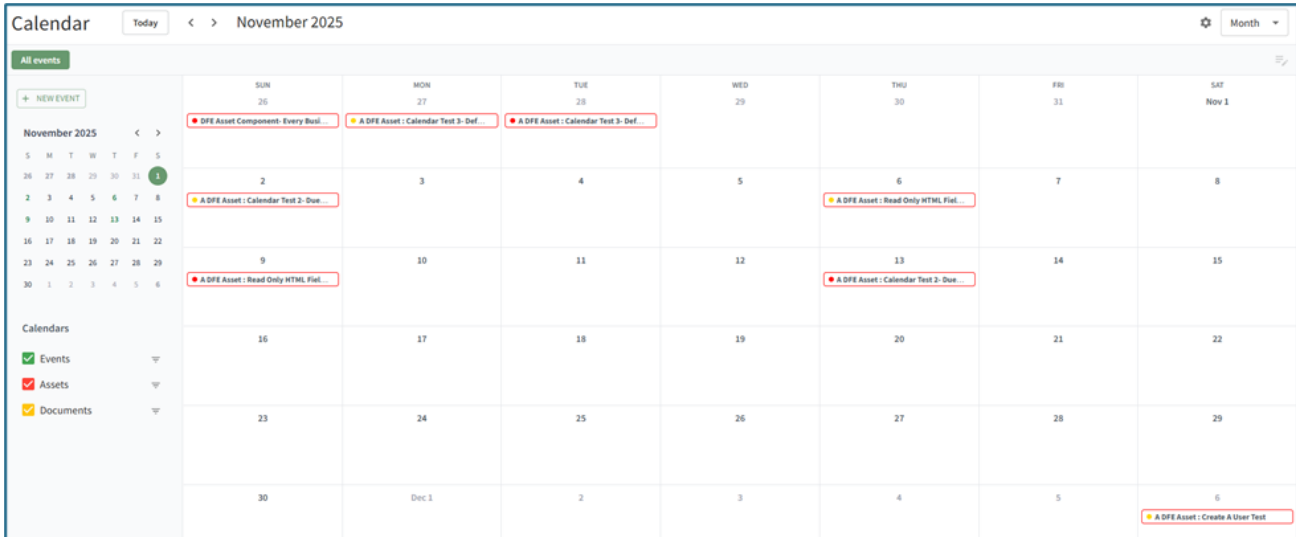
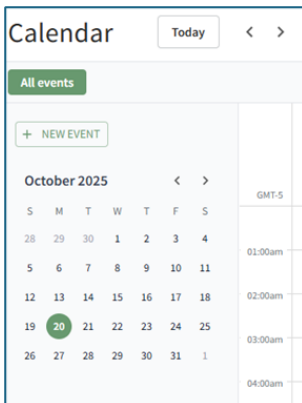


Create a New Calendar Event

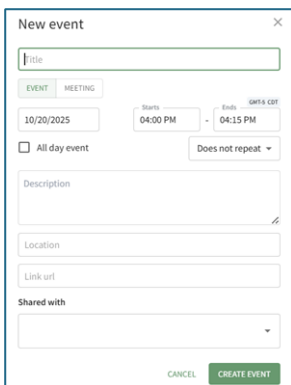
To create a new calendar event, open the Home Page of the Calendar Module.



Select the “New Event” button on the left-hand side above the mini-monthly calendar view.



This opens the New Event Modal.

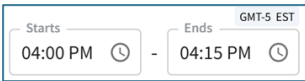


Input the title of the new event.

Select whether the new event is an event or meeting.

The selected value will be indicated by green text and a lightly filled background.

Select the calendar icon in the date field, opening a calendar modal. Select the date of the meeting/event.

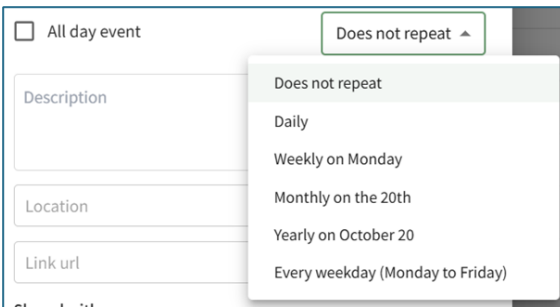


A screenshot of a time selection interface. It features two input fields: 'Starts' and 'Ends'. The 'Starts' field contains '04:00 PM' and the 'Ends' field contains '04:15 PM'. Both fields have a small circular icon with a clock face to their right. A hyphen '-' is positioned between the two fields. Above the 'Ends' field, the text 'GMT-5 EST' is displayed.

Input a start and end time.

The time zone is indicated above the end time.

Select the checkbox if the meeting / event takes place all day.



A screenshot of an event creation form. At the top left, there is a checkbox labeled 'All day event'. To its right is a dropdown menu labeled 'Does not repeat'. The dropdown menu is open, showing several options: 'Does not repeat', 'Daily', 'Weekly on Monday', 'Monthly on the 20th', 'Yearly on October 20', and 'Every weekday (Monday to Friday)'. Below the 'All day event' checkbox, there are three input fields: 'Description', 'Location', and 'Link url'.

Use the dropdown menu to indicate if the meeting/event does not repeat, repeats daily / weekly / monthly / yearly, or every weekday.

Input a meeting / event description, location, and include a URL Link if relevant.

The meeting / event can be shared by selecting an individual, an access level, or a certification role. Users selected here will then be able to see the meeting / event on their Calendar,

Select the "Create Event" button, and the event will now show on the calendar.

Revision #6

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