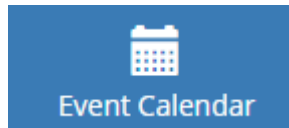
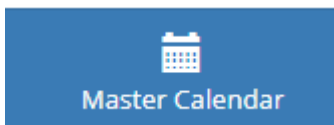


Summary: This document can be used to create a calendar event from **both** the Master Calendar or a School Section Event Calendar in eSchoolView

Prerequisites: Edit access to Calendars

Steps

1. Go to **Admin>Master Calendar** OR click a **School Section>Event Calendar**



2. Choose **Add Detailed Event** OR **Add New Event**



3. Add an **Event Title** and **Description** (*descriptions can be useful for viewers*)

A screenshot of the "Event Information" form. It has a title bar "Event Information" and two main sections: "Event Title:" with a text input field, and "Description:" with a rich text editor. The rich text editor includes a toolbar with options for font name, font size, bold (B), italic (I), undo, redo, and other editing tools.

4. Click in the **Start Date** field and choose from the calendar pop up the START date of the event

Start Date:

|mm/dd/yyyy

April 2018

Su Mo Tu We Th Fr Sa

1 2 3 4 5 6 7

St

5. **End Dates, Start and End Times, Locations** are optional. Be sure to choose AM or PM on times

Start Time:

Ex: 10:10 AM

1 : 00 PM

Hour Minutes

AM PM

1 2 3 4

5 6 7 8

9 10 11 12

00 05 10 15

20 25 30 35

40 45 50 55

6. Choose one **Category**- two at most. **IMPORTANT**
- Most Districts pull ALL event categories to the district homepage, and schools pull all their categories and the District category to the school homepage. Choosing more than one will clog up the display of events on these pages. Under NO circumstances choose ALL the categories. For example, although holidays apply to ALL schools, only the District category should be checked because the event applies to the whole district.

Category(s):

Toggle all

BOCES Beta Test District - District E

BOCES Beta Test District - Board M

BOCES Beta Test District - Google C

BOCES Beta Test District - High Sch

High School Section - High School S

7. Click **Save** if you're done

Save and New if you have more events to add

Save and Duplicate if you want to add a similar event and just need to change a detail or want to make a recurring event

