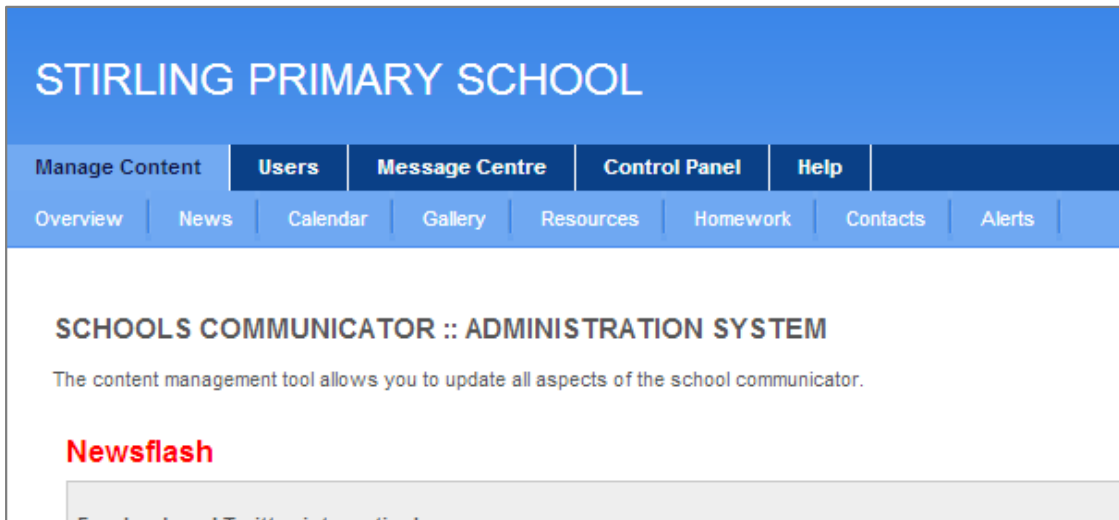


Calendar

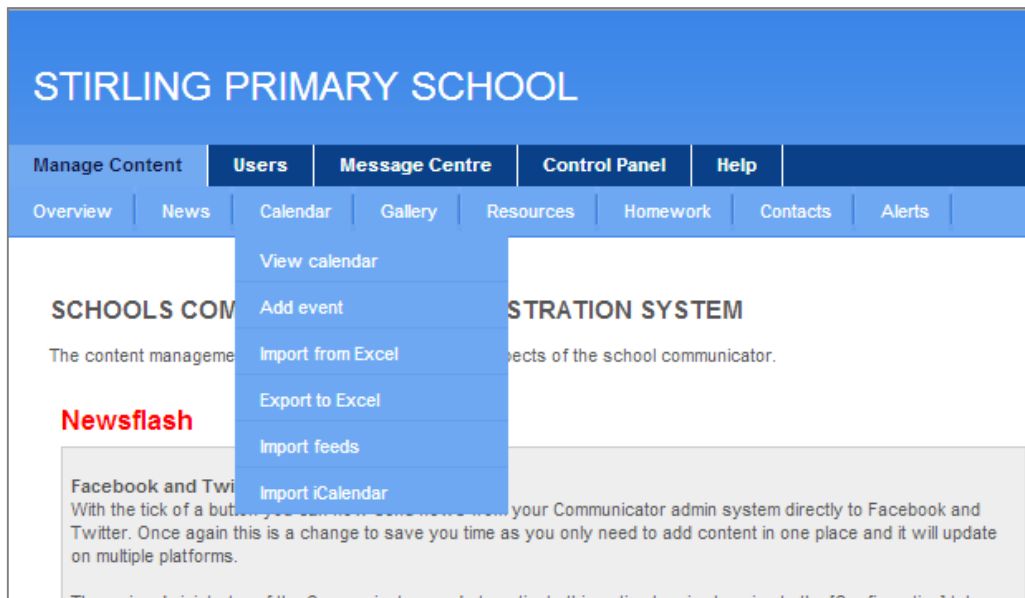
Use the Communicator's calendar to keep all our parents informed.

Adding a new event

1. Move your mouse over the [Manage Content] tab. The Communicator's list of features will then appear.



2. Move your mouse over the [Calendar] tab and click on the [Add event] button at the top of the page.



3. A new window will load where you enter all the details of your event.

The screenshot shows the 'ADD EVENT' form in the Stirling Primary School system. The form has a blue header with the school name and a navigation menu. The main content area contains the following fields:

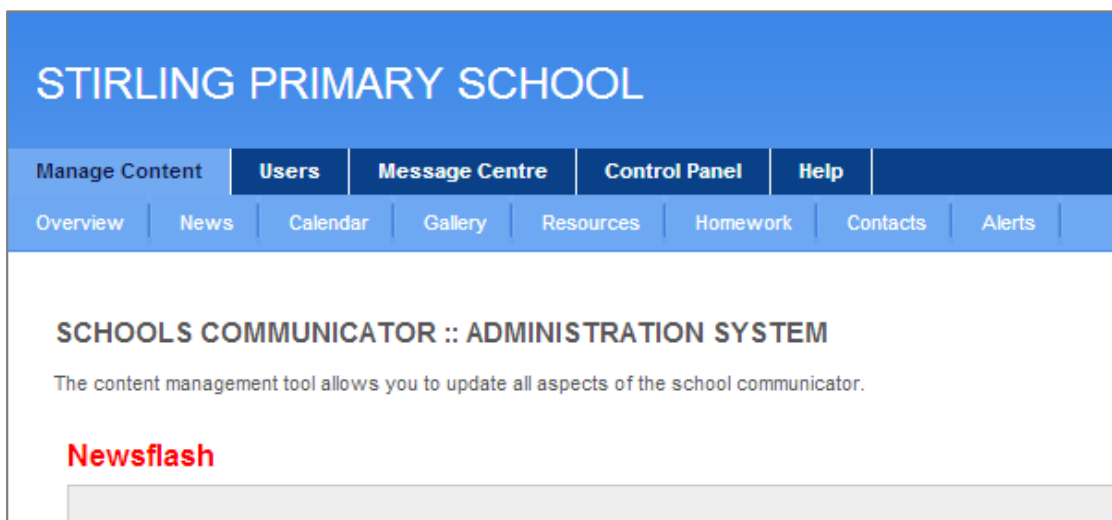
- Title:** A text input field with a character count of 70 characters left.
- Overview:** A larger text input field with a character count of 800 characters left.
- Link:** A text input field.
- Start date:** A date input field.
- End date:** A date input field.
- Start time:** Two dropdown menus, both set to '--Please select--'.
- End time:** Two dropdown menus, both set to '--Please select--'.
- Location:** A text input field.
- Audience (channels):** A section with checkboxes for '---Select all---' and 'Fun@4'.

<i>Title</i>	Enter the name of your event e.g. 5km Charity Fun Run. (Maximum 60 characters.)
<i>Overview</i>	<i>Optional.</i> A brief summary of the event. Example: "Put on your running shoes and raise money for charity!" (Maximum 800 characters)
<i>Link</i>	<i>Optional.</i> If you want to direct parents to a map of the stadium or more information about the charity, you can link to a web page on the internet. Type the address in full e.g. http://www.sPCA.com/ It is easiest to load the page in your web browser and copy and paste the URL into the link box.
<i>Start date</i>	Using the drop down menus, select the day, month and year.
<i>End date</i>	Using the drop down menus, select the day, month and year.
<i>Start Time</i>	Fill in the start time.
<i>End Time</i>	Fill in the end time.
<i>Location</i>	This is where the event will be held. E.g. The David Thabo stadium.
<i>Audience/channels</i>	Choose the relevant channels for the Calendar event. You can select as many as you want – alternatively you can click the "All" check box
<i>Status</i>	This shows whether or not your calendar event has been approved.
<i>Last modified by</i>	The name of the person that last edited the event and the date it was changed. You cannot change this.

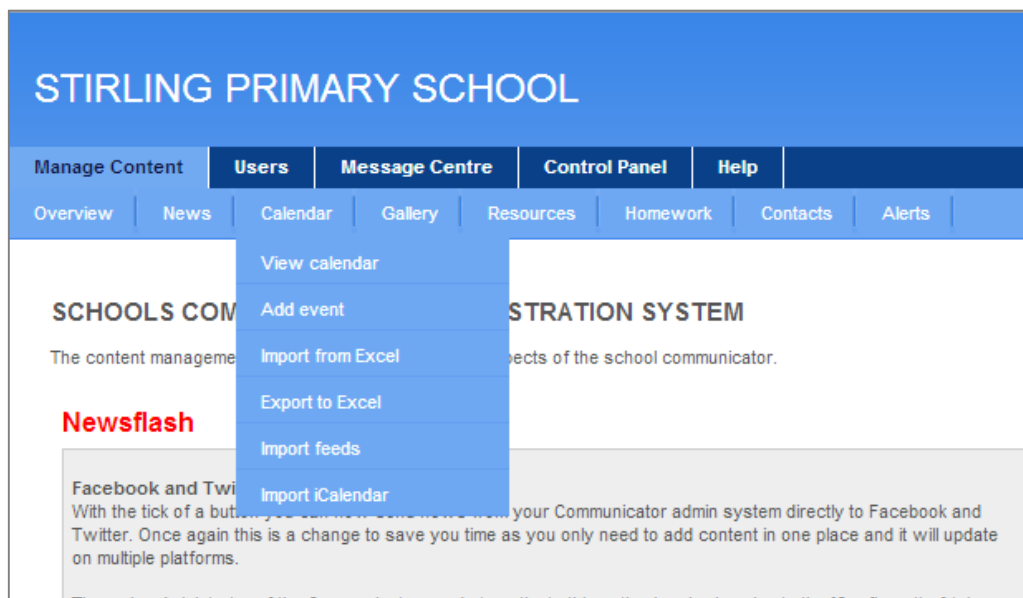
The next five upcoming calendar events are displayed in the "At a Glance" section of the School Communicator. That way, no one can miss important dates. If parents want to view a full list of calendar events, all they have to do is click the Calendar tab on the Communicator.

Editing an existing Calendar Event

1. Move your mouse over the [Manage Content] tab. The Communicator's list of features will then appear.



2. Move your mouse over the [Calendar] tab and click on the [View calendar] button at the top of the page.



3. Next, scroll down the list of events until you have found the item you are looking for.

STIRLING PRIMARY SCHOOL You are logged in as: Mary

Manage Content | **Users** | Message Centre | Control Panel | Help

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CALENDAR

These events are pending and must still be approved by a moderator.

[Add event](#) | [Delete selected](#) | [Select all](#)

Start date	End date	Title	Date	Added by	Last modified by	Location	Actions
6 December 2013	6 December 2013	Teachers Finish	25 January 2013	Mary-Lou Berndt			Edit Delete
4 December 2013	4 December 2013	SP Final Assembly	25 January 2013	Mary-Lou Berndt		School Hall	Edit Delete
4 December 2013	4 December 2013	FP School closes	25 January 2013	Mary-Lou Berndt			Edit Delete
4 December 2013	4 December 2013	SP School Closes	25 January 2013	Mary-Lou Berndt			Edit Delete
3 December 2013	3 December 2013	Gr 7 Shirt Signing	11 March 2013	Mary-Lou Berndt	Peter Johnson		Edit Delete
3 December 2013	3 December 2013	FP Final Assembly	25 January 2013	Mary-Lou Berndt		School Hall	Edit Delete
3 December 2013	3 December 2013	Grade R Party	25 January 2013	Mary-Lou Berndt			Edit Delete

- Once you have found the relevant event, click the blue [Edit] button. This will open the event information. You can now edit the event information.

STIRLING PRIMARY SCHOOL

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EDIT EVENT

Title: 53 characters left

Overview: 800 characters left

Link:

Start date:

End date:

Start time: :

End time: :

Location:

Audience (channels)

---Select all---

Fun@4

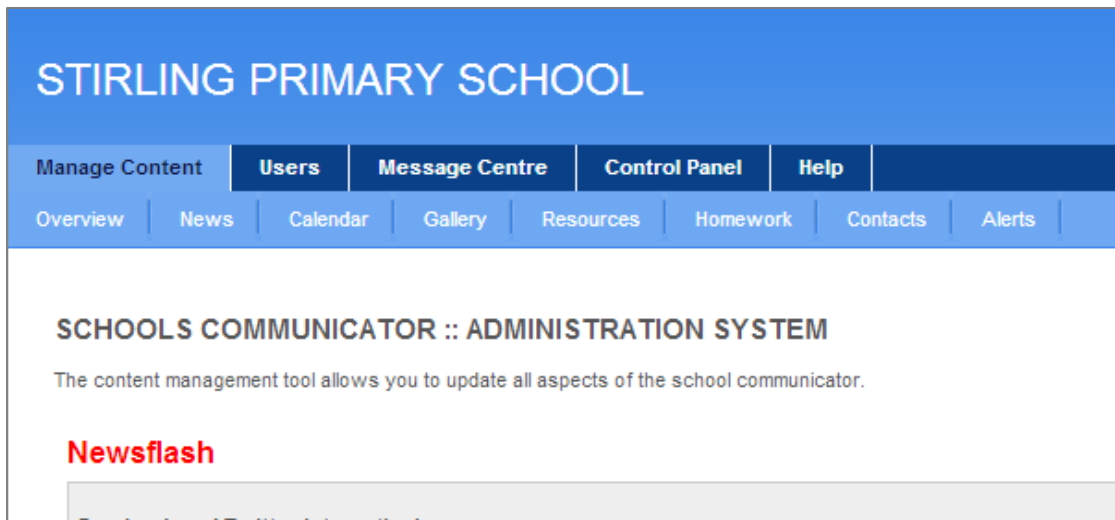
- Once you are happy with your changes, scroll down and click the [Save] button. Alternatively, click [Cancel] if you do not want to save the changes.

If the changes you make to your event are very important we recommend you send parents an alert of the change.

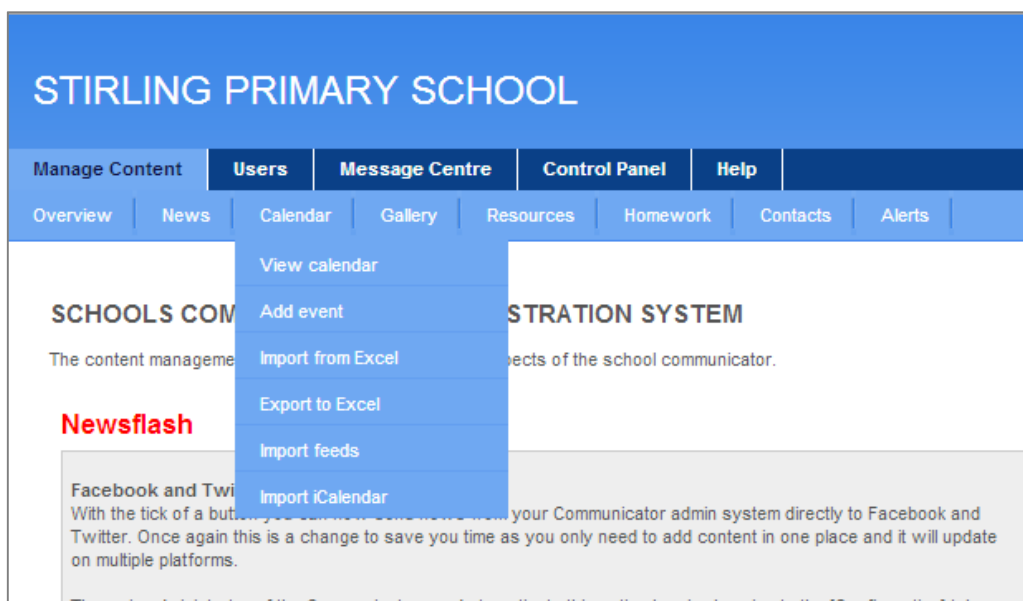
Any events needing approval will be in turquoise in the calendar section. This highlights them so they are more easily visible. Only moderators and administrators can approve events. It is also possible to see the name of the person that last edited an event and the date it was changed.

Deleting Calendar Events

1. Move your mouse over the [Manage Content] tab. The Communicator's list of features will then appear.



2. Move your mouse over the [Calendar] tab and click on the [View calendar] button at the top of the page.



- Next, scroll down the list of events until you have found the item you want to delete.

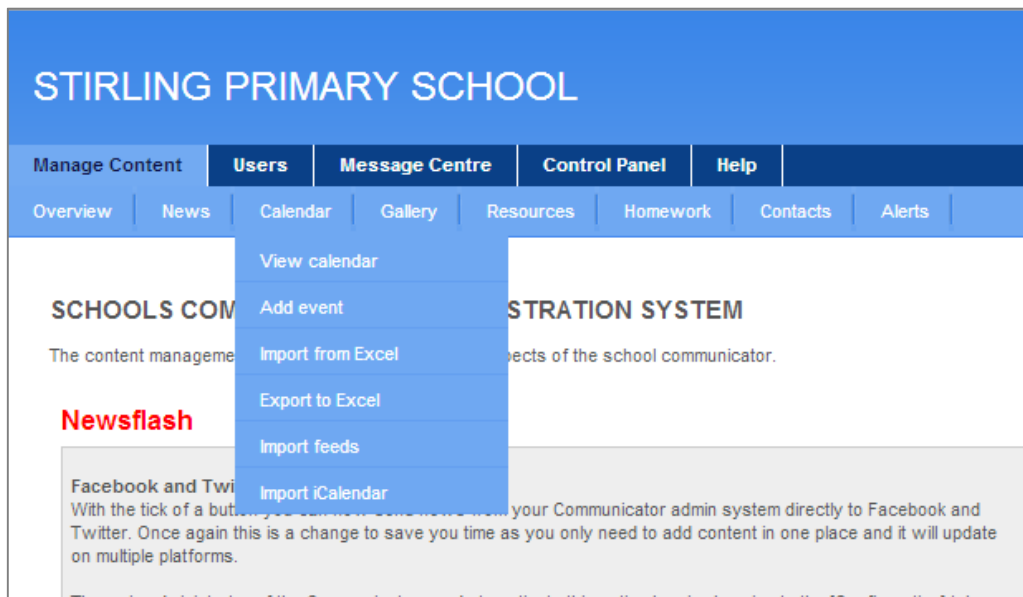
Start date	End date	Title	Date	Added by	Last modified by	Location	Actions
6 December 2013	6 December 2013	Teachers Finish	25 January 2013	Mary-Lou Berndt			Edit Delete
4 December 2013	4 December 2013	SP Final Assembly	25 January 2013	Mary-Lou Berndt		School Hall	Edit Delete
4 December 2013	4 December 2013	FP School closes	25 January 2013	Mary-Lou Berndt			Edit Delete
4 December 2013	4 December 2013	SP School Closes	25 January 2013	Mary-Lou Berndt			Edit Delete
3 December 2013	3 December 2013	Gr 7 Shirt Signing	11 March 2013	Mary-Lou Berndt	Peter Johnson		Edit Delete
3 December 2013	3 December 2013	FP Final Assembly	25 January 2013	Mary-Lou Berndt		School Hall	Edit Delete
3 December 2013	3 December 2013	Grade R Party	25 January 2013	Mary-Lou Berndt			Edit Delete

- Once you have found the relevant event, click the blue [Delete] button. Alternatively, you can scroll through the list and select the events you want to delete, scroll to the top and click on the blue [Delete selected] button at the top of the page.

Approving Calendar Events

If you are a Moderator, you will be sent an email alerting you to any new events that need your approval.

- To approve an event for publishing, move your mouse over the [Calendar] button and select [View calendar]. Any items needing your approval will be highlighted in light blue.



- Click the relevant event's [Edit] button; review the event information, and then click [Approved] and finally the [Save] button.

STIRLING PRIMARY SCHOOL

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NEWS

■ These articles are pending and must still be approved by a moderator.

[Add new article](#) | [Delete selected](#)

	Headline	Date	Added by	Last modified by	Actions
<input type="checkbox"/>	Foundation Financial Services – NOT JUST ANOTHER INSURANCE BROKERAGE	29 May 2013	Natasha Robertson		Edit Delete
<input type="checkbox"/>	Please do a routine check of your child's hair	29 May 2013	Christelle Froneman	Christelle Froneman	Edit Delete
<input type="checkbox"/>	NETBALL & HOCKEY U11 FES AND U13 VS BUFF FLATS CANCELLED/28/50	28 May 2013	Wendy Naude	Wendy Naude	Edit Delete
<input type="checkbox"/>	Stirling Mothers Group Quiz Evening	27 May 2013	Christelle Froneman		Edit Delete
<input type="checkbox"/>	RAISING MONEY SMART KIDS WORKSHOP #2	27 May 2013	Natasha Robertson	Natasha Robertson	Edit Delete
<input type="checkbox"/>	Payment of fees via EFT	27 May 2013	Christelle Froneman	Mary-Lou Berndt	Edit Delete
<input type="checkbox"/>	REMINDER- NO RUGBY MATCHES AGAINST GONUBIE THIS WED 29 MAY/27 MAY	27 May 2013	Wendy Naude		Edit Delete
<input type="checkbox"/>	Have you read the latest Green Gossip?	26 May 2013	Liesel Kruger	Peter Johnson	Edit Delete
<input type="checkbox"/>	Wow! Let's all take a bow! Children 4 Children Collection.	26 May 2013	Janice Beecham	Peter Johnson	Edit Delete
<input type="checkbox"/>	Stirling Primary pupils on WCFM	26 May 2013	Natasha Robertson	Peter Johnson	Edit Delete

The Calendar is the first thing parents see on the Communicator, so it is important to keep it updated.