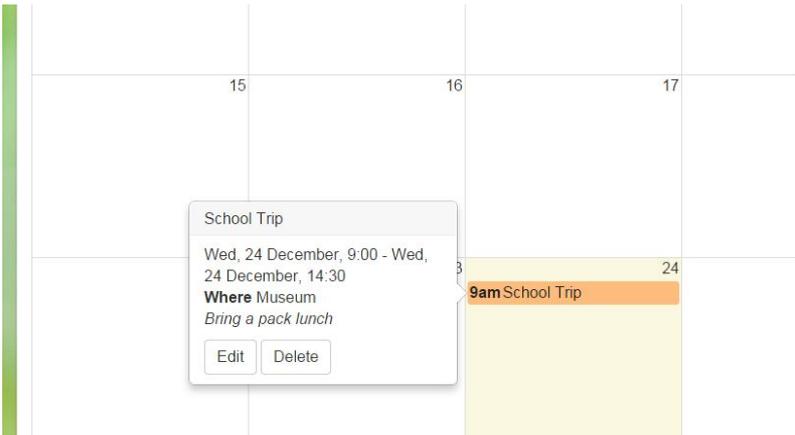
To make an event repeat, click the **Repeat** tickbox where you can control the criteria for the repeat (such as number of times, between dates, frequency).

Add Event

Calendar *	<input type="text" value="diary"/>
Title *	<input type="text" value="School Trip"/>
Start Date	<input type="text" value="2014-12-24"/>
Start Time	<input type="text" value="9"/> <input type="text" value="00"/>
End Date	<input type="text" value="2014-12-24"/>
End Time	<input type="text" value="14"/> <input type="text" value="30"/>
	<input type="checkbox"/> All Day <input type="checkbox"/> Repeat
Where	<input type="text" value="Museum"/>
Description	<input type="text" value="Bring a pack lunch"/>
Colour	<input type="checkbox"/>
	<input type="button" value="Add Event"/> <input type="button" value="Cancel"/>

Edit or Delete an Event

1. The event is then displayed in the calendar as so. If you click on the event it will expand to show all of the details. You can also edit or delete it.



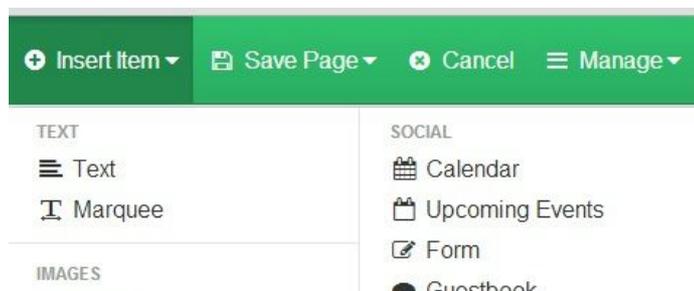
Publishing the Calendar on the Site

1. To use the calendar on a webpage you need to move to the main website by selecting the **Site** app.
2. Navigate to the page that you would like to add the calendar events feed on. Click on the **Edit Page** button.



There are two ways to add events from a calendar onto your webpage. As a full calendar or as upcoming events.

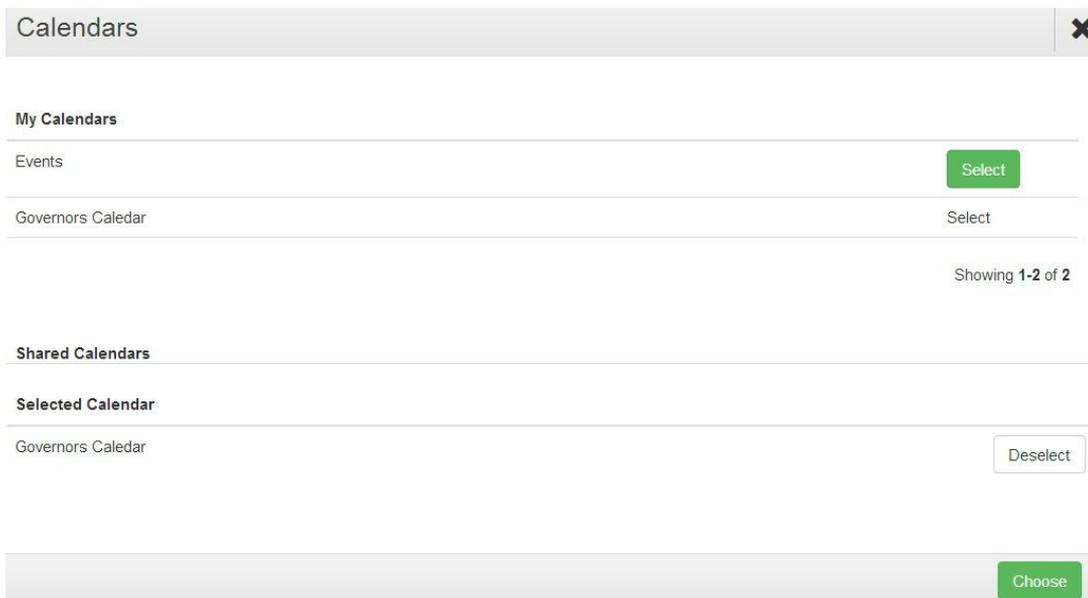
3. To add a full calendar, click on **Insert Item** and select **Calendar**.



4. Insert the calendar where you want to see it, a larger section will be better.

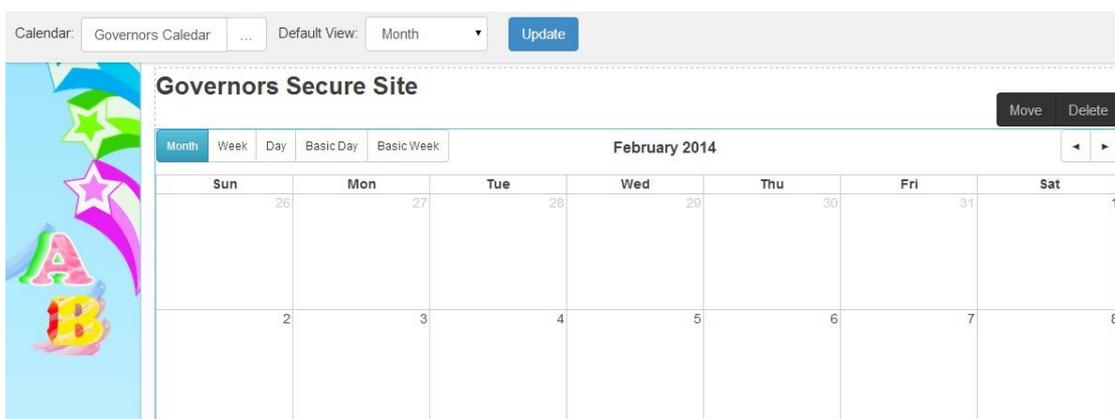


4. You need to select which calendars you want to appear on your webpage. Click on the green **Select** button of the calendar you want.

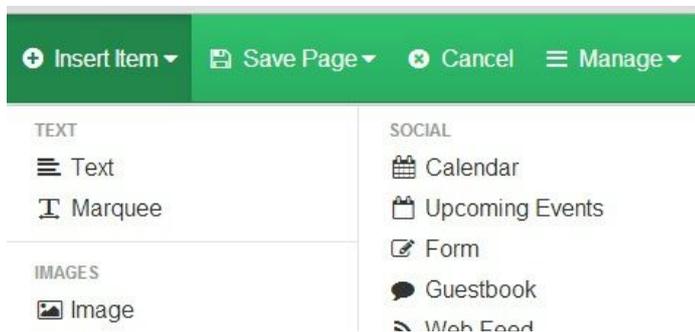


When you select a calendar it will appear in the bottom third of the window. If you made a mistake you can deselect a calendar. Once you have selected your calendar(s) click on the green **Choose** button.

5. Your calendar will appear on your webpage in one calendar. You can use the toolbar to select a different view, if you make any changes click the blue **Update** button.



6. To add your calendar as upcoming events, click on Insert Item and select **Upcoming Events**.

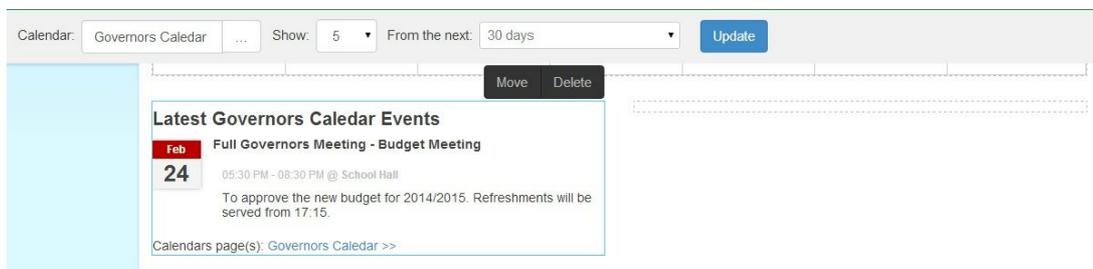


7. Insert your upcoming events where you want it on your webpage, a smaller section suits this

feature well.



8. Your upcoming events feature will appear on your webpage. You can alter how many diary dates you want to appear and how far ahead you want your events to appear, you make any changes click the blue Update button on the toolbar. If you click on the blue Governors link at the bottom of the Latest Governors Events box the full calendar will open up.



9. Click on the **Save Page** button and select **Save and Publish Page**.

