

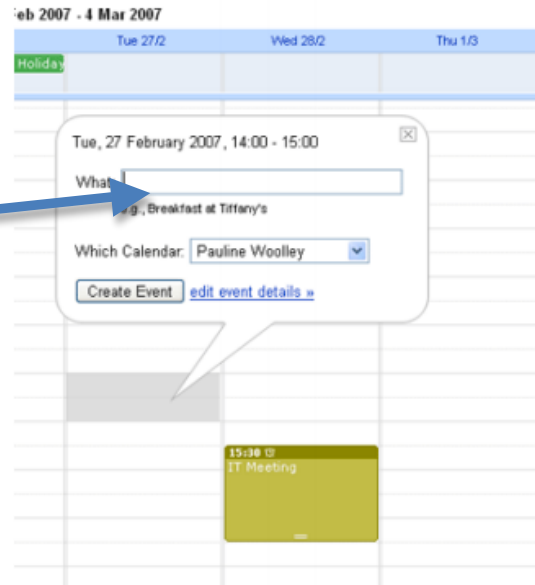
## Creating an Event

Let's go back to the week view and see how to create an event. Clicking on an empty time slot will bring up a dialogue box.

Here you can fill in further basic details, such as name and which calendar to use.

Then click "Create Event" to establish the basic event in your calendar, or go to "edit event details" to add more event details straightaway.

Clicking edit event details will take you to the Edit page - which is where the real meat of the calendar is stored!



From here you can alter the name of the event (What), the time (When), the location (Where).

You can assign which calendar it should appear on, and add a description

You can add Guests, and set reminders

← **SAVE** Discard

**Untitled event**

21/2/2012 4:30pm to 5:30pm 21/2/2012 [Time zone](#)

All day  Repeat...

Event details [Find a time](#)

Where

Calendar

Description

Attachment [Add attachment](#)

Event color

Reminders    ×  
   ×  
[Add a reminder](#)

Show me as  Available  Busy

Privacy  Default  Public  Private  
[Learn more about private vs public events](#)

Add: [Guests](#) | [Rooms, etc.](#)  
 **Add**

Guests can  modify event  
 invite others  
 see guest list

Repeating event. You can set events up to repeat so you do not need to add them in each time.

Click Repeat, Then edit your settings. For our 2 week timetable, just choose repeat every 2 weeks.

The image shows a calendar event creation form on the left and a 'Repeat' dialog box on the right. A blue arrow points from the 'Repeat...' checkbox in the form to the 'Repeat' dialog. In the dialog, another blue arrow points to the 'Repeat every' dropdown, which is currently set to '1' weeks. The dialog also shows 'Repeats' set to 'Weekly', 'Repeat on' set to 'T' (Tuesday), 'Starts on' set to '21/2/2012', and 'Ends' set to 'Never'. The summary is 'Weekly on Tuesday'.

**Repeat**

Repeats: Weekly

Repeat every: 1 weeks

Repeat on:  M  T  W  T  F  S  S

Starts on: 21/2/2012

Ends:  Never  
 After [ ] occurrences  
 On [ ]

Summary: Weekly on Tuesday

Done Cancel

Other Calendars allows you to add calendars or import calendars

The image shows a calendar interface with a dropdown menu for 'Other calendars'. The menu is open, showing options to add or import calendars. The background shows a calendar grid with a time slot from 10:50 to 11:45 labeled 'Teaching 9FDT'.

Other calendars

- Add a coworker's calendar
- Assessment 2012 BH
- School Calendar
- Seth Corker

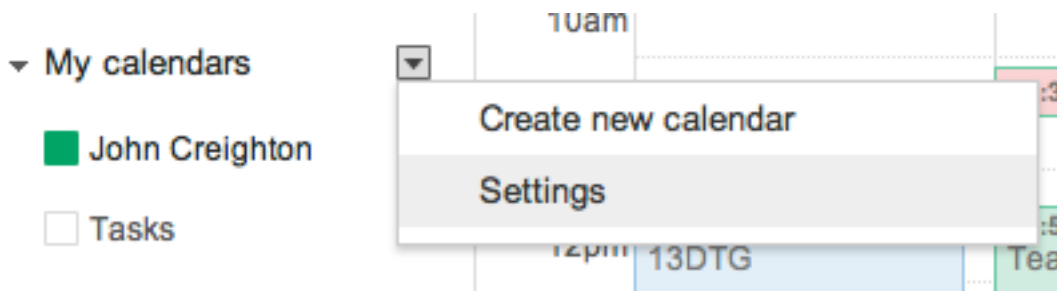
7am

10:50 – 11:45  
Teaching 9FDT

11am

## Advanced Settings

This area allows you to set up and customize your calendars.



**General** = settings

**Calendars** = that you can view

**Mobile Setup** = reminders

**Labs** =-Gadgets

### Calendar Settings

[General](#) [Calendars](#) [Mobile Setup](#) [Labs](#)

[« Back to calendar](#)

**My Calendars** Calendars I can view and modify

CALENDAR	SHOW IN LIST <a href="#">all</a> <a href="#">none</a>	NOTIFICATIONS
<a href="#">John Creighton</a>	<input checked="" type="checkbox"/>	<a href="#">Notifications</a>
<b>Tasks</b>	<input checked="" type="checkbox"/>	

[Create new calendar](#) [Import calendar](#) [Export calendars](#)

**Other Calendars** Calendars I can only view

CALENDAR	SHOW IN LIST <a href="#">all</a> <a href="#">none</a>	NOTIFICATIONS
<a href="#">Andrew Godfrey</a>	<input type="checkbox"/>	
<a href="#">Assessment 2012 BHS</a>	<input checked="" type="checkbox"/>	<a href="#">Notifications</a>
<a href="#">Blair McHugh</a>	<input type="checkbox"/>	
<a href="#">Dennis Rea</a>	<input type="checkbox"/>	
<a href="#">Janet Thealen</a>	<input type="checkbox"/>	

Also Try...

<http://www.youtube.com/watch?v=WymQHKfrbqw>

[http://www.youtube.com/watch?v=TYNjKfXwTvk&feature=BFa&list=PL86393B62706987AD&lf=plcp&context=C3134d47FDOEgsToPDskLCQmuMGOsQOXtf\\_7CRiso5](http://www.youtube.com/watch?v=TYNjKfXwTvk&feature=BFa&list=PL86393B62706987AD&lf=plcp&context=C3134d47FDOEgsToPDskLCQmuMGOsQOXtf_7CRiso5)