How to create a Personal or Group Calendar

Introduction

Administrators can create group calendars to manage events across the user base.

Any user can create personal calendars only they will see on the front end, but there is the option to allow others to be included if required.

Essentially administrators set up public or general calendars to fit the majority of the user base's needs and users can do so individually to cover anything more specific to them and who they wish to share this with.

Administrators still have an overarching view and can access all calendars created, including any personal calendars, so that they can assist with them as necessary.

How to create a personal calendar

Any user can create a personal calendar if they have access to the application.

1. Open the calendar application (Applications > Calendar, or click on the calendar icon in the navigation bar)

2. Click on 'Calendars'
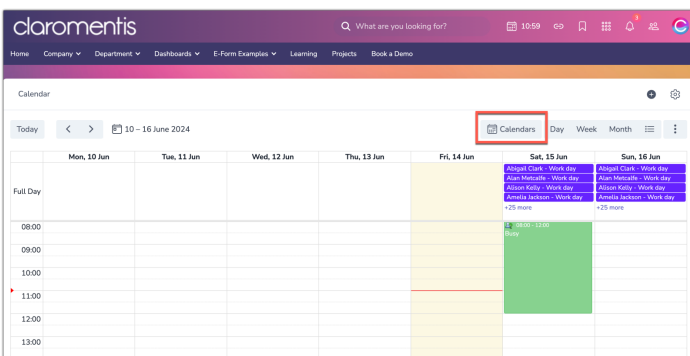
3. The list of all calendars the user has permission to view is given. To create a new personal calendar click the button shown below:
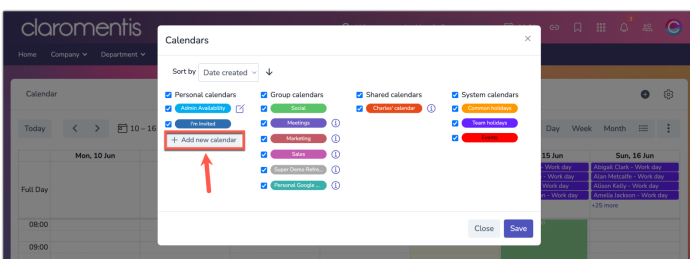
4. Enter the details of the calendar and change its properties to suit your needs:

- **Name:** The label seen on the front end
- **Calendar colours:** Choose the colour of the calendar
- **Description:** Provide a description of the calendar's purpose
- **Internet Calendar:** If you want to sync events from an external calendar, supply the iCal URL.
- **Permissions:** Enter the appropriate users/roles/groups and check the relevant permission checkboxes. Your own profile will automatically populate, only add other users if you wish to share the calendar with them.

5. Click 'submit' to save the calendar. On the front end you can start adding events to it.

Please note: Administrators of Calendar will be able to see all personal calendars so they can manage these as required, the calendars are not completely 'private'.


How to create a group calendar

These can only be created and managed by application administrators of Calendar.

Generally, these are created for wider purposes for larger groups of users to view and interact with. e.g. Company-wide meetings, social events, specific departmental meetings etc

These can be created to suit the purposes within your company and have only the users that need to see the events involved.

1. Head to Applications > Admin > Calendars.

2. All group calendars are shown here. To add a new one click 'Add new calendar'
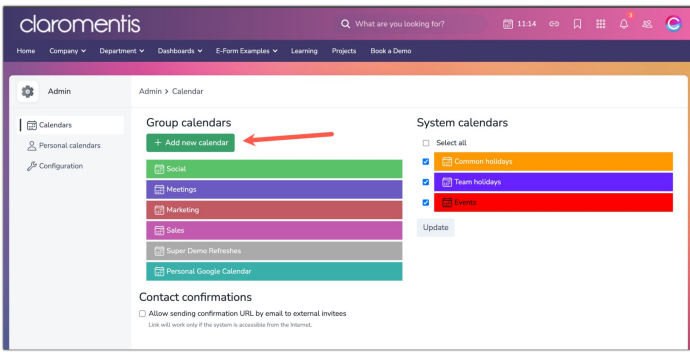
3. Enter the details of the calendar and change its properties to suit its needs:
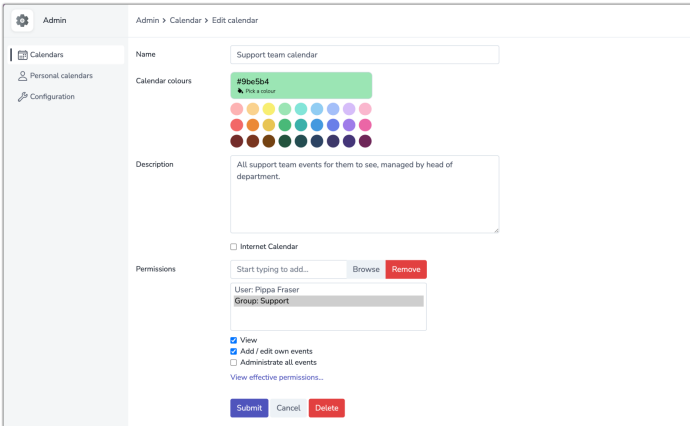
- **Name:** The label seen on the front end (i.e. Support team calendar)
- **Calendar colours:** Choose the colour of the calendar
- **Description:** Provide a description of the calendar's purpose
- **Internet Calendar:** If you want to sync events from an external calendar, supply the iCal URL
- **Permissions:** Enter the appropriate users/roles/groups and check the relevant permission checkboxes. Your own profile will automatically populate with all rights, add other users/roles/groups and give the appropriate permissions.

4. Click 'Submit' to save the calendar and it will be created. It can now be used on the front end by those with permissions.

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