

Quick Reference Guide

Audience: School leadership.

Purpose: Learn how to **create and edit events** in the school calendar for families & staff to be aware of the upcoming events such as class milestones. Understand the difference between what's available in the **web vs. iPad version** of the app.

Create New Event | Web

1

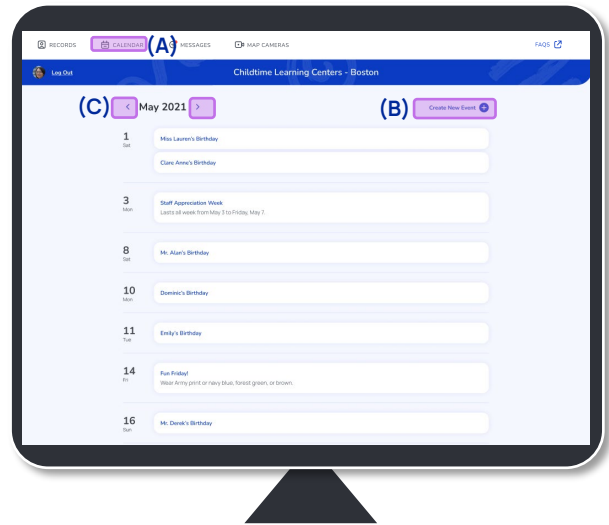
Tap the **Calendar (A)** button at the top of the screen to access the calendar.

Tap the **Create New Event (B)** button to create a new event.

Quick Note: You can only create events and edit the calendar from the Web version of the app.

To view previous and future events, tap the **Arrows (C)** next to the month on the calendar.

Quick Note: You can only view events one month in the past or future otherwise the arrows are disabled.

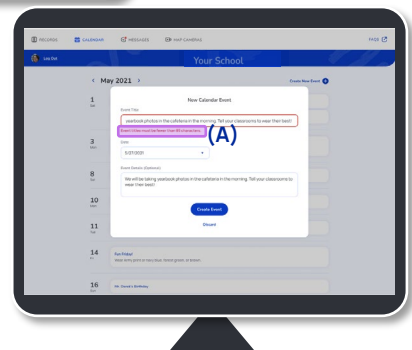
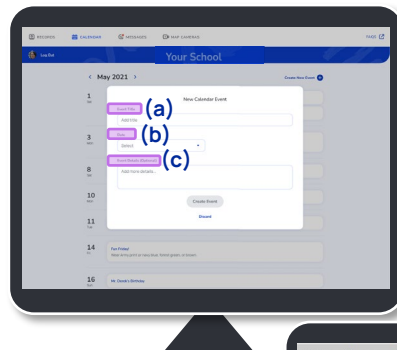


2

Add the following information to the **New Calendar Event** pop-up:

- a) **Title.**
- b) **Date.**
- c) **Details (optional).**

Quick Note: Event titles must be fewer than 85 characters. You will receive a **message in red text (A)** if your title is too long.

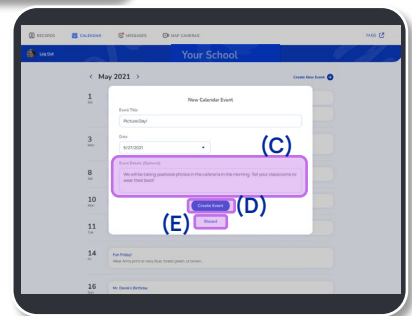
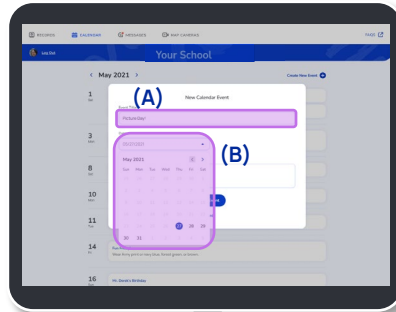


3

Type the **Event Title (A)** you want for the event, select the appropriate **Date (B)** and add the **Event Details (c)** if desired.

Quick Note: Dates in the past are disabled. You can't create past events, you must select a future date.

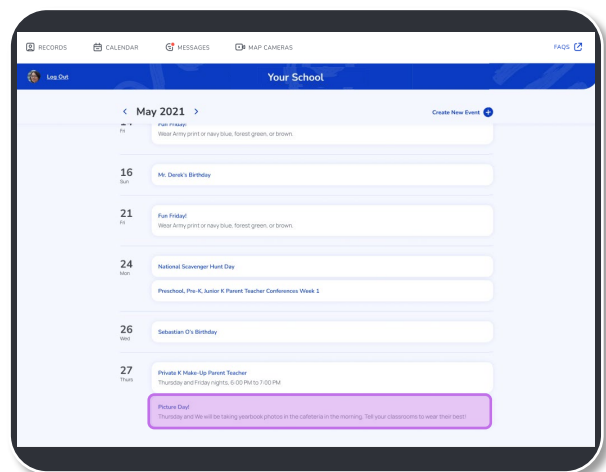
Tap the **Create Event (D)** button after completing the event details. If you want to cancel your edits, tap the **Discard (E)** button.



4

The event will appear on the Calendar screen after it has been created.

Quick Note: Examples of calendar events can be family activity nights, birthdays, special events, elective classes, or educational updates such as graduation.



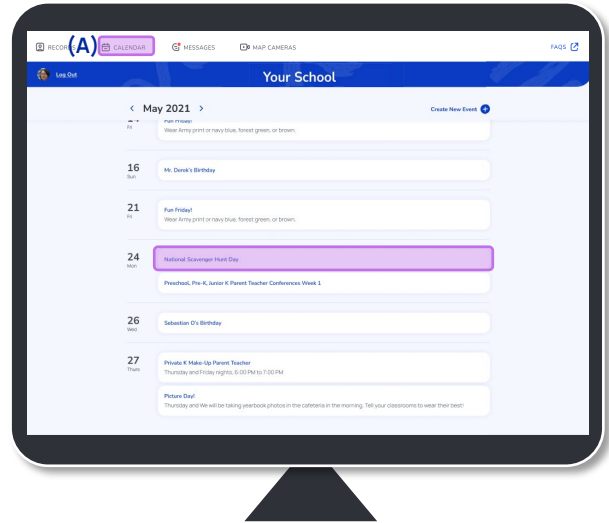
Edit or Delete Event | Web

1

Tap the **Calendar (A)** button at the top of the screen to access the calendar.

Tap the **Event** you want to edit or delete from the school calendar.

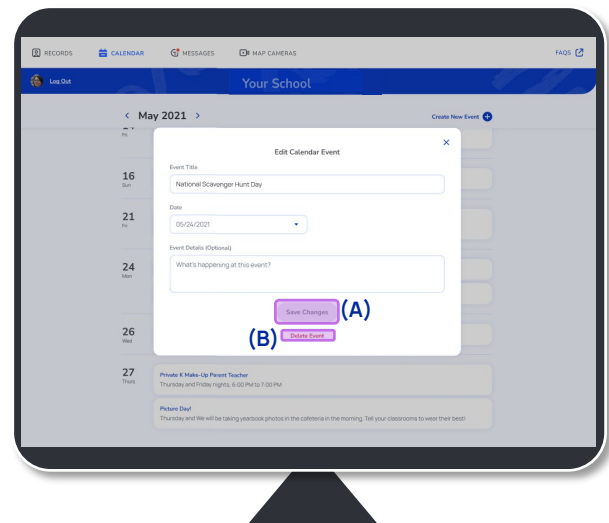
Quick Note: Families will not receive any notification when an event is edited or deleted.



2

To edit the event, change the information in the relevant fields and tap the **Save Changes (A)** button.

To delete the event from the calendar, tap the **Delete Event (B)** button.

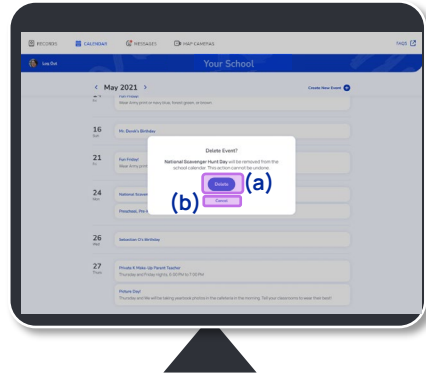


3

After tapping the Delete Event button, a pop-up confirmation appears. You can:

- a) Tap the Delete button to confirm the action.
- b) Tap the Cancel button to cancel the action.

Once you delete an event, it disappears from the calendar.

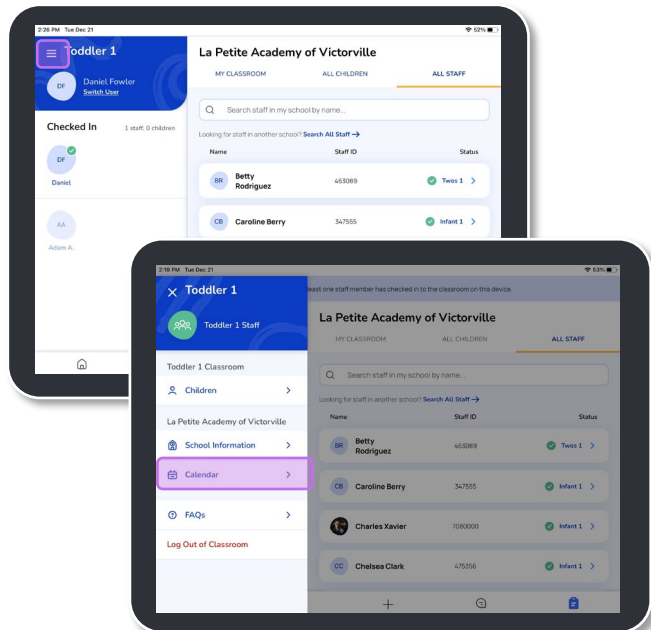


Calendar View | iPad

1

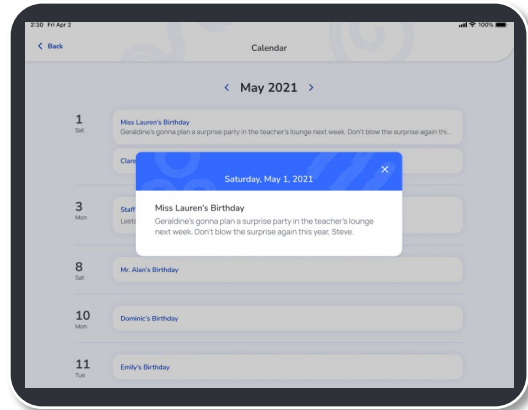
Tap the **Calendar icon** in the menu.

Quick Note: When using an iPad, you can only view the calendar. Log into the web version of the app to create, edit, and delete events.



2

Tap a specific event to view a pop-up with the full details of the event.



3

If there are no events added to the calendar for a certain month, the following message appears:

There are no events scheduled for this month.

