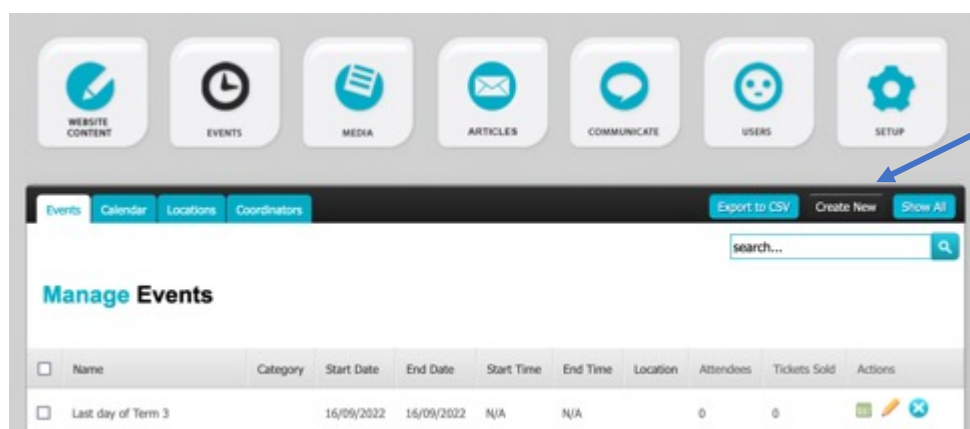


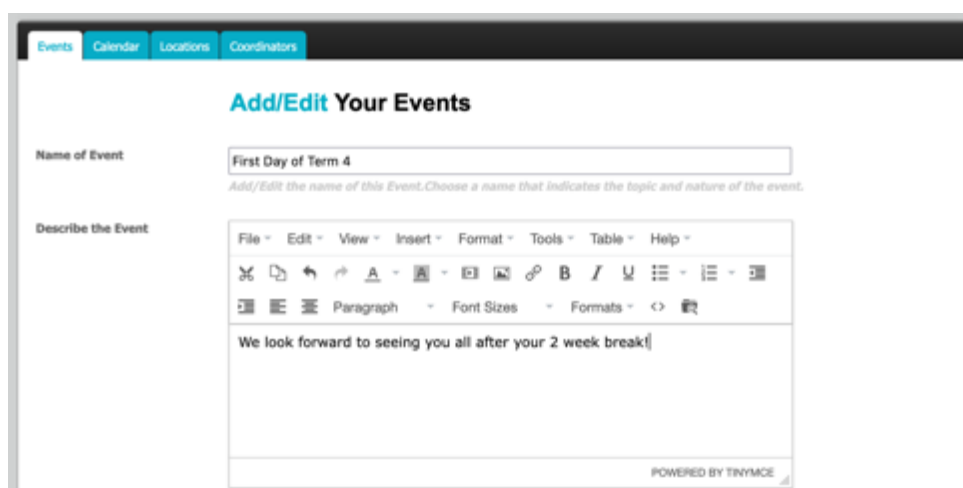
Working with the Calendar

Using the calendar in your website can really assist with your school communication. Not only can your parents view and save calendar entries on their computers, phones and tablets, but you can also send out reminder alerts to your parents for upcoming calendar events using the Updat-ed app which is built into your system. Your website can also scoop up and display upcoming dates on your homepage for easy access for your parents – Using the Calendar Widget and the Quick View Widget.

1. Go to EVENTS – Create New



2. Name your event and add a description if needed.



3. Choose a start date for your event, the system will automatically enter the same end date (however you can override this if need be).

Start Date

End Date

All Day All Day

Start Time am

End Time am

October, 2022

wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
38							1
39	2	3	4	5	6	7	8
40	9	10	11	12	13	14	15
41	16	17	18	19	20	21	22
42	23	24	25	26	27	28	29
43	30	31					

Select date

4. Select a start time and end time for your event or choose the All Day Option.

Start Date

End Date

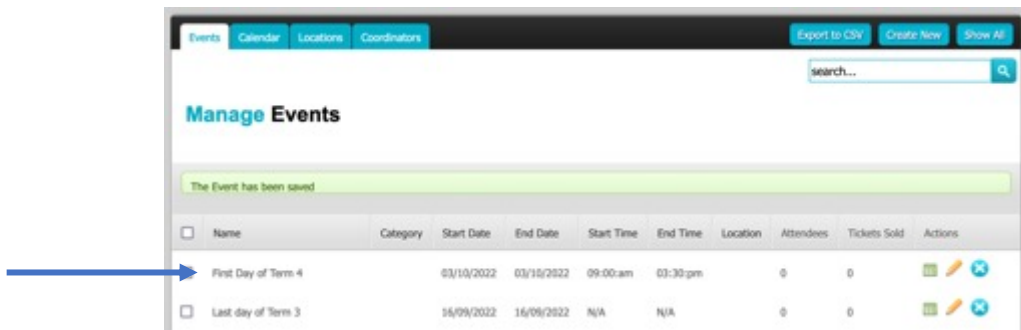
All Day All Day

Start Time am

End Time pm

5. Scroll to the bottom and click on Submit.

4. You will land back on the Manage Events page and your entry will be displayed. Please note the events are displayed in date order, with the oldest date at the bottom.

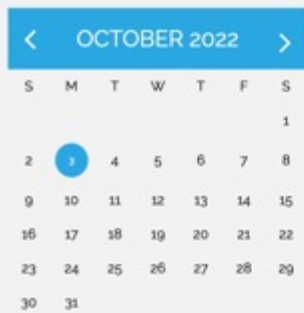


5. Visit your site to view your new calendar entry. It can be viewed on your large calendar, you calendar widget and in the Quick View list.

EVENT CALENDAR

< OCTOBER 2022 >						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 First Day of Term 4	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

EVENT CALENDAR



EVENT QUICK VIEW

Test Event
Mon 12th September

Last day of Term 3
Students will be dismissed at
Fri 16th September

First Day of Term 4
We look forward to seeing you
Mon 3rd October

6. When you click on the event name or the date you will be taken to a page with further information. Parents can save this to their device calendar by clicking on the Save button beneath the event details.

FIRST DAY OF TERM 4

Date October 03,2022

Time 09:00:am - 03:30:pm

We look forward to seeing you all after your 2 week break!

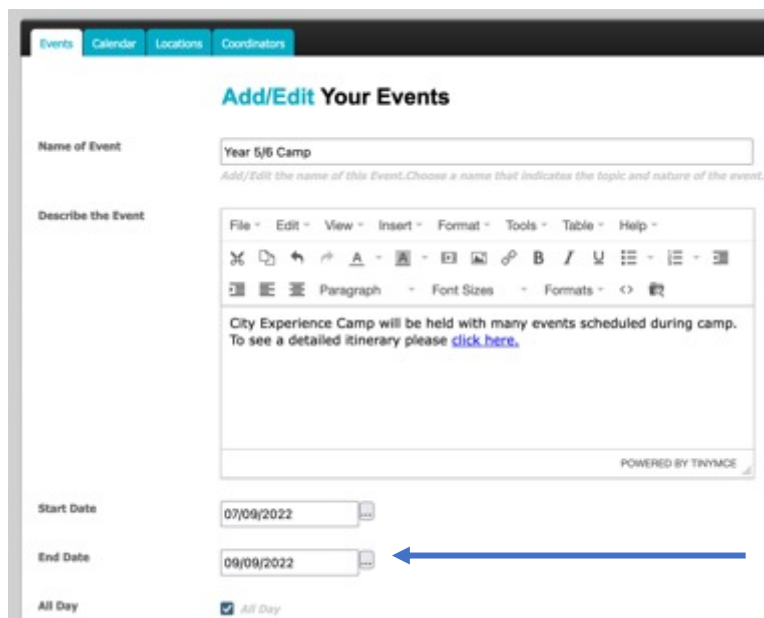
Save this event to my calendar

Print Event Details

7. You can put as much information into your calendar entry as you like. Treat it like a page on your website, you can load pdfs, pictures and hyperlinks.

EVENTS OCCURRING OVER MORE THAN ONE DAY

1. Repeat previous steps, but the end date will be different to your start date. Click on the button to the right of the end date to override it.



Events Calendar Locations Coordinators

Add/Edit Your Events

Name of Event:

Add/Edit the name of this Event. Choose a name that indicates the topic and nature of the event.

Describe the Event:

File - Edit - View - Insert - Format - Tools - Table - Help -

City Experience Camp will be held with many events scheduled during camp. To see a detailed itinerary please [click here](#).

POWERED BY TRYNACE

Start Date:

End Date:

All Day:


2. Submit your page and visit your site to see your new calendar entry.

EVENT CALENDAR

< SEPTEMBER 2022 >						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Beginner Basics	2	3
4	5	6	7 Year 5/6 Camp	8 Year 5/6 Camp	9 Year 5/6 Camp	10
11	12 Book Week Test Event	13 Book Week	14 Book Week	15 Book Week	16 Last day of Term 3 Book Week	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

EVENT CALENDAR

< SEPTEMBER 2022 >



EVENT QUICK VIEW

Year 5/6 Camp
City Experience Camp will be held
Wed 7th September to Fri 9th
September

Book Week
This week we will be celebrating
Mon 12th September to Fri 16th
September

Test Event
Mon 12th September

MORE DATES

3. Click on the Event Name for more details and hyperlinks.

YEAR 5/6 CAMP

Date September 07,2022

Time All Day

City Experience Camp will be held with many events scheduled during camp. To see a detailed itinerary please [click here](#).

Save this event to my calendar

Print Event Details