Calendar Workbook

Blackboard Web Community Manager

Blackboard

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Introduction

The Blackboard Web Community Manager Calendar App is an efficient organizational tool.

There are many functions available when creating events. In addition to adding a date and time to an event you can enter an event description, select a category for the event, make events recurring and require registration for events.

You can import events to a calendar using a comma separated value (CSV) file. You can also set up sync with Google Calendar integration.

Workspace Calendars

There are calendars available at all levels of your site - Site Workspace, Subsite Workspace, Channel Workspace and Section Workspace.

Site Workspace Calendar

The calendar within the Blackboard Web Community Manager' *Site Workspace* is the calendar for the main or district *site.* Only a Site Director or a Homepage Editor of the main *site* may access and edit this calendar.

Subsite Workspace Calendar

The calendar within the *Subsite Workspace* is the calendar for that *subsite.* Only a Site Director, a Subsite Director for that *subsite* or a Homepage Editor for that *subsite* may access and edit this calendar.

Channel Workspace Calendar

The calendar within a *Channel Workspace* is the main calendar for a channel. Site Directors, designated Site Directors for the subsite containing the Channel and designated Channel Directors for the channel may access and edit this calendar.

Section Workspace Calendar

The calendar within a *Section Workspace* is the calendar for that *section*. The Section Editor for that *section* can access and edit this calendar. A Site Director may access any calendar. A Subsite Director may access any calendar within the subsite which they manage.

Here's how you access a homepage calendar.

1. In *Site Manager*, navigate to the workspace containing the homepage calendar you wish to edit.
2. Click the calendar page on the **Summary** tab. The calendar displays.

Working with Calendar Views

There are five different calendar views that are available in *Site Manager* and on the end user site. The default Calendar view is the Month View.

- Today shows the calendar for the current day.
- Day shows the calendar one day at a time.
- Week shows the calendar one week at a time.
- Month shows the calendar one month at a time.
- List shows the events for the selected month as a list.
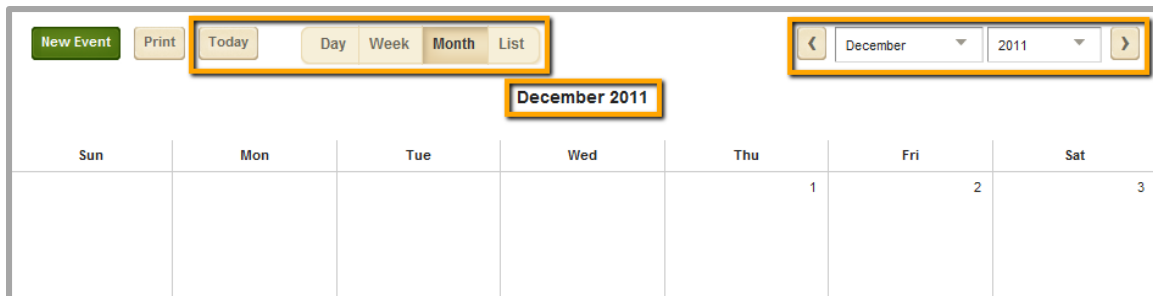
You can use the Arrow icons at the right and left of the Month and Year drop-downs to move ahead or back by one day, week or month. In the Month view you can use the Month and Year drop-down lists to jump to other months or years on the calendar.

Working with Calendar Events

There are three ways to add events to your calendar. You can add events individually using New Event or double clicking on the date you wish the event to occur. You can also import multiple events, export a series of events or an individual event, edit an event and delete an event.

Create a Calendar Events Using New Event

Here's how you add an event using the New Event button.

1. In *Site Manager*, navigate to the workspace containing the Calendar app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Calendar App. The app opens.
4. Click on the **New Event** button. A New Event window will display. Notice it has seven tabs.

5. On the **Event** tab, enter a date for the event.
6. Enter the **Event Name**, the **Start Date**, and the **End Date.** All other fields are optional.
7. Click **Save**. You are returned to the **Calendar** tab of Calendar app.

Create a Calendar Event by Double Clicking on a Date

Here's how you add an event with a double click.

1. In *Site Manager*, navigate to the workspace containing the Calendar app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Calendar App. The app opens.
4. Double click on the date on which the event will occur. As you can see, the start date will be the date you selected (required).
5. Click on the **New Event** button. A New Event window will display. Notice it has seven tabs.
6. On the **Event** tab, enter a date for the event.
7. Enter the **Event Name**, the **Start Date**, and the **End Date.** All other fields are optional.
8. Click **Save**. You are returned to the **Calendar** tab of Calendar app.

Calendar Event Types

There are four different types of calendar events you can create.

Create a Mandatory Event

If you are a Site Director or the Homepage Editor for the district site, you can make the event mandatory by selecting *Mandatory Event*. A mandatory event will display on all calendars with a Mandatory Event icon 🔒 to the left of the event. Subsite Directors, Homepage Editors for *subsites* and Section Editors cannot make an event mandatory.

Here's how to make an event mandatory.

1. In *Site Manager*, navigate to the workspace containing the Calendar app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Calendar App. The app opens.
4. Click **New Event** to create a new event or edit an existing event.
5. Check Mandatory Event.
6. Click **Save**. You are returned to the **Calendar** tab of Calendar app.

Create a Registered Event
The **Registration** tab allows you to set up an event that users can register for, while tracking attendees and their responses to custom questions. Adding a custom question allows you to create your own question.
1. In *Site Manager*, navigate to the workspace containing the Calendar app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Calendar App. The app opens.
4. Click **New Event** to create a new event or edit an existing event.
5. Navigate to the **Registration** tab.

6. Select *Turn on registration for this event*. Registration options display.
7. Enter a maximum number of seats
8. Enter the last day to register
9. To include Registration Questions, choose options from the drop-down list.
    a. Click **Add Question**. The question type displays.
    b. Enter the question and then assign the format of the question; open or choice.
10. Navigate to the **Contact** tab.
11. Enter details for the contact person in the Contact Name and Email fields.
12. Click **Save**. You are returned to the **Calendar** tab of Calendar app.

A list of registrants to the event is available under the **Rosters** tab in the Calendar App.

Create a Recurring Event

Here's how you add a recurring event to a calendar.

1. In *Site Manager*, navigate to the workspace containing the Calendar app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Calendar App. The app opens.
4. Click **New Event** to create a new event or edit an existing event.
5. Navigate to the **Recurrence** tab.

6. Activate the *Make this event recurring* check box. The **Recurrence** tab displays Recurrence Pattern and Recurrence Range options.
7. Select a recurrence pattern.
8. Specify a recurrence range. You can end after a number of occurrences or specify an End by date. Note that the End by date is not included in the range - if you specify the 25th as the End date, the range actually ends at midnight on the 24th.
9. Click **Save**. You are returned to the **Calendar** tab of Calendar app.

Create a Recurring Registered Event

Here's how you add a recurring registered event.

1. In *Site Manager*, navigate to the workspace containing the Calendar app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Calendar App. The app opens.
4. Click **New Event** to create a new event or edit an existing event.
5. Navigate to the **Recurrence** tab.
6. Activate the *Make this event recurring* check box. The **Recurrence** tab displays Recurrence Pattern and Recurrence Range options.
7. Select a recurrence pattern.
8. Specify a recurrence range. You can end after a number of occurrences or specify an End by date. Note that the End by date is not included in the range - if you specify the 25th as the End date, the range actually ends at midnight on the 24th.
9. Navigate to the **Registration** tab.
10. Select *Turn on registration for this event*. Registration options display.
11. Enter a maximum number of seats
12. Enter the last day to register
13. To include Registration Questions, choose options from the drop-down list.
    a. Click **Add Question**. The question type displays.
    b. Enter the question and then assign the format of the question; open or choice.
14. Navigate to the **Contact** tab.
15. Enter details for the contact person in the Contact Name and Email fields.
16. Click **Save**. You are returned to the **Calendar** tab of Calendar app.

Here are some things to note when editing recurring registered events.

- If you Edit Series and make changes to an event other than date and time or activate the No End Time or All Day check boxes, all events within the series are updated.
- If you Edit Series and change the dates, times, the No End Time or All Day check boxes for an event only the event you modified and the events that occur after it are updated.
- If you make certain changes to an event, you have the option to notify registrants of the changes. Email notifications are sent when you change the Event Title, Description, Location, Zip Code, Start Date, End Date, Start Time, End Time and the All Day Event and No End Time check boxes and activate the Send Change Notification Emails check box.
- If you Edit Series and change the start date of an event in the series, all event occurrences prior to the new start date are deleted. Registrants receive a cancellation Email.
- If you Edit Occurrence and move an event out of an event series range, note that if you Edit Series and change an event start date, all events return to their original position within the series range.
- If someone has registered for an event, you cannot change the recurrence pattern or range of an Event Series.
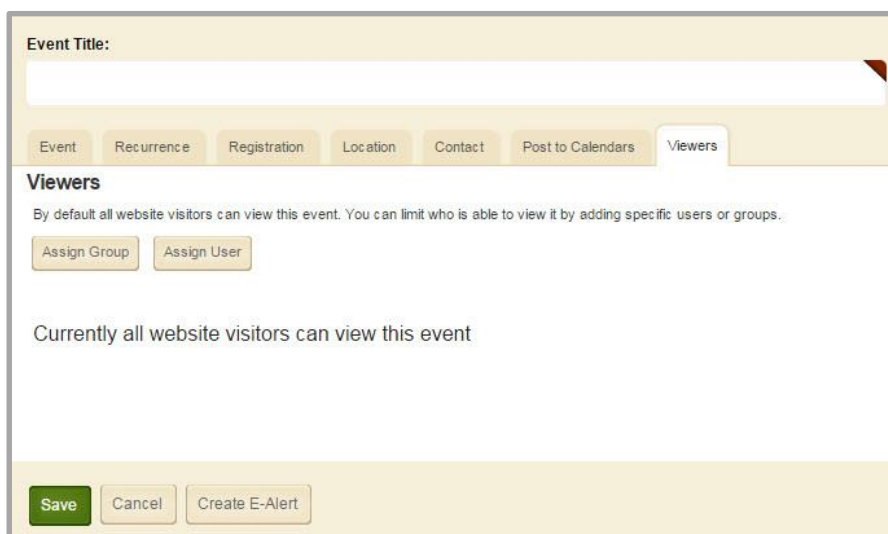
Calendar Event Options

When creating or editing a calendar event you can set viewers, post the event to another calendar, add an attachment or add location and contact information. If your calendar contains registered events, you can view a roster for those events.

Set Viewers for a Calendar Event

Here's how you add viewers to an event.

1. In *Site Manager*, navigate to the workspace containing the Calendar app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Calendar App. The app opens.
4. Click **New Event** to create a new event or edit an existing event.
5. Navigate to the **Viewers** tab.

6. You can assign viewing rights to either a group of users or to individual users by clicking on **Assign Group** or **Assign User**. By default all website visitors will be able to view the calendar event.
7. Click **Save**. You are returned to the **Calendar** tab of Calendar app.

Post an Event to Another Calendar

In a Subsite, Channel or Section Workspace Calendar you can request an event be placed on a parent calendar. Post to another calendar is not available in the Site Workspace.

Here's how you post an event to another calendar.

1. In *Site Manager*, navigate to the workspace containing the Calendar app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Calendar App. The app opens.
4. Click **New Event** to create a new event or edit an existing event.
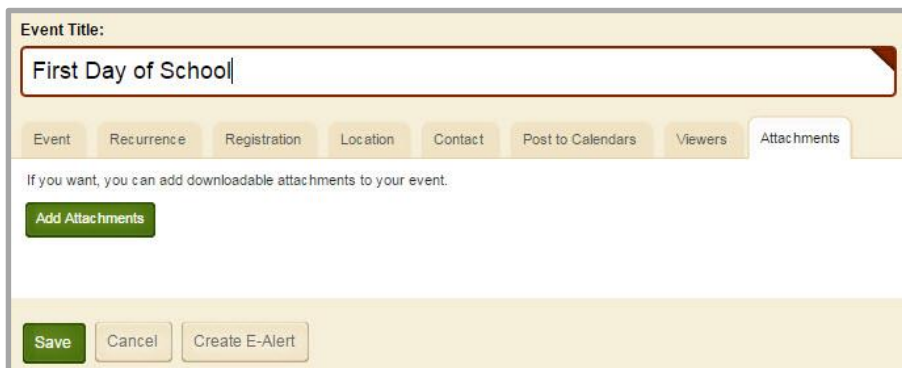5. Navigate to the **Post to Calendars** tab.
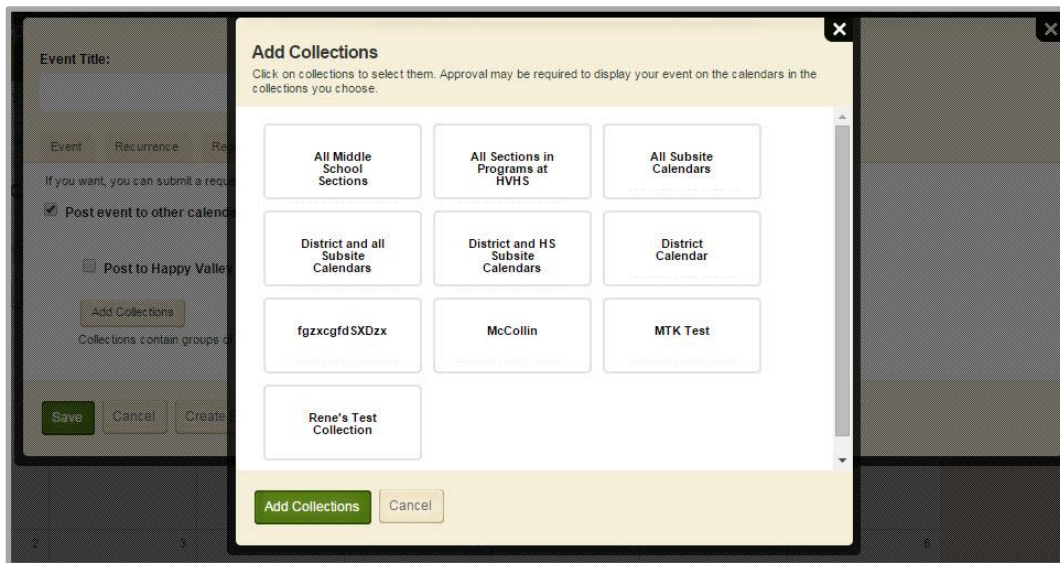
6. Activate *Post event to other calendars* to expand the Post to Calendars window.
7. Click **Add Collections**.
8. Select the desired collection or collections.
9. Click **Add Collections**.
10. Click **Save**. You are returned to the **Calendar** tab of Calendar app.

Add an Attachment to a Calendar
You can attach a file to a calendar event. The Attachments tab will show once you save the calendar event. If you are creating a new event, you must save the event and then edit the event to add attachments—the **Attachments** tab displays after the initial save.

Here's how you add an attachment to a calendar.

1. In *Site Manager*, navigate to the workspace containing the Calendar app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Calendar App. The app opens.
4. Double click on an existing event to edit it.
5. Navigate to the **Attachments** tab.

6. Click **Add Attachments** to open the Upload Attachments window.
7. Click **Select Files.** Highlight the files you wish to attach and click **Open**. Note that you can also drag-and-drop the files you wish to attach.
8. Click **Upload** to upload the file.
9. Click **Save**. You are returned to the **Calendar** tab of Calendar app.

### View the Roster for a Registered Event

Rosters are lists of registered users who have signed up for registered events on your calendar. Each registered event has its own roster. All event rosters for a given calendar can be found in the **Rosters** tab of your calendar app.

Here's how you view a roster for a registered event.

1. In *Site Manager*, navigate to the workspace containing the Calendar app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Calendar App. The app opens.
4. Navigate to the **Rosters** tab. The Rosters window will display.
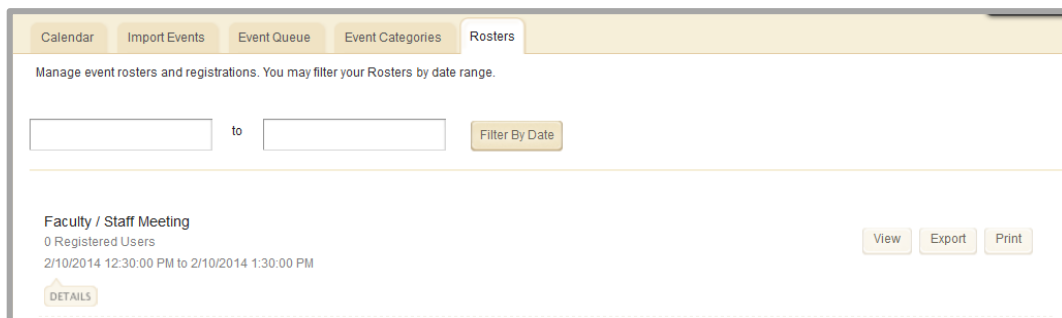
5. Click **View**, the Event Registrants window will display. You can mark registrants as present or absent, cancel the registration, see registrant contact information and see registrant answers to custom questions.
6. Click **Export**, a dialog box will display.
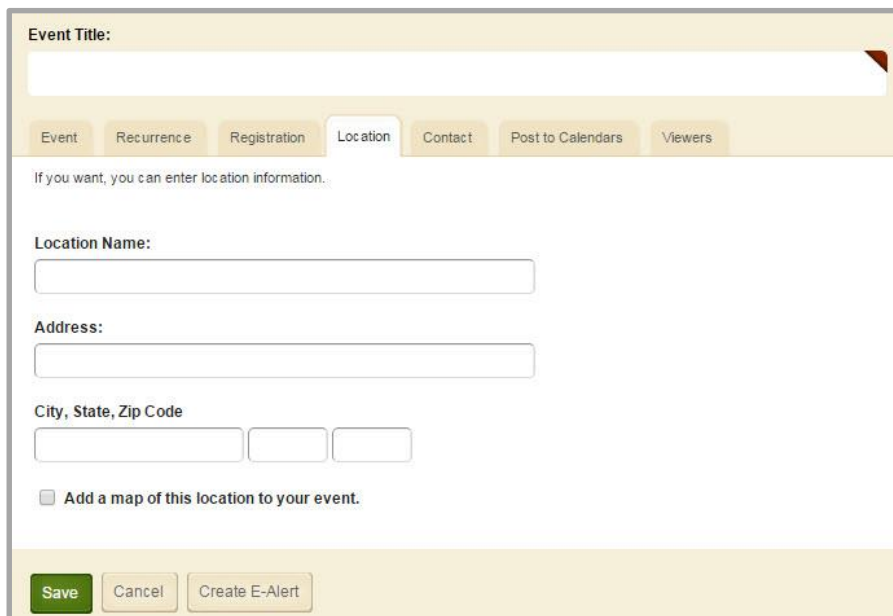7. You can choose to **Open** or **Save** the file.
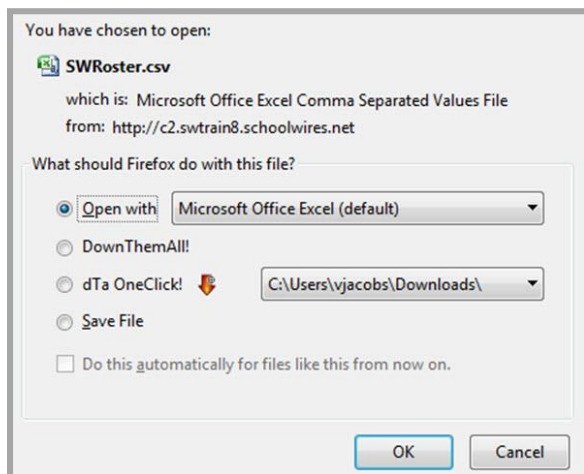
8. If you wish to print a roster for an event, click **Print**. The Print window will display.
9. Click **OK** to print the roster.

Add Location Information to a Calendar Event

Here's how you add location information to a calendar event.

1. In *Site Manager*, navigate to the workspace containing the Calendar app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Calendar App. The app opens.
4. Click **New Event** to create a new event or edit an existing event.
5. Navigate to the **Location** tab.

6. Enter the location information for your event.
7. Click **Save**. You are returned to the **Calendar** tab of Calendar app.

Add Contact Information to a Calendar Event

Here's how you add contact information to a calendar event.

1. In *Site Manager*, navigate to the workspace containing the Calendar app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Calendar App. The app opens.
4. Click **New Event** to create a new event or edit an existing event.
5. Navigate to the **Contact** tab.

6. Enter contact information for your event.
7. Click **Save**. You are returned to the **Calendar** tab of Calendar app.

Import Events to a Calendar

Site Directors, Subsite Directors, Channel Directors, Section Editors and Homepage Editors can import events to their calendars.

Prepare the CSV File

You can import events using a comma separated value (CSV) file. During the import, you are required to map the fields in your CSV file to the Web Community Manager calendar fields. These are the calendar fields you can map.

- Start Date (required field)
- Start Time
- End Date
- End Time
- Event Title (required)
- Event Description
- All Day Event
- No End Time
- Contact
- Contact Email
- Contact Phone
- Location
- Category
- Mandatory
- Registration
- Maximum Number of Seats
- Last Date to Register

You cannot import recurring events. You will need to add these events to the calendar manually or add all of the dates for the event in the CSV file.

Prepare the CSV file and save it to your computer. You can download a sample file from within the **Import Events** tab or on the **How Do I…** tab and then modify it to include the events you wish to import.

When specifying a category for an event use the Category ID number, which you will find on the **Event Categories** tab.
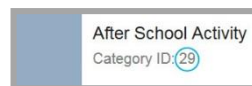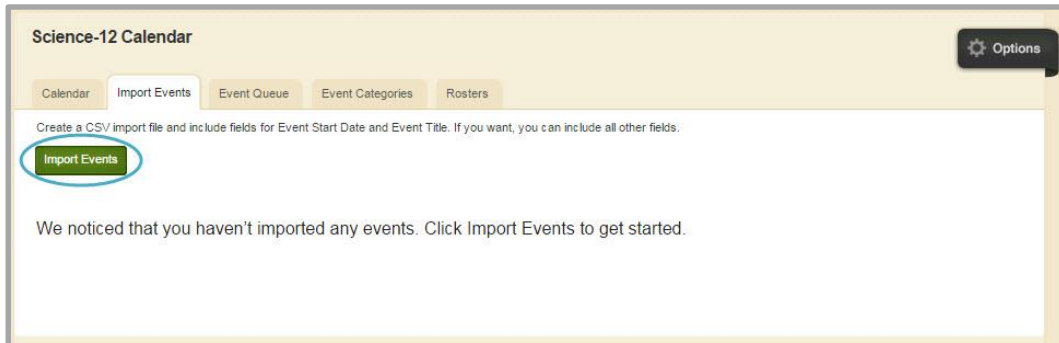

Here is an example of a CSV file that you use to import calendar events.

Importing Events

Here's how you import calendar events.

1. Navigate to the **Import Events** tab.
2. Click **Import Events**, the Import Wizard will display.

3. Click **Browse**.
4. Select the file you wish to import.
5. Click **Open**.

6. Click **Next**. The Match field mappings window displays.
7. By default New Custom Mapping displays in the Import Mappings drop-down. If you wish to use a previously created custom mapping, chose it from the drop-down list.
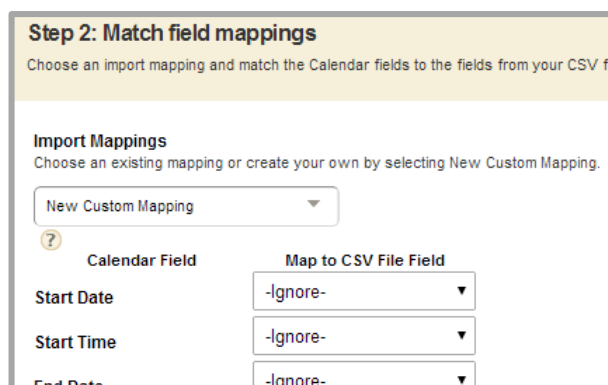
8. If you use the default of New Custom Mapping, all the *Map to CSV File* Fields display as *Ignore*. Use the drop-down lists to select the fields from the import file you wish to map to the Calendar fields. You do not need to map all of the fields. The only two fields that must be mapped are Start Date and Event Title.

9. Click **Next**. The Preview your events window displays.
   a. If you selected an existing mapping, a Preview window will display. You can use the scroll bar at the bottom of the window to see all the information about the events being imported.
   b. If you create a new mapping, a Preview window will display. If you would like to save this mapping for use in future imports, click *Save this Mapping as* and enter a title for the mapping.
   c. If you wish to use this mapping as the default mapping for future event imports, click *Make this the default mapping*.

10. Click **Next**. The Assign viewing rights window displays.
11. Use the Viewing Rights window to specify who may view the events.
    a. By default all website visitors will be able to view these calendar events.
    b. To limit who can view these events, you can assign viewing rights to either a group of users or to individual users by clicking **Assign Group** or **Assign User**.

Use a separate import file for public events and internal (staff meetings, etc.) events. You can then set the Viewing Rights for the internal events to only be viewed by the groups or users specified.

12. Click **Import**. The **Import** tab will return as the active window. The import you just completed will display in the list.

If the import encounters errors during processing, a **View Exceptions** button displays. Click **View Exceptions** to display the errors encountered. Click the Download button to display the Exceptions in an easy to read format.

If you have a need to *roll back* the import at any time, click on the **Undo Import** button.

Edit Calendar Events

Here's how you edit an event.

1. Position the mouse on the event and click **Edit**. The full Edit Event window for that event will display.
2. Make changes to the event information on all the tabs.
    - When editing a registered event, be certain to click *Send Change Notification Emails* to notify anyone registered for the event of the changes.
    - If the event is a Recurring event, you can choose to edit just one occurrence or the entire series.
3. Click **Save**. You are returned to the **Calendar** tab of Calendar app.

Delete a Calendar Event

Here's how you delete an event.

1. Position the mouse on the event and click **Delete**. A confirmation dialog displays.
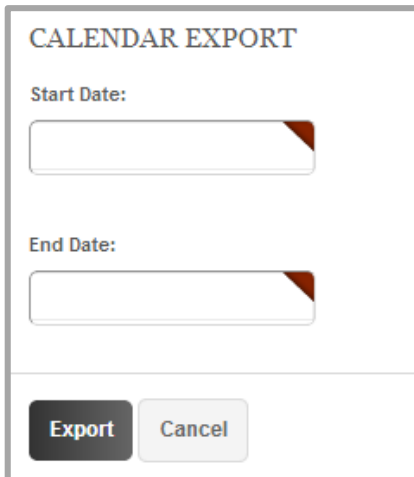2. Click **Yes**. The event is deleted.

If the event you are deleting is a Recurring event, a dialog will display asking if you wish to delete a single occurrence or the series.
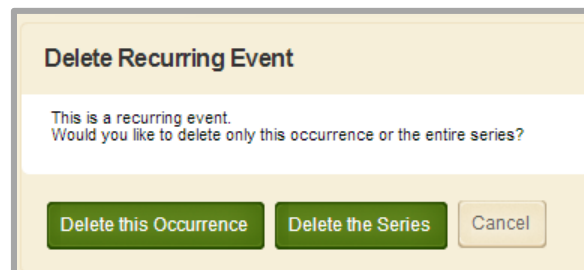
Export a Series of Events

Here's how you export a series of events.

1. Navigate to the Calendar on the end-user website.
2. You can add or remove calendars and categories to display the events you wish to include.
3. Click **Export** in the upper right corner of the calendar. The Calendar Export dialog will display

4. Select the date range that you would like to export by entering a Start and End Date
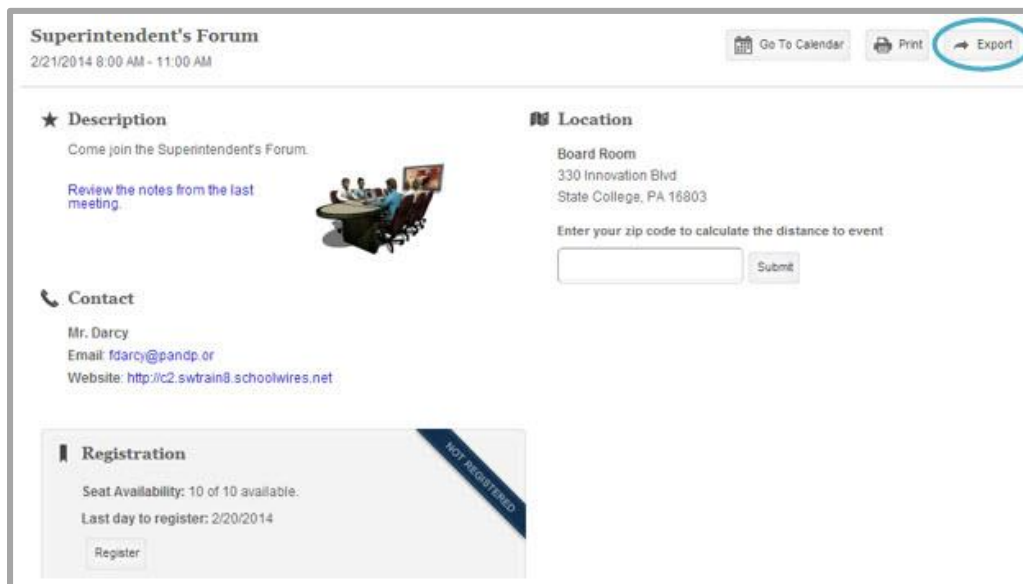5. Click **Export.** The file is downloaded.

   You may see a dialog box. Select options appropriate for your needs.

   This file exports in iCalendar format (.ics file) which can then be imported into any program or device that supports this format.

Export a Single Event

Here's how you export a single event.

1. Select the event you wish to export.
2. Click **Export**. The Calendar Export dialog box displays.

3. Click **Export.** The file is downloaded.

    You may see a dialog box. Select options appropriate for your needs.

    This file exports in iCalendar format (.ics file) which can then be imported into any program or device that supports this format.

Working with the Event Queue

There are several ways that you can post an event to other Web Community Manager calendars. You can create an event on the District calendar and flag it as Mandatory. You can create an event on any calendar other than the District calendar and flag it to post to its parent calendar. And, you can create an event on any calendar and use a Collection to post it to other calendars. If an event needs to be approved before it appears on the calendar, it displays in the calendar Event Queue. In the Event Queue tab you can select from *Awaiting Approval*, *Approved Events* or *Declined Events* views.

Here's how to access the Event Queue.

1. In *Site Manager*, navigate to the workspace containing the Calendar app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Calendar App. The app opens.
4. Navigate to the **Event Queue** tab.

Awaiting Approval View

In the *Awaiting Approval* view, you can review, approve and decline events.

To approve an event, click **Approve** to the right of the event. That event will display on the calendar. It will no longer display in the Awaiting Approval view of the Event Queue.

To decline an event, click **Decline** to the right of the event. The event will not be posted to the calendar.

Approved Events View

In the *Already Approved* view, you can view events that have been approved and choose to decline a previously approved event.

To decline a previously approved event, click **Decline** to the right of the event.

Declined Events View

In the *Declined Events* view, you can view events that have been declined and choose to approve a previously declined event.

To approve a previously declined event, click **Approve** to the right of the event.

Working with Event Categories

The Calendar includes an **Event Category** tab which displays the categories associated with the calendar and what each represents. Click the tab to display the categories within a window.
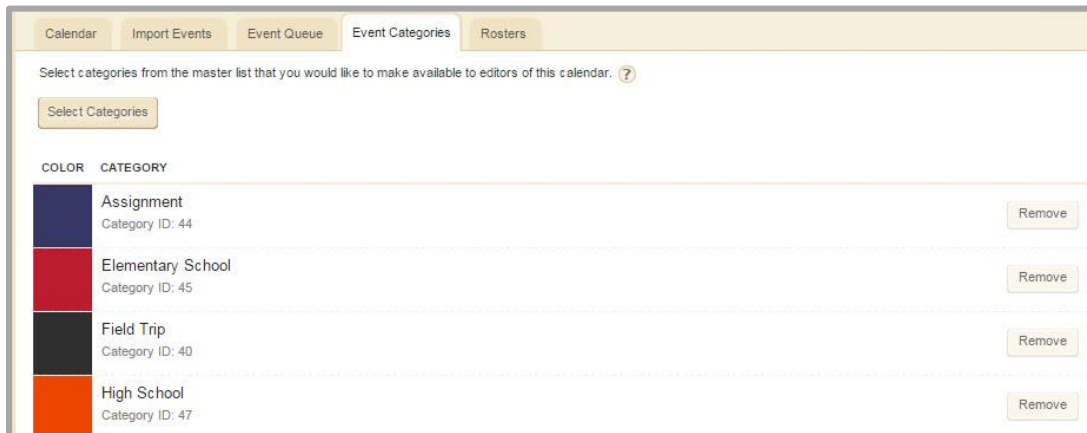
Event Categories Tab

An editor can enhance the usability of the calendar by assigning categories to events. This allows visitors to your website to view color-coded calendar events and to apply category filters to their calendar views.

Add a Calendar Event Category to a Calendar
Here's how you add an Event Category to a calendar.

1. In *Site Manager*, navigate to the workspace containing the Calendar app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Calendar App. The app opens.
4. Navigate to the **Event Categories** tab.
5. Click **Select Categories**.
6. Search for the event category you wish to add to the calendar category drop-down menu.
7. Check the box next to the category you wish to add.
8. Click **Save**.

Site Administrators set up the categories for events for the entire *site* (this includes the main *site* and all *subsites, channels* and *sections*).

Set up the Event Category Master List
Here's how a System Administrator creates an Event Category master list.

1. In *Site Manager*, expand the Configure menu in the Content Browser.
2. Click Calendar Assets. The **Event Categories** tab of the Calendar Assets Workspace displays.
3. Click **New Category**. The New Category window displays.
4. Enter a unique Event Category Name.
5. Click the Color box and select the color for the category from the color picker.
6. Check Display on all calendars so this category is available for use on all calendars.
7. Click **Save**. The **Event Categories** tab displays with the new category listed.

Edit an Existing Event Category on the Master List

Here's how a System Administrator edits event categories on a master list.

1. In *Site Manager*, expand the Configure menu in the Content Browser.
2. Click Calendar Assets. The **Event Categories** tab of the Calendar Assets Workspace displays.
3. Click the name of the Category you wish to edit. The Edit Category window displays.
4. Edit the Category Name, Color and the calendar display setting as required.
5. Click **Save**. The **Event Categories** tab in the Calendar Assets Workspace displays.

If you change the name of the category, all events currently in that category will now display the new category name.

If you delete the name of the category, all events assigned that category will now display *None* as the category name and the color coding is removed.

Using the Calendar as a Visitor to the Website

When visitors to the website open a calendar, they see the calendar that they selected. By applying filters, visitors can merge calendars and see all the events they wish to see on one calendar.

Working with Custom Calendar Views

By setting a custom calendar view, visitors to your website can tailor their calendar views to their needs. Mandatory events from the main *site* will display on all calendars regardless.
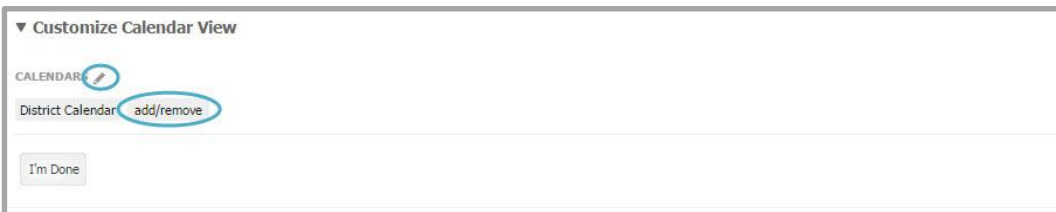
Create a Custom Calendar View

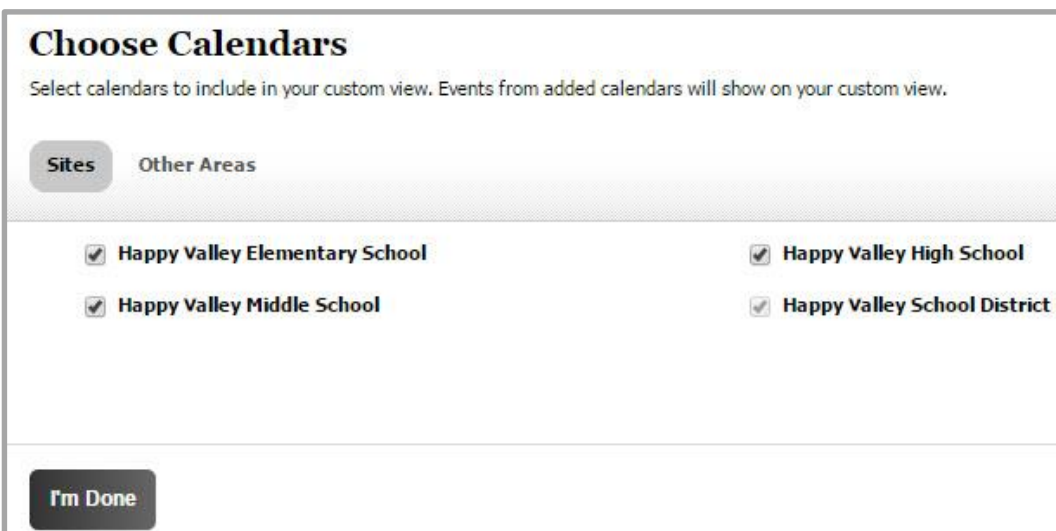Here's how to create a customized view on the end-user website.

1. Click on the arrow to the left of *Customize Calendar View* on the top left of the calendar. Customize Calendar View will expand.
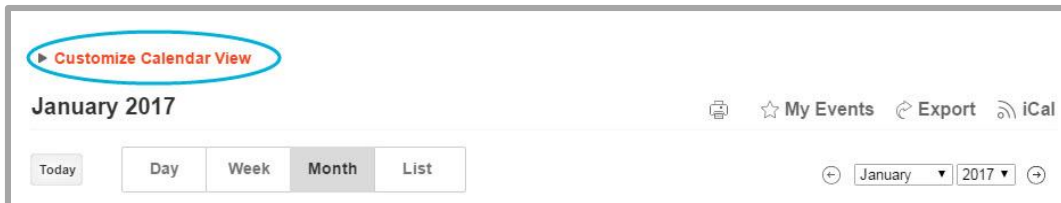
2. To add or remove calendars to a custom view, click the pencil icon next to Calendars. The **add/remove** button displays.

3. Click **add/remove**. The **Site** tab in the Choose Calendars window displays.
4. On the **Sites** tab, select the specific Site or Subsite calendars you with to add to your custom view.

5. On the **Other Areas** tab, select other calendars you wish to add to your custom view.

6. Click **I'm Done**. The customized view of the calendar displays.
7. Click **I'm Done** to save your custom view.

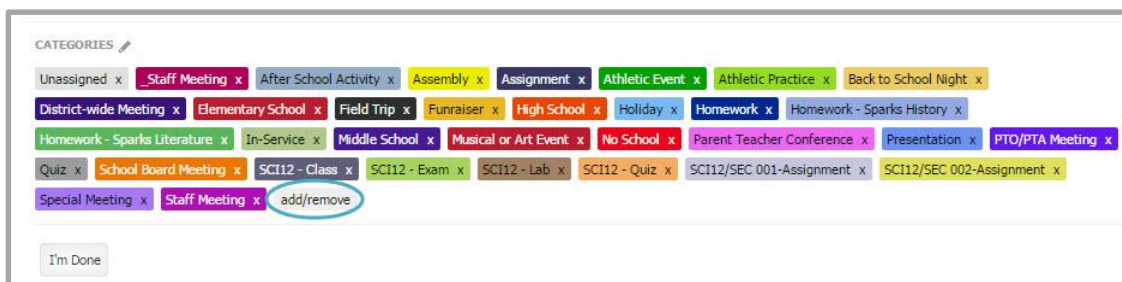## Manage Calendar Event Categories in Custom View

Users have the ability to determine which categories they want or do not want to see.

Here's how you include specific Event Categories in the custom view of a calendar.

1. Click on the arrow to the left of *Customize Calendar View* on the top left of the calendar. Customize Calendar View will expand.
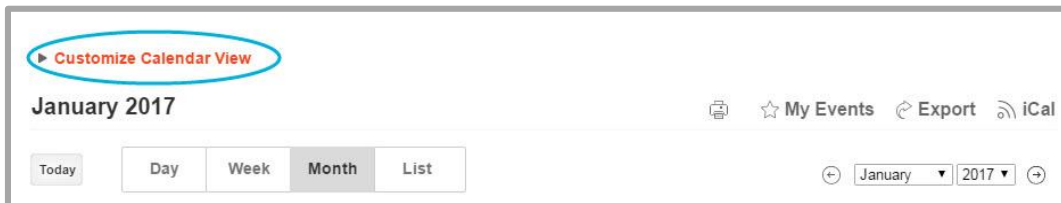
2. Click on the pencil icon next to Categories. The **add/remove** button displays.
   All the categories are selected to ensure that you can see every event on the calendars selected on the **Sites** or **Other Areas** tabs within the Choose Calendars window.
3. Click **add/remove**. The Select Categories window displays.

4. Select the categories to be included in the custom view and deselect categories you wish to remove
5. Click **I'm Done**. The customized view of the calendar displays.
6. Click **I'm Done** to save your custom view.
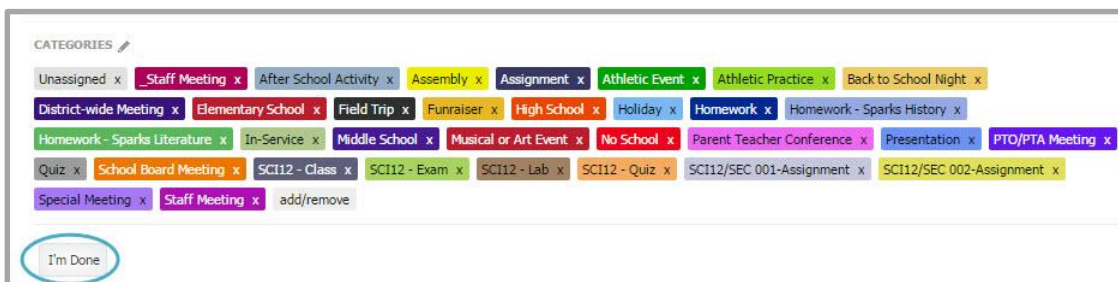
Printing a Calendar Page or Event

Visitors to your website can print a calendar page or an event.

Print a Calendar

Here's how you print a calendar.

1. Navigate to and open the Calendar. The Calendar displays in the default Month format.
2. To change the viewing format, select **Today, Day, Week**, or **List** option. The Calendar view changes.
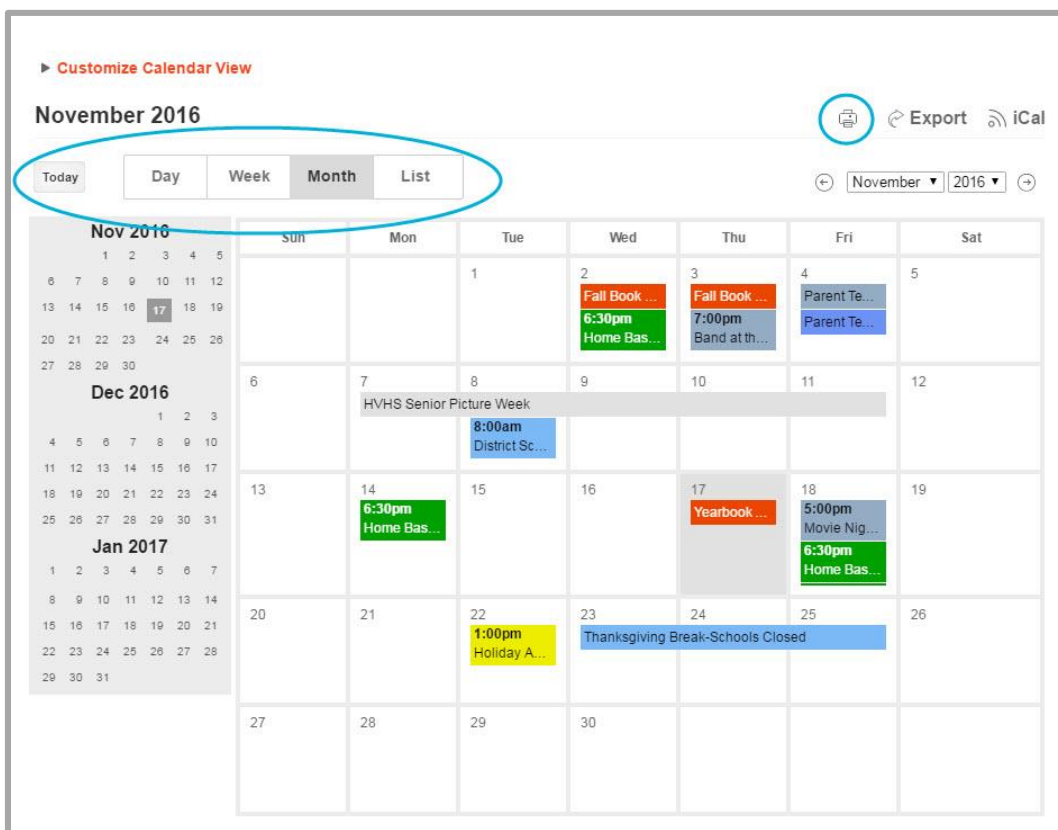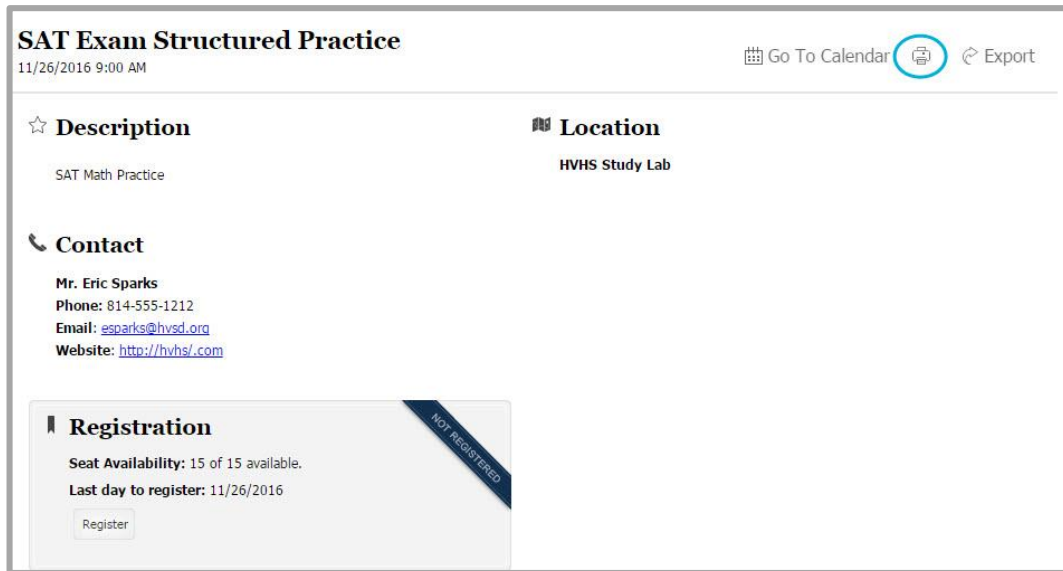
3. Click **Print**. A print preview window displays.
4. Click **Print**. Your calendar view prints.

Print a Single Event

Here's how you print a single event.

1. Click on the event you wish to print. Event Information will display.
2. Click on the **Print** on the upper right of the Event Information window. A Print dialog will display.

3. Make adjustments to your print options as required.
4. Click **Print**. The event you selected will print.

Using the Calendar as a Registered User

All visitors who view a calendar on your website have access to these features.

- Display a calendar using Monthly, Weekly, Daily and List views
- View Calendar Categories and identify what each represents
- Utilize iCal
- Include events from other calendars
- Print an event or a calendar
- Export a single event or a group of events

Registered users have access to these addition features.

- View right-protected events
- Register for events
- Review and manage their event registrations

View Protected Events

If an editor has assigned viewing rights to an event, a registered user must sign in and be assigned viewing rights to see the event.

Register for an Event

To register for an event, you must be a registered user of your site.

Here's how you register for an event.

1. Sign in to the site and access the calendar.
2. Click on the event. An Event Information window will display.
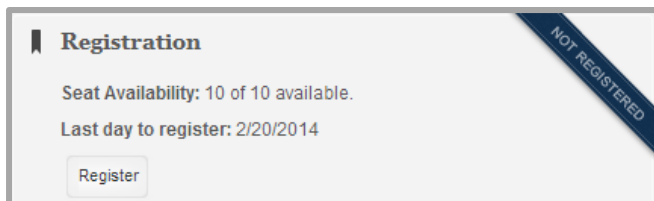
3. Click **Register**. A Registration window will display.
4. Complete your registration.
5. Click **Register Now**, the calendar will display and you will be registered for the event. If you have not signed in, you will be prompted to do so. If you have already registered for the event, you will have the option to review your registration, change the question answers or cancel the registration.
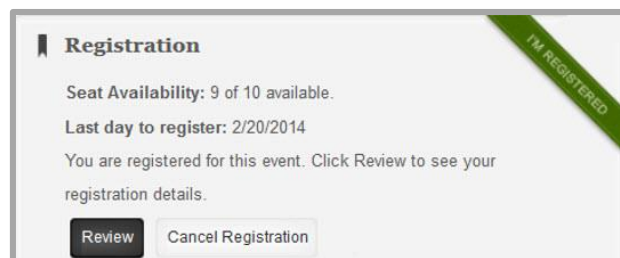
View your Registered Events

Once you have registered for an event, **My Events** will display in the top right of any calendar. You must be signed in to access this information. To access My Events, click **My Events** and the View My Events window will display.

Here's what is available in **My Events**.

- A list of the events for which you have registered.
- The status of your registrations
- Clicking **View** will give you the ability to access to event information.
- Clicking **Remove** will cancel your registration.
- Clicking **I'm Done** will return you to the calendar by clicking the I'm Done button.
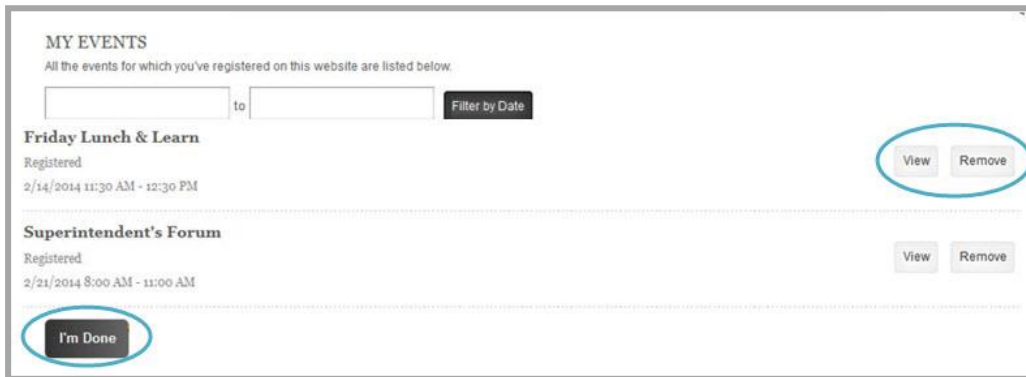
Exercise 1: Add a Detailed Event

1. Sign-in and access *Site Manager*.
2. Open the calendar and select a date in the near future and add an event.
3. Enter Event information.
   a. Make the event reoccurring.
   b. Add location information.
   c. Set Viewing Rights for the event.
   d. Click **Save.**
4. View the event from the end-users perspective.
5. Check to make sure your viewing rights worked (i.e., sign out and try to view).

Exercise 2: Request an Event be Added to the District or School Calendar

1. Sign-in and access *Site Manager*.
2. Go to a subsite / channel / section calendar.
3. Open the calendar.
4. Find the event you wish to use and click on the **Edit** button.
5. Check the appropriate box and click **Save**.

Exercise 3: Create a Registered Event

1. Sign-in and access *Site Manager*.
2. Open the calendar.
3. You can either create a new event, or edit an existing event.
4. Enter or Update the Event Info.
   a. Add Contact and Location information.
   b. Enter the Registration information.
   c. Ask at least one custom question
   d. Click **Save.**
5. Register for the event.
6. View the Registration roster.

Exercise 4: Import Events

1. Prepare the CSV file
   a. Download the sample CVS file from the **Import** tab or **How Do I** tab.
   b. Add at least two Registered events and four nonregistered events
   c. **Site Directors** – add at least two Mandatory events
2. Sign-in and access *Site Manager*.
3. Open the calendar.
4. Click on the **Import Events** tab.
5. Click **Import**.
6. Browse out to where you have the file saved.
7. Click **Next**.
8. Set field Mappings and click **Next**.
9. Follow the on-screen instructions to import your events.
10. View the events from the end-users perspective.