



## 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.

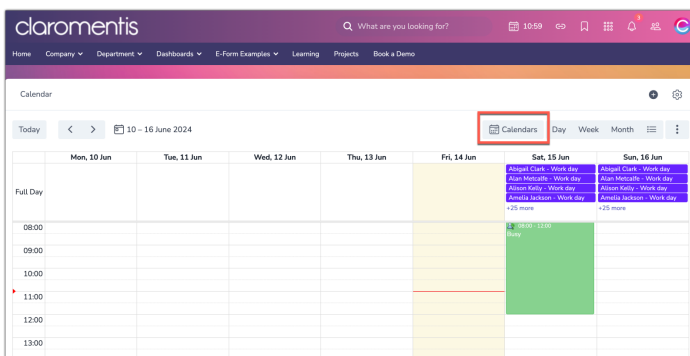
Essentially administrators set up public or general calendars to fit the majority of the user base's needs and users can do so individually to cover anything more specific to them and who they wish to share this with.

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:

Admin

Calendars

Personal calendars

Configuration

Admin > Calendar > Personal calendars

Please respect the users' privacy and don't expose or change someone else's calendar unless you really have to.

10 entries per page

Search

Calendar	Creator	Color	Actions
dddwddawdwd	Michael Hassman		
Claro's meetings	Claronemits Administrator		
Charles' calendar	Charles Johnston		
Admin Availability	Claronemits Administrator		

Showing 1 to 4 of 4 entries

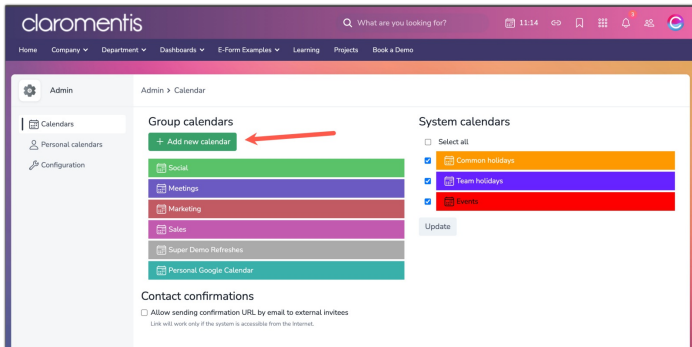
# How to create a group calendar

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:

A screenshot of the 'Edit calendar' form in the Claromentis application. The breadcrumb trail at the top reads 'Admin > Calendar > Edit calendar'. The form fields are: 'Name' (text input with 'Support team calendar'), 'Calendar colours' (a color picker showing a green selection with a hex code #90e5b4), 'Description' (text area with 'All support team events for them to see, managed by head of department.'), 'Internet Calendar' (checkbox), 'Permissions' (a section with 'Start typing to add...' and 'Browse'/'Remove' buttons, showing 'User: Pippa Fraser' and 'Group: Support'), and a set of checkboxes for 'View', 'Add / edit own events', and 'Administer all events'. At the bottom are 'Submit', 'Cancel', and 'Delete' buttons.

- **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.

A screenshot of the 'Add/Edit event' form in the Claromentis application. The breadcrumb trail at the top reads 'Calendar > Add/Edit event'. The form is divided into two main columns. The left column contains: 'Name' (text input), 'When' (date and time pickers for 14-06-2024, 12:00), 'Location' (text input with a 'Link room' button), 'Calendar' (a dropdown menu showing '-> Support team calendar'), 'Description' (text area), 'Set reminder?' (checkbox and a 30 min dropdown), 'Are you going?' (radio buttons for Yes, No, Unknown), and a checkbox for 'Send notifications about event changing'. The right column contains: a checkbox for 'Personal event without participants', an 'Invited people' table with columns for Name, Status, and Notification (showing 'Claromentis Administrator' with status 'Unknown' and notification 'Sent'), an 'Add user' button, an 'Add guests' section with a 'Select or create a contact' dropdown, and a 'More...' link. At the bottom are 'Submit', 'Delete', and 'Cancel' buttons.

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Created on 14 June 2024 by [Hannah Door](#)

Tags: [calendar](#), [user guide](#), [create](#), [event](#), [group](#), [personal](#)