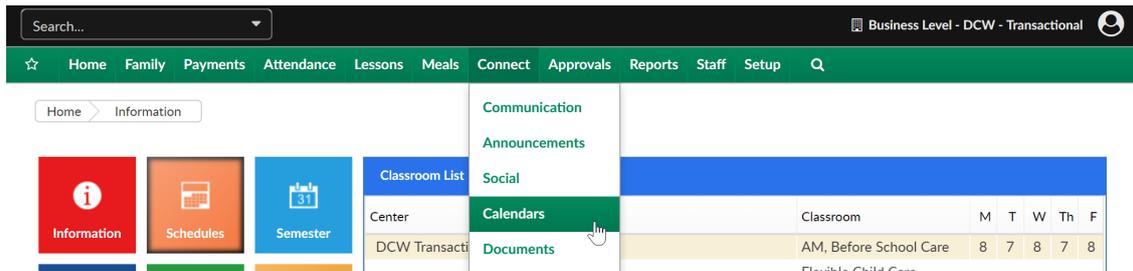


Connect > Calendars

Last Modified on 03/30/2018 8:50 am EDT

An online calendar can be setup by administrators to show parents and staff upcoming events through the online portal.

From the Connect menu, select the calendars option.



On the Calendars screen select the view-

- Select a center from the drop-down list
- Choose to display by Day, Week or Month

Portal -> Calendar

* All Centers *

Day Week **Month**

11 Dec 2017 – 17 Dec 2017 Today

	Mon, December 11	Tue, December 12	Wed, December 13	Thu, December 14	Fri, December 15	Sat, December 16	Sun, December 17
12:00 AM							
01:00 AM							
02:00 AM							
03:00 AM							
04:00 AM							
05:00 AM							
06:00 AM							
07:00 AM							
08:00 AM							
09:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
01:00 PM							
02:00 PM							

EXPORT TO PDF

In any view, double-click on the day the event will be added on, this will bring up the edit box.

- Description- enter text for what a parent should see through the portal
- Center (optional)- select which centers should see the event
- State (optional)
- Category (optional)-

12:00 AM - 01:00 AM New event

Event by

Description Crazy Hat Day!

Center * All Centers *
 DCW - Transactional
 DCW Transactional- Center 1

State --

Category --

Program --

Repeat event Disabled

Time period 08:00 AM 1 January 2012 - 05:30 PM 1 January 2012

Save Cancel Delete

select if the event should be limited to a specific category

- Program (optional)- select if the event should be limited to a specific program
- Repeat Event- select the disabled button to enable- choose the frequency
- Time Period- enter the date and time the event will take place

Once complete, press Save to commit changes to the event.
