

Calendar Management: Calendar Home page

SchoolPointe Sample

[CMS Home](#) ► [Calendar Of Events Page](#)

### Calendar Of Events Management

**Add A New Event**

- [Add A Calendar Event \(Quick\)](#) **1**
- [Add A Calendar Event\(Detail\)](#) **2**

**Current Day's Calendar Of Events for 4/12/2007**

<b>3</b>	Name	Starting	Ending	School	Type	
	Parent Conferences	10/19/2006	10/20/2060	Ridgeview Junior High	General Event	<a href="#">Edit</a>

**Bulk Import Management**

- [Bulk Import Events](#) **4**
- [View Bulk Import Data Keys](#)

**Locations & Event Type Management**

- [Location Management](#) **5**
- [Event Type Management](#)

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- 1) Add a Calendar Event (Quick) – quick add for an event. Will not let you add the event to multiple calendars, no monthly calendar views and no attachments.
- 2) Add a Calendar Event (Detail) – this is the view that I demo. Allows the user to post all information about an event and gives a wider range of content posting including document attachments such as event flyers, permission forms, etc.
- 3) Current Day's Events – lists events occurring today to allow for quick edits or cancellations by using the edit link to the right of each event.
- 4) Bulk Import Management – the first link will allow you to download the bulk import in Excel and attach the file, once completed into the system. The second link acts as a legend for filling out the template – school id, location id, etc. This will be covered in the next section.
- 5) Locations & Event Type Management – location management is accessed here and near #6. This will allow you to add additional locations to the event database and be accessible through a dropdown box when adding events (Quick or Detail). Event type management is rarely used as the event types are set once the web site launches (District, athletic, general, etc.).

6 & 7) Allows you to find events. #6 is an advanced search area and #7 is a quick search area that has a minimum number of search options available through the drop down menu.  
 8) Export Events – this will dump all events into an Excel document. Allows for import into another calendar program to make custom calendars. This is a big selling point as not all the calendar systems allow for a full database export – but we do!

Calendar Management:  
Bulk Import

SchoolPointe Sample

[CMS Home](#) ▶ [Calendar Home](#) ▶ Bulk Import Events

### Calendar Bulk Import

[Bulk Import Events Excel Template](#) **1**

**Instructions:** Please use the Excel file template provided above to fill out your calendar of events to be imported. \*\* PLEASE NOTE: Imported events will be ADDED to the system only. You cannot use the bulk import feature to update existing events. Go through the CMS (Content Management System) to remove events or update existing events.


Your results from the import will be displayed in the window below. If there are any rows that are in error when uploading those rows will be skipped and an error message will be displayed below.

Import File:  **2**   **3**

**indexblue** SchoolPointe Administration System v2 provided by IndexBlue

1) Bulk import template – link to the bulk import template. This template once filled out should be saved to the desktop and then go to step 2.  
 2) Browse – click on this button to find the completed bulk import template, then double click on it. The path to the file will appear to the left of the button in the text box.  
 3) Click on the Import Data button to import all events from the template into the database. \*Do not click the import data more than once or try to import the file again as there will be duplicates in the database. Also, before a template is uploaded have the user click on the support link and email the file to SP for review before posting for the first time.

Calendar Management: Bulk Import Keys



SchoolPointe Sample

[CMS Home](#) ▶ [Calendar Home](#) ▶ Bulk Import Key List logout

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**Calendar Bulk Import Keys**

Bulk Import Key listing displays all keys currently being used in the calendar of events system. Use this listing to identify the primary/foreign key relationships needed when bulk inserting events into the calendar system. **Buildings, Event Types** and **Locations** are displayed in the grid below. Use the "Key Value" column when matching your keys up to fields in the spreadsheet for importing.

**Event Type Keys**

Type ID Key	Type Name
1	General Event
2	Athletic Event
24	Community Event
33	Performing Arts

**Location Keys**

Loc ID Key	Location Name
37	All Building
21	Athletics Fields
24	Auditorium
29	Cafeteria
38	Classroom
28	Commons
30	Computer Lab
27	Conference Room
13	Elementary School
19	Field House
41	Guidance
18	Gymnasium
40	Handed Out
44	Henderson Road
8	High School
26	Lecture Hall
39	Mailed
34	Main Office
17	Media Center
22	Media Center
11	Middle School
33	Out of District
23	Performing Arts Center
36	Playground
32	School Grounds
20	Stadium
31	Study Hall
35	Teacher's Lounge
25	Tennis Courts
42	Vocal/Instrumental Music

**School Building Keys**

Building ID Key	Building
1	Pickerington High School Central
2	Pickerington High School North
3	Ridgeview Junior High
4	Lakeview Junior High

**Actions/Activities:**

[Add An Event](#)  
[Find An Event](#)  
[Location Mgmt](#)  
[Event Type Mgmt](#)  
[Bulk Import Events](#)  
[Export Events \(MS Excel\)](#)

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**Quick Event Search**

Search For:

In:

Also See:

This section is accessed under Bulk Import Management > View Bulk Import Data Keys.

- 1) Event type keys – specified event types when we setup the SP site
- 2) Location keys – locations entered by SP initially when we bulk import your calendar data and any location that are entered through the "Location Mgmt" in the Actions/Activities area under Calendar Management.
- 3) School building keys – building keys for all schools in the district.

Calendar Management:  
Add a Calendar Event (Detail)

**SchoolPointe Sample**  
CMS Home | Calendar Home | Add Event | logout

**Add A New Calendar Event**  
Instructions: Please provide as much information as you would like about your new event on the form below. There are many things you can include with your new event. If you omit a piece of information that is required you will be notified.

**Event Basic Information**

Name:  1

Location:  2

OR

3

Contact:  4

Description/Directions:  5

Type:  6

Dates/Times: 

Starting Date/Time							Ending Date/Time						
April 2007							April 2007						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
25	26	27	28	29	30	31	25	26	27	28	29	30	31
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	1	2	3	4	5	29	30	1	2	3	4	5

(mm/dd/yyyy format) (mm/dd/yyyy format)  
4/12/2007 4/12/2007

At (hh:mm format) AM 8 (hh:mm format) AM

NOTE: Leave blank for none

**Calendar Event Placement (Schools)**

Placement:  Select All Locations 9

- District Event
- Pickerington High School Central
- Pickerington High School North
- Ridgeview Junior High
- Lakeview Junior High
- Diley Middle School
- Harmon Middle School
- Fairfield Elementary
- Heritage Elementary
- Pickerington Elementary
- Violet Elementary
- Tussing Elementary
- Learning Steps Preschool

**Calendar Event Document**

Attachment:  10

Doc Title:

11

- 1) Name – enter the name of the event (i.e. Basketball Game)
- 2) Location – a drop down box of all locations that are in the SP database. Additional locations may be entered in Location Mgmt (#3). If you do not select a location from the drop down box you can manually type in a location in the Rich Text Box under the drop down box and it will override the drop down box selection.
- 3) Location Mgmt. – area to enter additional frequently used locations that can be selected from the drop down for future use when entering events in Detail and Bulk methods.

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|  | <p>4) Contact – enter a person’s name, email address, phone number, etc. in this text box.</p> <p>5) Description/Directions – area to type in a description for the event. Directions can be copied and pasted from MapQuest or Google Maps – copy and paste the URL into this window.</p> <p>6) Type – select the type of event for this entry. For example, we usually have General, Athletic, Building type events. Selecting the type of event here is important because at the district calendar you can build a custom calendar view that specifies event type and building – so make sure to select the correct event type here.</p> <p>7) Dates/Times – clickable monthly calendar views to select start date and end date. In addition, dates can be manually entered into the fields under the monthly calendar views. Events can span multiple days or weeks and will appear on each day within the date range that is selected. 8) Times are entered below the date fields. If an event is an all day event do not enter a start or end time. If you do not know an end time this field can also be left blank.</p> <p>9) Calendar Event Placement – select all locations checkbox to post this event to all calendars including the district homepage. A “District event” is an event that appears on the main district homepage. All other checkboxes appear at each school building or on the selectable district calendar.</p> <p>10) Calendar Event Document – area to attach documents to the individual event. Types of attachments are event flyers, permission forms, etc. The event document is accessible through the detail event view on the public side.</p> <p>11) Save or Save &amp; Close will post the event to the calendar.</p> |
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