



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

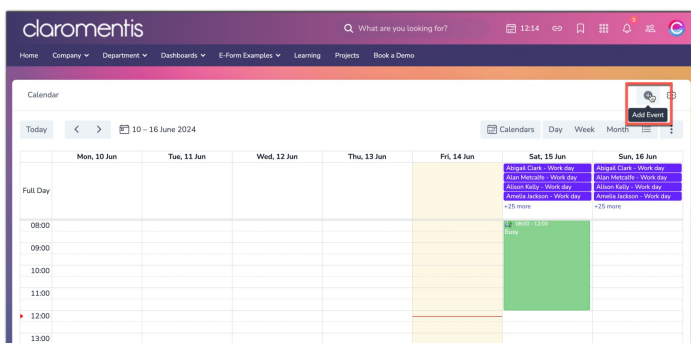
With the correct permissions, you will see the option to create a new event.

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:

Calendar > Add/Edit event

Name

When -

☐ Full day
☐ Repeat

Location [Link room](#)

Calendar [Clara's meetings](#)

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
Claramentis Administrator	Unknown	Sent 🗑

[Add user](#)

[Add guests](#)

Name	Status	Notification
<input type="text" value="Select or create a contact"/>		

[More...](#)

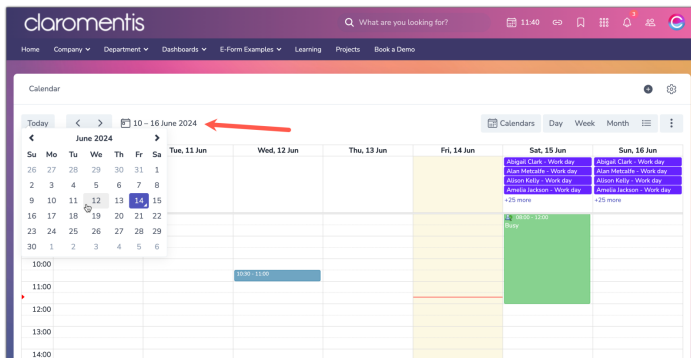
- **Name:** The name of the event
- **When:** Set the date and time range of the event
- **Full day:** Check this to select the whole day for the event
- **Repeat:** Set the event to repeat every x days until a certain date
- **Location:** Type a location or link the event to the Room Booking application (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.

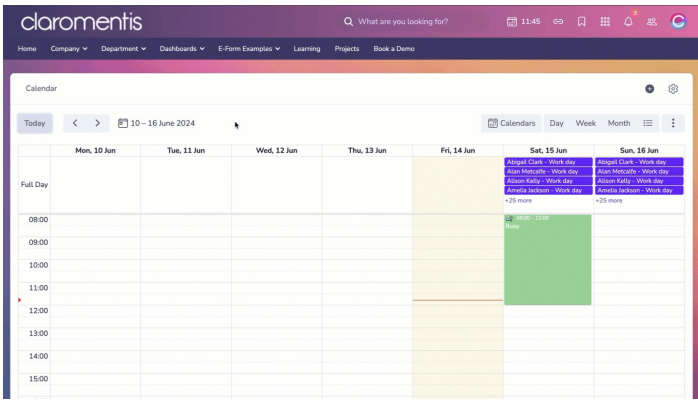
- Create an event by choosing a date and time

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

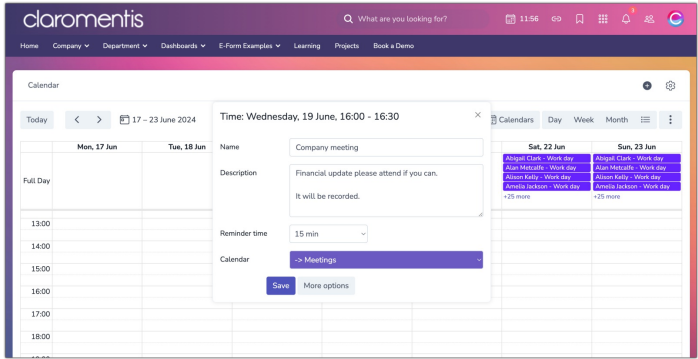
2. Locate the desired date using the date picker:



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:



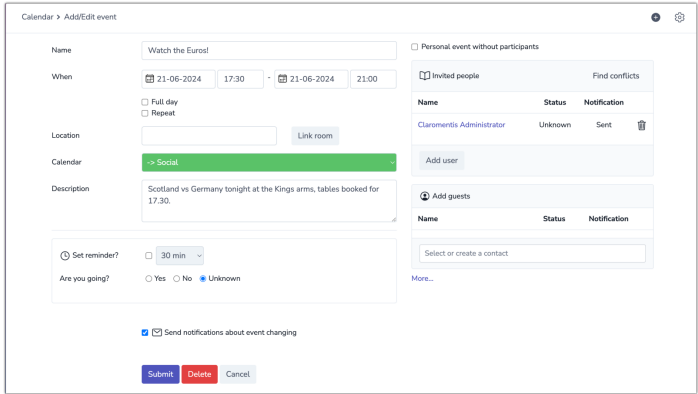
4. Fundamental details can be filled in here, click **Save** to create the event if ready:



- **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 with 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](#)

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