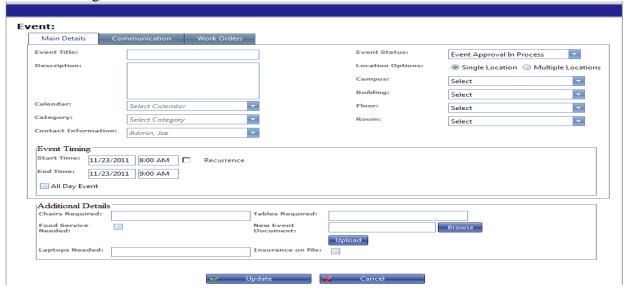
## **Create Event**

Clicking Create Event under the Events tab opens the Event form. This can also be accessed by double clicking on a date on the Events Calendar.



## **Figure 1 Create New Event**

- Name the Event and add a Description
- Choose a Calendar from the dropdown list
- Choose a Category from the dropdown list
- Contact information displays logged in user, change if needed
- Select Status, if logged in user has appropriate privileges
- Select a location. A full location including Campus, Building, Floor and Room must be selected
- Change Date and Time if needed.
- Check Recurrence if this not a onetime event. See <u>Recurrence</u> section for details
- Check All Day Event if applicable
- Fill out Additional Details as needed. These are custom fields and can be tailored to individual needs.
- Click Update to save

## **Event Recurrence**

Events that recur in a regular pattern can be added all at once using the Event Timing Section. Checking the Recurrence box will show choices for Daily, Weekly, Monthly or Yearly recurrences. The options for each change as they are selected.

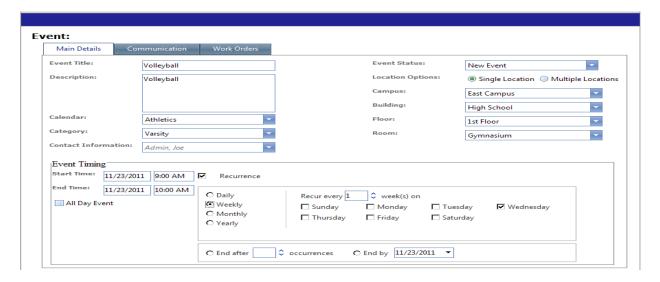


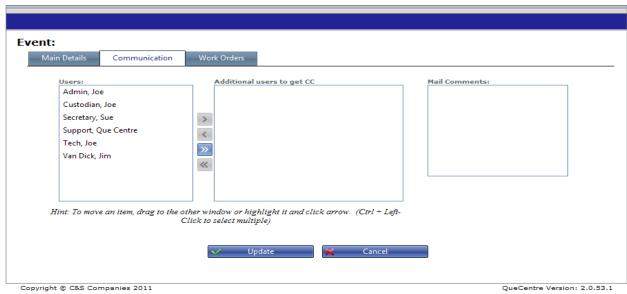
Figure 2 Events – Recurrence

Once a recurring event is saved, the list of instances (recurrences) can be viewed on the Instances tab of the Event.



## **Communication**

Emails are sent to all users associated with the Event. This includes the requester and any approvers or owners. Additional people may be emailed by selecting them on the Communication tab of the Event form.



**Figure 3 Events – Communication**