Create a Calendar Event

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.
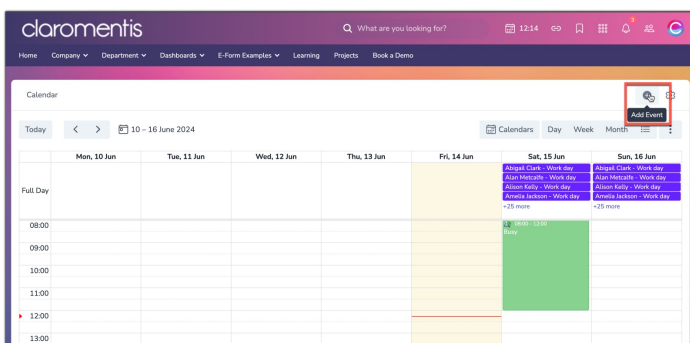
Add an event to a calendar

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

This can be completed in two ways, by clicking on the 'Add Event' button or selecting a date/time in the calendar directly.

- Create an event using the 'Add Event' button

1. Go to **Applications > Calendar**.

2. Click the **Add Event** button:



3. The detailed view will be given:

- **Name:** The name of the event
- **When:** Set the date and time range of the event
- **Full day**: Check this to select the whole day for the event
- **Repeat:** Set the event to repeat every x days until a certain date
- **Location:** Type a location or link the event to the Room Booking application (if this is in use on your site)
- **Calendar:** The calendar in which you wish to place this event
- **Description:** Details of the event
- **Set Reminder:** The required reminder time; a notification to those with permissions will be sent at that time.
- **Are you going?:** Enter your answer for the event at the point of creation
- **Send notifications about event changing:** all users with permission to view the event will be sent updates if changes are made e.g. the time, location, title etc
- **Personal event:** Check this box if no invitees are required
- **Invited People:** Add users here to send them a notification about the event
- **Add Guests:** Enter email addresses here to add external users (a contact will also be created in People for them)
- **Exclude event from calendar export:** Check this box to exclude this event when exporting the calendar.

4. Click **Submit** to save the event, it will appear in the calendar for those with permissions.
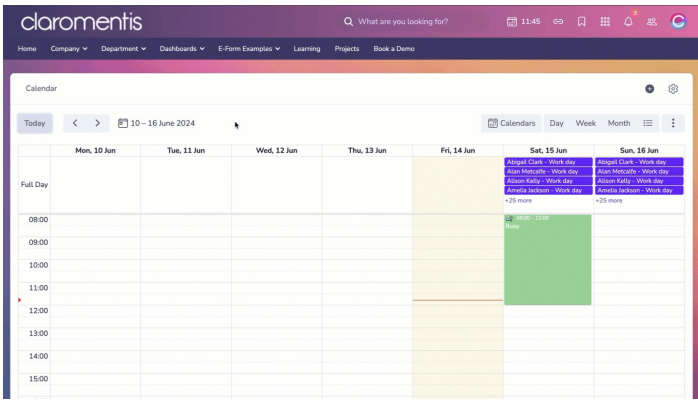
- Create an event by choosing a date and time

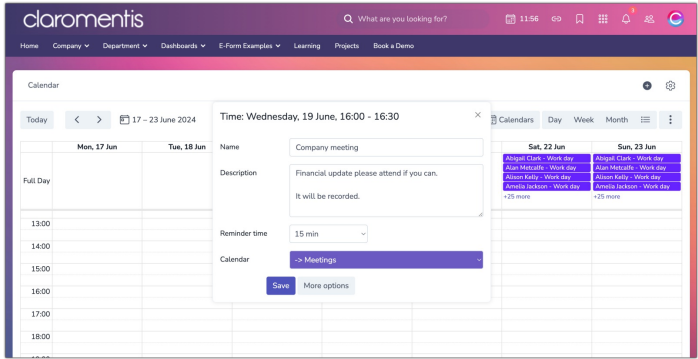1. Go to **Applications > Calendar**.

2. Locate the desired date using the date picker:
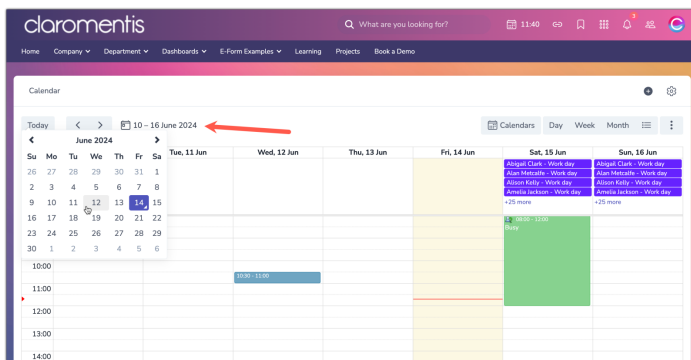
3. In the calendar, select the 30-minute timeslot you want to create the event in for the appropriate date and a pop-up with options will appear:

4. Fundamental details can be filled in here, click **Save** to create the event if ready:

- **Name:** The name of the event
- **Description:** Details of the event
- **Set Reminder:** The required reminder time; a notification to those with permissions 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. If you need to edit the time slot to longer than 30 minutes, click **More options** before saving to see the detailed view and fill these out as applicable:
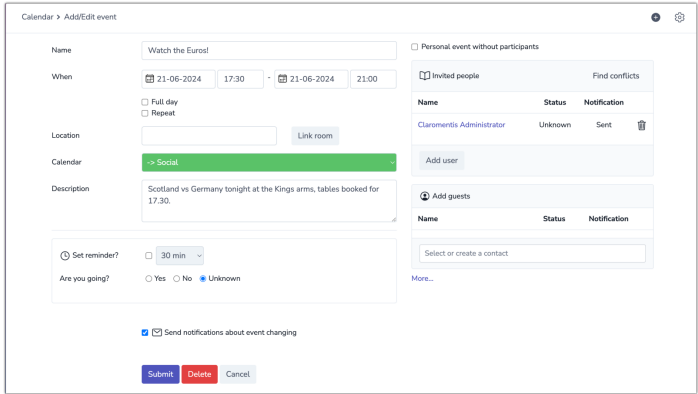
Please note: To notify users will permissions about the event being added, select them in the 'Invited users' section. Otherwise a notification is not sent and instead the event will be shown in the calendar for users to see.

Last modified on 19 June 2024 by Veronica Kim

Created on 14 June 2024 by Hannah Door
Tags: calendar, user guide, event, create