



# Post Calendar Events to Other Calendars

*Schoolwires*<sup>®</sup> Centricity<sup>™</sup> 2.0



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## Introduction

To post a calendar event to other calendars in addition to yours, you add calendar collections to your event. Calendar collections contain calendars for specific sites, subsites, channels and sections on which editors might wish to display events. For instance, you might have a calendar collection that contains...

- Only the district calendar since many Subsite Directors wish to post events on the district calendar
- Only one school (subsite) calendar to allow Channel Directors and Section Editors to post their events on their school calendars
- All the sections in a single channel to allow Section Editors to post events on one another’s calendars

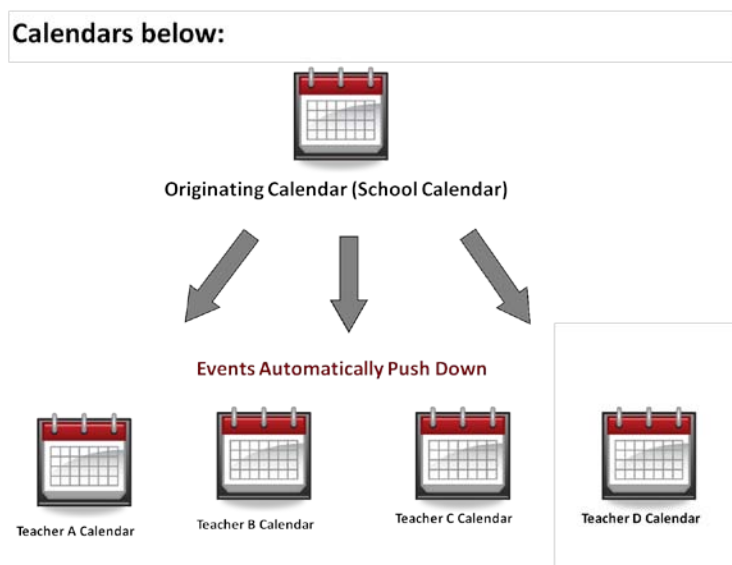
Note: Site Directors can use mandatory events to post events to all school calendars without using a calendar collection.

## How Calendar Collections Work

A Site Director with extended privileges or an Administrator sets up Calendar Collections.

### Calendars below Your Calendar

If calendars in a collection are in an area below the level of your calendar, the event will display immediately on those calendars as shown here.



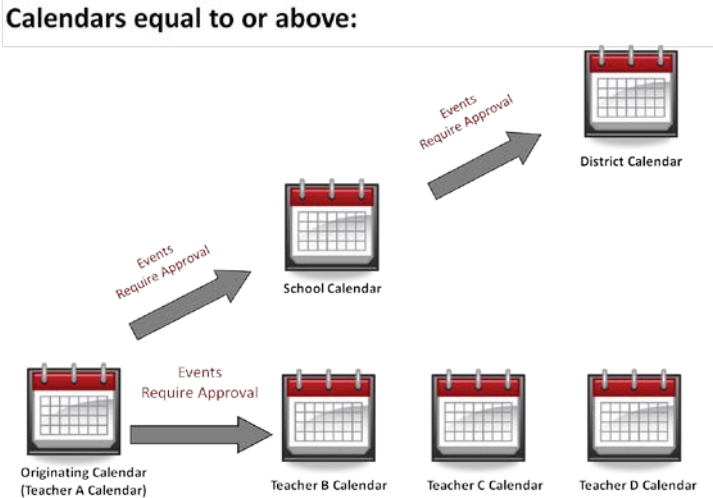
To post events on calendars below your calendar then, two things are required.

- A Site Director with extended privileges or an Administrator has to create the necessary collections.
- You have to add the collection containing those calendars to your event.

We step through the processes for doing each of these later in this document.

### Calendars at or above Your Calendar

If calendars in a collection are in an area at the same level or at a level above your calendar, someone for each calendar must approve the event for before it will post as shown here.



To post events on calendars at or above your calendar then, three things are required.

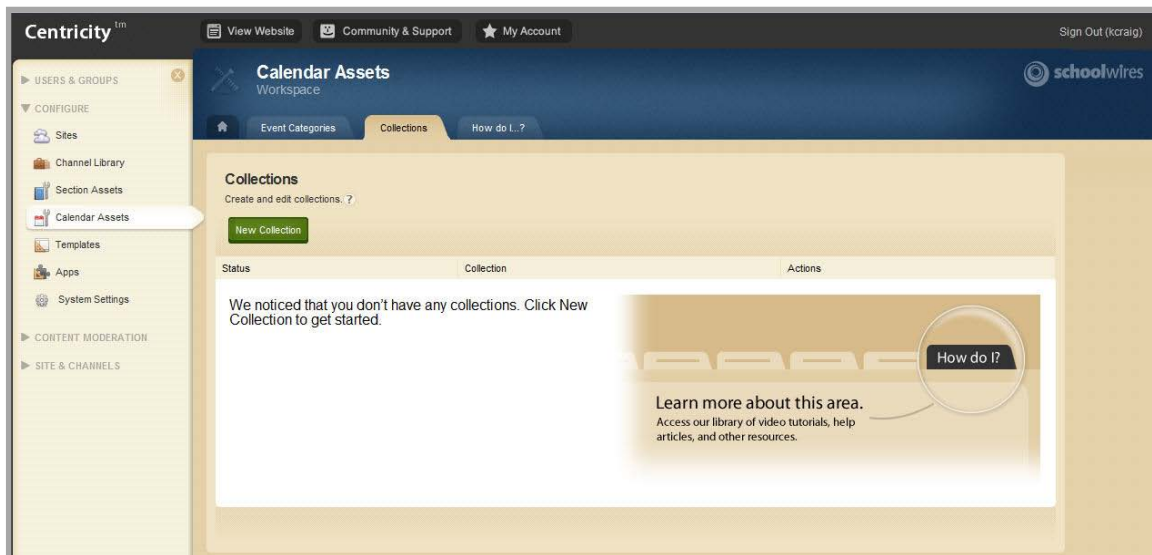
- A Site Director with extended privileges or an Administrator has to create the necessary collections.
- You have to add the collection containing those calendars to your event.
- The owner of the receiving calendars has to approve the posting of the event.

We step through the processes for doing each of these later in this document.

## Set up a Calendar Collection

To set up a Calendar Collection:

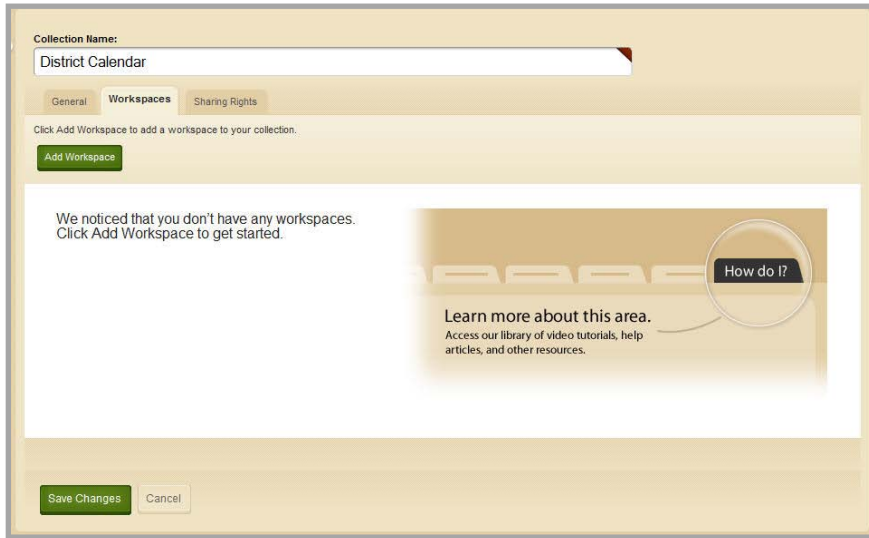
1. Access **Site Manager**.
2. Expand Configure in the Content Browser.
3. Click Calendar Assets. The Event Categories Workspace of Calendar Assets displays.
4. Click the Collections tab. The Collections Workspace of Calendar Assets displays.



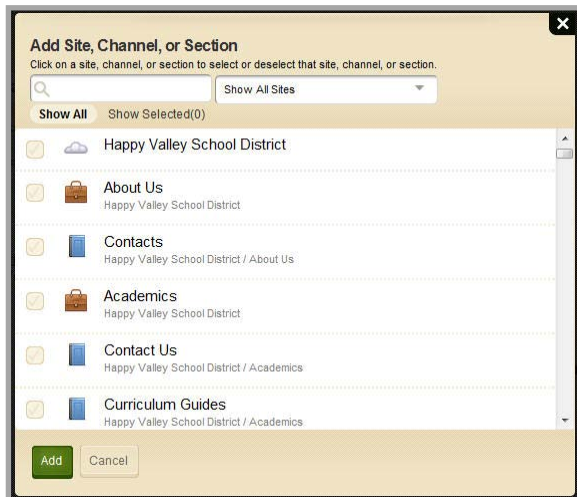
5. Click New Collection. The New Collection window displays.

 This is a 'New Collection' dialog box. It contains a 'Name' input field and a 'Description' input field. Below the fields are 'Save' and 'Cancel' buttons. The text above the fields says: 'Enter a unique name for your collection. If you want, you can enter a description.'

6. Enter a unique name for the collection. If desired, enter a description.
7. Click Save. The Collection you added displays in the Collections Workspace. Note that the collection is active immediately. You need to edit the Collection to add the desired workspaces.
8. Click the name of the Collection to edit it. The Collection opens on the General tab. Click the Workspaces tab. Workspaces displays.



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



10. You can search for a particular calendar by either :
  - a. Typing the name in the Search box. As you type, choices containing the letter or combination of letters in the name or its location will display.
  - b. Limiting the calendars that display to those in one particular site.
11. Click the checkbox to the left of the calendar or calendars you wish to add to the collection.
12. Click Add. The calendar you just added will display on the Workspaces tab.
13. Continue adding workspaces as desired.
14. Click Save Changes. The Collections Workspace displays.

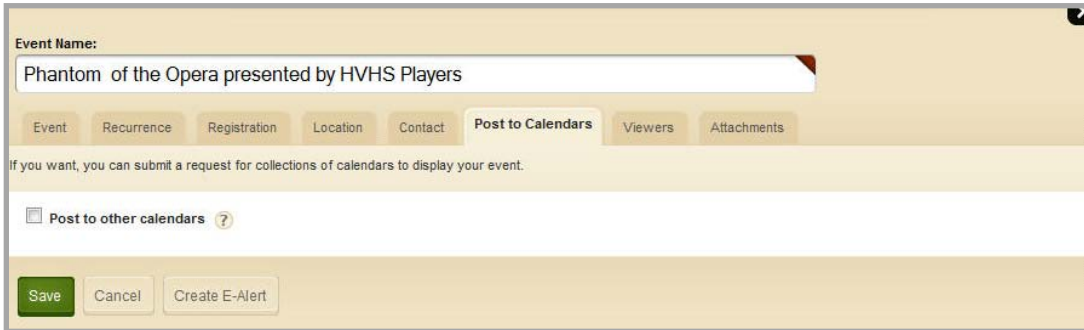
**TIP:** Create one collection that only contains the District Calendar to allow selected editors to request posting of events to the district calendar.

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

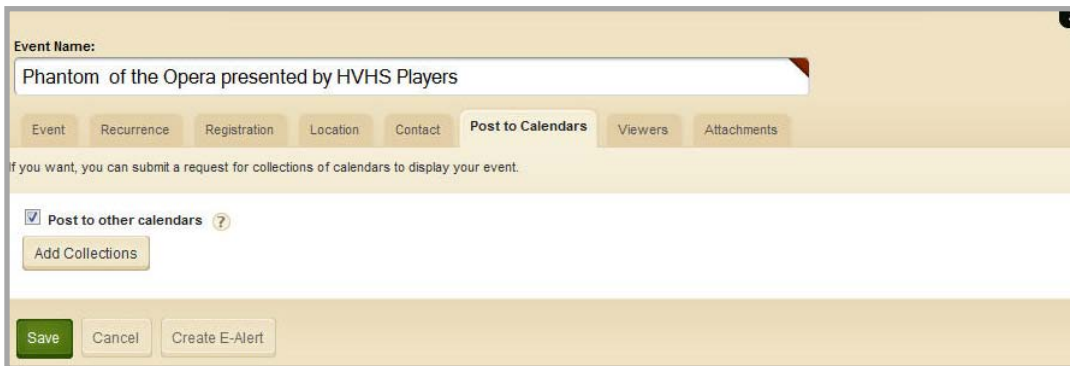
## Post Event to Other Calendars

To post an event to other calendars:

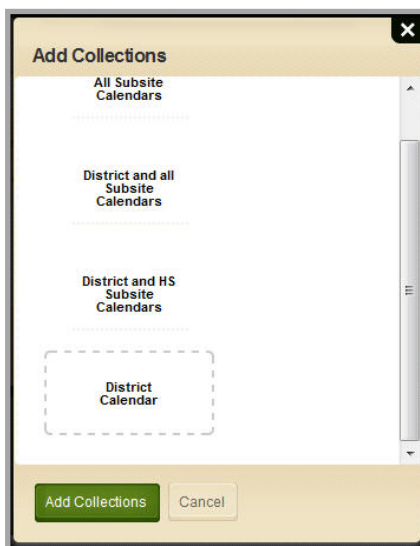
1. Create the calendar event.
2. Click on the Post to Calendars tab. Post to Calendars displays.



3. Click in the check box to the left of Post to other calendars. An Add Collections button displays on the tab.



4. Click Add Collections. The Add Collections window displays.



5. Click the collection or collections you'd like to add. A dashed box displays around each collection.
6. Click Add Collections. The collections you added display on the Post to Calendars tab.



7. Click Save when you finish editing the event.

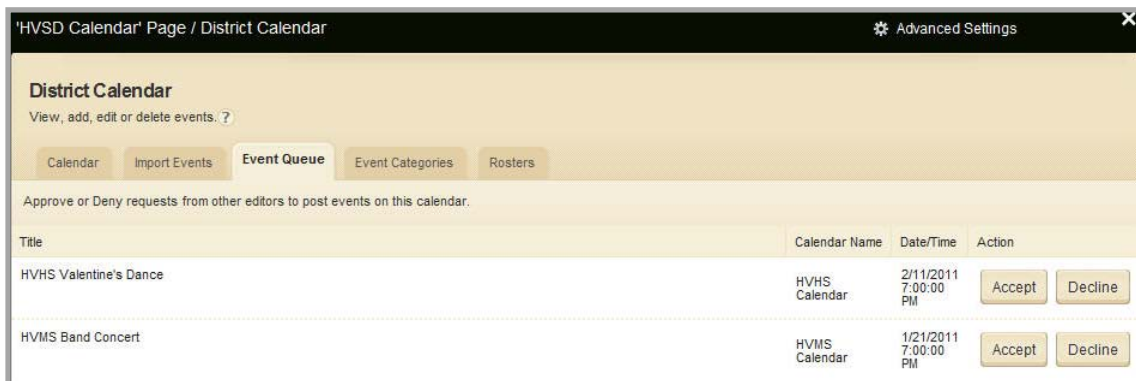
## Process the Event Queue

As the owner of your calendar, you will receive an email informing you that you have events to approve.

**Note:** The email address for calendar contact each section, channel, subsite or site must be entered in the section, channel, subsite or site options to receive the email notifications.

To process and event in the Event Queue for your calendar:

1. Open your calendar.
2. Click the Event Queue tab. Events awaiting approval display.



3. Click Accept to post the event to your calendar. The requestor receives an email notification.
4. Click Decline to prevent the event from posting to the calendar. The requestor receives an email notification.