

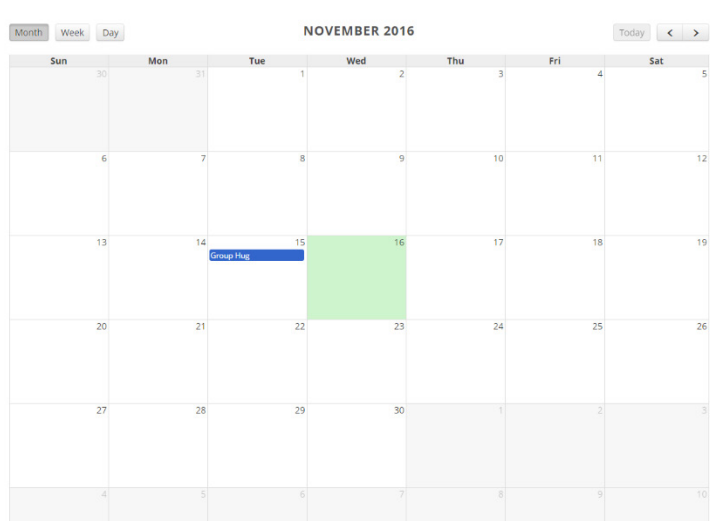
# OSEP Collaboration Space

## “Calendar” User Guide

For your collaboration site, you may want to create events that pertain to your topic area. The “Calendar” page allows you to post events in a public area where everyone can see them.

When you click on the “Calendar” tab, a screen like this will appear. *(In this case, it is the Calendar page of the “Early Childhood” collaboration site.)*

Calendar (EC)



To create a new event, you can either hover over the “Create” button at the bottom right of the screen. Or simply click on the date you wish to post an event. When you hover over the Create tab, a bar will appear and you can click “Create Event.”



A screen that looks like this will appear.

Title of the event

Description

Address of the event, which can be either a physical address or a link to an online meeting space

The screenshot shows a form for creating an event. It includes a 'Title' field, a 'Description (edit summary)' field with a rich text editor toolbar, a 'Location' field with a rich text editor toolbar, an 'Attach media' section with a 'Browse' button, and a 'Revision information' section with a 'New revision' link and a 'Revision log message' text area. Red arrows point from the text labels on the left to the corresponding fields in the form.

“Revision information,” which allows you to make comments when you have made revisions on the event so that others can see the changes

Enter the date and time of the event.  
If it is a repeating event, you can click on  
the “Repeat” icon.



Notifications allow certain groups, teams, or  
members the ability to receive  
notifications about your event here.



The screenshot shows a form for creating an event. It includes a section for "All Day" with a date input field (Dec 6 2016) and a time input field (02:00pm). Below this is a "to:" section with another date input field (Dec 6 2016) and a time input field (02:00pm). There is a "Repeat" checkbox. Below the form is a "NOTIFICATIONS" section with a text input field for adding groups, teams, or members to notifications, and a checkbox for "Do not send notifications for this update."

Once you have entered in all of your information and would like to share the post, hit the  
“Publish” button on the bottom right of the screen.

The screenshot shows two buttons: a green "Publish" button and a grey "Save as draft" button.