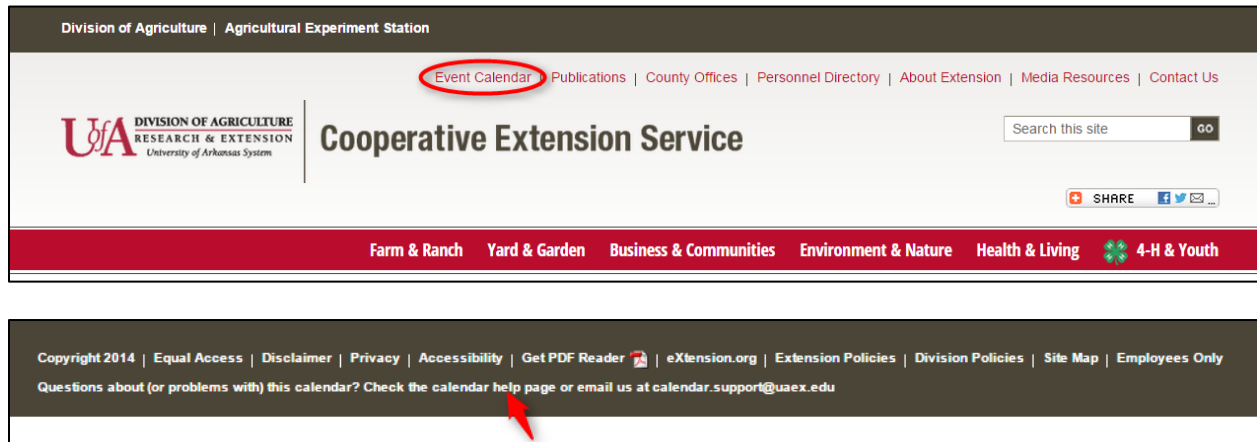# CALENDAR 101

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.

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

Add 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:	○ event recurs ◉ event does not recur
Status:	◉ confirmed ○ tentative ○ canceled
Description:	Enter a brief description of the event

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

Event Information

Add 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:	◯ event recurs ◉ event does not recur ⬅
Status:	◉ confirmed ◯ tentative ◯ canceled
Description:	Enter a brief description of the event

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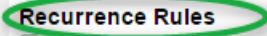
4. From the **Recurrence Rules** option, select "**show advanced recurrence rules**".
5. Select desired **Frequency.**
6. Select **until** and enter the ending date **plus** one day.
7. Select the days of the Event.
8. Note that the beginning date is listed for the **Recurrence and Exception Dates**.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

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