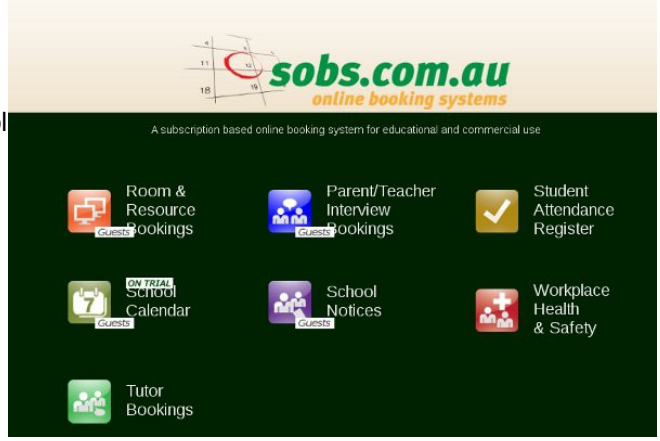
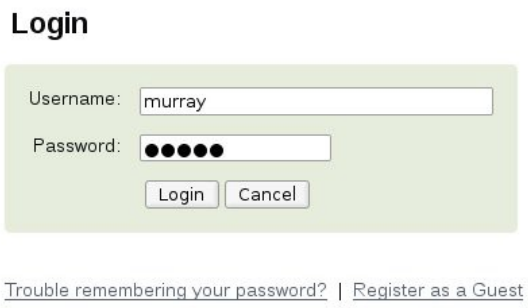
Adding an Event

1. Visit the website http://sobs.com.au (Your school may have a link on your intranet – check there first)



2. Click the 'School Calendar' icon

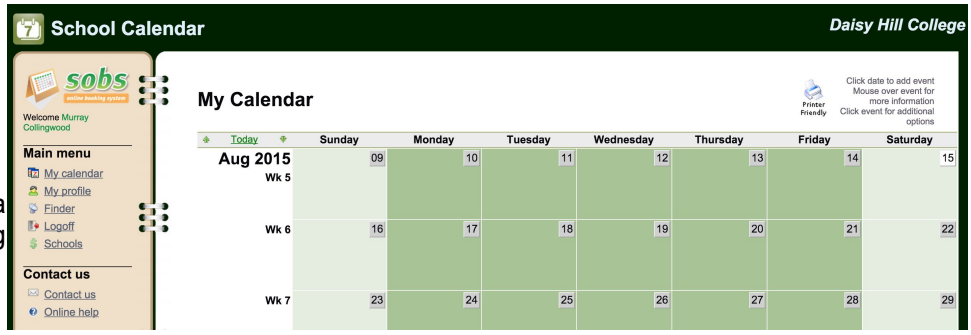
3. If prompted to login enter your username and password. Depending on the authentication method your school uses will depend on what username and password you use here. Check with your IT support if you are unsure.



4. If you can't remember your password you can click the 'Trouble remembering your password?' link. This will prompt you to enter your email address – assuming your email address is the same as the one registered in Sobs the system will immediately reset your current password and send an email with this new password to the address specified. When you next login you will then be prompted to set a new password. If your email is not registered in Sobs then you will get a message indicating that the email was not found.

5. You may also have the option here to register as a guest. This is normally for parents or friends of the school. Staff should see their IT support about obtaining valid login details.

6. After you have successfully logged in you will be presented with the current calendar. The calendar will automatically include a 4 week display starting with the current week. Existing events will be displayed on each day. The darker coloured days indicate regular school days, lighter days are weekends or holidays. Where the colour changes will indicate a different month.



7. **Moving forward and backward –** you can move forward and backward through the calendar by clicking on the arrows in the table heading. Clicking on 'Today' will take you back to the current week.

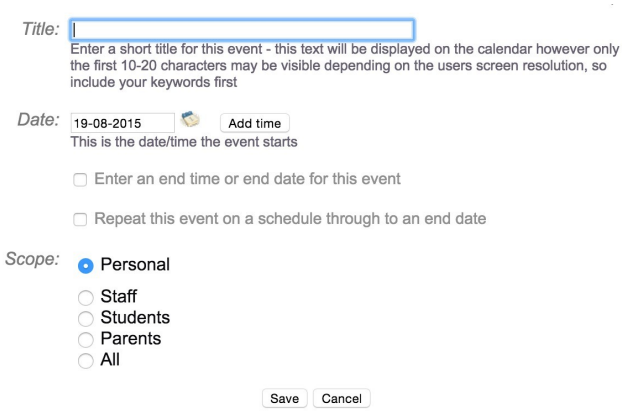
8. **Adding an event** – the numeric dates displayed on each day are clickable, by clicking on the date you will be able to add an event.

All staff will be able to add events, however depending on the security configured for your school there may be a limited number of people who will be able to see your event entry. (See 'Scope' below for more information)

9. **Enter the information** for the event. Begin with a short title to be displayed in the calendar. The calendar only has limited space so the first 2 words are important for people to be able to quickly identify the event you are describing.

   The date you clicked on will be automatically filled in, however you can change this if necessary. You can also click the 'Add time' button if you would like to specify a start time for the event.

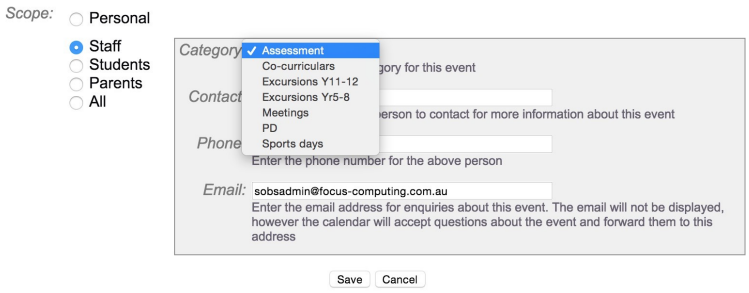
   Optionally you can enter an end date / time, use the checkbox to display these options.



   The following checkbox can be used to repeat this event on a schedule through to a defined end date.

   Lastly we have a Scope for the event. By default an event is considered 'Personal' which implies that nobody else will see this event. Staff are welcome to use the calendar for personal events, reminders about dental appointments or meeting with a parent perhaps.
   If the Scope is changed to Staff, Students, Parents or All then additional options are displayed.

10. **Selecting a scope** – when the event has scope beyond 'Personal', additional options are available.



   The important selection is the Category. Categories are defined by the school and can include a range of different event types. The Category also defines who may or may not see this event (as some have limited audience), and whether approval is required for an event in this category. If you do not have permission to enter events in a particular category then that category will not be listed as an option.

   In addition to selecting a category the system will enter your details into the Contact, Phone and Email fields. If the event is being managed by another person you can update these details before saving the event.

   Finally click the 'Save' button at the bottom of the page.

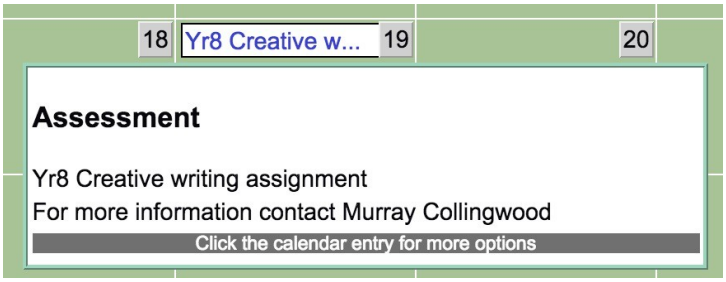
11. **The event display** – An event on the calendar is usually displayed with the first portion of the event title (ensure keywords are used at the beginning of the title when entering a new event).

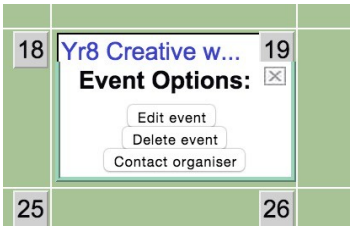
   The colours used to display events are configured based on the category of the event. In my example all events in the Assessment category have blue text with a white background.

   Mousing over the event will popup the Category, the full title and the contact name.

   Clicking on the event will popup a menu of actions, such as Edit, Delete and Contact-the-organiser (via email generally).

12. The mouseover popup display:



13. The popup list of actions available with this event. The Edit and Delete options are only available if you have the appropriate security for this event.

    The Contact option is generally always available and will popup a dialog allowing you to send an email to the organiser (or at least to the email address provided when the event was created).