

Tips on setting up calendars and calendar categories in Que Centre

Calendars are usually created according to the types of events they will show rather than the location. When viewing the calendar, events can be filtered by location if desired.

Some typical Calendars include:

Athletics

Community events

Music Arts

Community Education

District Wide

Calendar Categories are groupings for events on a specific calendar. Below are some categories that typically may be associated with a calendar:

Calendar: Athletics

Categories: Boys Varsity Sports

Girls Varsity Sports

Football

Basketball

Calendar: Community Events

Categories: Blood drive

PTSA meetings

BOE meetings

Boy Scout Meetings

Calendar: Music Arts

Categories: Performing arts boosters (could go with community events)

Musical auditions

Musical Practice

Drama Club

Holiday concerts

Calendar: Community Education

Categories: Computer classes

Self improvement classes

Basket weaving

Calendar: District Wide

Categories: General meetings

School vacations/holidays

In general, Calendars should be a broad topic and Calendar Categories should be more specific items that “fit” under those topics. Calendars and Categories should not be locations because you have to choose a complete location (building, floor and room) when you create an event, and the calendar can be filtered by location when viewing it.

The above examples are intended to give you a starting point in creating calendars and categories. If you have more than one building that will be scheduling events, it is best to make the Calendars broad so they are relevant to all or most locations. That will reduce the number of choices that will be available, thus avoiding confusion.