

SHARPSCHOOL USER MANUAL

CHAPTER 4 CALENDAR

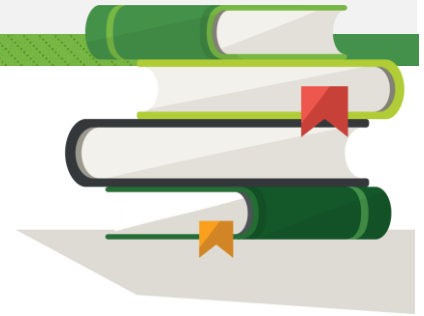


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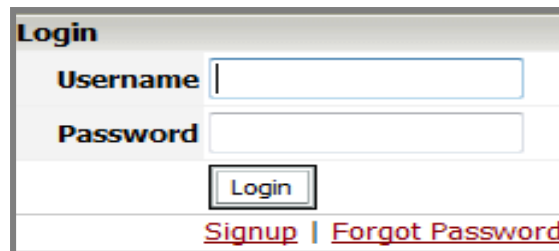
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1. Introduction

Using the Classroom Calendars, teachers can ensure that students and parents are always aware of upcoming assignments and deadlines. This is also a great place to publish notifications about other important events such as field trips, holidays and other school events. Events can also be sent to other calendars so others are always aware of your important dates.

2. Key Information

In order to access your Calendar, you must first log into your site using your Username and Password.



The screenshot shows a login form with the following elements:

- Login** (title)
- Username** (label) followed by an input field.
- Password** (label) followed by an input field.
- Login** (button)
- [Signup](#) | [Forgot Password](#) (links)

- I. If you have not yet registered with the site you can request access by clicking on the **Signup** button. This will prompt you to create a profile which will be automatically submitted to an administrator for approval.

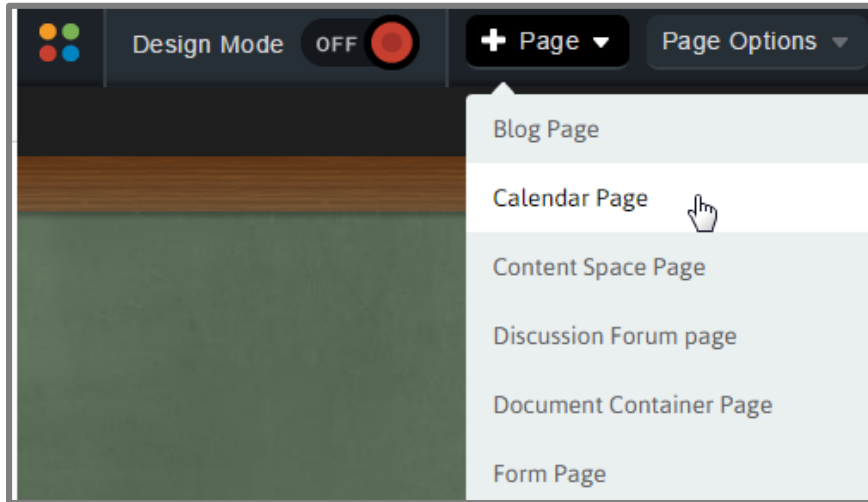


Note: If you do not see the **Signup** link your site's administrators may have removed it.

- II. If you have already registered but have forgotten your password, simply click on **Forgot Password** to retrieve it.

3. Adding a Calendar Page

Some calendars (like those on a Teacher Page) are added automatically. In some cases however you may want to add to add a new calendar to a page. To do so hover your mouse over **Page** and click on **Calendar**.




You will be prompted to **Title** your calendar. After doing so, click the blue arrow to automatically fill out the **Name** field and press the **Create Page** button.

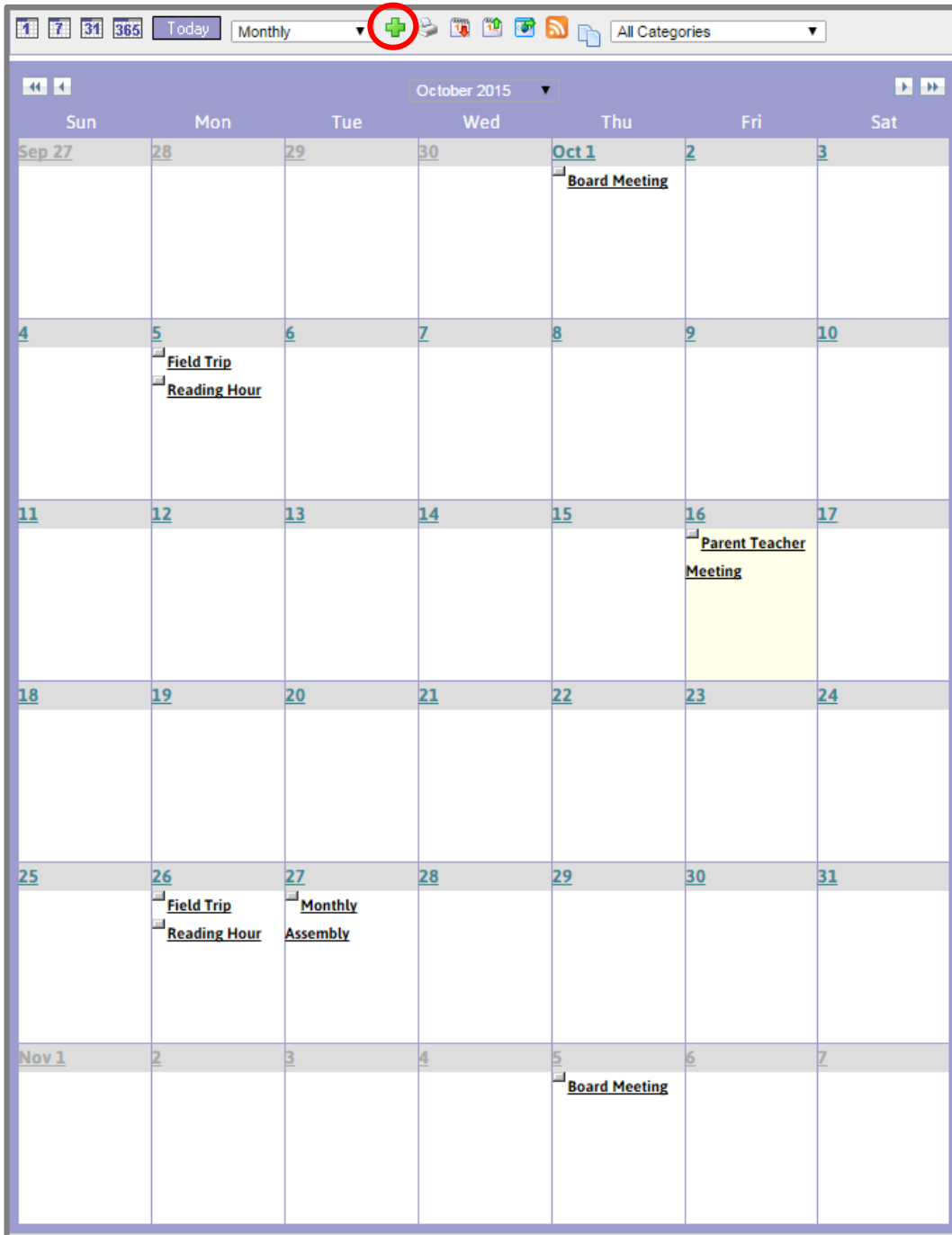
4. Adding and Removing Events

In order to manage events on a calendar, you will first need to go to your calendar page.

I. Adding an Event

A screenshot of the 'New Page' dialog box in SharpSchool. The dialog has a title bar that says 'New Page'. It contains four input fields: 'Title' with the text 'English Calendar', 'Name' with the text 'english_calendar', 'Page Owner' with the text 'charlie.danner' and a small profile picture icon, and 'Icon' with the text 'Select Icon...'. There are blue arrows and asterisks next to the 'Title' and 'Name' fields. At the bottom right of the dialog are two buttons: 'Create Page' and 'Cancel'.

Step 1 Click the starting date for the event you wish to add and click on  in the calendar menu.



Step 2 On the ensuing page, add information about the event in the relevant fields and click **Create Event**.

NEW EVENT


Subject

Location

Start Date : All day

End Date :


Category

Contact 

Enable Recurrence


Event Registration Yes No

Color

Icon  [Select Icon...](#) [Remove icon](#)

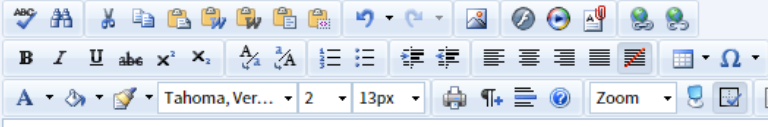
Pick the participants for this event. To include non-members, enter their email addresses, separated by commas.

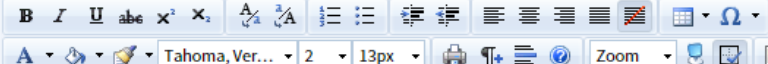
Participants




Members: 

Non-members:

Description

ABC 

B *I* U abc x² x₂ 

A  Tahoma, Ver... 2 13px  Zoom 


The whole community is invited to join us as we cap off the summer with a community picnic!
 Get your fill of hot dogs, hamburgers, potato salad, veggie dogs, and all your favorites!
 There will also be games for the kids and live music for everyone to enjoy.
 We hope to see you there!

[Design](#) [HTML](#)


Attachments

Published Calendars [Select calendars](#)

- i. **Subject:** The name of your event.
- ii. **Location:** Where the event is taking place.
- iii. **Start Date:** The date and time the event starts. Use the **Date Picker** button to select the day from a calendar or enter the date manually. By default this will be set to the highlighted day on your calendar.
- iv. **End Date:** The date and time the event ends. Use the **Date Picker** button to select the day from a calendar or enter the date manually. By default this will be set to the highlighted day on your calendar.
- v. **Repeating Events:** Check the **Enable Recurrence** box to have an event occur more than once at regular intervals.
 - a. **Repeat Pattern:** This option enables you to decide the frequency with which the event occurs. You can choose between **Weekly**, **Monthly**, and **Yearly** patterns. You will then be presented with further frequency customization options dependent on which of the patterns you selected.
 - b. **Length of Recurrence:** There are three options to choose from when deciding how long you want the recurring event to last. You can choose to have it **Ending** on a specific date. If you make this choice, the event will continue to repeat, as specified, until the date selected. You can choose to have the event **End After** a specific number of occurrences or you can choose **No End** to have the event recur indefinitely.

Enable Recurrence
Repeat Pattern Weekly ▾
Every Other ▾ Mon Tue Wed Thu Fri Sat Sun
 Ending
04/27/12 
 End After 10 more occurrences
 No End.

- vi. **Event Registration:** To allow people to register for your event, click **Yes** for the **Event Registration** field.

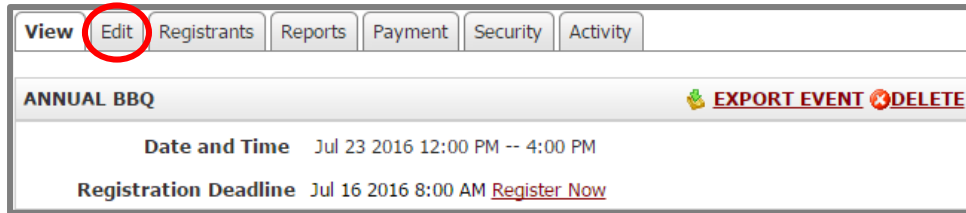
Event Registration	<input checked="" type="radio"/> Yes <input type="radio"/> No
Registration Deadline	10/10/11  03 : 00 PM <input type="checkbox"/> All Day
Event Capacity	<input type="text"/>
Registration Approval	<input type="radio"/> Yes <input checked="" type="radio"/> No
Waiting List	<input type="checkbox"/> Enable Waiting List
Online Payment	<input type="text"/>
Administrator Notification	<input type="radio"/> Yes <input checked="" type="radio"/> No

- Registration Deadline:** Choose the date and time when users must register for the event you have created. For obvious reasons, the registration deadline must be earlier than the **End Date** (and time) for the event.
- Event Capacity:** The event capacity allows you to choose how many users may register for the event.
- Registration Approval:** If this option is enabled then a calendar administrator must approve users before they will be able to complete registration for the event.
- Waiting List:** If this option is enabled you can specify a number of users who may be placed on a waiting list. These users will have the option to register even after the event capacity has been reached. They will be told they have been placed on a waiting list and people from this list will be added to the event whenever an event attendee cancels their registration.
- Online Payment:** If you have configured an online payment provider you can choose that provider here. This allows you to charge a fee for particular events and have users make their payment online.
- Administrator Notification:** If you enable administrator notification, the event administrator will receive an email any time a user registers for the event.

- vii. **Category:** Choose from a list of preset categories (not a mandatory selection). Choosing a category for your event allows it to be filtered by that category. It also selects a color and icon for your event.
- viii. **Color:** The color of the text displayed on your calendar for your event. You can choose **More Colors** at the bottom of the color selection pop-up to select from a larger range of colors, or even input one by its RGB value.
- ix. **Icon:** The image displayed beside your event name on your calendar. This is not a mandatory element.
- x. **Participants:** The individuals that are selected to be part of the event. These participants are notified of the event by email, and the event is published on that individual's calendar within their workspace (Workspaces are part of the Advanced SharpSchool package).
 - a. **Members:** With the **User Picker**, choose members from your organization's database.
 - b. **Non-Members:** Enroll external individuals by filling in their email address, using a comma to separate them.
- xi. **Description:** Fill out the details of the event using the WYSIWYG (What You See Is What You Get) editor.
- xii. **Attachments:** Click **Attach Files** in order to select and upload a file that will be available to users viewing the calendar event.
- xiii. **Published Calendars:** Publish created events onto other calendars so that others can see your event. Refer to Section II: Publishing Events for more details on how to publish events.

II. Editing an Event

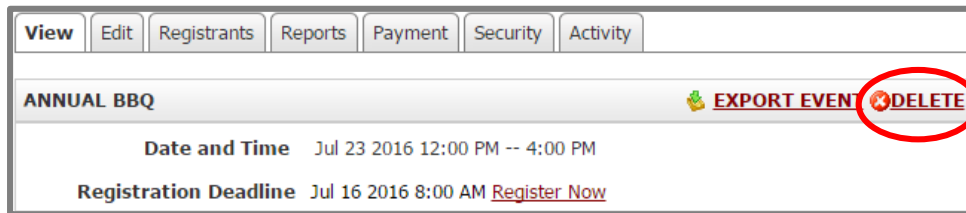
- Step 1** To edit an event within your calendar, first click on the event you wish to edit.
Step 2 Click on the **Edit** tab.



- Step 3** When you have finished making your changes, click on **Update Event**.

III. Deleting an Event

- Step 1** To delete an event within your calendar, first click on the event you wish to remove.
Step 2 Click on the **Delete** button.



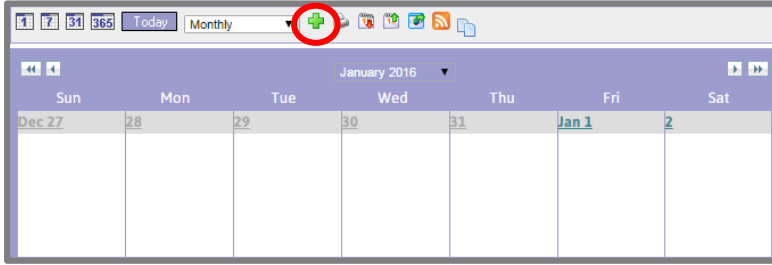
- Step 3** You will be prompted whether or not you'd like to delete this event. Clicking **OK** will permanently remove this event from your calendar as well as any other calendars in which it has been published.



Note: Regarding recurring events, when you click on the **Delete** button you will be prompted to select whether you'd like to delete the event just for that day or for every instance of that event.

IV. Publishing Events

Step 1 Click on  to create an event.



Tip: You can also choose to publish existing events from your calendar to another by clicking on the event and then clicking on the **Edit** tab.


Step 2 Click the **Select calendars** link in the **Published Calendars** field.

Event Registration Yes No

Color

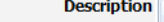



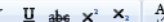



Icon [Select Icon...](#)

















Pick the participants for this event. To include non-members, enter their email addresses, separated by commas.

















Participants Members: 




Non-members:

Description

ABC        

B *I* U abc x' x₂                



Font Name Size 13px                

Zoom   

In celebration of the tremendous success we've had with our Green School initiative, we will be having a pizza party in the auditorium!

Pizzas of many varieties will be supplied. Should you have any special dietary requirements please let your teacher know by October 6th so that we can make sure we've got pizza for every appetite.

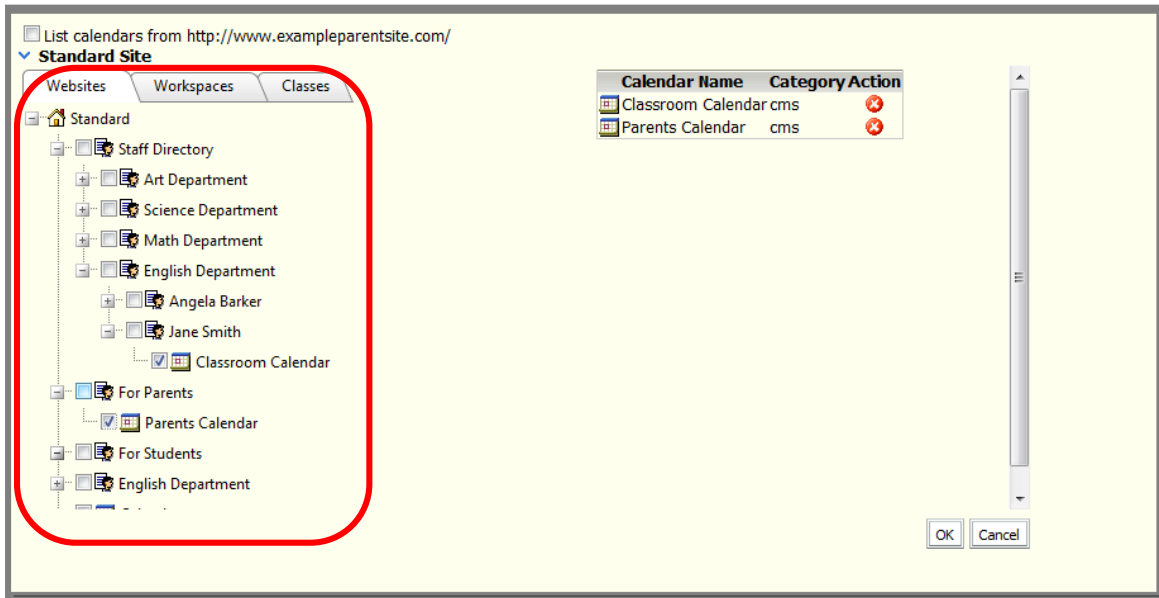
See you there!

Design  HTML  Preview

Published Calendars [Select calendars](#)

Create Event Cancel

Step 3 Within the directory, locate the calendars you wish to have your event published to and click on the checkboxes beside them.



Step 4 When you have selected all of the calendars you wish to have your event published to, click **OK**.

Step 5 Click **Create Event** to finish publishing your event.

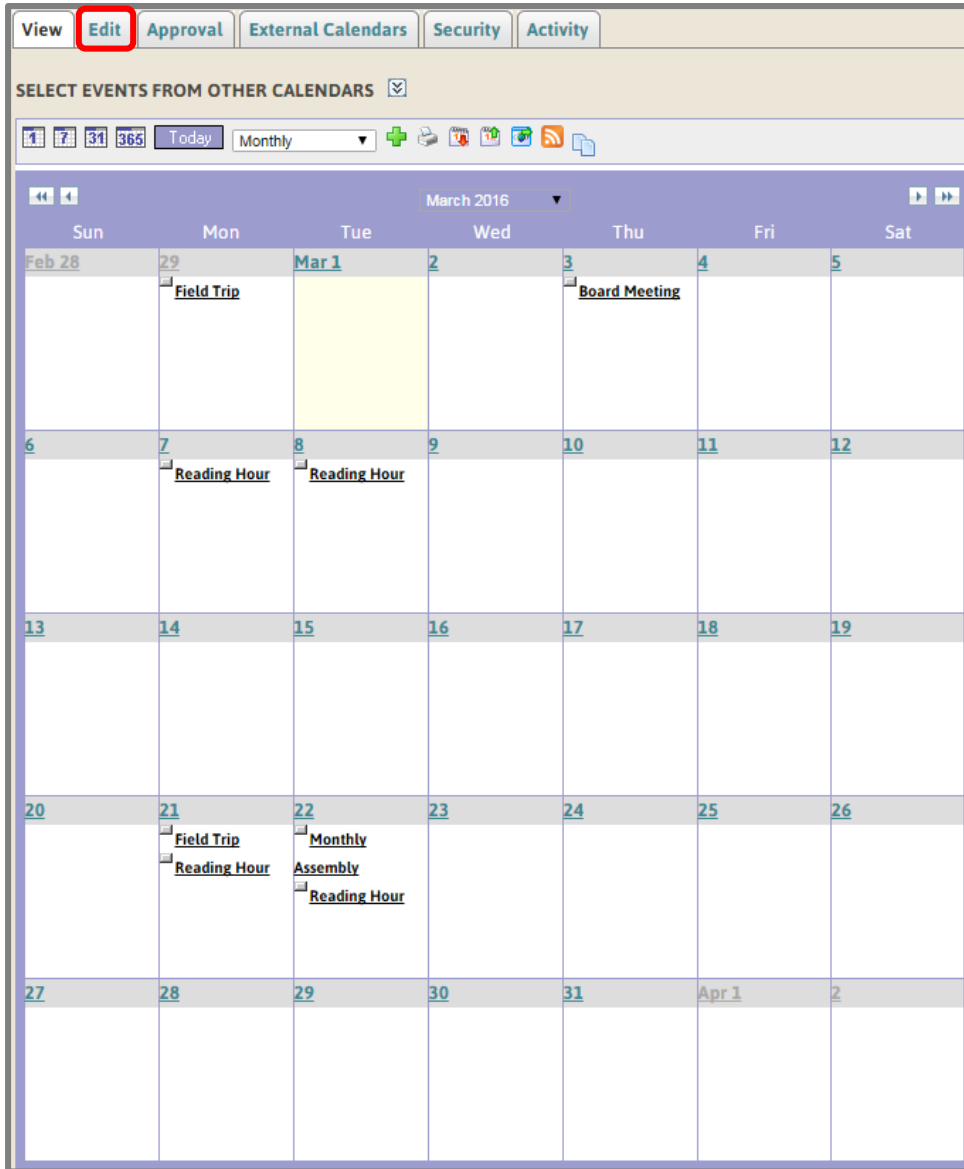


Note: Unless you have security permissions to create or write events on the calendars you published to, the event may not be immediately published on those calendars. If the **Require administrator approval to publish events** option has been enabled for the calendar, then the event will require approval by someone who has Full Control permissions. See *Section IV: Security and Activity* for more information on security permissions.

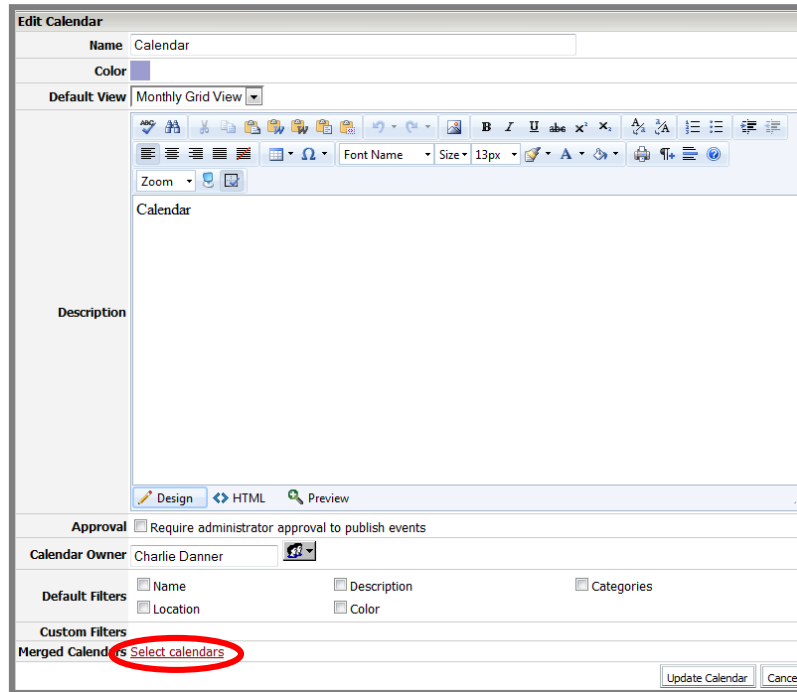
V. Merging Calendars

In some cases you may wish to take all events from another calendar and make them appear on your calendar. For example, you may wish to take all events from the main school calendar and have those events also appear on your teacher page calendar. To setup your Calendar so that all events created on another calendar are also published on your calendar:

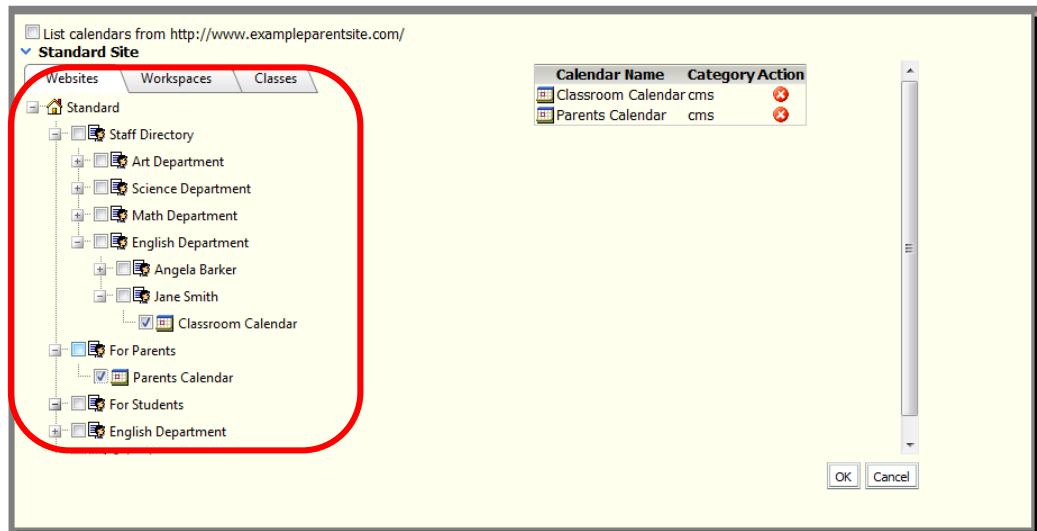
Step 1 Click on the **Edit** tab of your calendar.



Step 2 Click on the **Select calendars** link in the **Merged Calendars** field.




Step 3 Within the directory, locate the calendars you wish to take events from and click on the checkboxes beside them.

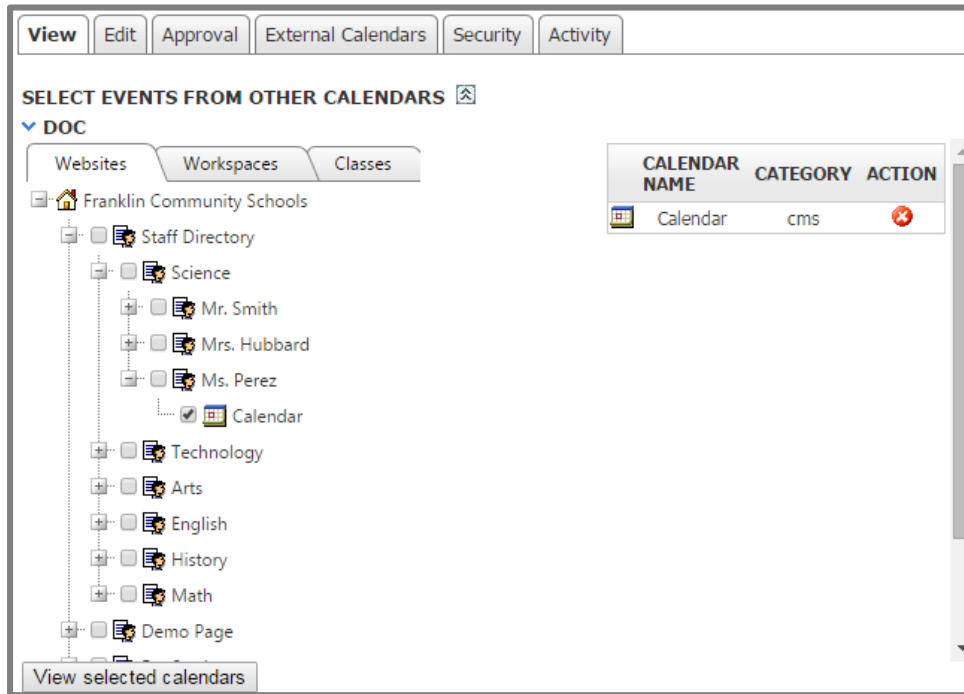


Step 4 When you have selected all of the calendars you wish to be merged with yours, click **OK**.

Step 5 Click **Update Calendar** to finish merging calendars.

VI. Viewing events from other calendars

- Step 1** Click on the Select events from other calendars  dropdown link.
- Step 2** Within the directory, locate the calendars whose events you wish to view and click on the checkboxes beside them.
- Step 3** When you have selected all of the applicable calendars, click **View Selected Calendars**. This will populate your calendar with the selected calendars' events.

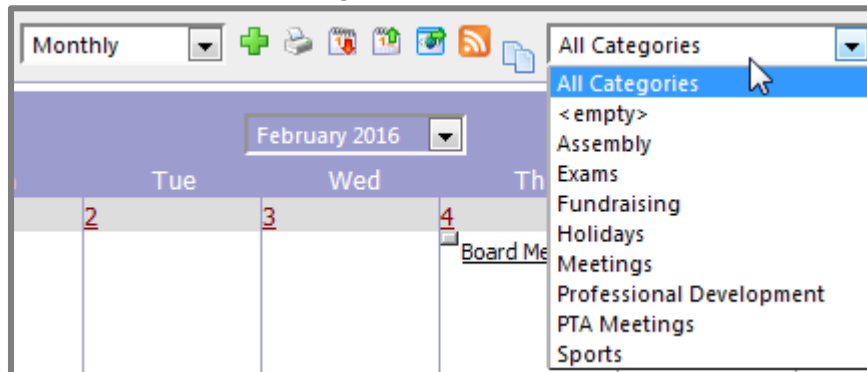


Note: This method does not permanently place events from other calendars on to your calendar but rather gives you (or any other viewer of your calendar) to view your events in context with other events. When you refresh the page, the events from the other calendars will no longer be present.

VII. Filtering Events

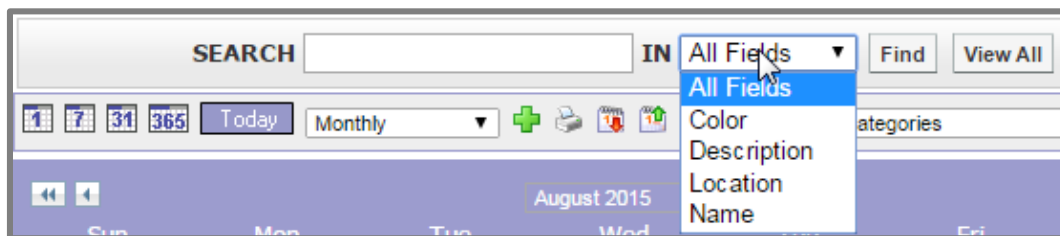
If you have enabled filtering from the **Edit** tab, you can choose to view only events belonging to specific categories on your calendar. You can also use the filter to search the events by name, description, location or color. The list of available categories is designated by your administrator; be sure to contact your system administrator if you wish to edit the list of event categories.

To filter your calendar events by categories, click on the **All Categories** drop down at the top of your calendar and choose the category you want to view.



Your calendar will now show all events that belong to the selected event categories.

To filter your event by name, description, location or color, use the **Search** field to type in the text you want to filter by, use the **All Fields** drop down to choose the field(s) you wish to use for your filter and click **Find**.



Note: Events are not filtered out as a default setting. If you navigate away from your calendar and the return, your events will return to the default status and be unfiltered.

VIII. Importing a Feed from an External Calendar

With calendar integration, you can take a calendar feed from an external calendar service (such as a Google calendar) and import events from that calendar directly on to your SharpSchool calendar. This allows you to easily bring over events from an existing service you are using. When you add a new event to the external calendar, it will be automatically imported into your SharpSchool calendar based on the interval you choose.



Note: At this time, recurring events will not be imported from your external calendar feed in to your SharpSchool calendar. All other events will be imported but those that are set up as recurring events will not be imported. Support for importing of recurring events will be added later in 2015.

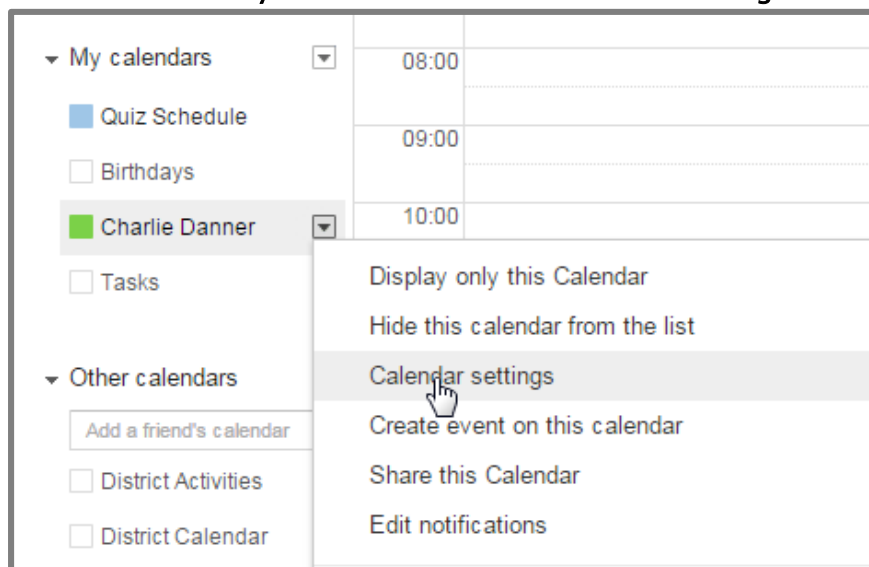
When you import a calendar feed, the events do not appear instantly. Instead they will appear based on the refresh interval you have chosen. So depending on when you add your feed you may be waiting anywhere from up to an hour or up to a week for the events to first appear.

To add an external calendar, you will first need to go to your external calendar and get a URL for the iCal feed. For our example, this manual outlines how you can obtain and use an iCal feed from a Google calendar, but you can add any external calendar that allows you to create an iCal feed.

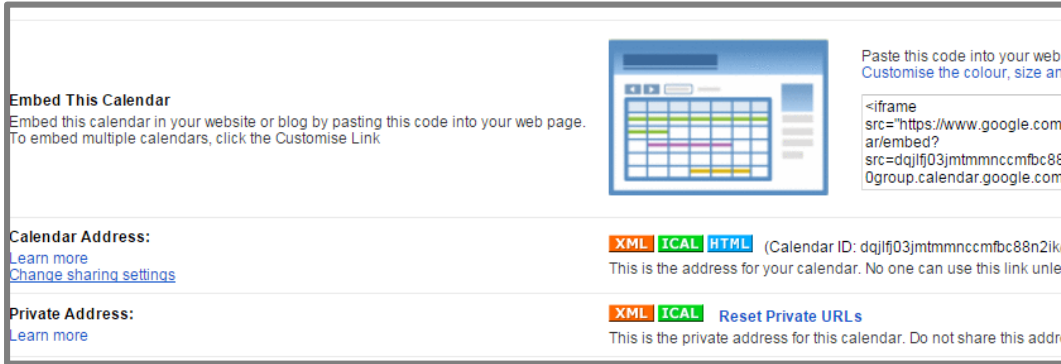
For more information on how to access or create an iCal feed for the particular external calendar product that you are using, please consult the service's help documentation, or consult with your calendar service provider.

i. Getting the URL for a Google Calendar Feed

To get the URL for a Google calendar feed, first go to your calendar in Google. Click to the right of your calendar under **My Calendar** and choose **Calendar Settings**.



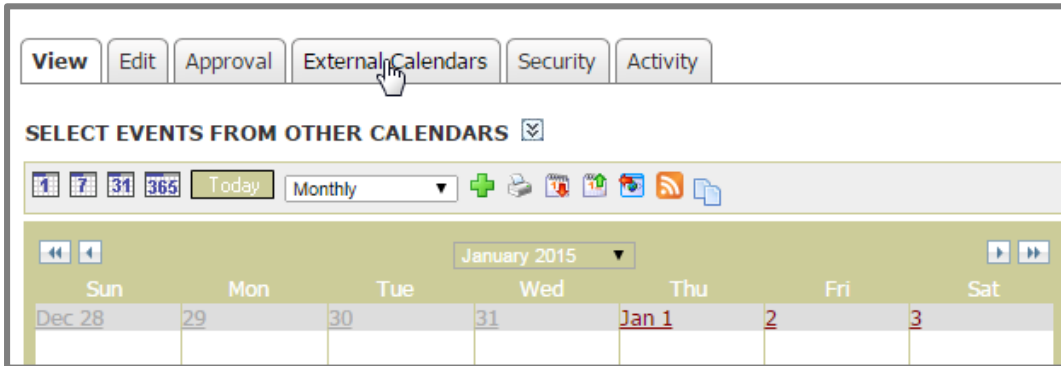
Now you can click the **iCal** button to the right of **Calendar Address** or **Private Address**. If your Google calendar is set to be publically available, you can use the **iCal** for **Calendar Address**. If the calendar is private or only partly visible to the public, then you will need to use the **iCal** for **Private Address**.



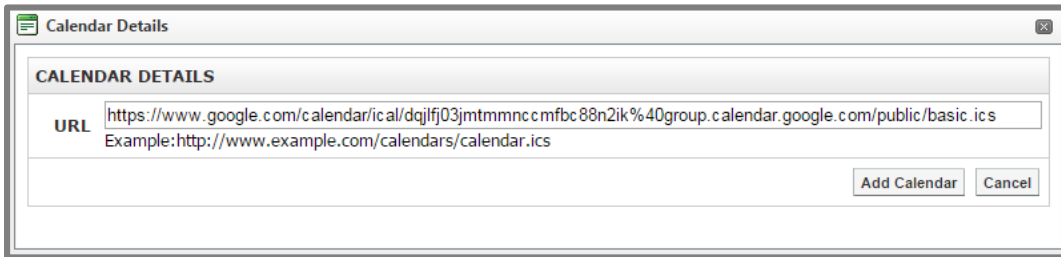
Highlight and copy the URL.

ii. Adding Your Feed URL to a Calendar

Once you have the URL you need, go to the calendar page where you wish to add your events. If you are an administrator, a calendar owner or have otherwise been assigned full control on the page the calendar appears, you will see a tab called **External Calendars**. Click on this tab.



From the **External Calendars** tab, click **Add Calendar**.



Paste your feed's URL in to the **URL** field and click **Add Calendar**.

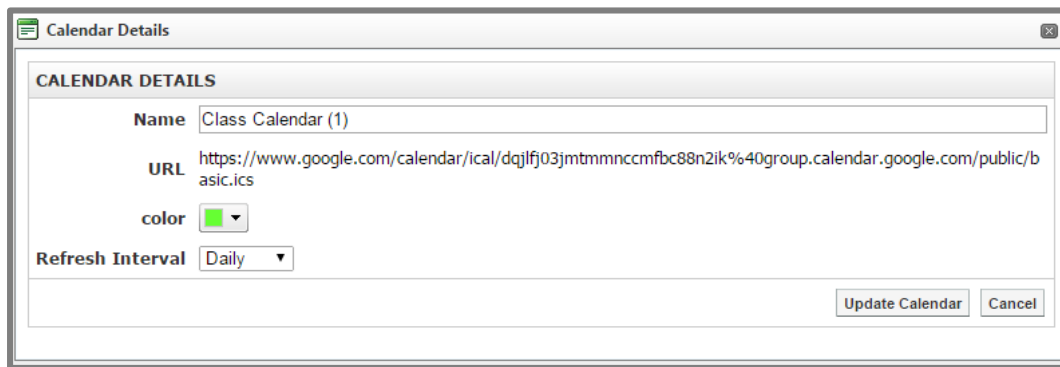
If this is the first time this particular calendar feed has been added to the site, you will now be prompted to choose your calendar details. These include:

Name: The name the feed will display when managing external calendars. As this feed may be listed alongside other external calendar feeds, it is a good idea to give the feed a unique name. So, for example, call your feed “Charlie Danner’s Class Calendar” instead of “Class Calendar.”

URL: The URL for the feed. This cannot be edited once you have added the calendar.


Color: The text color for events from this calendar. If you want to distinguish the events as coming from a particular calendar, choose a unique color. Otherwise, choose the same color as the calendar is using for other events.

Refresh Interval: This setting determines how frequently the feed from your external calendar is refreshed. You can choose to refresh events on an **Hourly**, **Daily** or **Weekly** basis.




Once you have made your configuration choices, click **Update Calendar** to finish adding the external calendar to your SharpSchool calendar.

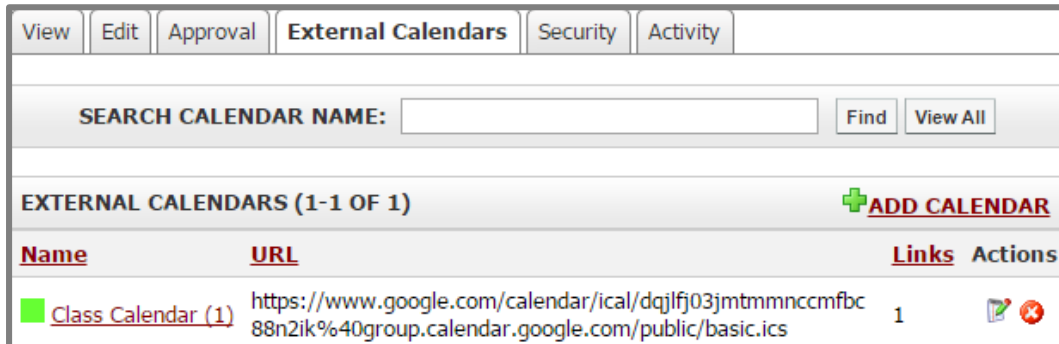
If the calendar feed is already added to one or more calendars on the site, then it will use the settings that were established when the feed was first added to the site.



Note: When you add a calendar feed to the site, the events will not be immediately visible. They will not appear until the calendar feed refreshes (based on the refresh interval set when adding the calendar feed). If you chose Hourly, the events will appear within the hour. If you chose Daily, the events will refresh overnight. If you chose Weekly, the events will refresh on Saturday night/Sunday morning.

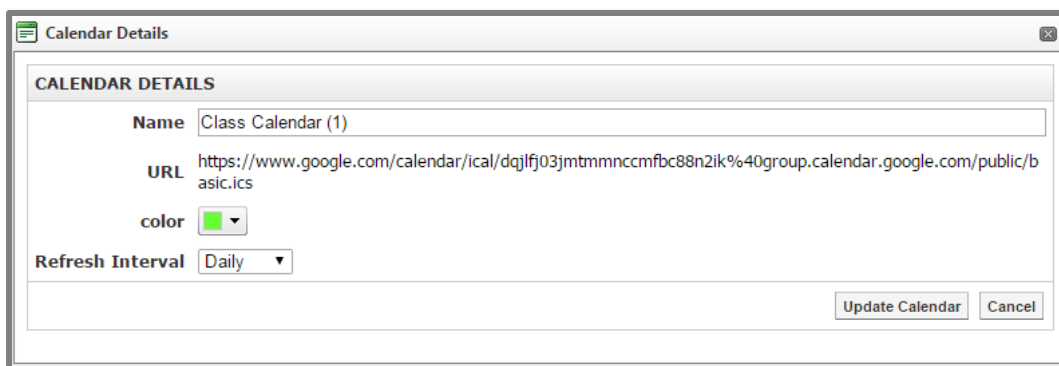
iii. Editing a Calendar Feed

Once you have added one or more calendar feeds to your calendar, you can edit the feed by clicking on the **Name** of the feed in the **External Calendars** tab or by clicking the  icon.



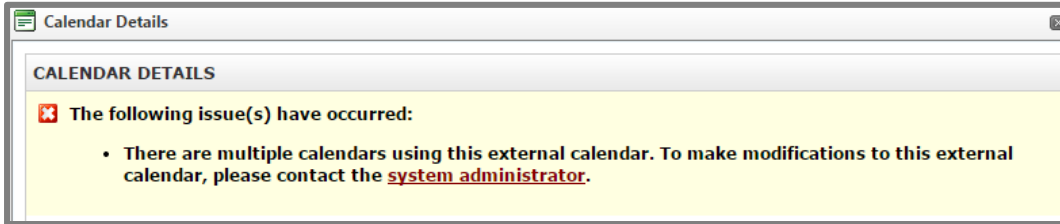
If this is the only calendar using the feed, you will see the same interface as when you added the calendar feed. You can then reconfigure the following options:

- **Name:** The name the feed will display when managing external calendars. As this feed may be listed alongside other external calendar feeds, it is a good idea to give the feed a unique name. So, for example, call your feed, “Charlie Danner’s Class Calendar” instead of “Class Calendar.”
- **URL:** The URL for the feed. This cannot be edited once you have added the calendar.
- **Color:** The text color for events from this calendar. If you want to distinguish the events as coming from a particular calendar, choose a unique color. Otherwise, choose the same color as the calendar is using for other events.
- **Refresh Interval:** This setting determines how frequently the feed from your external calendar is refreshed. You can choose to refresh events on an **Hourly**, **Daily** or **Weekly** basis.




Once you have made your configuration choices, click **Update Calendar** to save your changes.





However, if the feed has been added to more than one calendar, you will not be able to make any edits and you will be directed to contact your system administrator for any desired edits. Later in this guide, we will cover how administrators can manage external calendar feeds from the System Administration area of the site.



Tip: You can tell how many calendars the feed has been added to by looking in the **Links** column under the **External Calendars** tab.

iv. Deleting a Calendar Feed

To remove a calendar feed from your site, click on the  icon next to the calendar **Name** in the **External Calendars** tab.

EXTERNAL CALENDARS (1-1 OF 1)				 ADD CALENDAR
Name	URL	Links	Actions	
 Class Calendar (1)	https://www.google.com/calendar/ical/dqjlfj03jmtmmnccmfbc88n2ik%40group.calendar.google.com/public/basic.ics	1		















Warning: When you delete a calendar feed from your SharpSchool calendar, all the events that are associated with that feed will be immediately removed from the SharpSchool calendar.

IX. Managing External Calendar Feeds

In addition to accessing calendar feeds from the **External Calendars** tab of a calendar, there is also an administrative interface available. This section of the manual is intended for Administrators only.


To access the feed management interface, go to **Administration** -> **System Administration** and click on **Manage External Calendars** under the **Collaboration Server Administration**.

From the management interface, you can see the **Name** and **URL** of each calendar. The **Links** column allows you to see how many calendars each feed has been added to.

SEARCH CALENDAR NAME: <input type="text"/> <input type="button" value="Find"/> <input type="button" value="View All"/>				
EXTERNAL CALENDARS (1-10 OF 10)				
Name	URL	Links	Actions	
 Class Calendar (1)	https://www.google.com/calendar/ical/dqjlfj03jmtmmncmfbc88n2ik%40group.calendar.google.com/public/basic.ics	2		
 Quiz Schedule	https://www.google.com/calendar/ical/0bf38npvh57ink1af4crqak470%40group.calendar.google.com/public/basic.ics	2		
 Lunch Menu	https://www.google.com/calendar/ical/igt6dvv9j9vsdfg7socobjhbg%40group.calendar.google.com/public/basic.ics	2		
 Club Calendar	https://www.google.com/calendar/ical/dqjlfj03jmtmmncmfbc88n2ik%40group.calendar.google.com/private-04a8424329544559a8ea2e46b568c06c/basic.ics	1		

If you have a large number of calendars on the site, you can use the **Search Calendar Name** field to search for a calendar with a specific name.

i. Editing an External Calendar Feed

To edit an external calendar feed, click on the **Name** of the feed or click on the  icon. This will bring up the calendar details interface. This is the same interface that appears when first adding a feed. From here you can view or change the following items:

- **Name:** The name the feed will display when managing external calendars.
- **URL:** The URL for the feed. This cannot be edited once you have added the calendar.
- **Color:** The text color for events from this calendar. If you want to distinguish the events as coming from a particular calendar, choose a unique color. Otherwise, choose the same color as the calendar is using for other events.
- **Refresh Interval:** This setting determines how frequently the feed from your external calendar is refreshed. You can choose to refresh events on an **Hourly**, **Daily** or **Weekly** basis.

Calendar Details

CALENDAR DETAILS

Name

URL


color

Refresh Interval

Once you have made your configuration choices, click **Update Calendar** to save your changes.

The calendar settings for a given feed are the same for each calendar the feed appears on. This is why once a feed appears on more than one calendar it can only be edited from the **Manage External Calendars** interface.

ii. Deleting a Calendar Feed

From the Manage External Calendars interface you can delete a feed by clicking on the  icon next to the feed under the **Actions** column.

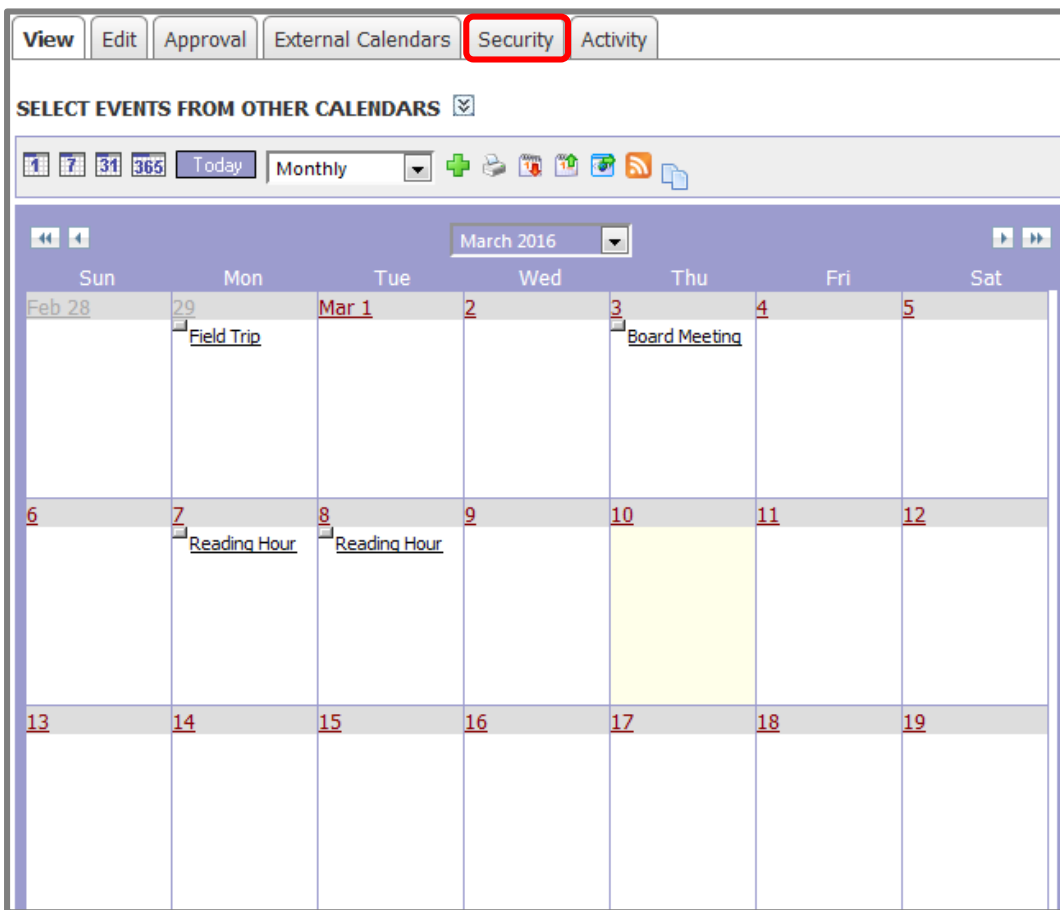


Warning: If you delete an external calendar feed then all events that are coming from that feed, on every calendar that is displaying the feed, will be immediately removed.

X. Security and Activity

i. Changing Permissions

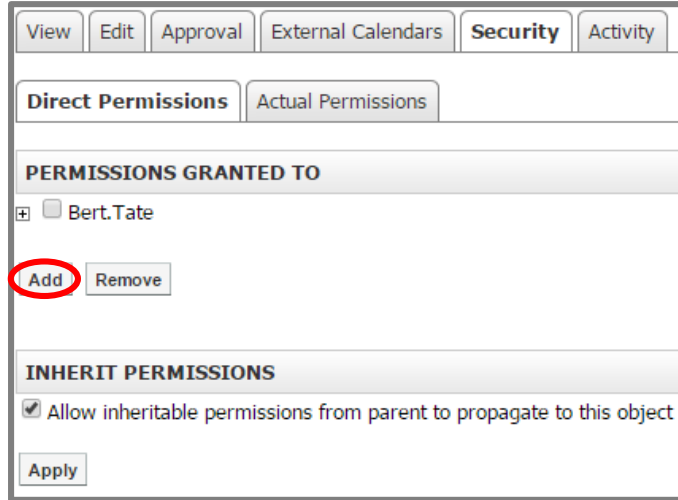
You can designate which users can see, create, edit or delete events within your calendar. To do so, click on the **Security** tab.



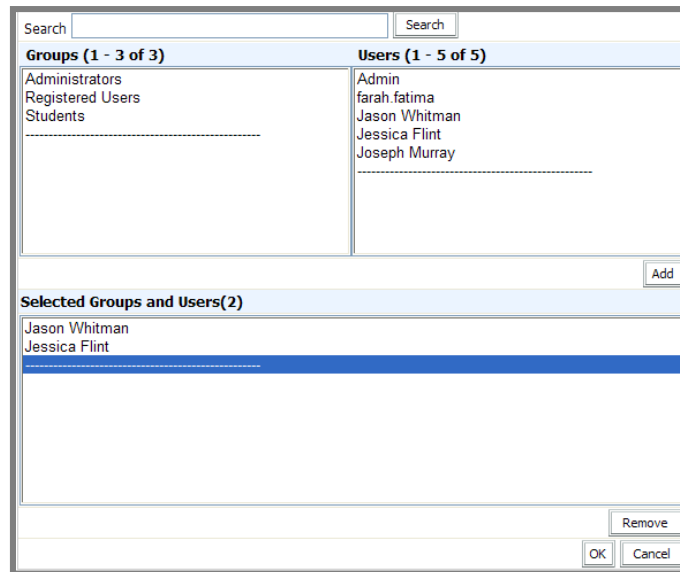
a. Direct Permissions


Within **Direct Permissions** you can assign security permissions on your calendar to other users.

Step 1 First, click **Add** to select the users to grant permissions to. A window will pop up.



Step 2 From this window select the users or groups you'd like to grant permissions to by clicking their name and clicking **Add**. When you have selected your users, click **OK**.

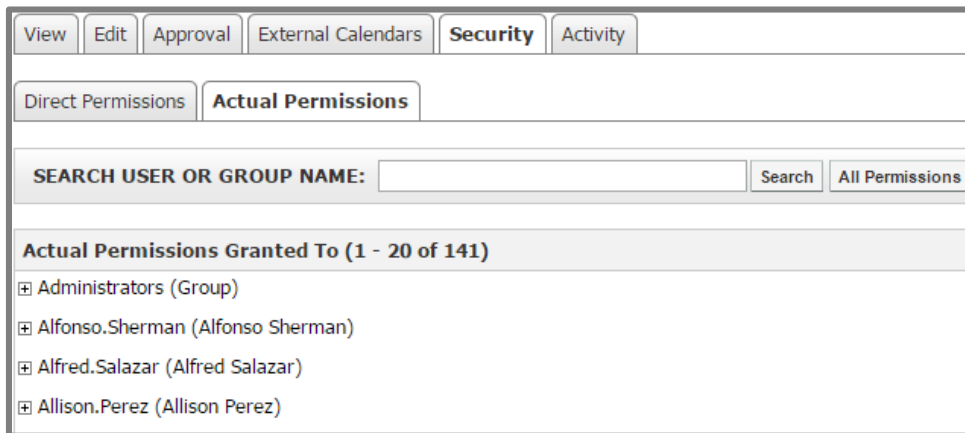


Step 3 To individually assign permissions to each user, click on the  beside their name. From here you can assign specific permissions.

Permission	What it Allows You to Do
Create	Can create events
Delete	Can delete events
Read	Can view the calendar
Write	Can make changes to events
Full Control	All of the above, as well as the ability to approve submitted events, and the ability to assign permissions to others

b. Actual Permissions

Actual Permissions allows you to view what permissions specific users have on your calendar. Users higher up the security hierarchy may already have permissions for your calendar. Users with entire site permissions (or higher tiers of security hierarchy) may have permissions to your calendar if you have the **Allow Inheritable Permissions From Parent to Propagate to This Object** checkbox selected on the **Direct Permissions** screen. System Administrators will always have full control permissions for your calendar.



XI. Approval

Other users may wish to publish events to your calendar. If you have enabled **Require administrator approval for users to publish events** on the **Edit** tab of your calendar, any events they publish to your calendar will require your approval before they are visible. To view the status of events published to your calendar:

Step 1 Click on the **Approval** tab.

The screenshot shows the SharpSchool calendar interface. At the top, there is a navigation bar with tabs: View, Edit, Approval (highlighted with a red circle), External Calendars, Security, and Activity. Below the navigation bar is a section titled "SELECT EVENTS FROM OTHER CALENDARS" with a checkmark icon. Underneath, there are navigation controls including a calendar icon, a date range (1, 7, 31, 365), a "Today" button, a "Monthly" dropdown menu, and several icons for adding, deleting, and sharing events. The main calendar area shows a monthly view for March 2016. The days of the week are labeled at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The calendar grid shows dates from Feb 28 to Apr 2. Events are listed in the grid:

- Feb 29: Field Trip
- Mar 3: Board Meeting
- Mar 7: Reading Hour
- Mar 8: Reading Hour
- Mar 21: Field Trip, Reading Hour
- Mar 22: Monthly Assembly, Reading Hour

Step 2 Here you will see all the events that have been published on your calendar, as well as any pending requests. Click **Approve** to publish an event to your calendar, or click **Reject** if you do not wish to publish the event. You may change this status at any time.

View Edit Approval External Calendars Security Activity					
SEARCH EVENTS:		<input type="text"/>	STATUS: ALL	<input type="button" value="Search"/>	<input type="button" value="View All"/>
Event Name	Start Date	From Calendar	Calendar Category	Status	Actions
New event	6/27/2014 12:25:00 PM	Workspace Calendar	CMS	Approved	Reject
Picnic	8/19/2016 1:00:00 PM	Workspace Calendar	CMS	Submitted	Approve Reject
HR Meeting	9/10/2016 3:00:00 PM	Workspace Calendar	CMS	Submitted	Approve Reject

XII. Activity

You can track all changes made to your calendar or the events within. To do so, simply click on the **Activity** tab.

View Edit Approval External Calendars Security Activity						
SELECT EVENTS FROM OTHER CALENDARS <input checked="" type="checkbox"/>						
<input type="button" value="1"/> <input type="button" value="7"/> <input type="button" value="31"/> <input type="button" value="365"/> Today Monthly <input type="button" value="+"/> <input type="button" value="Print"/> <input type="button" value="Share"/> <input type="button" value="RSS"/> <input type="button" value="Help"/>						
March 2016 <input type="button" value="Previous"/> <input type="button" value="Next"/>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Feb 28	29 Field Trip	Mar 1	2	3 Board Meeting	4	5
6	7 Reading Hour	8 Reading Hour	9	10	11	12
13	14	15	16	17	18	19

Here it will tell you what changes were made, when they were made and by whom. If you wish to receive e-mail alerts about changes made to your calendar, click on the **Subscribe** link.

AVAILABLE ALERTS	
Content Item This alert will provide you with an update on changes to this file and its children.	Subscribe
Content Item This alert will provide you with comments changes to this page.	Subscribe

XIII. Registering for Events

You can register yourself in published events to let others know that you will be attending as well as having that event published to your personal calendar within your eLocker. You will receive e-mail notifications for events that you have enrolled in. To enroll in an event:

Step 1 Click on the event you wish to enroll yourself in.


Step 2 Click Register Now.

View	Edit	Registrants	Reports	Payment	Security	Activity
PICNIC						EXPORT EVENT + ADD TO MY CALENDAR X DELETE
Date and Time Aug 19 2016 1:00 PM -- 3:30 PM						
Registration Deadline Aug 19 2016 12:00 PM Register Now						

Step 3 If you are already enrolled in an event, you can un-enroll yourself by clicking **here** where it says “Click **here** to unregister.”

View	Edit	Registrants	Reports	Payment	Security	Activity
You are registered for this event. Click here to unregister.						
PICNIC						EXPORT EVENT + ADD TO MY CALENDAR X DELETE
Date and Time Aug 19 2016 1:00 PM -- 3:30 PM						
Registration Deadline Aug 19 2016 12:00 PM						



Tip: You can register participants to events you publish by clicking the  button on the **Create Event** or **Edit Event** screens. This notifies the individual about the event by email and publishes the event on the personal calendar within their eLocker.