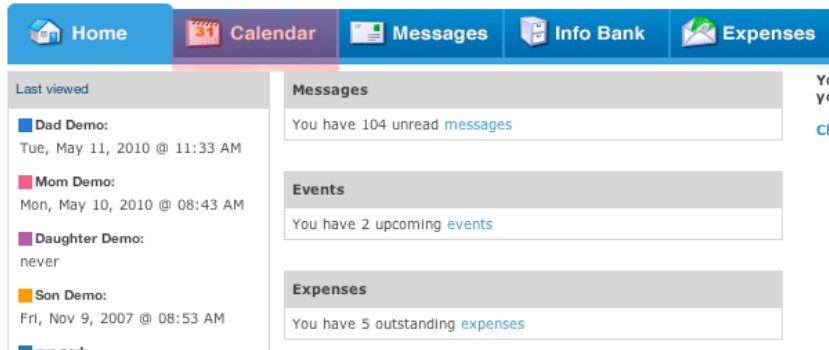
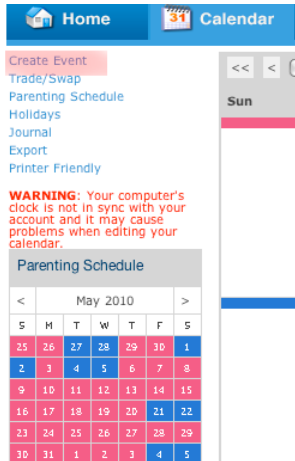


## How do I create a one time event on the calendar?

If you want to schedule an event for the calendar you must first go to the calendar.



1. In the left hand margin you will see the “create event” link.



2. Type a description, location, comments and set the time and date for the event in the appropriate fields.

The 'Create Event' form includes the following fields and options:

- Title:** A text input field.
- All day:** A checkbox.
- Begins:** A date and time selector (1 : 00 : AM on 5/12/2010).
- Drop off parent:** A dropdown menu (None).
- Ends:** A date and time selector (1 : 00 : AM on 5/12/2010).
- Pick up parent:** A dropdown menu (None).
- Repeating:** A dropdown menu (Does not repeat).
- Event for:** A dropdown menu (Neither Parent).
- Children:** A list of checkboxes for 'Daughter Demo', 'Son Demo', and 'xys asd'.
- Location:** A text input field.
- Notes:** A large text area for comments.

3. You may also choose whether this event is an all day event here by checking the “all day” box.
4. If you want to denote who picks up the children and who drops them off, there are drop down menus for each next to the date field.
5. Choose who the event is for (i.e. which children and which parent) or if it is private which means it will only show on your calendar.
6. You can also add an icon to denote the type of event that will show up on the calendar view.
7. When you are finished filling out all of the fields, click on the “create event”