



How to add an event to a Calendar

The guide will cover how to create events in the Calendar application.

For all available permissions & configuration options, make sure to read our [Calendar: Admin overview](#).

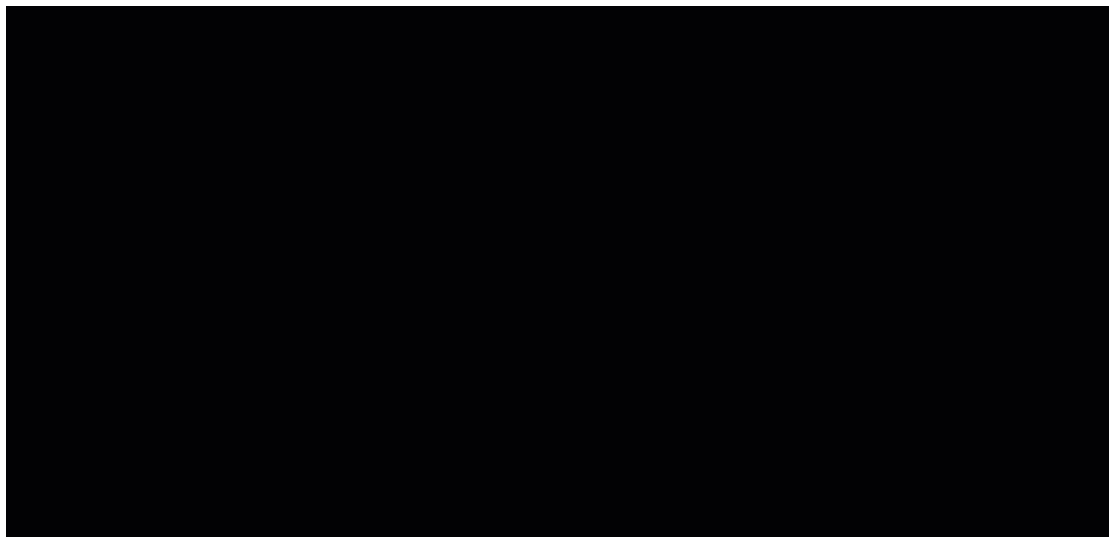
Add an event to a calendar

With the correct permissions, you will see the option to create a new event.

1. Go to **Applications > Calendar**.
2. Locate the desired date using the date picker.

	Mon, 16 Oct	Tue, 17 Oct	Wed, 18 Oct	Thu, 19 Oct	Fri, 20 Oct	Sat, 21 Oct	Sun, 22 Oct
Full Day							
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00	Monthly Product Call						
16:00							

3. Select the time that you want the event to start.



4. Enter the details of the event in the pop-up.

The screenshot shows a calendar interface with a date range from October 16 to 22, 2023. A pop-up window is open for creating a new event on Friday, 20 October, from 10:00 to 10:30. The pop-up contains the following fields and options:

- Name:** A text input field.
- Description:** A larger text input area.
- Reminder time:** A link labeled "Set reminder".
- Calendar:** A dropdown menu currently showing "Social".
- Buttons:** "Save" and "More options".

The background calendar shows a grid with a red event titled "Monthly Product Call" on Monday, 16 October, from 15:00 to 16:00.

- **Name:** The name of the event
- **Description:** Details of the event
- **Set Reminder:** The required reminder time; an instant message will be sent at that time
- **Calendar:** The calendar in which you wish to place this event

Please note: Users can only add events to calendars they have permission for.

5. Select **Save** when you have completed the required details.

This screenshot is identical to the previous one, but with a red arrow pointing directly to the "Save" button in the event creation pop-up, indicating the final step in adding the event.

More configuration options

When creating an event, you can enter additional details.

1. Select **More options** to view more details about the event.

Calendar

Today < > 16 - 22 October 2023

Time: Friday, 20 October, 10:00 - 10:30

Name

Description

Reminder time [Set reminder](#)

Calendar -> Social

Save More options

2. Configure the following settings:

Calendar / Add/Edit event

Name Enter new name here

When 20-10-2023 10:00 - 10:30 20-10-2023

☐ Full day

☐ Repeat

Location Link room

Calendar -> Social

Description

☒ Set reminder? ☐ 30 min

Are you going? ☐ Yes ☐ No ☒ Unknown

☐ Send notifications about event changing

Submit Delete Cancel

☐ Personal event without participants

Invited people Find conflicts

Name	Status	Notification
Claromentis Administrator	Unknown	Sent

Add user

Add guests

Name	Status	Notification
Select or create a contact		

More...

- **When:** Specify the start and end times of the event.
- **Full day:** Check this box if the event will take place all day.
- **Repeat:** Check this box if you want to set up the event as a regular occurrence.
- **Location:** Enter a location for the event. You can also link up a room from the Room Booking application.
- **Confirm Attendance:** Select the appropriate radio button to specify if you are attending the event.
- **Send notifications about event changing:** Check this box to send notifications to users (who have the appropriate permissions) if the event details change.
- **Personal event without participants:** Check this box if the event doesn't require any other users to attend.
- **Add user:** Invite users to the event; a pop-up will appear where you can select the relevant users.
- **Add guests:** Invite people who are on your contacts list.
- **Exclude event from calendar export:** Check this box to exclude this event when exporting the calendar.

3. Select **Submit** when you have completed the required details.

Calendar / Add/Edit event

Name

Enter new name here

When

20-10-2023

10:00

-

10:30

20-10-2023

☐ Full day

☐ Repeat

Location

Link room

Calendar

-> Social

Description

Set reminder?

☐ 30 min

Are you going?

☐ Yes

☐ No

☒ Unknown

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Submit

Delete

Cancel

☐ Personal event without participants

Invited people

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More...

Created on 28 April 2014 by Hannah Door. Last modified on 30 November 2023
Tags: calendar, user guide, event