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Calendar Guide

SOCS Toolbar

Select **Content**, **Calendar** from the SOCS Toolbar. The **Calendar Menu** will be in the center of the screen.

Calendar Menu
Events
Categories
Calendars
iCal Import/Export
Calendar Highlights
Global Settings

Global Settings

Select **Global Settings** to access basic calendar setup.

- **Event Moderation:** Allows additional staff/public users to add events to the calendar to be approved by a designated moderator
- **Moderation Email:** Enter in the email of the user(s) you would like to be able to moderate events added to the calendar.
- **Time Format:** Choose either 12 hr. or 24 hr.
- **Max Duration:** This field indicates the number of months into the future you can schedule events.

Calendars



Within SOCS, you may have a single or multiple calendars; it all depends on your needs as an organization.

To Add a Calendar

- Select **Content, Calendars** from the SOCS Toolbar.
- Select **Add**.
 - *Note: Name (calendar), Contact Name, and Contact Email are the only required fields.*
- If you select a default color, events will use this font color.
 - *Note: Calendar default color may be used to distinguish events from multiple calendars. You may also use a default color on your categories, subcategories, and individual events as well.*

Edit Calendar Information

- Select **Calendars**.
- Select the **Edit icon** next to the calendar.

		Midwest Surf	name	socssupport@fes.org
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- Change the desired information.
- Select **Save**.

Delete a Calendar

- Select **Calendars**.
- Select the **Delete icon** next to the calendar.

		Midwest Surf	name	socssupport@fes.org
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Categories

Categories and subcategories further define events for the public users who request weekly event updates or subscribe to the calendar.

The screenshot shows a 'Categories' management interface. At the top, there is a title 'Categories' and a note: 'NOTE: Events can ONLY be added to subcategories.' Below the note are four buttons: 'Add Category', 'Expand All', 'Collapse All', and 'Back'. A list of categories is displayed below, each with a dropdown arrow, a plus icon, an edit icon, a delete icon, and a count in a small box. The categories are: 'Athletics & Activities' (count 3), 'District' (count 1), 'Districts' (count 2), 'Events' (count 1), and 'Sports' (count 2). Two red callout boxes are present: one on the left pointing to the dropdown arrow of 'Athletics & Activities' with the text 'Click the dropdown arrow to view available subcategories.', and one on the right pointing to the count '3' with the text 'This indicates the number of subcategories assigned to this category.'

Category	Count
Athletics & Activities	3
District	1
Districts	2
Events	1
Sports	2

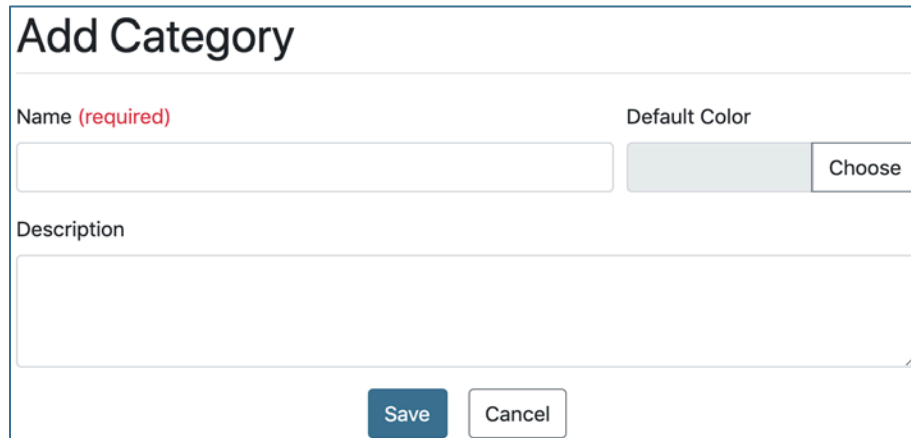
To Add a Category

- Select **Categories**.
- Select **Add Category**.

This image is a close-up of the 'Add Category' button and the first two categories in the list. The 'Add Category' button is highlighted with a red box. The categories shown are 'Athletics & Activities' with a count of 3, and 'District' with a count of 1.

Category	Count
Athletics & Activities	3
District	1

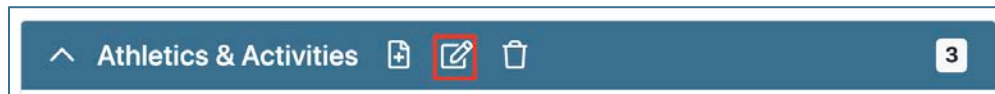
- Add **Category Name, Description, Default Color** and select **Save**.



- ***Note:** Use the Category default color with your Calendar default color to distinguish grouped events. You may also use a default color on your subcategory and individual events as well.*

Edit Category Information

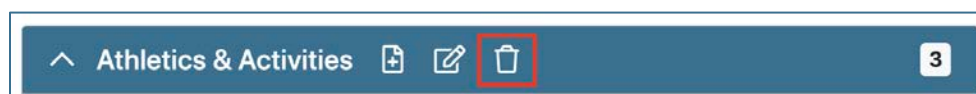
- Select **Calendars**.
- Select the category you want to edit from the displayed categories and click the **Edit icon** to the right of the category name.



- Change the desired information.
- Select **Save**.

Delete Category Information

- Select **Calendars**.
- Select the category you want to delete from the displayed categories and select the **Delete icon** to the right of the category name.



- A yellow warning pop-up will confirm that you want to delete the category. To confirm, click **Yes**.
(*Note: Deleting a category will delete all subcategories and events for this category.*)

Subcategories

To Add a Subcategory

- Select the **Add icon** to the right of the desired category.



- Type the subcategory name and optional description and select a default color if desired.
- Select **Save**.

Add Subcategory

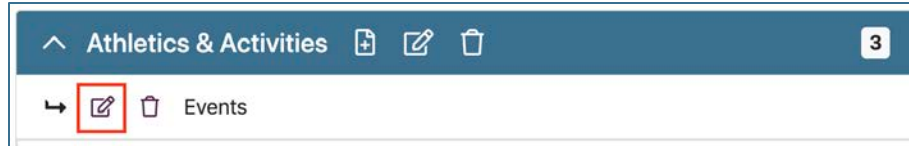
Parent Category <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Athletics & Activities</div>	Name (required) <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
Description <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	Default Color <div style="border: 1px solid #ccc; width: 50px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px;">Choose</div>
<div style="display: flex; justify-content: center; gap: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px;">Save</div> <div style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 3px;">Cancel</div> </div>	

Edit Subcategory Information

- Select **Categories**. Click the dropdown arrow to the left of the Category name where the subcategory you wish to edit is located to expand and show all subcategories for the category.



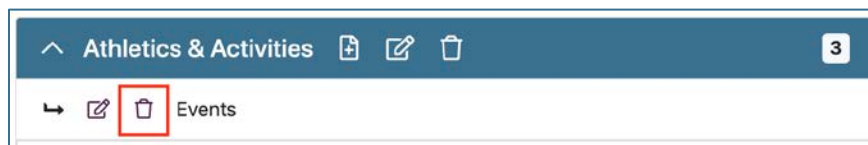
- Select the **Edit** icon to the left of the subcategory you want to edit.



- Change the desired information.
- Select **Save**.

To Delete a Subcategory

- Select **Categories**. Click the dropdown arrow to the left of the Category name where the subcategory you wish to delete is located to expand and show all subcategories for the category.
- Select the **Delete icon** to the left of the subcategory you want to delete.



- A yellow warning pop-up will confirm that you want to delete the category. To confirm, click **Yes**.

(Note: Deleting a subcategory will delete all events for this subcategory.)

Events

There are four ways to create, edit and delete an event within SOCS. They are as follows:

- **SOCS Toolbar**
- **Calendar Event Page**
- **Month at a Glance**
- **Easy Edit**

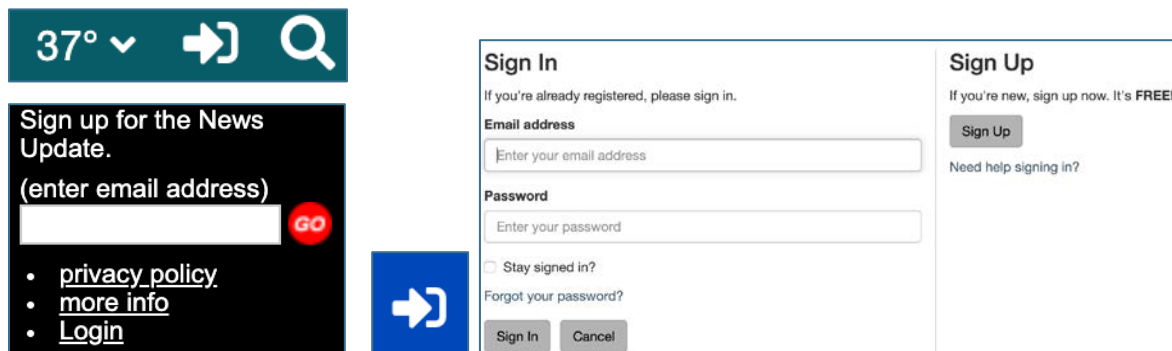
The **Calendar Event Page** and **Month at a Glance** options allow you to create, edit, and delete calendar events from the public view of your SOCS Site. These options are a quick way to make simple changes to existing or new calendar events and reduce the number of steps required to quickly get your event out to readers.

With **Easy Edit**, you edit event content without leaving the public view, but still have full access to the event settings you would have within the SOCS Toolbar.

Events: SOCS Toolbar

Login

The **Login** can be found below or next to the **Sign Up for the News Update**, on the **Navigation Bar**, or **at the top of your SOCS site**. You may also use the login within the **Calendar Event Page**.



The image shows a screenshot of the SOCS toolbar. On the left, there is a dark blue box with white text that says "Sign up for the News Update. (enter email address)" followed by a white input field and a red "GO" button. Below this are links for "privacy policy", "more info", and "Login". To the right of this box is a blue square with a white right-pointing arrow. Further right is a white form with a blue border. The form has two columns: "Sign In" and "Sign Up". The "Sign In" column contains the text "If you're already registered, please sign in.", an "Email address" label, an input field with the placeholder "Enter your email address", a "Password" label, an input field with the placeholder "Enter your password", a "Stay signed in?" checkbox, a "Forgot your password?" link, and "Sign In" and "Cancel" buttons. The "Sign Up" column contains the text "If you're new, sign up now. It's FREE!", a "Sign Up" button, and a "Need help signing in?" link.

Add Events: SOCS Toolbar

1. Select **Events** from the Calendar main menu.
2. Choose the calendar for the event you are adding from the **Add Event**: drop-down list.

Events

Search for

Search in calendar

Search Date Range

Start: or Later End: or Earlier/None

- **Note:** If adding an event to multiple calendars choose one calendar from the **Add Events** dropdown list, as you can add the event to additional calendars in the next step.

3. Fill out the event information.

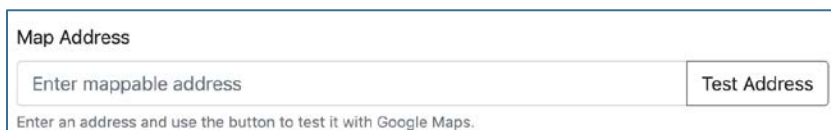
- **Title:** When viewing the calendar, you will see the “event title” only. For this reason, **make sure your event title contains enough details.** For example, specify whether an event is for boys or girls, JV or Varsity, etc.
- **Color:** Color code your events by selecting the “choose” link. If a color is not selected the event color will default to a color coinciding with your site colors or with the Category/Subcategory color.
- **Description** (optional): Use this area to provide additional information regarding the event.
- **Calendars:** The initial calendar you chose when you added the event will be displayed. To add the same event to additional calendars, select the desired additional calendars from the dropdown.
- **Category:** Categories further define an event, and they come into play when a user requests weekly updates. To select additional categories, click the dropdown and select those desired.
- **Selected Calendars:** Select **show event only on selected calendar** if you want the particular event to appear only on the calendar with which it is associated. If this box is left unchecked, the event will also appear on the main calendar.
- **Occurs on this Date:** This field is not used if the event repeats on multiple selected days.

- **Time:** Add Start Time and Event Time Length or choose from **To Be Determined**, **All Day Event**, **No School**, or **No Time Listed**.
- **Event Frequency:** If this event will repeat, there are two options available:
 - Use **Repeats Daily** or **Repeats Monthly** for events that repeat on numerous consecutive days or repeat on a regular basis. The starting date will be the date entered in the **Occurs on this date** field. Choose one of the options from the dropdown below **Repeats Daily** or **Repeats Monthly**. The **Repeats Until:** field is where the ending date of the event is entered.
 - **Selected Days** is used when the event repeats on multiple, non-sequential selected days. Select the radio button to bring up a calendar to choose the event dates. The dates will display in the date box. If you choose to manually enter the dates, use the following date format: year-month-date (2020-05-17). Separate each date with a comma.

Event Options

Where

1. **Event Locale:** Enter location for the event (i.e. room number).
2. **Enter City/State**
 - *Note: If No School is selected in the When section, the city will not appear on the calendar.*
3. **Map Address:** Enter the address of the event location site, then **Select Test Address**.



Map Address

Enter mappable address

Enter an address and use the button to test it with Google Maps.

Contact Information (optional): Name, email, phone.

Image/File Attachments: You have the ability to upload an image or file to your event. To upload an image, click the **Choose File** button under Image. To attach a file (example: meeting agenda), click **Choose File** under File Attachment.

4. Select **Save**.

Search Events (Edit, Delete, or Clone)

1. Add search criteria (keyword, calendar, and/or date range).

Events

Search for Search in calendar

Search Date Range

Start: or Later End: or Earlier/None

2. Select **Search**.




Search Results

Status Key: A = Active P = Pending C = Canceled R = Rejected

NOTE: Showing up to 1,000 of the most recent events. Found: 11

Event	Time	Status	Edit	Batch Delete	Duplicate
Ash Test	Thu Mar 26, 2020, All Day	A			
Ash Test	Thu Mar 26, 2020, All Day	P			
Ash Test	Tue Mar 10, 2020, All Day	P			

3. Select the corresponding icon for the event you wish to edit, delete, or clone.

- a.  If editing an event:
 - i. Select the **Edit** icon for the event.
 - ii. Change/update the information and check the box **Send Update Notifications** if you want the users signed up for reminders to receive notice of the updated information.
 - iii. Select **Save**.
- b.  Select the trash can to delete the event.
- c.  If duplicating an event: An identical event is added to the calendar with the new information.

- i. Select the duplicate icon for the event.
- ii. Enter only the information that is different than the existing event (date, time, location).
- iii. Select **Save**.

Events: Calendar Event Page, Easy Edit, and Month at a Glance

Login

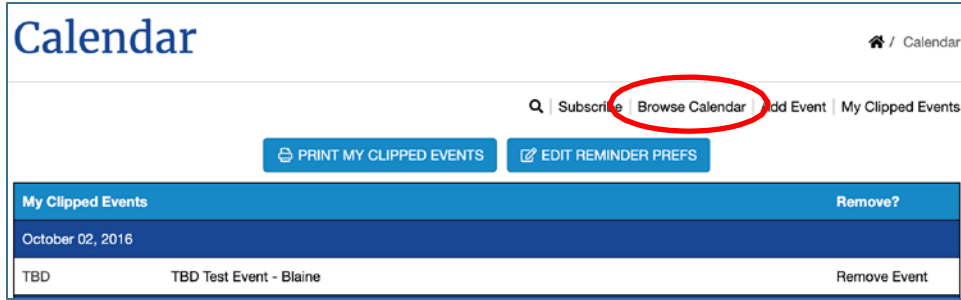
The **Login** can be found below or next to the **Sign Up for the News Update, on your Navigation bar, or at the top of your website**. You may also use the login within the **Calendar Event Page**.

The image shows a navigation bar with a temperature display (37°), a home icon, and a search icon. Below the navigation bar is a 'Sign up for the News Update' form with a 'GO' button and links for 'privacy policy', 'more info', and 'Login'. To the right is a 'Sign In' form with fields for 'Email address' and 'Password', and buttons for 'Sign In' and 'Cancel'. Further right is a 'Sign Up' form with a 'Sign Up' button and a link for 'Need help signing in?'.

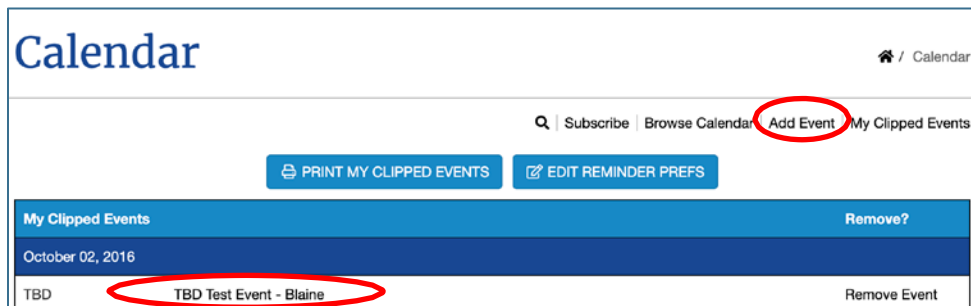
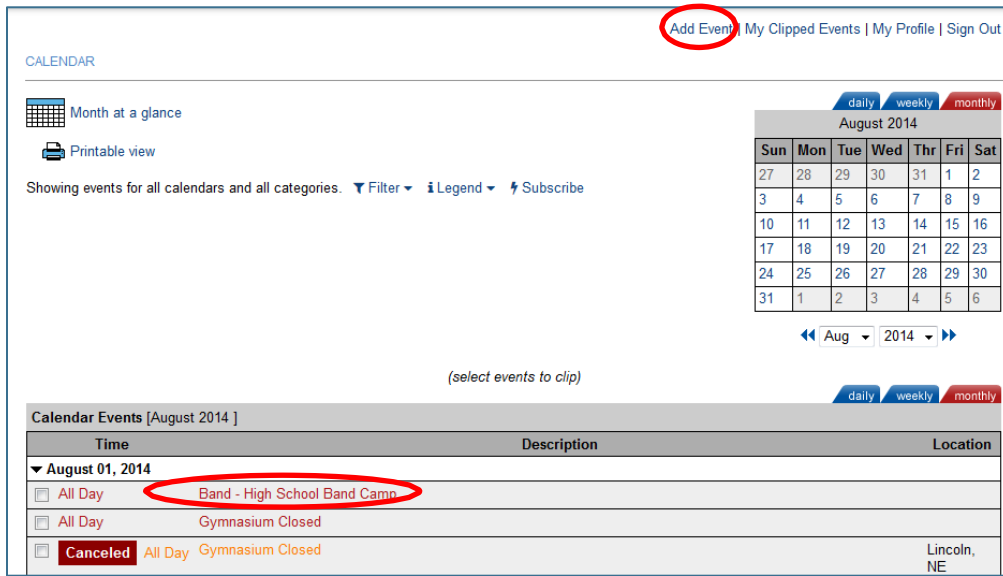
Once you are logged in, browse the calendar to find you event you want to edit or delete, or the date in which you wish to create a new event.

- Select **Browse the Calendar** to view the month listing of events to edit or delete.

The image shows the 'CALENDAR' page. At the top, there are navigation links: 'Add Event | My Clipped Events | My Profile | Sign Out | Browse the Calendar'. The 'Browse the Calendar' link is circled in red. Below the navigation bar, there are icons for 'Print My Clipped Events' and 'Edit Reminder Prefs'. A table header shows 'My Clipped Events' and 'Remove?'. The table content shows 'No Clipped Events'. A footnote at the bottom states '* = Event clipped from an Organization View'.




- Once you select **Browse the Calendar**, you can choose to edit an event from the **Calendar Events Page** by selecting the event you would like to edit or you can select **Add Event** to create a new event.



- Selecting **Add Event** will take you to the **Add Event** screen.

Add Event

Event Title

Event Color 

Status

Show event only on selected calendar

Time

Occurs on this date April

Start Time AM PM

Duration

To be determined You may add a start time and date later.

All day event The event has no specific end time and starts in the morning.

No School Mark a day for no school.

No Time Listed Does not display time.

This Event Repeats

Never Event is one-time only.

Weekly Frequency Every

Monthly Frequency First of every month

Repeats Until

Time Zone

Calendar

Category

Location

City

State/Region

Description

Image [no image]
 No file chosen

Map

Contact Person

Email

Phone

- Selecting the event from the **Calendar Events Page** you would like to edit will take you to the event description page where you will be able to choose to edit the event with **SOCS Edit in Place** or **Edit Event in Central Services** (you will have the same editing screen as above).

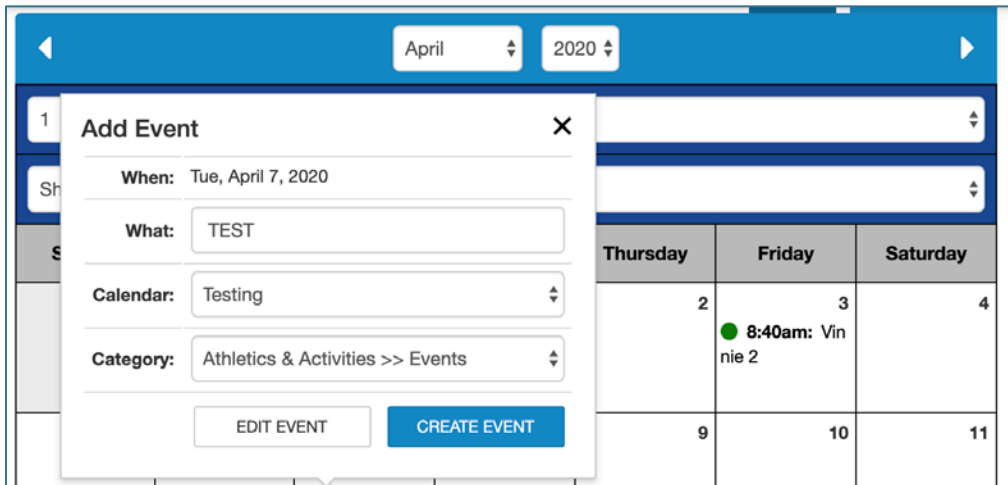
Event Information	
Title:	● TBD Test Event - Blaine
Date and Time:	Sun, Oct. 2, 2016 TBD
Location:	
City/Region:	Lincoln, NE
Contact Person:	1
Contact Phone:	1
Contact Email:	123456789@fes.org
Subscribe:	Download this event

Adding Events from Month at a Glance View

When logged in as a user with Calendar rights, you can add events to the month at a view calendar.

- Select the date.
- An **Add Event** box will appear.
- Add the **Event Title** (What).
- Choose the Calendar. The current calendar will be selected by default. Choose a different calendar by clicking the dropdown.

- Choose the **Category**.
- Select **Create Event**. This will be added as an all day event.

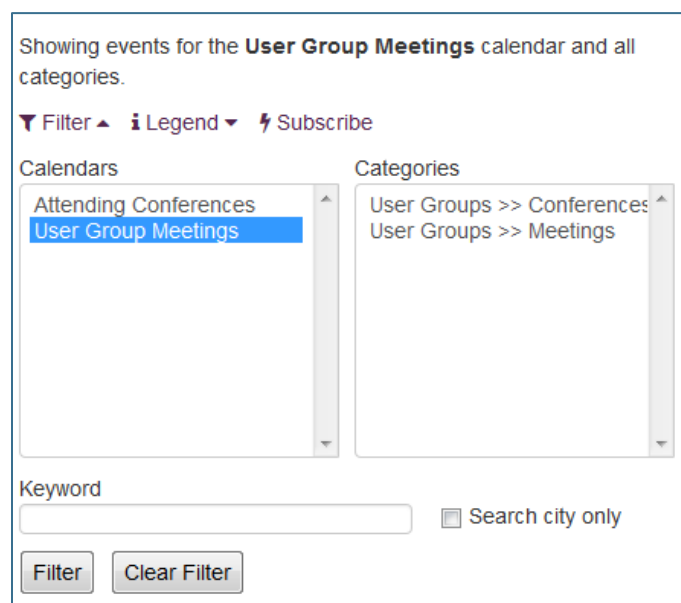


If you want to add more information (i.e. time, image, repeat event, location, description, etc.):

- Select **Edit Event** and you will be directed to the **Add Event** screen with additional fields.

Calendar Filter *(L7, L8, L9, L10, L11, L13)*

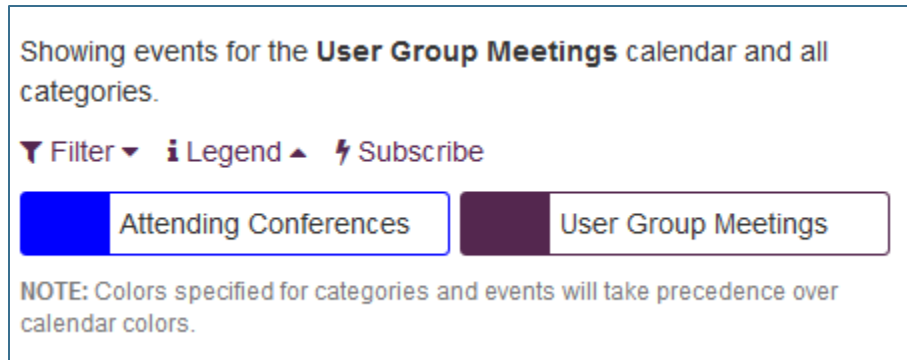
The Filter is available on the **Calendar Event Page** and the **Month at a Glance**. You are able to search for events on just the calendars and/or categories you want to see.



The Dropdown Selector (*L12, L14, L15, L16, L17*) is available on the **Calendar Event Page** and the **Month at a Glance** and allows you to view events on an individual or multiple calendars. You can also view events for specific **categories** by selecting the desired individual category or multiple categories.

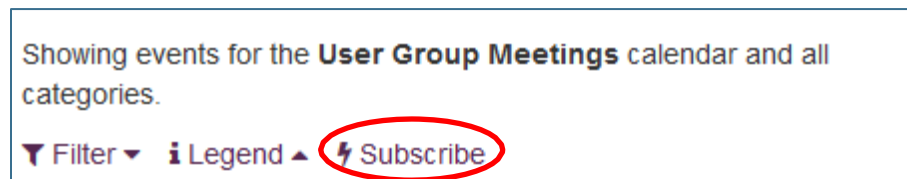
Legend (*L7, L8, L9, L10, L11, L13*)

The Legend displays the default color for each calendar. If the calendar does not have a default color the calendar will not appear.



Subscribe

The public may subscribe (download) an event or calendar to their own iCal compatible calendar. They may also take the SOCS Calendar URL and download to a calendar that supports calendar subscribing.



1. Filter the calendar(s)/categories you want to download to your personal iCal compatible calendar.
2. Select the Subscribe link to download the file and upload the file as a one-time upload.
3. To subscribe to the calendar, you need to copy and paste the link (URL).
 - a. **Windows**: right click and choose Copy Link Location/Address.
 - b. **Mac**: cmd +click and choose Copy Link Location/Address.

4. You can also download a single event. Select the event from the **Event View** or **Month at a Glance View**, then select the download this event link.

Event Information	
Title:	Columbus, NE User Group
Date and Time:	Wed, Oct. 1, 2014 8:00am - 8:00am
Location:	
City/Region:	Lincoln, NE
Subscribe:	Download this event

Extra Tips

Adding an event to multiple calendars: On the **Events** screen, choose one calendar from the **Add Event** dropdown.

At Add Event screen:

1. The initial calendar chosen will be checkmarked. Select all other calendars where you wish to display this event. .
2. Check **show event only on selected calendars**.
3. Add the event.
4. From the **Add Event** screen add the same event choosing the **District Calendar**.
5. Uncheck **Show Event Only On Selected Calendar**.
6. Add the event.

The event will appear only once on the District Calendar and will also appear on the other calendars.

Moderate Events allows a designated moderator or moderators to approve or reject events added to public calendars by additional staff/public users. When events are added by additional staff/public users, the moderator(s) receive a notification.

Events are listed as *pending* until the designated moderator(s) approves or rejects the event.

- Use the **Add Events** option to enter new events to the calendar.
- Use the **Moderate Events** option to view and approve or reject events added by additional staff/public users.
- Use the **Search Events** option to update, cancel or delete events.

Events

Search for

Search in calendar

Search Date Range

Start: 04/1/2020 or Later End: 04/15/2020 or Earlier/None

Calendar Highlights

Select **Calendar Highlights** from the **Calendar Menu**.

Calendar Highlights

Edit	Delete	<input type="checkbox"/> Active	Type	Name	Assigned Sections
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	All	All	<input type="text" value="Search..."/>	<input type="text"/>
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input checked="" type="checkbox"/>	List	List View Campaign	Campaign
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input checked="" type="checkbox"/>	List	LIST vtest calendar (front page & administration)	Front Page 2
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input checked="" type="checkbox"/>	Month	Month View- Reviews	Reviews
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input checked="" type="checkbox"/>	List	Vinnie	Alternative Center
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input checked="" type="checkbox"/>	Week	Week Strip Test - Public Events	Editorial 4

The Calendar Highlights menu provides you with a list of all active and inactive calendar highlights and allows you to see quickly the number of assigned sections and a list of these sections for each calendar highlight.

Select **Add**.

Add Calendar Highlight

Name **(required)** Availability

Active

Calendars (NON-private)

Show **public** events from **ALL** calendars Show events from **selected** calendars

Select calendars... ▾

Display Type: List Month Week

Events displayed individually in a list.

The presentation of the list will be dependent upon your site's design.

Include up to days (1 to 255).

Include up to events (1 to 255).

Regardless of display type, the calendar highlight will **not** display if there aren't any current events.

- **Name:** An identifier for the calendar highlight you are creating. This name will not appear on your website.
- **Availability:** Defaults to “**Active**” so calendar highlights will appear. Uncheck this box to have the calendar highlight available for future use.
- **Calendars:** There two options for choosing the calendar events you wish to display in the **Calendar Highlight**.

By default, the option to **show public events from all calendars** is selected. This option prevents duplication of events listed on multiple calendars. (Example: Holidays have been added as events on all calendars and have the **Show Only On This Calendar** option checked. The **Calendar Highlight** will not display these events.).

To select individual calendars, choose the **show events from selected calendars** option and choose the desired calendar from the dropdown. To select multiple calendars, simply click the dropdown and choose all desired calendars.

- **Type**

- **List:** List of events. The presentation of the list is dependent upon your site's design.

Display Type: List Month Week

Events displayed individually in a list.

The presentation of the list will be dependent upon your site's design.

Include up to days (1 to 255).

Include up to events (1 to 255).

Regardless of display type, the calendar highlight will **not** display if there aren't any current events.

- **Month:** Days with events will be highlighted. The presentation of the month view is dependent upon your site's design.
- **Week:** Displays events in a 7-day grid. The presentation of the week view is dependent upon your site's design.

NOTE: Regardless of display type, the calendar highlight will **not** display if there are not current events.

Available Selections

If the calendar highlight is for specific sections/sub-sections, you may choose the appropriate one(s).

- By default, a list of all sections/sub-sections appears.

Calendar Highlight Assignment

Section Filter

— All Sections —

? Check the box next to a section to assign the calendar highlight to that section.

Assign	Section Name (e.g. 1st-level 2nd-level>>3rd-level)
NA	Front Page (Home) (Assigned to highlight: LIST vtest calendar (front page & administration))
NA	Administration (Assigned to highlight: LIST vtest calendar (front page & administration))
<input type="checkbox"/>	Administration Superintendent
<input type="checkbox"/>	Administration Support, Dr. SOCS
<input type="checkbox"/>	Administration support, socs

- Or you can select a specific section by using the drop-down listing.

***Note:** If a section/subsection already has an assigned calendar highlight, you will see a red note behind the section/subsection name indicating it is already assigned to a calendar highlight, which includes the highlight name and all applicable sections/subsections.*

View Calendar Highlights

You can change, delete or deactivate a **Calendar Highlight** once it is on your SOCS site. To edit, click the **Edit icon** to the left of the highlight in the list or search by name, assigned section, type, or availability, and click the **Edit icon**. To delete, click the **Delete icon** to the left of the highlight in the list or search by name, assigned section, type, or availability, and click the **Delete icon**.

Calendar Highlights

Edit	Delete	Active	Type	Name	Assigned Sections
<input type="checkbox"/>	<input type="checkbox"/>	All	All	Search...	
		<input checked="" type="checkbox"/>	List	List View Campaign	Campaign

iCal Import/Export

With this option, you now have the ability to:

- Upload an .ics/.cfm **URL**.
- Continue to upload an .ics/.cfm file (as you have done in the past).
- Upload the .ics/.cfm URL or .ics/.cfm file multiple times without duplicating events. The Calendar Database stores each events' uniqueID and matches any changes of an event if uploaded again to each event ID and makes the appropriate changes as necessary (i.e. Cancellation, date/time changes).
 - **Please Note:** *If you delete an event in the third party calendar, the SOCS Calendar will not recognize this as the event ID will not be listed on the .ics/.cfm import and will not have anything to match it to. You can import the .ics/.cfm calendar to update the SOCS Calendar to reflect any changes you have made to your third party calendar at any time.*

iCal Import/Export

Import Export

Please select an iCal format file (e.g. *.ics, *.cfm) to import and a destination calendar and category.

Note that you may optionally provide an URL to a downloadable ical file.

Import Type

File URL Choose File No file chosen

Calendar Category

Testing Sports>>Football

Import Calendar Cancel

Also available is an automated nightly import, which can use an iCal URL from Google, ScheduleStar/HighSchoolSports.net, rSchools or any calendar using the iCal format. With this feature, you can choose to import just one URL or multiple URLs (for various sports/activities/calendars or building information). To set this up, we need the following information setup in Calendar and sent to us:

- The Calendar Org_ID you would like the nightly calendar to import to (i.e. – /vcalendar//index.v?Org_ID=1 – this is found under Calendar, Calendars, Edit Calendar or Add Calendar if none exist or you want a new Calendar for this feature).

- One Category: for nightly imports, we are limiting this to just a single Category. This can be very generic (i.e. – District; District Activities; Activities) or specific.
 - For instance: if sending multiple URL links for multiple athletics/organizations, etc., you can send a separate Category for each URL (i.e. – District; Activities; Baseball; Girls Basketball; Boys Basketball, etc.).