

## Building Use Calendar

The Building Use Calendar sample below is a week view showing Community Hall events ([blue text](#)), Jacobs Road (black text) and Internet Pods([red text](#)). Users can filter on Community Hall to see only events at that location, or Jacobs Road to see only events there. Users can also filter on Internet Pods to only see that use. Filtering is done using the **Select Category** drop down which list the three choices above.

Community Hall and Jacobs Road

Reservations & Events

Search

Export

Internet Use Request

Print

Help

Login

January 2021

M T W T F S S

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

◀ February 15 - 21, 2021 ▶

Today

Go to Date

March 2021

M T W T F S S

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

Select Category

Select one or more...

Select Location

Select one or more...

Go

Month

Week

Day

List

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
15 President's Day	16	17	18	19	20	21
<ul style="list-style-type: none"><li>7:30am - 4:00pm Tri-Wire</li><li>8:00am - 3:00pm Remote Learning</li><li>12:00pm - 3:45pm PMcGahan@JR-Pod7</li></ul>	<ul style="list-style-type: none"><li>7:30am - 4:00pm Tri-Wire</li><li>8:00am - 3:00pm Remote Learning</li><li>11:00am - 2:30pm Town Nurse</li><li>12:00pm - 3:00pm Pod Use</li></ul>	<ul style="list-style-type: none"><li>7:30am - 4:00pm Tri-Wire</li><li>8:00am - 3:00pm Remote Learning</li><li>10:00am - 1:00pm RHill@JR-POD6</li><li>12:00pm - 3:00pm Pod Use</li></ul>	<ul style="list-style-type: none"><li>7:30am - 4:00pm Tri-Wire</li><li>8:00am - 3:00pm Remote Learning</li><li>10:00am - 1:00pm RHill@JR-POD6</li><li>10:00am - 2:00pm Town Nurse</li></ul>	<ul style="list-style-type: none"><li>8:00am - 3:00pm Remote Learning</li><li>8:00am - 1:00pm RJHill@JR-Pod3</li><li>12:00pm - 3:00pm Birthday Party (wishful thinking!)</li></ul>		

## Using the Calendar for Pod Reservations

This process is an adaptation of the Calendar Event Suggestion form. The requester enters an Internet Use Request (Calendar Event Suggestion) which is received by administrator(s) through email.

On receipt of the email, the Administrator logs into the account and (1) adds the requestor to the mailing list, (2) edits the request, and (3) saves the request. The save places the Pod assignment in the calendar and sends a notice to the requestor.

## Internet Use Request Form

The Administrator and the requestor both receive an email notifying that a request has been made. The emails differ slightly.

Email received by requestor.

Calendar Event Suggestion

cwsender@calendarwiz.com  
To heathconnects@gmail.com

**- Calendar Event Suggestion -**  
([click here to open full calendar](#))

This is a notification that an event, **Internet Pod jr**, has been suggested for addition to the calendar by **MFreeman** at email: [heathconnects@gmail.com](mailto:heathconnects@gmail.com)

This suggestion has been sent to the calendar administrator for review and approval. Thank you for your suggestion.

**Event Summary: Internet Pod jr** occurs on **Fri, Feb 26, 2021** at **12:00pm** to **3:00pm**

**Description:** pod use

**Location:** Jacobs Gym

Email Received by Administrator

Calendar Event Suggestion

cwsender@calendarwiz.com  
To pmcgahan75@gmail.com

**- Calendar Event Suggestion -**  
([click here to open full calendar](#))

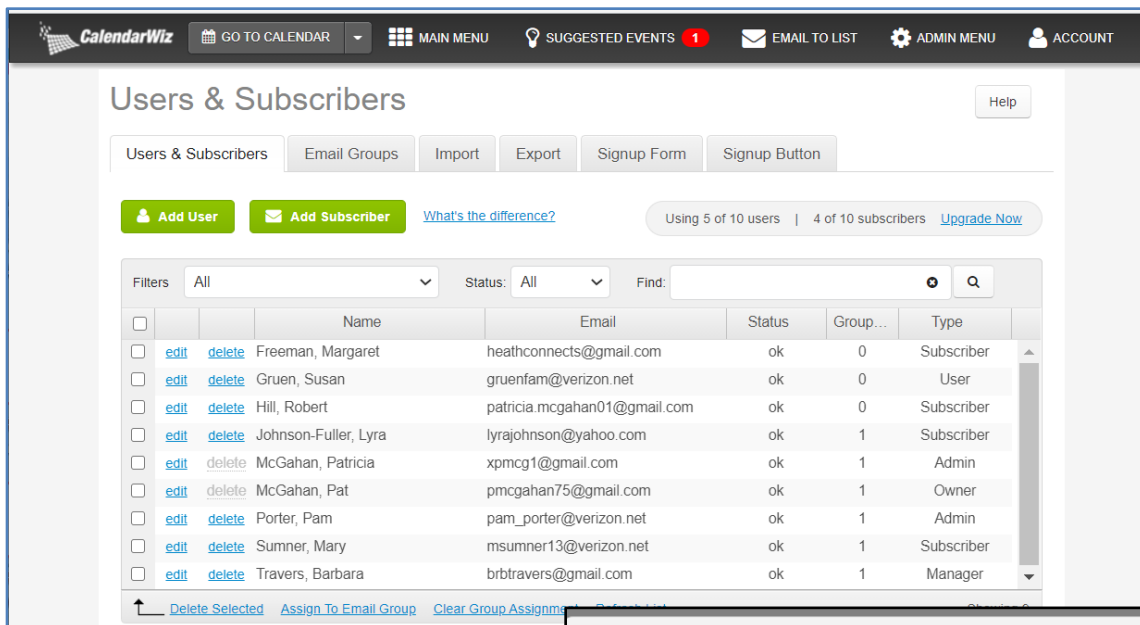
This is a notification that an event, **Internet Use**, has been suggested for addition to the calendar by **Harold witt** at email: [heathconnects@gmail.com](mailto:heathconnects@gmail.com)

To review, approve or reject this event, please login to your calendar and click on the "**Suggested Events**" button.

**Event Summary: Internet Use** occurs on **Thu, Feb 25, 2021** at **12:00pm** to **3:30pm**

## Administrative Steps

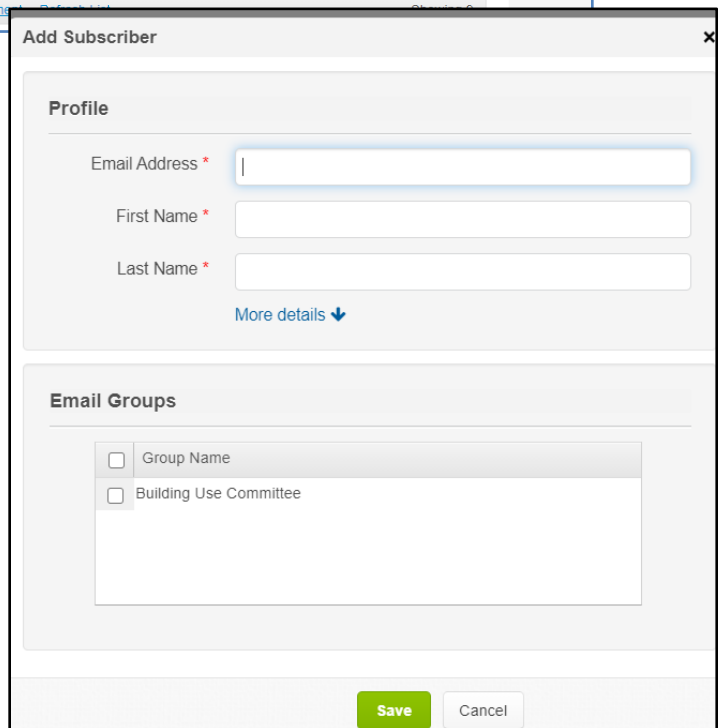
- 1) **Add the Requestor to the Subscriber email list.** This is used to notify the user that the request is approved.
  - a. Login as Administrator
  - b. Select **Admin Menu** from the top menu bar.
  - c. Under **Calendar Settings** select **Users & Subscribers**
  - d. On the **Users & Subscribers** page select the **Add Subscriber** button (NOT Add User) to add the requestor to the mailing list.
    - a. Their email address is in the request that you received.



The screenshot shows the 'Users & Subscribers' page in the CalendarWiz interface. The page has a top navigation bar with 'GO TO CALENDAR', 'MAIN MENU', 'SUGGESTED EVENTS', 'EMAIL TO LIST', 'ADMIN MENU', and 'ACCOUNT'. Below the navigation bar, there are tabs for 'Users & Subscribers', 'Email Groups', 'Import', 'Export', 'Signup Form', and 'Signup Button'. The 'Add Subscriber' button is highlighted in green. Below the buttons, there is a table of users and subscribers. The table has columns for Name, Email, Status, Group, and Type. The table contains 10 rows of data, including Freeman, Margaret; Gruen, Susan; Hill, Robert; Johnson-Fuller, Lyra; McGahan, Patricia; McGahan, Pat; Porter, Pam; Sumner, Mary; and Travers, Barbara. The 'Add Subscriber' button is highlighted in green.

### Add Subscriber

Just enter the required fields and leave the **Email Groups** unchecked.



The 'Add Subscriber' form is shown. It has a 'Profile' section with fields for 'Email Address \*', 'First Name \*', and 'Last Name \*'. Below these is a 'More details' link. The 'Email Groups' section has a checkbox for 'Group Name' and a checkbox for 'Building Use Committee'. At the bottom are 'Save' and 'Cancel' buttons.

## 2) Check Pod availability by filtering on Internet Pods.

1. Under **Select Category** (blue arrow), choose **Internet Pods** from drop down and then select **Go**. This will show all pods currently assigned.
2. Decide what Pod to assign and then click on **SUGGESTED EVENTS** on the top menu bar. There should be a number in a red circle which indicates the number of unapproved suggested events.

Community Hall and Jacobs Road  
Reservations & Events

+ ADD EVENT    💡 SUGGESTED EVENTS **1**    ✉ EMAIL TO LIST    ⚙ ADMIN MENU    👤 ACCOUNT

Search   Export   Internet Use Request    Print   Help   Logout

January 2021    February 15 - 21, 2021    March 2021

Select Category: Internet Pods    Select Location: Select one or more...    Go

Month   Week   Day   List

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
15 President's Day + ● 12:00pm - 3:45pm PMcGahan@JR-Pod7 (edit)	16	17 + ● 10:00am - 1:00pm RHill@JR-POD6 (edit)	18 + ● 10:00am - 1:00pm RHill@JR-POD6 (edit)	19 + ● 8:00am - 1:00pm RJHill@Pod3 (edit)	20	21 +

- 3) The Suggested Event Form window shows all unapproved events. Click on [edit](#) to begin making changes.

## Suggest Event Form

Review Events    Suggest Event Setup

Event requests submitted through your calendar's suggest event form are listed below. Click the edit link to review, edit, and save events to your calendar. Use the suggest event setup tab to customize the form.

Show: ☒ New   ☒ Draft   ☐ Saved    Search:    ✖    🔍

Title	Category	Suggested By	Submit Date	Status
<a href="#">edit</a> <a href="#">delete</a> Pod Use	Internet Pods	Robert Hill	2021-02-14	New

#### 4) **Edit Event** Window

There are 6 tabs in the Edit window but only 3 are needed—the **Event** tab, **Invite & Remind** tab, and **Location** tab.

- **Event** tab: Change the highlighted fields on the Event tab as described below and shown on the sample form.
  - i. **Title** field: change whatever the requestor put on the *Title* line of the request to the requestor's Initials and Last Name.
  - ii. **Select Category** field: Make sure *Internet Pods* is selected
  - iii. **Select Category Mirrors** field: Select *Jacobs Road*

The screenshot shows the 'Edit Event' window with the 'Event' tab selected. The form is divided into two main sections: 'Details' and 'Repeating'.

**Details Section:**

- Title \***: RHill@JR-Pod9
- ☐ All Day Event ☐ No End Time
- Start**: 2/16/2021 12:00pm
- End**: 2/16/2021 3:00pm
- Select Category \***: Internet Pods
- Select Category Mirrors**: Jacobs Road

**Repeating Section:**

- ☐ Never
- ☐ Every day
- ☐ Once every 2 days
- ☒ Every 1 weeks on Tuesday, Wednesday
- until \***: 3/31/2021
- ☐ On the first in the month
- ☐ Monthly by date

- **Invite & Remind tab**

Click the **Send** box, change the drop down to **Announcement**.

Under **Send emails to ...** choose **The People I Select**, which brings up a checklist.  
Select the name of the requestor that you previously added to this list.

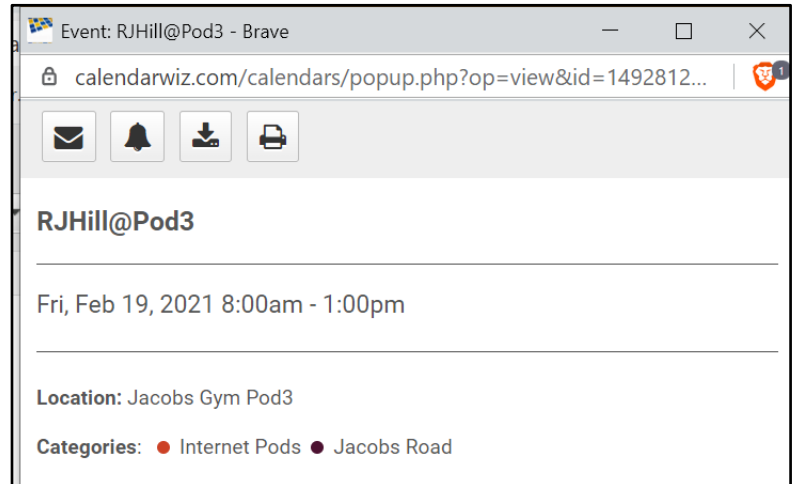
- **Location Tab: Saved Locations** field. Use the drop down to select *Jacob's Gym*.

5) Select **Save** at the bottom of the window.

This approves the request, places it in the calendar, and sends email to the requestor and administrators.

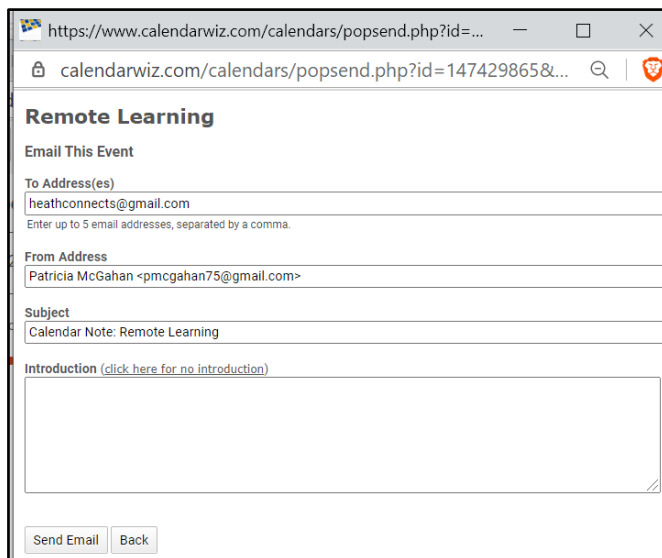
## Follow-up Email

If for any reason, you would like to send a follow-up email, or you forgot to add a recipient when updating the form, there is a simple form that pops up if you click on any event.



The screenshot shows a web browser window titled "Event: RJHill@Pod3 - Brave". The address bar displays "calendarwiz.com/calendars/popup.php?op=view&id=1492812...". Below the address bar are icons for email, notifications, download, and print. The main content area displays the event details for "RJHill@Pod3". The date and time are "Fri, Feb 19, 2021 8:00am - 1:00pm". The location is "Jacobs Gym Pod3". The categories are "Internet Pods" (indicated by a red dot) and "Jacobs Road" (indicated by a purple dot).

Clicking on the mail icon brings up a new window. The limitation is that there is no drop down email list so that would need to be entered manually. And the **Introduction** field should be cleared as it makes no sense in our context.



The screenshot shows a web browser window titled "https://www.calendarwiz.com/calendars/popsend.php?id=...". The address bar displays "calendarwiz.com/calendars/popsend.php?id=147429865&...". The main content area displays the event details for "Remote Learning". The form includes fields for "To Address(es)" (with the value "heathconnects@gmail.com"), "From Address" (with the value "Patricia McGahan <pmcgahan75@gmail.com>"), and "Subject" (with the value "Calendar Note: Remote Learning"). There is a link "Introduction (click here for no introduction)" and a large text area for the introduction. At the bottom are "Send Email" and "Back" buttons.