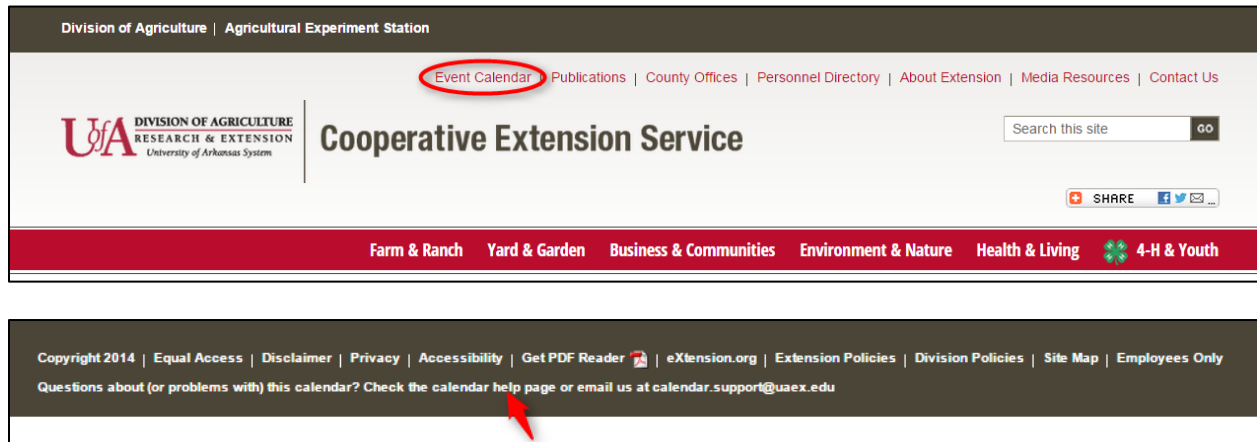


CALENDAR 101

I. Accessing HELP

From the home page, select **Event Calendar** and the **Help** link can be found at the bottom of the page. Below the Copyright line, select **help** from the last line on the page and the help screen is displayed



II. How to create an Event that does not contain a beginning or ending time.

When an Event is created and there is no beginning or ending time, select **all day** from the **Date & Time** option. When **all day** is selected, there will be NO time listed for the Event. Select a **Start** date and from the **End** option, select **Date** to enter ending date or as in the example select **Duration** and list the number of days or weeks for the event.

The screenshot shows the 'Event Information' form with the following details:

- Title:** Arkansas 4-H Video Team Applications Due
- Date & Time:** all day
- Start:** Date 2015-02-02
- End:** Date, Duration (1 days), or 0 weeks, This event has no duration / end date

Red arrows point to the 'all day' checkbox, the 'Start' date field, and the 'Duration' radio button.

III. Recurring Event

When an Event is a recurring event it is not necessary to enter the event for each day. In the example below the event begins January 26, 2015 and ends April 16, 2015. This event is held twice each Monday and Thursday from 10:00 am-11:00 am and again from 4:45 pm-5:45 pm.

1. From the **Date and Time** section note that the Start and End dates are same. Even though the event is held at two different times, only one time can be entered. All details can be entered in the Description box.

Event Information

Title:

Date & Time: all day

Start:

Date

End:

Date

Duration

This event has no duration / end date

Recurrence: event recurs event does not recur

Status: confirmed tentative canceled

Description:

2. The Recurrence option is defaulted to “**event does not recur**”.


Event Information

Title:

Date & Time: all day

Start:
Date

End:
 Date
 Duration
 This event has no duration / end date

Recurrence: event recurs event does not recur 

Status: confirmed tentative canceled

Description:

3. To create a recurring event, select “**event recurs**” and note the **Recurrence Rules** options.

Event Information


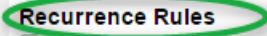
Title:

Date & Time: all day

Start:
Date

End:
 Date
 Duration
 This event has no duration / end date

Recurrence: event recurs event does not recur

Recurrence Rules  

show advanced recurrence rules

Frequency: no recurrence rules

none
 daily
 weekly
 monthly
 yearly

Recurrence and Exception Dates

Exception dates may be created by deleting an instance of a recurring event.

Status: confirmed tentative canceled

Description:

4. From the **Recurrence Rules** option, select “**show advanced recurrence rules**”.
5. Select desired **Frequency**.
6. Select **until** and enter the ending date **plus** one day.
7. Select the days of the Event.
8. Note that the beginning date is listed for the **Recurrence and Exception Dates**.
9. **Status** default is confirmed.
10. Enter a **Description** for the Event.

Event Information

Update Event Cancel

Title: Get Fit: Strong Women & Men

Date & Time: all day

Start:
Date: 2015-01-26 10:00 am America/Chicago

End:
 Date: 2015-01-26 11:00 am America/Chicago
 Duration
 This event has no duration / end date

Recurrence:

Recurrence Rules 4

change recurrence rules show advanced recurrence rules

Frequency: 5

none
 daily
 weekly
 monthly
 yearly

Repeat: 6

forever 1 time until 2015-04-17

Interval: every 1 week(s) on

Sun Mon Tue Wed Thu Fri Sat

[select weekdays](#) 7 | [select weekends](#) 7

Week start: Sun

Recurrence and Exception Dates

8 2015-01-26 12:00 America/Chicago

Exception dates may be created by deleting an instance of a recurring event.

Status: 9

confirmed tentative canceled

Description: 10

A strength training program to build muscle, improve flexibility, & balance and increase energy. This class is designed for mid-life and older adults but is suitable for all fitness levels. This event is held each Monday and Thursday from 10:00am-11:00am and again from 4:45pm-5:45pm.

11. Select the Contact, Location and Topical Areas.
12. Select Add Event.