

Activity Calendar User Guide
Community of Canyon Vistas and Superstation Views

Introduction



Our community website offers an Activities Calendar especially for events organized by residents. If you would like to post a single event, we will be happy to add it to the calendar for you. Examples are pot-luck dinners, street parties, etc. Please send your info to:

moderator@mycanyonvista.com

-- Or--

Activity Coordinators

Our Community Calendar is designed to be used directly by Activity coordinators to easily schedule events and organize their activities. If you are a coordinator (or would like to be one) for an activity, and would like to use the calendar, contact:

moderator@mycanyonvista.com

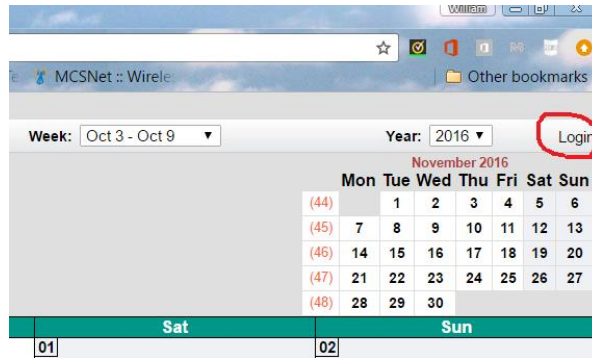
You will be provided with a secure log-on ID and Password. IDs can be provided for multiple users if required.

Table of Contents

Introduction	1
Activity Coordinators	1
To Log On to the Activities Calendar.....	2
First Time a user logs in.....	2
Entering a new Event	4
Repeat Events	5
Revising/Editing Your Event	7
Getting Help and Support	8

To Log On to the Activities Calendar

- ❑ Open the calendar at: http://mycanyonvista.com/cvrg_cal/month.php
- ❑ Click on the {Login} button at the top right hand side of the page.



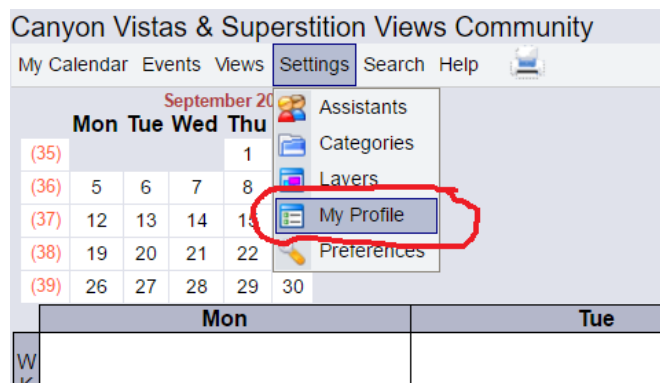
- ❑ Enter the login information provided to you by the moderator.
 - Optional - click the "Save login via cookies....." (not recommended for public or shared computers)

A screenshot of a login form. On the left, there is an icon of a key. To the right of the icon are two input fields: 'Username:' with the text 'login ID' and 'Password:' with a masked password '.....'. Below these fields is a checkbox labeled 'Save login via cookies so I don't have to login next time'. At the bottom center of the form is a 'Login' button.

- ❑ The calendar will open.
 - Check that your ID is shown on the top right hand side of the page.

First Time a user logs in

- ❑ From the menu, select {Settings}{My Profile}



- ❑ The username was set by the moderator, but you can enter your personal information if you wish to do so.
 - Enter First Name and Last Name separately.
 - Your email should already be entered, but you can change it if you like.
 - You can change your password. It is recommended that you do this so that no one else has access to your ID.

Canyon Vistas & Superstition Views Community
My Calendar Events Views Settings Search Help

Account

Edit User

Username: quilting

First Name:

Last Name:

E-mail address: mfdetmar@hotmail.com

Change Password

New Password:

New Password (again):

- ❑ From the menu, select {Settings}{Preferences}

Canyon Vistas & Superstition Views Community
My Calendar Events Views Settings Search Help

Account

Edit User

Username: quilting

Change Password

New Password:

New Password (again):

Settings menu:

- Assistants
- Categories
- Layers
- My Profile
- Preferences**

- ❑ Your preferences will have be set to default values so you do not need to change them. However, advanced/experienced users may want to change specific items based on personal preference.
 - Make the changes as necessary, then push “Save Preferences”
 - Please do not attempt to modify Non-Users Preferences.
 - If you have any problems or need assistance, contact moderator@mycanyonvista.com

Canyon Vistas & Superstition Views Community
My Calendar Events Views Settings Search Help

Preferences

Modify Non User Calendar Preferences ▼ Do Not Use

Settings Themes When I am the boss Subscribe/Publish Colors

Language

Language: English
Your browser default language is English-US.

Date and Time

Timezone Selection: America/Phoenix Your current GMT offset is -4 hours.

Date format:

Dec 5, 2000	▼	October 9, 2016
Dec 2000	▼	October 2016
Dec 31	▼	October 9
Dec 31	▼	Small Task Date October 9

Time format: 12 hour 24 hour

Week starts on: Monday

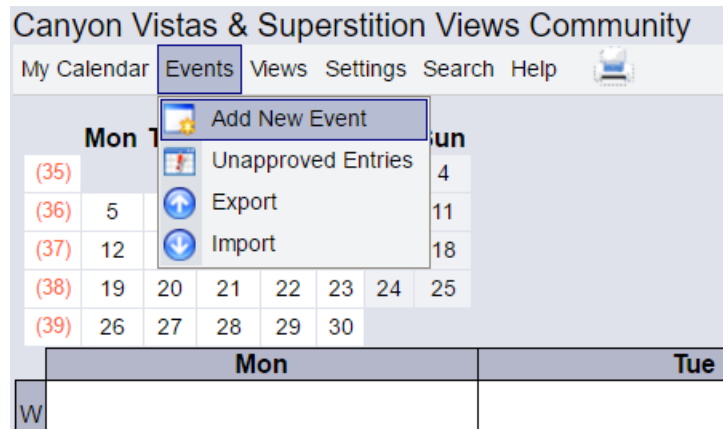
Weekend starts on: Saturday

Work hours: From 6:00am to 9:00pm

Appearance

Entering a new Event

- ❑ From the menu, select {Events}{Add New Event}



- ❑ Complete all Details on the left hand side of the page.
 - Keep descriptions brief to make you event easier to see.
 - Add a location
 - You can add a link (URL) to a website or document.
 - Select the Date for your event.
 - You can leave it as an all-day event, but if there are specific times, then select Timed Event.
 - Enter the time. Remember to click on AM and PM as appropriate.

Canyon Vistas & Superstition Views Community
My Calendar Events Views Settings Search Help

Add Entry (event)

Details Participants Repeat Reminders

Brief Description: Description.....

Full Description: Place any general information here.
It is best to keep descriptions brief.

Priority:
Category:
Edit

Location: Vistas II - Sewing & Quilting Studio

URL: You can place a link here.....

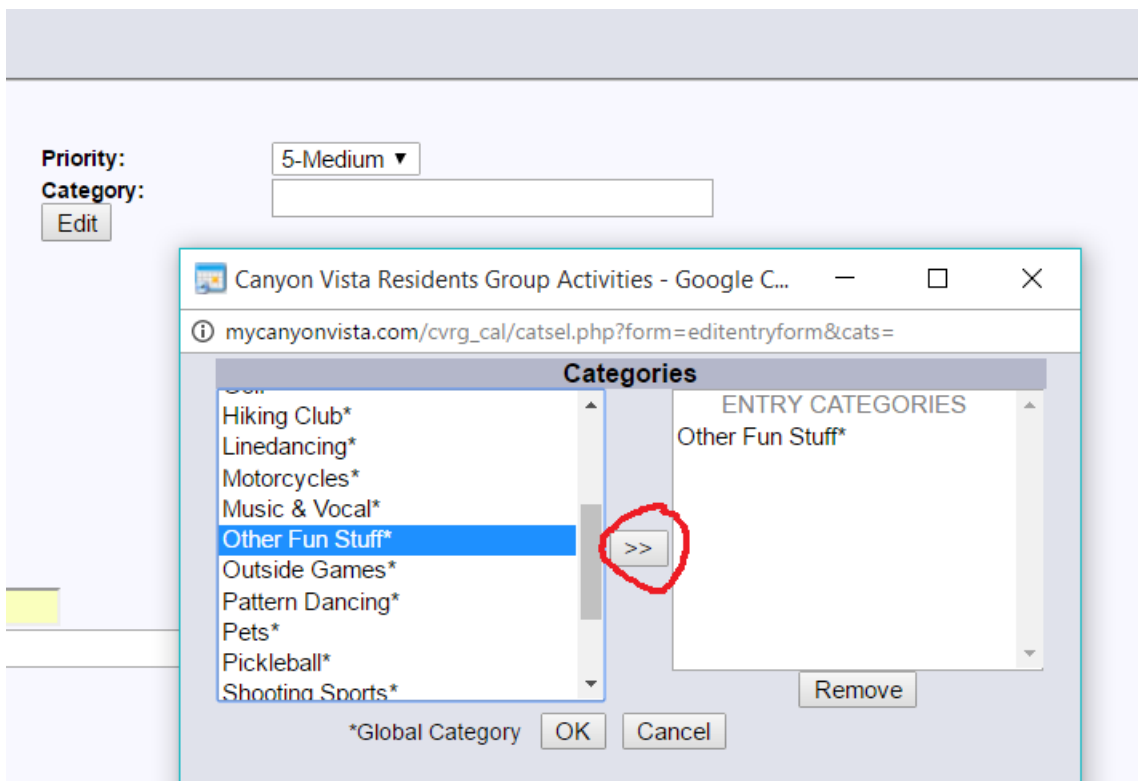
Date: 9 Oct 2016 Select...

Timed event

Time: 9 : 00 : am pm - 2 : 00 : am pm

Save

- ❑ **Important:** Set at least one Category on the right hand side of the page. By entering a category, you allow users to select a specific area of interest which will only display events for that activity.
 - Select {Edit}
 - A pop up will appear.
 - Highlight any category in the left hand selection box.
 - Press the {>>} in the center.
 - The category will then appear in the right hand box.
 - You can enter more than one category, but please keep them to a minimum.
 - After adding all categories that apply, select {OK} to add them to the Event.



- ❑ If this is a one-time event, you are finished. Simply push {Save} on the bottom left of the page.
 - You may get a warning that your event conflicts with a list of other events. Normally, you just ignore this unless one of the conflicts is in your own Category.
 - Confirm that your new event is correct on the calendar. If there are errors, see “Revising/Editing your Event” later in this tutorial.
- ❑ If this event occurs more than once, continue with the following steps.

Repeat Events

- ❑ Select {Repeat} tab.



- ❑ Select the Repeat “Type”. Choices are shown below.

Add Entry (event)

Details Participants **Repeat** Reminders

Type:

Save

- ❑ Complete the information listed.
 - In {Ending}, select either “Use End Date” or “Number of Times”. Enter the date you want the event to end. *Hint: choose the day after your last event date.*
 - Do not use {Frequency}.
 - In {ByDay}, you can select multiple days. For example, if your first event starts on a Sunday, but you also have the same event on Wednesday, you can check off Wednesday as well.
 - In {Exclusions/Inclusions}, you can identify specific days in the time period to either exclude (i.e. Christmas Day) or include (i.e. In one week, you will also have the event on an additional day besides Sunday or Wednesday).

Add Entry (event)

Details Participants **Repeat** Reminders

Type: Expert Mode

Ending: Forever Use end date Number of times

Frequency:

ByDay:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>


Exclusions/Inclusions:

- ❑ When all the information has been entered, select {Save} to save your event.
 - You may get a warning that your event conflicts with a list of other events. Normally, you just ignore this unless one of the conflicts is in your own Category.

Revising/Editing Your Event

- ❑ If after entering a new event you see an error, or if times/dates change, you can edit your event at any time (must be logged in).
 - On your calendar, double-click the event you want to change.
 - A window will appear showing your event information and giving you a number of choices to edit or delete the event.
 - {Edit repeating entry for all dates} will open the original form and you can change the information before saving it. This will change **ALL** events in the series. *Example: you would use this if the start time changed for all you meetings.*
 - {Edit entry for this date} will open the original form and you can change the information before saving it. This will only change the event on that specific date. *Example: you would use this if the start time changed for only one event in a series but all other start times remain the same.*
 - {Delete repeating event for all dates} will delete your event for all future dates. Use this if you want to remove an entire series of events.
 - {Delete entry only for this date} will delete the event on the specific date only. Any other events in the series will remain unchanged.
 - {Copy Entry} is not normally used.
 - {Email all participants} is not used at this time as the calendar is not set up for a specific group. Use the community forum for communicating if you have set up a group there.

Canyon Vistas & Superstition Views Community

My Calendar Events Views Settings Search Help 

Description.....Example

Description:	Place any general information here.
	It is best to keep descriptions brief.
Location:	Vistas II - Sewing & Quilting Studio
URL:	You can place a link here.....
Date:	Saturday, October 15, 2016
Repeat Type:	Daily;Until=October 18 4:00am
Time:	9:00am-2:00pm EDT
Duration:	5 hours
Priority:	5-Medium
Category:	Other Fun Stuff*
Created by:	quilting
Updated:	Monday, October 10, 2016 10:51am EDT
Participants:	quilting Public Access

- Edit repeating entry for all dates
- Edit entry for this date
- Delete repeating event for all dates
- Delete entry only for this date
- Copy entry
- Email all participants

Getting Help and Support

If you need help using the Community Activity Calendar, there are several options available.

1. Support via email or phone. Send an email to the moderator using the link below. You will receive a reply providing an email and phone number.
2. One on One support. Contact the moderator using the link below to set up a meeting time. Depending on the time of year, this can be done very quickly.
3. Group tutorial. Contact the moderator using the link below. Please provide information on the number of people so that a suitable time and location can be set up.

moderator@mycanyonvista.com