

# **Calendar User Guide**

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# Calendar User Guide

## Welcome!

The Calendar module is designed to be used with many of the sites.

In this guide, we'll give you the information you need to get started using the Calendar module, both as a manager and as a user. Following is a list of the topics included in this document:

- Getting Started ..... 1
- Logging Into the System..... 1
  - Site registration ..... 1
  - Logging into the site ..... 1
- Managing the Calendar..... 1
  - Searching for an event ..... 1
  - Editing an event ..... 2
  - Viewing an event..... 3
  - Creating a new event type ..... 3
  - Exporting the calendar to MS Outlook ..... 3
- Using the Calendar ..... 3
  - Viewing by day..... 3
  - Viewing by week ..... 4
  - Viewing by month..... 4
  - Viewing by year..... 4
  - Creating an event..... 4
  - Searching for events ..... 5
- For Additional Assistance ..... 6
  - Contacting technical support ..... 6

## Getting Started

A calendar is a schedule of events, or a table showing the months, weeks, and days in at least one specific year. The Calendar module allows you to set up specific events in the given calendar, and even allows you to sync up your events with MS Outlook's calendar.

## Logging Into the System

### Site registration

- To access the user registration tools, you must click the **Registration** link in the left navigation bar and complete the requested information.

### Logging into the site

To log into the site, you must be a registered user or a site administrator.

To log into the system:

- Click the **Login** link at the top of the page, right under the site banner.
- Enter your **Username** and **Password**. Then, click the **Login** button.

## Managing the Calendar

Managing the calendar includes viewing events, editing events, creating events, and managing event types. See the links at the top of the page for where to select these options.

When a user on the user side (as opposed to the management side) creates an event it goes into the list on the manage side for the manager to release the event and/or change information about the event.

The Manage Events page looks like the following:

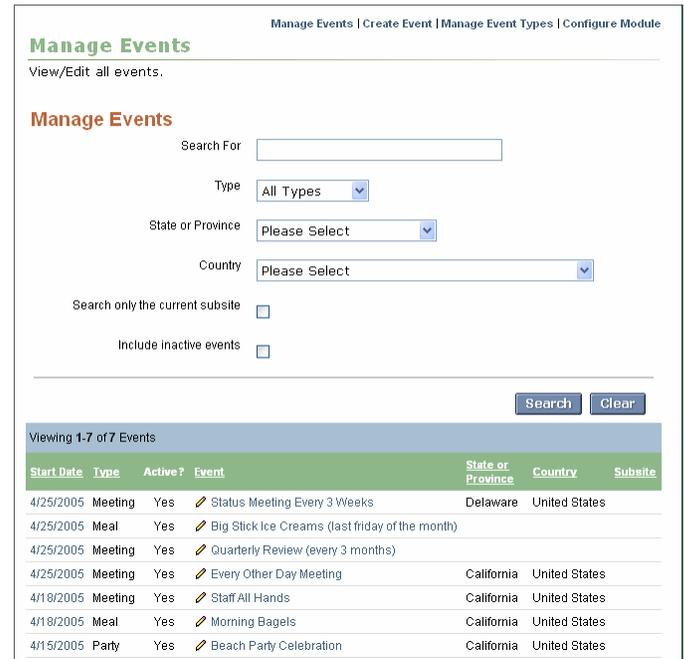


Figure 1

## Searching for an event

To locate an event:

- You can search for events with this page by entering search words in the **Search For** field.
- You can search by type of event with the drop-down list of **Types**.
- You can search event by state or province with the **State or Province** drop-down list.
- You can search the current subsite by clicking in the **Subsite** checkbox.
- If you want, you can include inactive events by clicking in the **Include inactive events** checkbox.
- Click **Search** to search for your event, or click **Clear** to start a new search.

- At the bottom of the page, there is a list of events in the system.

## Editing an event

To edit an event:

- By clicking the “pencil” icon  , the system displays the **Edit Event** page. The page looks like the following:

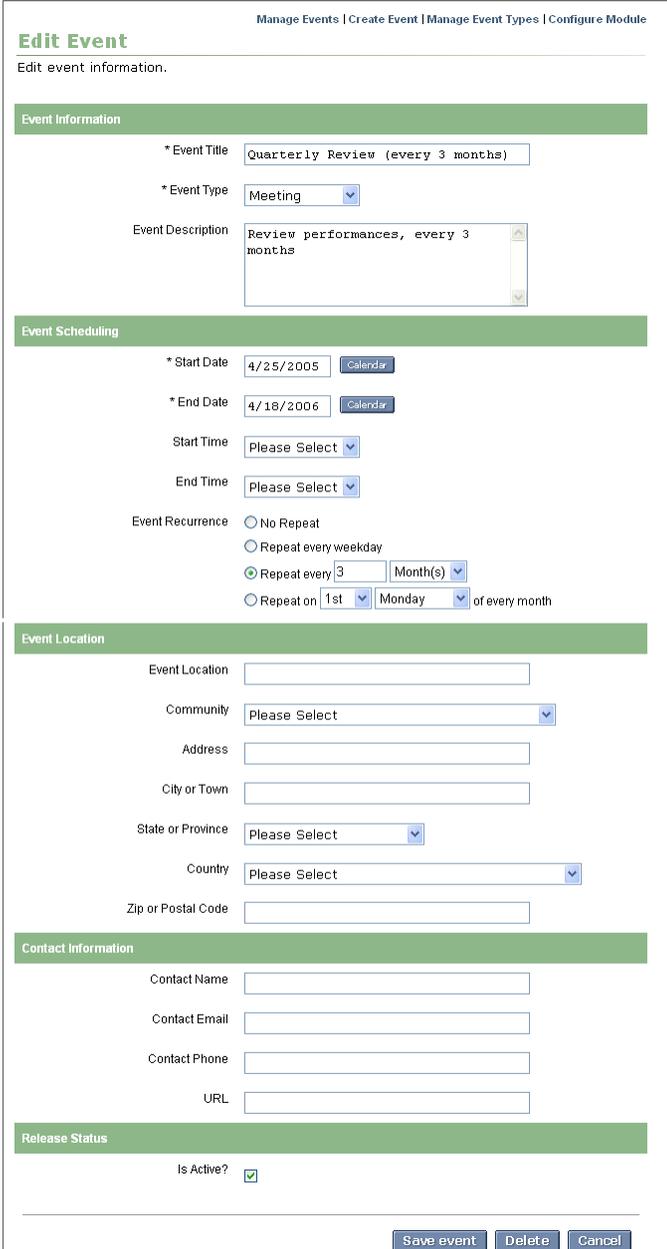


Figure 2

Under **Event Information** (asterisked fields are required):

- Enter a title for your event in the **Event Title** field.
- Select an event type from the **Event Type** drop-down list.

- Enter a description for the event in the **Event Description** field.

Under **Event Scheduling**:

- Enter a start date for the event. You can click on the calendar icon to choose a date with which to populate the field.
- Enter an end date for the event. You can click on the calendar icon to choose a date with which to populate the field.
- Choose when the event is to recur by selecting one of the following radio buttons:
  - No Repeat
  - Repeat every weekday
  - Repeat every (fill in a number in the field and choose from Day(s), Week(s), Month(s), or Year(s) from the drop-down list).
  - Repeat on (choose from the two drop-down lists that indicate on what date and what day of every month).

Under **Event Location**:

- Enter the location in the **Event Location** field.
- Select the community from the drop-down list of communities.
- Enter an address in the **Address** field.
- Enter the city or town.
- Select the state or province from the drop-down list.
- Select the country from the drop-down list.
- Enter a ZIP or postal code.

Under **Contact Information**:

- The user side of the calendar has a similar page for setting up an event but it does not have this **Contact Information** section. Only managers can set up contact information.
- Enter a contact name in the **Contact Name** field.
- Enter a contact email in the **Contact Email** field.
- Enter a contact phone in the **Contact Phone** field.
- Enter the relevant URL.

Under **Release Status**:

- If the event is active, check the **Is Active** checkbox. Inactive events are events that have been created but that have not been released to people.
- Click **Save event** to save all of the information.
- To delete the event, click **Delete**.
- To cancel the event information, click **Cancel**.

## Viewing an event

To view an event:

- By clicking the name of the event link, you can view the event on the **View Event** page. A page like the following displays:

Figure 3

- You have several links at the top giving you several views into the calendar. You can view the calendar by the following:
  - By day – **Show Day Event**
  - By week – **Show Week Event**
  - By month – **Show Month Event**
  - By year – **Show Year Event**
- Edit the event by clicking the “pencil” icon  next to the event’s name. The page in Figure 2 displays.

## Creating a new event type

The event types in the system may not suit your needs and you may need to add another.

To add an event type:

- Click **Manage Event Type**. A page like the following listing the event types currently in the system displays:

Name	Global?	Active?	Edit
Doctor	Yes	Yes	Edit
Meal	Yes	Yes	Edit
Meeting	Yes	Yes	Edit
Movie	Yes	Yes	Edit
Party	Yes	Yes	Edit
Sports Event	No	Yes	Edit

Figure 4

- Click **Create New Event Types**. The following page displays:

Figure 5

- Enter a name for the event type, such as “seminar.”
- Some sites are actually sub sites in a hierarchy of sites. If you create an event and you’re working in a sub site, if you want the event to only be available to the subsite, leave the **Is Global** checkbox clear. If you are in a subsite but want the event to be available to all the sites in the hierarchy, check the **Is Global** checkbox.
- If the event is active, check the **Is Active** checkbox.
- Click **Create Event Type**. Your event type now appears in the drop-down list with the others.
- If you want to start over, click **Cancel**.

## Exporting the calendar to MS Outlook

There will be times when you want to sync up the calendar events with the calendar in MS Outlook.

To export your calendar:

- Start at the main **Manage Events** page.
- Click the name of an event link.
- Click the **Download vCal/iCal File** link. This exports the event into your MS Outlook calendar.

## Using the Calendar

As a user of the calendar, you have a full set of features and functionality.

The calendar displays views by day, week, month, and year. You can view events through any of the pages by drilling down into the calendar. Each tab indicates the view you use to examine the calendar.

## Viewing by day

Figure 6

## Viewing by week

Show Day Events | Show Week Events | Show Month Events | Show Year Events | Search Events | Suggest an event

### Show Week Events

Events occurring this week.

Show Week Events [Search Events](#) | [Suggest an Event](#)

Day Week Month Year

Previous Week **15 May 2005 - 21 May 2005** Next Week

Sunday 5/15	No events.
Monday 5/16	• Status Meeting Every 3 WEEKS
Tuesday 5/17	No events.
Wednesday 5/18	No events.
Thursday 5/19	No events.
Friday 5/20	No events.
Saturday 5/21	No events.

[Search Events](#) | [Suggest an Event](#)

Figure 7

## Viewing by month

Show Day Events | Show Week Events | Show Month Events | Show Year Events | Search Events | Suggest an event

### Show Month Events

Events occurring this month.

Show Month Events [Search Events](#) | [Suggest an Event](#)

Day Week Month Year

Previous Month **May 2005** Next Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Status Mee...	17	18	19	20	21
22	23	24	25	26	27 Big Stick ...	28
29	30	31	1	2	3	4

[Search Events](#) | [Suggest an Event](#)

Figure 8

## Viewing by year

Show Day Events | Show Week Events | Show Month Events | Show Year Events | Search Events | Suggest an event

### Show Year Events

Events occurring this year.

Show Year Events [Search Events](#) | [Suggest an Event](#)

Day Week Month Year

Previous Year **2005** Next Year

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1	30	31	1	2	3	4	5	27	28	1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	1	2	3	4	5	27	28	29	30	31	1	2
30	31	1	2	3	4	5														

April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2	1	2	3	4	5	6	7	29	30	31	1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31	1	2	3	4	26	27	28	29	30	1	2

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2	31	1	2	3	4	5	6	28	29	30	31	1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31	1	2	3	25	26	27	28	29	30	1

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
30	31	1	2	3	4	5														

[Search Events](#) | [Suggest an Event](#)

Figure 9

## Suggesting an event

On the user side, you can suggest an event to have it sent on and okayed by the calendar manager(s).

To suggest an event:

- Click the **Suggest an event** link in the upper right-hand side of the page. The following page displays:

[Show Day Events](#) | [Show Week Events](#) | [Show Month Events](#) | [Show Year Events](#) | [Search Events](#) | [Suggest an event](#)  
**Suggest an event**

---

**Event Information**

\* Event Title

\* Event Type

Event Description

---

**Event Scheduling**

\* Start Date

\* End Date

Start Time

End Time

Event Recurrence

No Repeat

Repeat every weekday

Repeat every  Day(s)

Repeat on   of every month

---

**Event Location**

Event Location

Community

Address

City or Town

State or Province

Country

Zip or Postal Code

---

**Email notification**

Email

Figure 10

Under **Event Information** (asterisked fields are required):

- Enter a title for your event in the **Event Title** field.
- Select an event type from the **Event Type** drop-down list.
- Enter a description for the event in the **Event Description** field.

Under **Event Scheduling**:

- Enter a start date for the event. You can click on the calendar icon to choose a date with which to populate the field.
- Enter an end date for the event. You can click on the calendar icon to choose a date with which to populate the field.
- Choose when the event is to recur by selecting one of the following radio buttons:
  - No Repeat
  - Repeat every weekday

- Repeat every (fill in a number in the field and choose from Day(s), Week(s), Month(s), or Year(s) from the drop-down list).
- Repeat on (choose from the two drop-down lists that indicate on what date and what day of every month).

Under **Event Location**:

- Enter the location in the **Event Location** field.
- Select the community from the drop-down list of communities.
- Enter an address in the **Address** field.
- Enter the city or town.
- Select the state or province from the drop-down list.
- Select the country from the drop-down list.
- Enter a ZIP or postal code.
- Click **Suggest event**. The event is sent to the calendar manager(s) to be accepted or denied.

### Searching for events

You can search the calendar for events as needed.

To search for events:

- Click the **Search Events** link. The following screen displays:

[Show Day Events](#) | [Show Week Events](#) | [Show Month Events](#) | [Show Year Events](#) | [Search Events](#) | [Suggest an event](#)  
**Search Events**

---

**Search Events**

Search For

Type

State or Province

Country

Search only the current subsite

---

Viewing 1-7 of 7 Events

Start Date	Type	Event	State or Province	Country	Subsite
4/25/2005	Meeting	Status Meeting Every 3 WEEKS	Delaware	United States	
4/25/2005	Meal	Big Stick Ice Creams (last friday of the month)			
4/25/2005	Meeting	Quarterly Review (every 3 months)			
4/25/2005	Meeting	Every Other Day Meeting	California	United States	
4/18/2005	Meeting	Staff All Hands	California	United States	
4/18/2005	Meal	Morning Bagels	California	United States	
4/15/2005	Party	Beach Party Celebration	California	United States	

Figure 11

- At the bottom of the page is a list of events already in the calendar. If you see your event in the list, you can click the event title to drill down for more information.
- If you do not see your event, use the fields and drop-down lists to search for your event.

- Enter a word or words in the **Search For** field.
- Select a type from the **Type** drop-down list.
- Select a state or province from the drop-down list.
- Select a country from the drop-down list.
- Check the checkbox if you want to search only the current subsite.
- Click **Search** to search for your results, or **Clear** to start a new search.

### **For Additional Assistance**

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For help with the Calendar module, you can contact technical support.

#### **Contacting technical support**

If you have any additional questions that this guide did not answer, contact the Army FRG Technical Support Team at (858) 272-8505 or [support@armyfrg.org](mailto:support@armyfrg.org).

Please don't hesitate to contact us regarding your comments, thoughts, or ideas on how we can continue to meet your needs.