
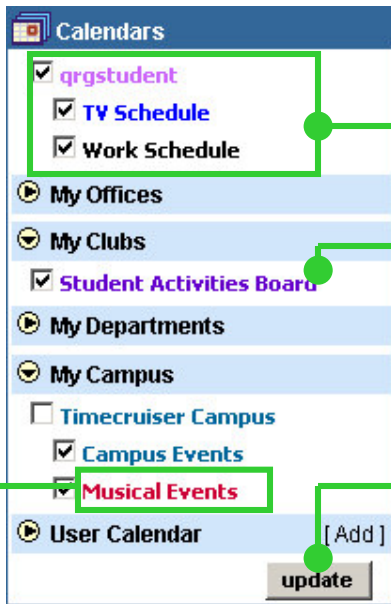


CALENDARS

Calendars give you a 365-day view. You can select which calendars you want to view and have events from them displayed at once. Create events for a calendar, share it among other calendars, and invite other people to your event. Click the **Calendars icon**  in the **QuickBar** to get started.



The screenshot shows a sidebar with various calendar categories. A green box highlights the 'My Offices' section, and another green box highlights the 'User Calendar' section with an 'update' button. A green dot is placed on the 'update' button.


INCLUDING CALENDARS INTO THE VIEW


Calendars listed here are your personal calendars.


Calendars listed under headings correspond to calendars in your different communities (note headings collapse / expand to show and hide calendars).


Place a check next to desired calendars and click **update** to include their events in the view.

CALENDAR TOOLS

-  **Calendar Admin** – click this option to add new / edit existing / delete calendars, and manage access control of your personal calendars.

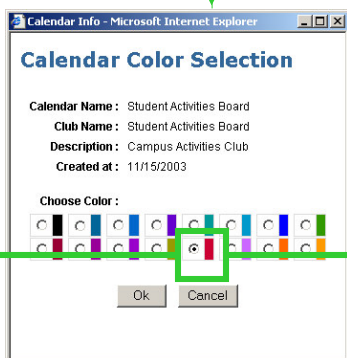
-  **New Event** – lets you create an event with full details (including repetitions) and invite others to the event

-  **Quick Add** – lets you create an event quickly by supplying minimal information

- Click the  icon of an event you wish to edit.

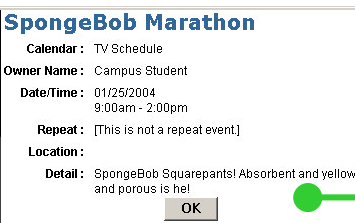
- Place a check next to an event and click **Delete** to delete the event.

To change the color of a calendar and its events, click on the calendar name and access the **Color Selector**.



The screenshot shows a 'Calendar Color Selection' dialog box. It includes fields for 'Calendar Name', 'Club Name', 'Description', and 'Created at'. Below these fields is a 'Choose Color' section with a grid of color swatches. A green box highlights one of the color swatches, and a green dot is placed on it.

Select a radio button, then click **Ok**. The color for the calendar (and its events) will be changed.

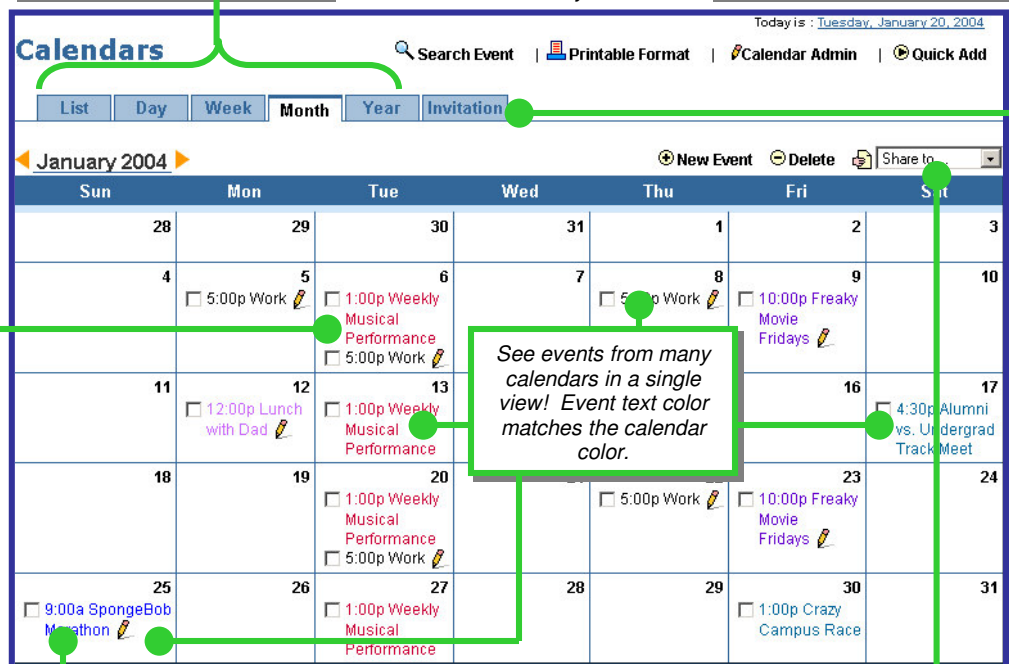


The screenshot shows an event details pop-up window for 'SpongeBob Marathon'. It includes fields for 'Calendar', 'Owner Name', 'Date/Time', 'Repeat', 'Location', and 'Detail'. A green box highlights the 'Detail' field, and a green dot is placed on it.

Click the **List, Day, Week, Month** or **Year** tab to change the calendar layout.

Once **update** is clicked, events from the included calendars become visible in the calendar layout.


Click the **Invitation** tab to begin managing all sent / received invitations.



The screenshot shows the main calendar interface. It includes a search bar, 'Printable Format', 'Calendar Admin', and 'Quick Add' buttons. Below these are tabs for 'List', 'Day', 'Week', 'Month', 'Year', and 'Invitation'. A calendar grid for January 2004 is displayed, showing various events. A green box highlights the 'Invitation' tab, and another green box highlights a specific event in the calendar grid. A green dot is placed on the event.

See events from many calendars in a single view! Event text color matches the calendar color.

Click the name of an event in your calendar to view its details in a pop-up window.

Sharing events to a personal calendar lets you clear the calendar from view, yet still see its event. Check desired community events, then select the calendar where it should be shared with the  **Share to** drop-down box.