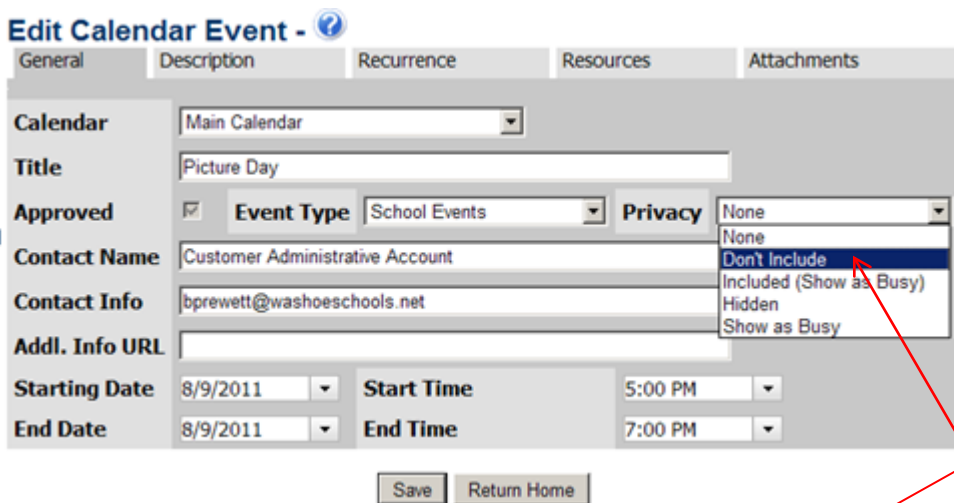


## Additional Directions for your Webmaster and/or the Individual Managing Calendar Event Entries:

There are a few new changes to adding events into your calendar. For those of you that have added events up to August 7<sup>th</sup>, these changes have been made for you.

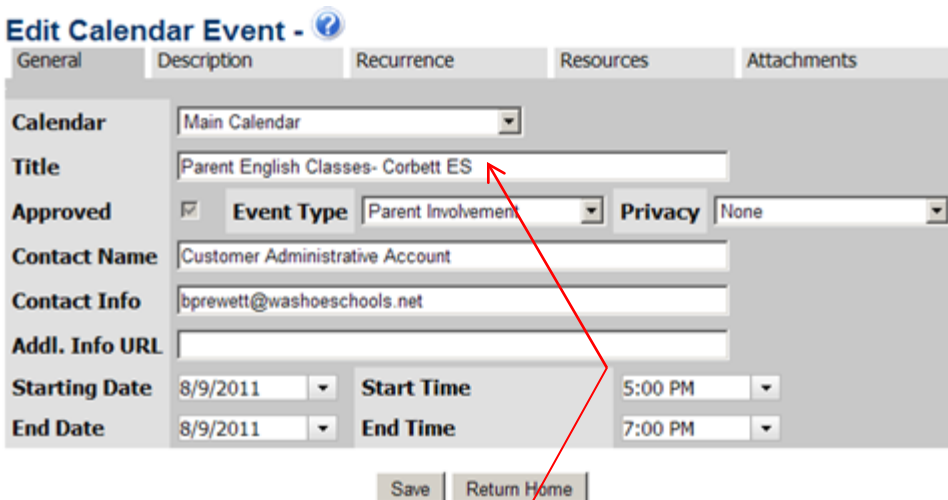
1. Your school events will not be filtered into other calendars so they will only be viewable on your site calendar. When adding school events, please select “Don’t Include” in your privacy setting. (Example below) Professional Development and Parent Involvement events privacy settings will need to stay as “none” so they can be filtered in other calendars.
2. Since the Professional Development and Parent Involvement events are being filtered into other calendars please include the school name in the event title so that others can determine which school created the events. (Example below)



The screenshot shows the 'Edit Calendar Event' form with the 'Privacy' dropdown menu open. The 'Don't Include' option is highlighted with a red arrow. The form fields are as follows:

General	Description	Recurrence	Resources	Attachments
Calendar	Main Calendar			
Title	Picture Day			
Approved	<input checked="" type="checkbox"/>	Event Type	School Events	Privacy
Contact Name	Customer Administrative Account			
Contact Info	bprewett@washoeschools.net			
Addr. Info URL				
Starting Date	8/9/2011	Start Time	5:00 PM	
End Date	8/9/2011	End Time	7:00 PM	
<input type="button" value="Save"/> <input type="button" value="Return Home"/>				

By selecting “Don’t Include” it keeps the events from being viewed in other calendars.



The screenshot shows the 'Edit Calendar Event' form with the 'Parent Involvement' event type and 'None' privacy setting. The title field contains 'Parent English Classes- Corbett ES', which is highlighted with a red arrow. The form fields are as follows:

General	Description	Recurrence	Resources	Attachments
Calendar	Main Calendar			
Title	Parent English Classes- Corbett ES			
Approved	<input checked="" type="checkbox"/>	Event Type	Parent Involvement	Privacy
Contact Name	Customer Administrative Account			
Contact Info	bprewett@washoeschools.net			
Addr. Info URL				
Starting Date	8/9/2011	Start Time	5:00 PM	
End Date	8/9/2011	End Time	7:00 PM	
<input type="button" value="Save"/> <input type="button" value="Return Home"/>				

Adding the school name will help others that are viewing different calendars to identify which school created the event.