

Calendar Training Guide

To access the SOCS calendar, select “Calendar” on the left-hand side of Central Services. The Calendar Main Menu will appear:



Global Settings

Basic information is needed to guide the Calendar functionality. Select “System Globals” to access basic calendar setup

- Event Moderation – This option is currently not available. “NO” should be checked.
- Time Format – Choose either 12 hr. or 24 hr. (military format)
- Max Duration – This field indicates the number of months into the future you can schedule events.

iCal Import/Export (using HighSchoolSports.Net as an example)

Step 1

1. Go to your High SchoolSports.Net calendar
2. Select Sync
3. Select iCal
4. Choose categories – i.e. Boys Varsity BBall, Boys JV BBall (there is a maximum of five categories each time you export)
5. Name the calendar (each export has a different name)
6. Choose games only, practices only, or games and practices
7. Complete fields for keeping past event info
8. Select File Download

Step 2

1. Go to SOCS Calendar
2. Choose a calendar you want the events in these categories to appear on.
3. Choose category (this field is required, it can be general or specific)
4. Select Import (SOCS tells you the number of events loaded/not loaded.

Step 3

Return to HighSchoolSports.Net and repeat the process for all events to be exported.

Calendars


There can be multiple calendars, and there are many options to choose from.

- Option 1 – A calendar for each school
- Option 2 – A calendar for district information
- Option 3 – A calendar that displays all school and district information (Show All Organizations)
- Option 4 – A combination of any or all of the above


To Add a Calendar

1. Select “Calendars”.
2. Select “Add Calendar”.
3. Complete the Calendar’s information and select “Add”.
 - a. Fax number, address line two, contact phone #, email and Calendar font color are not required
 - If you select a default color, everything on your calendar will appear in the same font color unless you select a different color for category, sub-category, or event.
 - If you do not select a default color, everything will appear in a color that coincides with your site colors.
 - b. The Calendar Manager must already be in the database as a registered user. If they are not, go to “Find” or “Register User” on the bottom of the page to add them.

Edit Calendar Information

1. Select “Calendars”.
2. Select  by the calendar you want to edit.
3. Change the desired information.
4. Select “Update”.

To Delete a Calendar

1. Select “Calendars”.
2. Select  by the calendar you want to delete.
3. Select “Delete”.
4. Select “OK”.

Categories

Categories and subcategories do not appear on the calendar itself. They are used to further define events for the public users who request weekly event updates. **Events can only be added to subcategories.**

To Add a Category

- Select “Categories”.
- Select “Add Category”.

 Community	 Special Olympics  Special Event
 Clubs & Organizations	 FFA  National Honor Society  PTO  Booster Club  FBLA
 Academics	 Speech Team  Special Event  Testing

- Add “Category Name”, “Optional Description”, “Optional Color”. Click “Add”.


Add Category

Category Name:


Description:
(optional)

Default Color: [Pick Color](#)
(optional)

Edit Category Information

1. Select Calendars
2. Select  by the category you want to edit
3. Change desired information
4. Select “Update”.

To Delete a Category

1. Select Calendars
2. Select  by the category you want to delete
3. Select “Delete”
4. Select “OK”.

Subcategories

To Add a Subcategory

- Select “Add Subcategory”.
- Select the drop-down box to choose the desired category for the “Subcategory”.
- Type the subcategory name and optional description.
- Select Add Subcategory

Add Subcategory


Category:

Subcategory:


Description:
(optional)

Default Color: [Pick Color](#)

Edit Subcategory Information

5. Select Categories
6. Select  by the subcategory you want to edit
7. Change the desired information.
8. Select “Update”.

To Delete a Subcategory

5. Select Categories
6. Select  by the subcategory you want to delete
7. Select “Delete”
8. Select “OK”.

Events

- Moderate Events is currently unavailable.
- Use the “Add Events” option to enter new events to the calendar.
- Use the “Search Events” option to update, cancel or delete events.

Events

Moderate Events

Add Events

Add to:

Search Events

Keyword:

Calendar:

Search Range: Start: or Later

End: or Earlier

Add Events

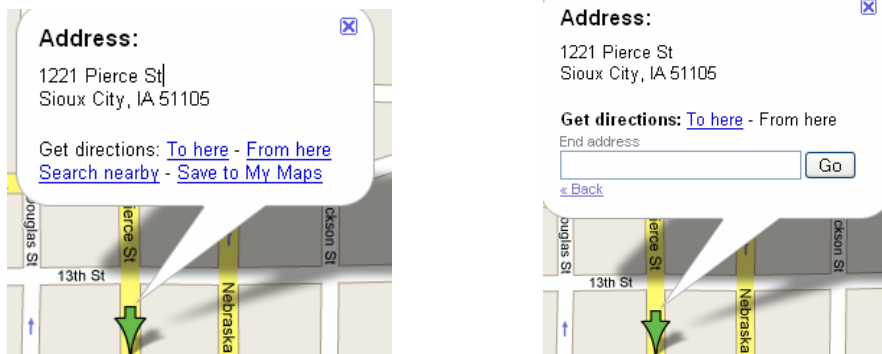
1. Choose the calendar for the event you are adding from the “Add to:” drop-down list.
Note: If adding an event to multiple calendars leave “Add to” drop-down list at –Choose a Calendar – and select “Add Event”.
2. Select “Add Event”.
3. Fill out the event information.
 - a. Add event title. *When viewing the calendar, you will see the “event title” only. For this reason, make sure your event title contains enough details. For example, specify whether an event is for boys or girls, JV or Varsity, etc.*
 - b. Color code your events by selecting the “pick color” link. If a color is not selected the event color will default to a color coinciding with your site colors.
 - c. Choose Category. *Categories further define an event, and they come into play when a user requests weekly updates.*
 - d. Description is optional. Use this area to provide additional information regarding the event.
 - e. Image is optional.
 - f. Start Date. This field is not used if the event repeats on multiple selected days.
 - g. Add start time and event time length, or choose from To Be Determined, All Day Event, No School, No Time Listed.
 - h. If this event will repeat, there are two options available:
 - i. Use “Repeats Daily” or “Repeats Monthly” for events that repeat on numerous consecutive days or repeat on a regular basis. The beginning date of the event is entered in Start Date Field (item f). Choose one of the options listed to the right of “**Repeats Daily**” field. The “**Repeats Until:**” field is where the ending date of the event is entered.
 - ii. “**Selected days**” is used when the event repeats on multiple, non-sequential selected days. In using this option, do not enter a start date but do select the calendar icon to choose the event dates. The dates will display in the date box. If you choose to manually enter the dates, use the following date format: year-month-date (2006-05-17). Separate each date with a comma.
 - i. To have the time zone display along with the event time, choose the appropriate time zone from the Display Time Zone drop down list. **Leave at “None” if you do not want the time zone displayed.**
 - j. If you did not choose a calendar in step one, select a calendar from the Calendar drop-down list. Use Ctrl/Click to choose more than one. (see **Note** at the beginning of this section for adding an event to more than one calendar so it will only show up once on the district calendar)
 - k. Check “show event only on selected calendar” if you want the particular event to appear only on the calendar with which it is associated. If this box is left unchecked, the event will appear on the main calendar as well as on the selected calendar.
 - l. Enter event location (ie. High School gym, Riverside Field #3)
 - m. Enter City. **Note:** If “No School” is selected in the Special Duration section, the city will not appear on the calendar.
 - n. Choose region.

o. **Map Link** --- **NEW FEATURE**



A form titled "Map Link" with a label "Address:" followed by a text input field and a "TestLink" button.

- Enter the address of the event location site
- Click Test Link
- Select From here and enter the begin point



- Google creates a map with driving directions
- o. Contact person. (Optional)
 - p. Email address. (Optional)
 - q. Phone. (Optional)
 - r. Click "Add".

Adding an event to multiple calendars so it doesn't appear more than once on the District Calendar

1. Leave "Add to" drop-down list at –Choose a Calendar – and select "Add Event".
2. Choose all the calendars except the District calendar when adding the event
3. Check "show event only on selected calendar"
4. Add the event
5. From the "Add Event" screen add the same event choosing the District calendar
6. Uncheck "show event only on selected calendar"
7. Add the event

The event will appear only once on the District calendar and will also appear on the other calendars.

Clone an Event --- **New Feature**

1. Clone an Event when adding a new event
 - a. Add the new event (SOCS will tell you “Event Successfully Added” and will return you to the same Add Event screen)
 - b. Enter only the information that is different than the previous event (date, time, location)
 - c. Click Add
 - d. An identical event is added to the calendar with the new information.


Search Events (Edit, Delete, or Clone) **New Screen**

1. Add search criteria (keyword, calendar, and/or date range)
2. Select “Search”.


Search Results

Event	Time	Edit	Status	Delete	Clone
Summer Softball Practices	Thu Jun 14, 2007 3:00 PM — 5:00 PM		A		
	Tue Jun 19, 2007 3:00 PM — 5:00 PM		A		
	Thu Jun 21, 2007 3:00 PM — 5:00 PM		A		
	Tue Jun 26, 2007 3:00 PM — 5:00 PM		A		
	Thu Jun 28, 2007		A		

3. Select the corresponding icon for the event you wish to edit, delete, or clone.

- a.  If editing an event:
 - i. Select the Edit icon for the event
 - ii. Change/update the information and check the box “Send Update Notification” if you want the users signed up for reminders to receive notice of the updated information.
 - iii. Select Add

- b.  Select the trash can to delete the event.

- c.  If cloning an event:
 - i. Select the clone icon for the event
 - ii. Enter only the information that is different than the existing event (date, time, location)
 - iii. Select Add

An identical event is added to the calendar with the new information.