

CALENDARS





VEBSITE AGENDA



01 02 03

Calendar Module Event Tools Facility Use

04 05 06

Food Menu Module Lunch Menu Tool Touch App Sync



07

80

09

App Events

Event Alerts

App Display

APP AGENDA



CALENDAR MODULE

- Navigating in the Calendar Admin
- Categories
 - o Color Contrast Checker
- Locations
- <u>Facilities</u>
- Import Events
- Add, edit, and delete events
- Integration
 - Google Calendar
 - <u>rSchoolToday</u>



ADD EVENT

General Settings

- Event Title
- Event Category
- Event Date
- Event Time
- Event Repetition

Content Settings

- Date Description
- Event Description

Attachment Settings

- Files
- Links

Facility Settings

 Is a facility required?

Location Settings

- Location(s)
- Extra Location Text

RSVP Settings

- Allow RSVPs?
- Email RSVPs To



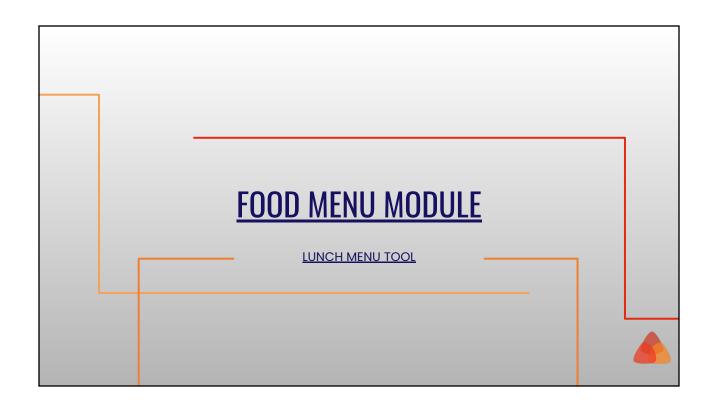
EVENT TOOLS

- Calendar of Events
- <u>Upcoming Events</u>
- Mini Calendar

FACILITY USE

- Building Use Calendar
- Request for Building Use





TOUCH APP

- Touch App Sync
- 2. Events
- 3. Event Alerts
- 4. App Display





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