

LIVE OAK ELEMENTARY SCHOOL Electronic Calendar System – Master Calendar View

Access the following web address: <http://222.2.22.22/LiveOak/liveoakmaster/>. Once you have accessed the calendar page, you can bookmark it for future use.

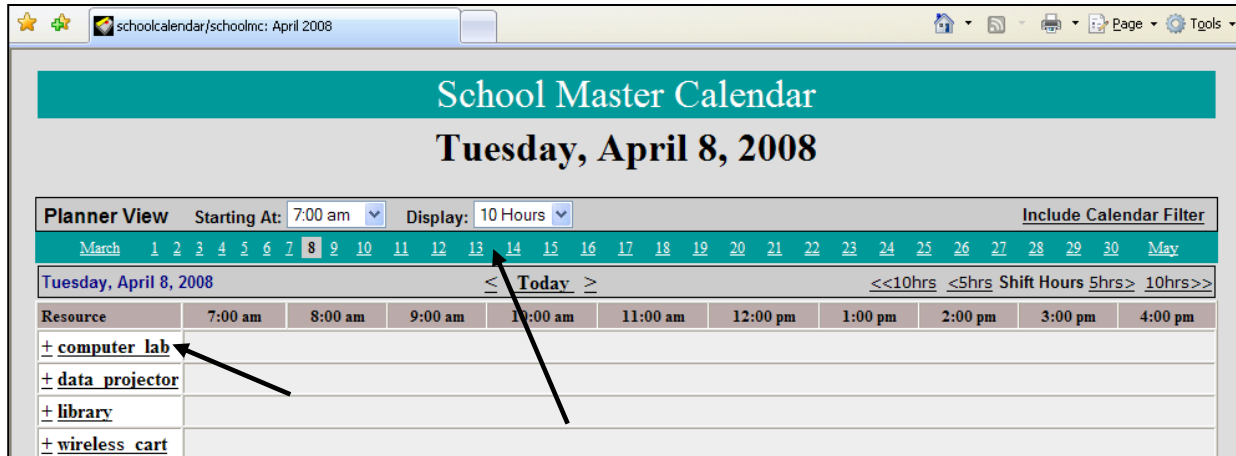


Figure 1

CREATE A ONE-TIME EVENT

- The current day's date will be displayed (Figure 1). To reserve a different date, click the month and/or date on the Date Navigation Bar (indicated by arrow).
- Click the underlined name of the room you want to reserve (Figure 1).
- At the prompt, enter your user name and password:
Username: calendar
Password: lion
- On the **Edit Daily Events** screen (Figure 2), click **Create**.
- On the **Daily Edit** screen (Figure 3), provide the following information:
 - Calendar Text** – the name of the group reserving the room or a description of the activity
 - Start time**
 - Duration**
 - Popup Text or URL link** – the name and extension of the contact person, and any other relevant information.
- Click **Submit**.
- Back on the **Edit Daily Events** screen (Figure 4), click **View Calendar** to return to the master calendar.

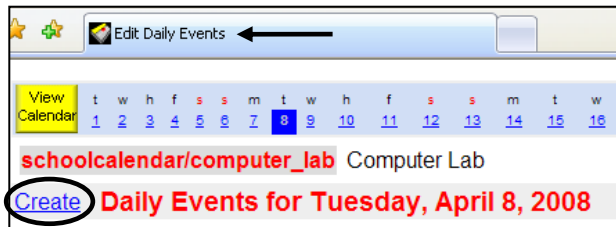


Figure 2

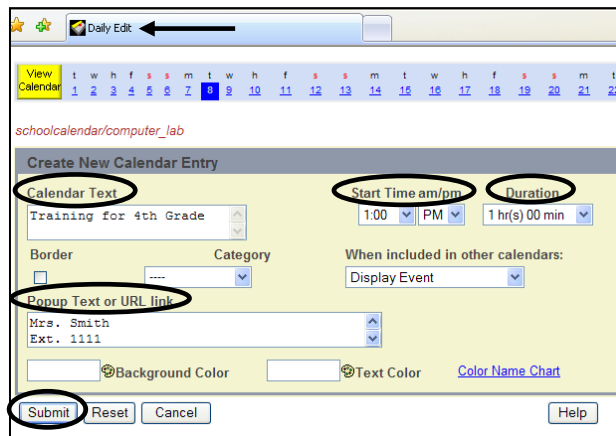


Figure 3

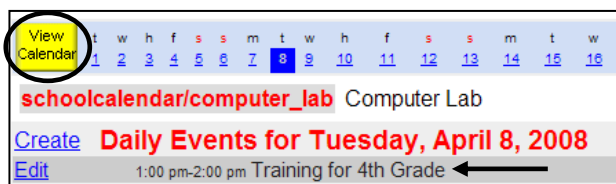


Figure 4

CREATE A REPEATING EVENT

1. Follow steps 1-3 above to bring up the **Edit Daily Events** screen. Click one of two options (Fig. 5):

- Duration – if your event takes place over consecutive days OR

- Periodic – if your event takes place at the same time each week/month.

2. On the **Edit Duration Events** or **Edit Periodic Events** screen, click **Create** (not shown).

3. On the **Create New Duration Event** screen (figure 6), fill in the Calendar Text, Start Time, End Time and Popup Text as you would on a one-time event. In addition, enter the **Starting Date** and **Ending Date**. Click **Submit**.

4. On the **Create Periodic Event** screen (Figure 7), fill in the Calendar Text, Start Time, End Time and Popup Text as you would on a one-time event. In addition, enter dates **From** and **Until**, as well as **How to Repeat**. Click **Submit**.

VIEW AN EVENT

1. On the master calendar, click the underlined Calendar Text and a Popup box will appear with the information you entered or that was entered by another user (Figure 8).

2. You are able to enter events on the calendar but not delete or edit. Send an email or call XXXXXXXX and provide specific information on what should be deleted or changed.

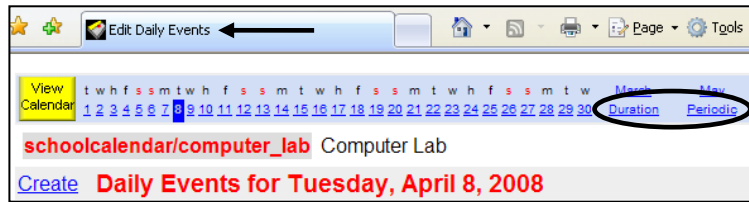


Figure 5

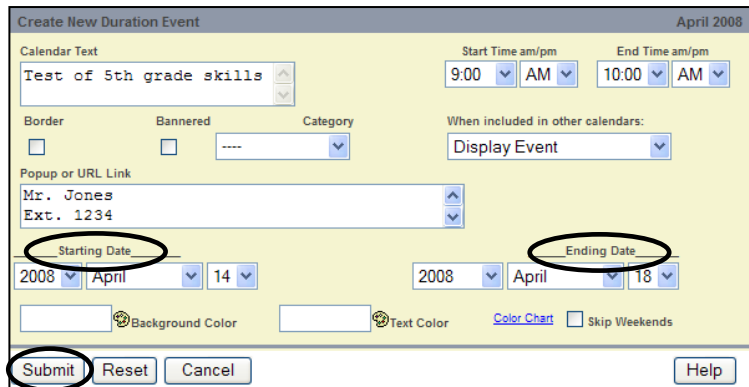


Figure 6

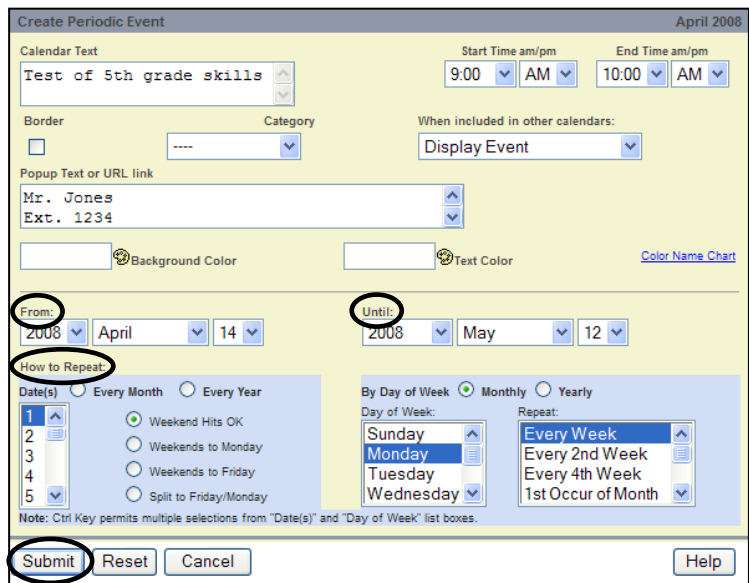


Figure 7

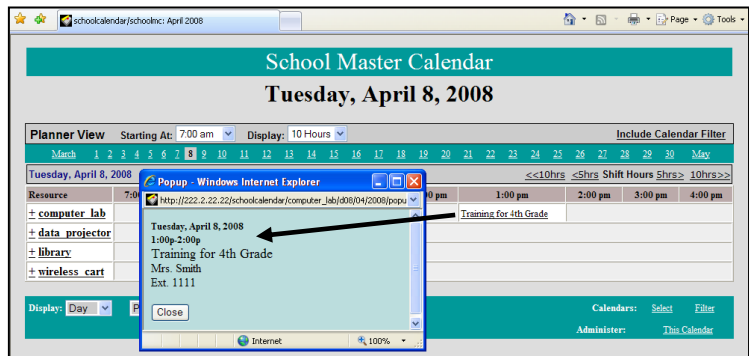


Figure 8