Posting Calendar Events to Other Calendars

Schoolwires[®] Centricity2™



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Introduction

There are several ways that you can post an event to other *Centricity2* calendars. You can create an event on the District calendar and flag it as *Mandatory*. You can create an event on any calendar other than the District calendar and flag it to post to its parent calendar. And, you can create an event on any calendar and use a *Collection* to post it to other calendars.

vent Title:	
	by Valley High School Auditorium
Event Recurrence R	tegistration Location Contact Post to Calendars Viewers
inter a start date and description	n for your event. If you want, you can enter a start time, end time, end date, description and category.
itart Date:	Description:
3/29/2012	
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No End Time	Come see the movie Gettysburg at the high school. Mr. Sparks will be available to answer questions at the end of the mov
nd Time:	Come see die movie dewysburg at die ingit school, int, sparks will be available to aliswer questoris at die end of die mov
PM ▼ :30 ▼	
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nd Date:	Category:
03/31/2012	Choose a category to color-code your event.
	None
	🗹 Mandatory Event 👔
	Force this event to display in Upcoming Events from today until the event occurs.
	Note: It will replace an event happening in the near future.
Save Cancel Creat	te E-Alert
ent Title:	
/lulti-Class Discuss	sion - History
vent Recurrence	Registration Location Contact Post to Calendars Viewers
you want you have a re	equest to post your event to other calendars by adding collections.
Post event to other calen	Idars
	2 January 1 3
Post to Happy Valle	ey High School
Add Collections	

ps of site, channel and section calendars where your event will display if approved.

Save Cancel Create E-Alert

Mandatory Event

When you flag a calendar event as Mandatory, it is added to the current calendar as well as all your organization's calendars. You can only create Mandatory events on the District Calendar.

Here's how you create a Mandatory calendar event.

- 1. In *Site Manager*, navigate to the District Calendar.
- 2. Edit the calendar and create or edit an event.
- 3. Click the Mandatory Event checkbox.

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nter a start date and descriptio	n for your event. If you want, you can enter a start time, end time, end date, description and ca	tegory.
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nd Time: 7 PM 👻 :30 👻		
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nd Date:		
03/31/2012	Category: Choose a category to color-code your event.	
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	None	
C	🗹 Mandatory Event 🕐 📃	
	Force this event to display in Upcoming Events from today until the event	occurs.
	Note: It will replace an event happening in the near future.	

4. Click Save. The calendar app displays.

The event will be preceded with an Exclamation point, indicating that it is a Mandatory event. On all other calendars, this event is preceded with a lock symbol, indicating that the event is mandatory and locked.



To remove the Mandatory flag for an event, simply deselect the Mandatory checkbox and click **Save**. The event remains on the District Calendar but is removed from all other calendars.

Post to Parent Calendar

You can request that a calendar event be posted to its parent calendar. A parent calendar is always a District or School calendar. A channel calendar is never a parent calendar.

If you are editing a Section Calendar, when you click the Post event to other calendars checkbox on the **Post to Calendars** tab, a second checkbox displays. It indicates the name of the parent calendar. In the example, Mr. Sparks is requesting that an event from his Section Calendar be posted to its parent calendar, the Happy Valley High School Calendar.

Happy Valley High School	
Home About Us Activities Alumni Athletics Programs of Study Staff Calendar	
Sparks, Eric	
Civil War Homepage Civil War Articles Happy Valley High School I Staff I Sparks, Eric I Mr. Sparks Calendar	
Happy Valley School Dictrict Site Manager - Windows Internet Explorer http://2.tx.schoolwires.net/cms/Workspace/Section/Section.aspu/DomainD=8622	
Centricity III 🐨 🐨 View Website 🔯 Community & Support Feedback	k Sign Out (mkuzniar)
▶ USERS & C	× oolwires
CONTOUR Event Title: CONTENT	
W INTE & CIN Many Event Recurrence Registration Location Contact Post to Calendars Viewers	
Advant If you want, you can submit a request to post your event to other calendars by adding collections. Advant If you want, you can submit a request to post your event to other calendars by adding collections.	(¢. o
Alus I Post to Happy Valley High School Add Colections	12 **
Calections contain groups of site, channel and section calendars where your event will display if approved.	Sat
Save Save Cancel Create E.Alert	

Home	About Us	dren First	es • Alumni	Athl	letics Prog	rams of Study	Staff	Menus	Email Iar	Contact	
Нарру	/ Valley Hi	igh Sch	ool Calend	lar							
► Cust	omize Calend	ar view									
17 Toda	ay 📋 Day	Week	Month ∷≣ L	.ist 🔒	Print 17 iCal Fe	ed 🔺 My Event	es 🔿 Expo	rt Events			
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Event If you w	tle: Recurrence ant, you can submit a Levent to other cat	Registratio request to post lendars	n Location	Contact	Post to Calendars	Viewers			- COULTAR	×	
r S Event If you w ♥ Post	Ile: Recurrence ant, you can submit a t event to other cal Post to Happy Vi Add Collectons	Registratio request to post- lendars alley School E	n Location your event to other ce	Contact alendars by ado	Post to Calendars		1		reeduativ	×	

If you are editing a School Calendar, when you click the Post event to other calendars checkbox on the **Post to Calendars** tab, a second checkbox displays indicating the name of the parent calendar. In the example, the Homepage Editor of the Happy Valley High School calendar is requesting that the event be posted to its parent, the District Calendar. Since the District Calendar has no parent calendar, when you click the Post event to other calendars checkbox, the option to post to a parent calendar does not display.

Here's how you add a calendar event and post it to its parent calendar.

- 1. In *Site Manager*, navigate to the calendar you wish to edit.
- 2. Click New Event. The Add Event dialog displays.
- 3. Click on the Post to Calendars tab. The Post event to other calendars checkbox displays.
- 4. Click the Post event to other calendars checkbox. A Post to checkbox displays and indicates the name of the site hosting the parent calendar.
- 5. Click the Post to checkbox.

Event Title		sion - Histo	n/					
Event	Recurrence	Registration	Location	Contact	Post to Calendars	Viewers		
100.000.000	t, you can submit a	request to post you endars	r event to other	calendars by a	idding collections.			
	Post to Happy Va	illey High School						
		381 - 28						
12	dd Collections							
12		ps of site, channel a	ind section cale	idars where y	our event will display if a	pproved.		

- 6. Finishing editing the event.
- 7. Click **Save**. The calendar app displays.

Calendar Collections

You can use a Calendar Collection to post events to other calendars. A collection can consist of a single calendar or a group of calendars.

- You might create a collection that includes only the district site workspace. Editors would then use this collection to post their event to the District Calendar
- You might create a collection that includes all school sites. Editors would then use this collection to post their events to the main calendar of each school.
- You might create a collection that includes all the sections in a single channel to allow editors to post events on each other's calendars.

When editing an event, you can request that the event be posted to a collection.

Only a Site Director or Administrator with necessary extended Passport privileges is able to create collections.

Create a Calendar Collection

Here's how you create a collection.

- 1. In *Site Manager*, expand the Configure group within the Content Browser.
- 2. Click Calendar Assets. The Calendar Assets Workspace displays.

	ategories edit event categories. ⑦	
	CATEGORY	ACTIONS
New C		ACTION



3. Click the Collections tab.

New Co	Theor collectons. Collectons are groupings of sites, channels and sections, usually with a committection	on theme. They allow users to post calendar events to additional calenda
STATUS	COLLECTION	ACTIONS
ACTIVE	All Schools	Copy
ACTIVE	District Calendar	Copy Delete
ACTIVE	Elementary School Teachers	Copy Delete

4. Click New Collection. The New Collection window displays.

5. Enter a unique name for your collection. If you like, you can also add a description for your collection.

ame:			No. 10	
McCollin				
escription: Mr. McCollir	's Section Cale	endars		

6. Click Save.

The Collection you added displays in the workspace and is Active. You must edit the collection to add Calendar Workspaces.

7. Click on the name of a collection to edit it. The collection opens on the **General** tab.

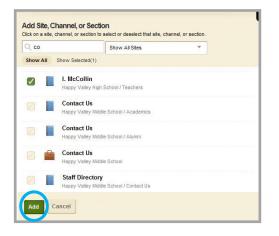
12.	Calendar Assets Workspace	
•	Event Categories Collections How do L?	
Create	ctions and edit your collections. Collections are groupings of sites, channels and sections, usually with a common theme. They allow users to post calendar event Collection	s to additional calendars.
STAT	S COLLECTION	ACTIONS
Acti	McCollin Mr. mccount's Section Calendars	Copy Delete

8. Click the Workspaces tab.

Collection Name:	
McCollin	
General Workspaces Sharing Rights	
Add were sense where users might commonly want to post events.	
We noticed that you haven't added any workspaces. Click Add Workspace to get started.	How do I? Learn more about this area. Access our library of video tutrorials, help articles, and other resources.
Save	

9. Click Add Workspace. The Add Site, Channel or Section window displays.

10. You can search for a particular calendar workspace by entering the workspace name in the



Search box. As you type, choices containing the letter or letter combination you typed display.

Alternatively, you can limit the workspace display by site. Click the Show All Sites drop-down list and select a site from the list.

Notice that the path name to the current workspace displays below the site, channel or section



listed in the dialog. Also note the icons for a site, channel and section.

- 11. Click the checkbox to the left of the calendar workspaces you wish to add to the collection.
- 12. Click **Add**. The workspaces you just added display.



13. Click **Save**. The calendar app displays.

Unless you share a collection with specific users or groups, all editors have access to the collection. You change the Sharing Rights of a collection on the **Sharing Rights** tab of the collection.

Use the **Delete** button to the right of a workspace or collection to remove it.

Post Events using a Calendar Collection

Here's how you post an event to other calendars using a collection.

- 1. In *Site Manager*, navigate to the calendar you wish to edit.
- 2. Click New Event. The Add Event dialog displays.
- 3. Click the **Post to Calendars** tab. The Post event to other calendars checkbox displays.

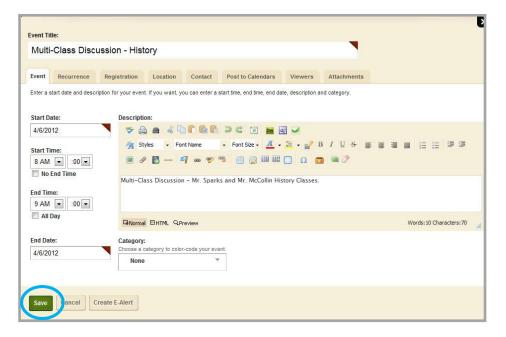
Event Title	:								×
Multi-C	Class Discu	ssion - Histo	ry						
Event	Recurrence	Registration	Location	Contact	Post to Calendars	Viewers			
If you we have our owners to post your event to other calendars by adding collections.									
Post event to other calendars									
Post to Happy Valley High School									
Add Collections									
00	giù	ape of alle, chainer	ind section calo	idara wilore y	our event will usplay it a	pproved.			
Save	Cancel Cre	eate E-Alert							

- 4. Click the Post event to other calendars checkbox. The Add Collections button displays.
- 5. Click Add Collections. The Add Collections window displays.
- 6. Click on the collection or collections you wish to select. When you select a collection, a dark green border surrounds the collection. To deselect a collection, click on it.

All Schools	District	Elementary
	Calendar	School Teachers
Happy Valley High School - All Calendars	High School Teachers	Homepages
All Calendars	CATACOTACOTACITA (C.	
HS Channels and Sections	McCollin	Middle School Teachers
Sparks1		

- 7. Click Add Collections. The Post to Calendars tab displays with your selections.
- 8. Finishing editing the event.

9. Click Save. The Calendar App displays.



The event is delivered to all calendars in the collection or collections that you specified. However, if the event requires approval, it will not display immediately on the destination calendar.

Process the Event Queue

When using a collection, if the destination calendar is in a workspace below the level of your current calendar, the event displays on the calendar immediately. For example, if you add a calendar event at the District Calendar and use a collection, the event will immediately appear on every calendar in the collection because every calendar is at a level below the District Calendar.

This is not the case if the calendar you are posting to is at the same or a higher level. In these instances, the event displays in the destination calendar's Event Queue. An authorized person must approve the event before it displays on the calendar.

I. McCollin Section Workspace		O schoolwir
Summary Tools E	itors & Viewers Statistics How do I?	
Mr. McCollin Calendar Page Calend	ar App	
Calendar App		Options
Calendar Import Events Event	Queue Event Categories Rosters	
Approve or Deny requests from other editors	to post events on this calendar.	
TITLE		DATE/TIME ACTION
Multi-Class Discussion - History Happy Valley School District / Happy Valle	High School / Teachers / Eric Sparks	4/6/2012 8:00:00 AM Accept Decline

For example, at the Happy Valley High School site, Mr. Sparks and Mr. McCollin both have sections in the Teachers Channel. These are at the same level within the Teachers channel. If Mr. Sparks uses a collection to post an event from a calendar in his section to a calendar in Mr. McCollin's section, Mr. McCollin will need to approve the event before it appears on his calendar.

Teachers Channel Workspace	
Summary Tools Directors & Vie	ewers Statistics How do I?
Sections Create and sort your sections. New Section Sort	3
SECTION	ACTIONS
Eric Sparks	Options Move Delete
I. McCollin	Options Move Delete

Here's how you accept or decline an event.

- 1. In *Site Manager*, navigate to your calendar.
- 2. Click the **Event Queue** tab. Events awaiting approval display.
- 3. Click **Accept** to approve the event and place it on the calendar.
- 4. Click **Decline** to refuse the event.

I. McCollin Section Workspace						0	chool wire
Summary Took	Editors & Vie	wers Statistics	How o	io L?			
Ar. McCollin Calendar Page	Calendar App						
Calendar App							🗘 Options
Calendar Import Event	s Event Queue	Event Categories	Rosters				
Approve or Deny requests from	other editors to post ev	ents on this calendar.					
TITLE					DATE/TIME	ACTION	
Multi-Class Discussion - History Happy Valley School District / Happy Valley High School / Teachers / Eric Sparks					4/6/2012 8:00:00 AM	Accept	Decline