

Calendar Training Guide

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



Global Settings

Select **Global Settings** 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.

Calendar Highlights

Note: Calendar Highlights is a feature offered only with certain templates.

To add Calendar Highlights

- Select **Calendar Highlights** from the **Calendar Menu**
- Select **Add Calendar Highlights**

Edit Calendar Highlight

Name:

Availability: Active

Calendars: Show **public** events from all calendars

Available Selected

| | | |
|----------------------|----|--|
| Athletic Calendar | > | |
| District | >> | |
| High School | < | |
| Junior High | << | |
| SOCS School Calendar | | |

Type: List Month Week

Include up to days in the list.

Include up to events in the list.

Sample:
(Mouseover to see larger image)

| | |
|---------|---|
| Mon | April 26, 2010 |
| 11:00am | Basketball - Girls Tournament Seward, NE |
| Mon | April 26, 2010 |
| 2:00pm | Basketball - Boys Tournament Seward, NE |
| Mon | April 26, 2010 |
| 5:30pm | Parent Teacher Conference Cafeteria |
| Wed | April 28, 2010 |
| 4:00pm | Clubs - All Events Physics Classroom |

[View Entire Month](#)

- **Name:** An identifier for the calendar highlight you are creating. This name will not appear on your website.
- **Availability:** Defaults to “Active” so calendar highlights will appear. Uncheck this box to have the calendar available for future use
- **Calendars:** Checking the box next to Calendars will show **public** events from all calendars. This option prevents duplication of events listed on multiple calendars. (Example: No School or Holidays added as events on all calendars, but have the Show only on this calendar option checked, the Calendar Highlights will only display for the event for the calendar has the Show only on this calendar option unchecked).

To move individual calendars to the Selected area, highlight the desired calendar and select the add arrow. To select multiple calendars, use shift or control keys. To add all calendars, use the add all arrow.

- **Type**

List: Scrolling list of events (*Available for L10, L9, L8 and L7 templates*)

- Month: Days with events will be highlighted and event information will display when hovering over a date. (*Available for L10 templates. Also available on the Front Page of L9 templates*)

| April 2010 | | | | | | |
|------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thr | Fri | Sat |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 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 | 1 |

[View All Events](#)

- Week Displays the current week (*Available for L10, L9, L8 and L7 templates*).

Calendar Week of March 28 - April 3, 2010 [View Entire Month >](#)

| Sunday | 28 | Monday | 29 | Tuesday | 30 | Wednesday | 31 | Thursday | 1 | Friday | 2 | Saturday | 3 |
|--------|----|---|----|---------|----|--|----|--|---|--|---|----------|---|
| | | 11:00am: Basketball - Girls Tournament > Seward, NE | | | | 4:00pm: Clubs - All Events > Physics Classroom | | 7:25pm: Clubs - All Events > Cafeteria | | 10:00am: Wrestling Districts > Lincoln, NE | | | |
| | | 2:00pm: Basketball - Boys Tournament > Seward, NE | | | | | | 7:30pm: Chess Club > Cafeteria | | | | | |
| | | More... | | | | | | 8:00pm: Glee Club > | | More... | | | |

Available Selections

If the calendar highlight is for specific sections/sub-sections, you can choose the appropriate ones

- By default, a list of all sections/sub-sections appears

Available Sections

Select which sections to view: -- All Sections --

Check the box next to a section to assign the button to that section. ?

| Assign | Section->Subsection: Sub-Subsection |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Front Page |
| <input type="checkbox"/> | Alumni |
| <input type="checkbox"/> | Alumni: Alumni Foundation |
| <input type="checkbox"/> | Athletics |
| <input type="checkbox"/> | Athletics: High School |
| <input type="checkbox"/> | Athletics: Middle School |
| <input type="checkbox"/> | Community |
| <input type="checkbox"/> | Counselor's Corner |
| <input type="checkbox"/> | Counselor's Corner: College Prep |

- Or you can select a specific section by using the drop-down listing

Available Sections

Select which sections to view: Athletics

Check the box next to a section to assign the button to that section. ?

| Assign | Section->Subsection: Sub-Subsection |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Athletics |
| <input type="checkbox"/> | Athletics: High School |
| <input type="checkbox"/> | Athletics: Middle School |

Cancel Save

1. To assign the Calendar Highlights to one section, select the box next to the section
2. To assign the Calendar Highlights to multiple sections or sub-sections, check as many boxes as you wish
3. To choose all sub-sections within a section or to select many consecutive sections/sub-sections, check the first selection and use Shift/Click to check the last selection
4. Select "Save"

View Calendar Highlights

You can change, delete or deactivate a Calendar Highlight once it is on your SOCS site. To edit, either select a section/sub-section from the drop-down box, or search by name. Select "Edit" to make any changes or to deactivate a button.

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 2, contact's phone, contact's email and default 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, Description, Default Color**. Select **Add**.


Add Category

Category Name:


Description:
(optional)

Default Color: [Pick Color](#)

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: - Choose a Category -

Subcategory:


Description:
(optional)

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

Edit Subcategory Information

1. Select **Categories**
2. Select  by the subcategory you want to edit
3. Change the desired information
4. Select **Update**.

To Delete a Subcategory

1. Select **Categories**
2. Select  by the subcategory you want to delete
3. Select **Delete**
4. Select **OK**
- 5.

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. **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. **Event Color**

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. **Category**

Categories further define an event, and they come into play when a user requests weekly updates.

- d. **Description** (optional)

Use this area to provide additional information regarding the event.

- e. **Image** (optional)

- f. **Start Date**

This field is not used if the event repeats on multiple selected days.

- g. **Time**

Add Start Time and Event Time Length or choose from **To Be Determined, All Day Event, No School, No Time Listed**.

- h. **Event Frequency**

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. 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. **Event Options**

- i. **Display Timezone**

To have the time zone display along with the event time, choose the appropriate time zone from the **Display Timezone** drop down list. Leave at **None** if you do not want the time zone displayed.

- ii. **Calendar**

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)

- iii. Select **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.

j. **Event Locale**

- i. Enter location for the event (ie. High School gym, Riverside Field #3)
- ii. Enter City. **Note: If No School** is selected in the Special Duration section, the city will not appear on the calendar.
- iii. Choose region.

k. **Map Link**

- i. Enter the address of the event location site
- ii Select Test Link

l. **Contact Information**

- i. Name. (Optional)
- ii. Email (Optional)
- iii. Phone. (Optional)

m. Select **Add**

Search Events (Edit, Delete, or Clone)

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.



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

Tips:

Adding an event to multiple calendars

On the **Events** screen, leave the **Add to** drop-down list at **Choose a Calendar** and select **Add Event**.

At Event Options:

1. Choose all the calendars except the District calendar
2. Check **show event only on selected calendar**
3. Add the event
4. From the **Add Event** screen add the same event choosing the District calendar
5. Uncheck **show event only on selected calendar**
6. Add the event

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

