

## Calendar Feature

### CREATE AND SHARE A CALENDAR

A Calendar must be created before an event can be added. The instructions in this section explain how to create a Calendar and then share that Calendar with other users of My Siena.

- † If a **Calendar** feature is not displayed, follow the instructions under the **Adding a Feature** document to add the **Document** feature.
- † Click the **Add an event** link in the upper right corner of the **Calendar** feature to add a new Calendar (see illustration below).



- † The **Add/Edit Calendar View** window will display (see illustration below).

The screenshot shows the "Add/Edit Calendar View" window. It has a dark blue header with the title "Calendar - Add/Edit Calendar View". Below the header, there is a red message: "You must create a calendar before you can add an event. Please use the form below to add a calendar." The form includes a "Calendar Name:" label followed by a text input box. Below this are three radio button options: "Allow any user to subscribe to this calendar.", "Allow only users with access to this page to subscribe.", and "Do not share this calendar." (which is selected). Below the radio buttons is a "Description:" label followed by a rich text editor toolbar with options for font family, font sizes, bold, italic, underline, text color, background color, text color, link, unlink, insert link, smiley, source code, and print. Below the toolbar is a large text area for the description.

- † In the **Calendar Name** box, input the name for the calendar.
- † Click one of the option buttons under **Calendar Name** to specify who will be allowed to view, subscribe to, or add information to the Calendar.

- ✦ **Allow any user to subscribe to this calendar** – When this option is selected, anyone who has access to My Siena will be able to subscribe to the Calendar.
- ✦ **Allow only users with access to this page to subscribe** – With this option, only users who have been granted permission to the page where the Calendar resides can subscribe to the Calendar.
- ✦ **Do not share this calendar** – This option prevents other users from subscribing to the calendar.

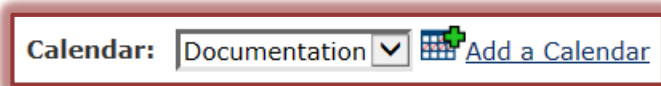
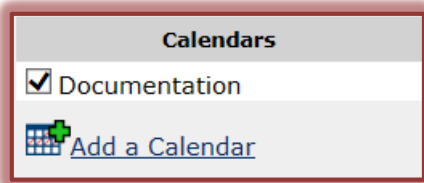
- † Input a description for the **Calendar** in the **Description** box.
- † Click the **Save** button.

### CREATE AN EVENT

- † The window for creating an **Event** will display (see illustration below).

- † Input a name for the event into the **Event Name** textbox.
- † In the **Description** box, input information about the event.
- † Scroll to the **Location** box to insert where the event is to be held (see illustration below). This is optional.

- † If this is an event that is to last the entire day, click the **All Day Event** check box.
- † In the **Start** and **End** areas, select the beginning and ending dates and times for the event.
- † Select one of the option buttons in the **Occurs** area.
  - ✦ **Once** – Use this option if the appointment is occurring only one time.
  - ✦ **Repeat** – This option should be chosen when an event occurs on a weekly or monthly basis.
- † When all the options have been chosen, click the **Save** button.
- † The **Calendar** will display in a **weekly** format.
- † **Additional Calendars** can be created by using one of the following methods.
  - ✦ Click the **Add a Calendar** link (see illustration below left) on the left side of the calendar in any of the **Calendar Views**.
  - ✦ Click the **Manage Calendars** link on the left side of the calendar in any of the **Calendar Views** (see illustration below right) and click the **Add a Calendar** link.

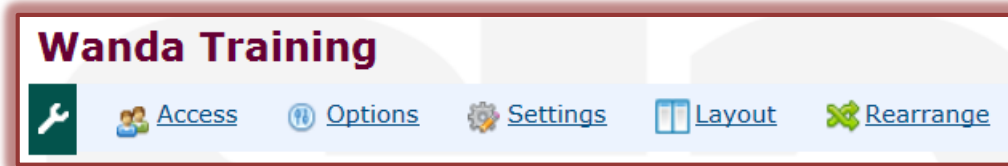


- † The **Add a Calendar** window will display.
- † Input the information for the Calendar.
- † Click the **Save** button.
- † The **Calendar** should appear on the **My Siena** page.

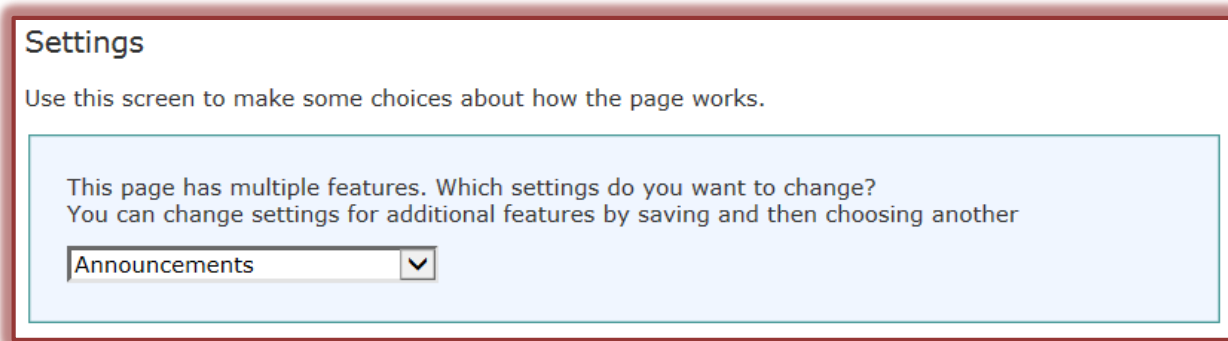
### CHANGE DEFAULT VIEW TYPE

The default view for Calendars can be changed from a Month Calendar view to an Event List. The directions below explain how to change these views.

- † Click the **Settings** link (see illustration below).

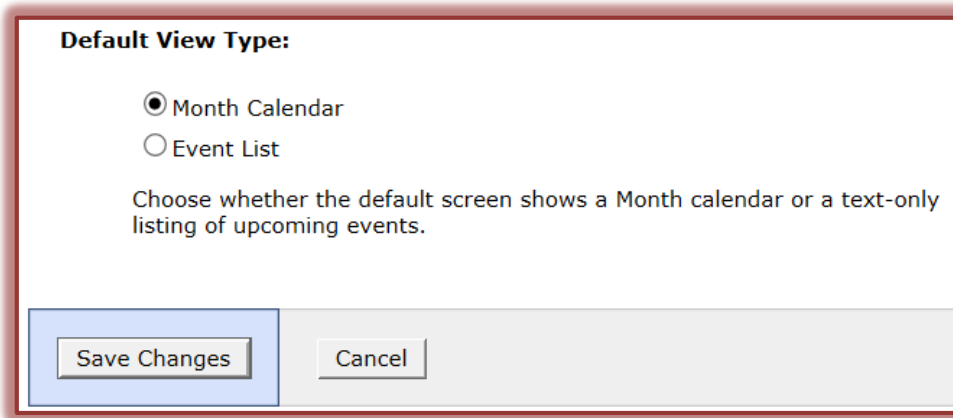


- † The **Settings** window will display.

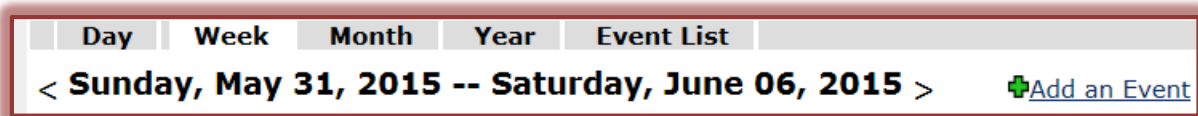


- † In the drop down list, select **Calendar**.
- † The **Calendar Settings** window will display.
- † Under **Default View Type** select one of the two options.
  - ✦ **Month Calendar** – This option will display a monthly view of the Calendar on the page.
  - ✦ **Event List** – Use this option to display a list of events on the page.

- † Once the selection has been made, click the **Save Changes** button.



**NOTE:** Calendar views can also be changed by clicking the tabs at the top of the window (see illustration below). However, this will not set the view as the default.



### SET CALENDAR PREFERENCES

The Default Maximized Calendar View, Week Start Day, and Day Start Time can be changed. To do this, follow the instructions below.

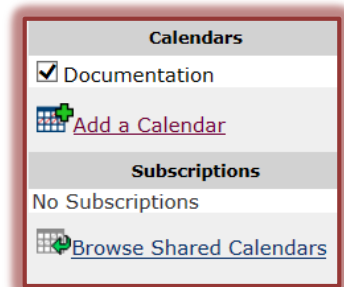
- † Click the **Preferences** button in the upper right corner of the Calendar. This is the icon on the left as shown in the illustration at the right.
- † The **Preferences** page will display.
- † Click the list arrow and select **Calendar**.
- † Make any desired changes in this window.
- † Click the **Save Changes** button.



### SUBSCRIBE TO A CALENDAR

Once a Calendar has been created, if sharing is enabled, other users can subscribe to it if they have the proper permissions. Once someone has subscribed to a Calendar, the events from the Calendar that was subscribed to will be included in their personal Calendar.

- † Go to the page where your personal calendar, or another calendar you can edit, is located.
- † The selected Calendar will display.
- † In the **Subscription** area on the left side of the **Calendar**, click **Browse Shared Calendars** (see illustration at right).
- † The **Calendar Subscription Center** window will display (see illustration on next page).
- † Locate the calendar that you want to subscribe to. The links mirror the tabs and page available on **My Siena**.
- † All campus groups are located under **Clubs and Organizations**, then under **Siena Groups**.
- † Continue to click through the links until the Calendar is located.





- † When the Calendar is located, click the **Subscribe** link next to the **Calendar** that you want to subscribe to.
- † The appointments from both will be included in your personal calendar.