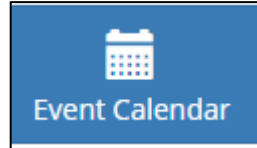
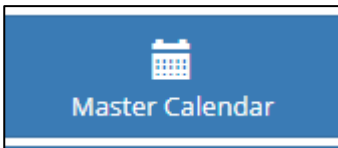


Summary: Instructions for how to Add/Edit and Delete Calendar Event Groups in eSchoolView

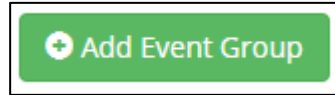
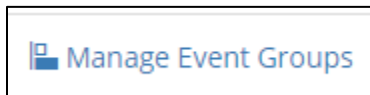
Prerequisites: Access to Calendars

Steps to Create a Group

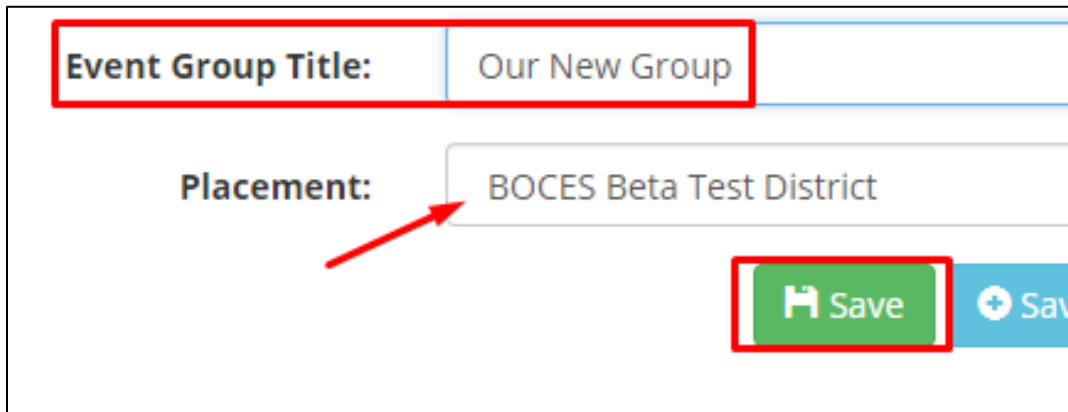
1. Click on the **Master Calendar** in Admin Home OR **Event Calendar** in a School Section



2. Choose **Manage Event Groups** on right OR **Add Event Group** button at top



3. In Admin, to add a Group, give the **Event Group a Title**. Choose the Placement. Save

A screenshot of a web form for creating an event group. The form has a white background with a light blue border. The first field is labeled "Event Group Title:" and contains the text "Our New Group". The second field is labeled "Placement:" and contains the text "BOCES Beta Test District". A red arrow points to the "Placement:" label. At the bottom right, there are two buttons: a green "Save" button with a white floppy disk icon and a blue "Save" button with a white plus icon. Red boxes highlight the "Event Group Title:" field, the "Placement:" field, and the green "Save" button.

4. In a school section, Name the **Group**, choose a **Group color** (if desired). **Save**

Add/Edit Event Group

Group Name:

Event Group Color: [Select A Color](#)

iCal Feed URL:

You can now use Google or Outlook iCal feeds!
We just introduced Outlook feeds, so if you encounter an error when syncing, please contact [tech sup](#)
If you are trying to use another feed URL, please contact [Support](#) and provide the feed URL you are lo

5. To **EDIT** a group name, go to the School section and click on the group. Edit and Save
6. To **Delete** a group, click **Remove** or **Delete**
- **Important!!** Do not delete groups with current events. If the event is only categorized in the one group, the event will be lost