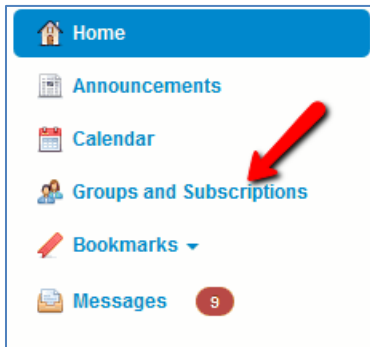


HOW TO CREATE A CALENDAR ENTRY IN THE MYUSF PORTAL

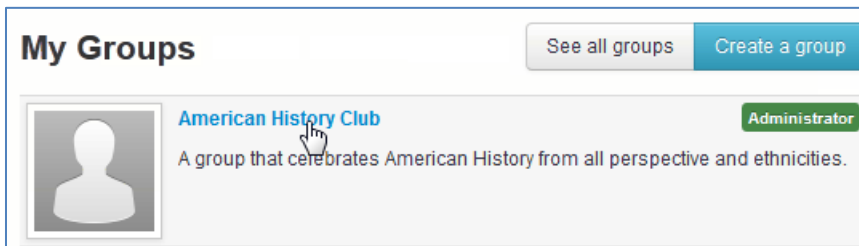
You must be an **administrator** of a *group* in order to create an entry in the calendar within the portal.

Assuming that is the case,

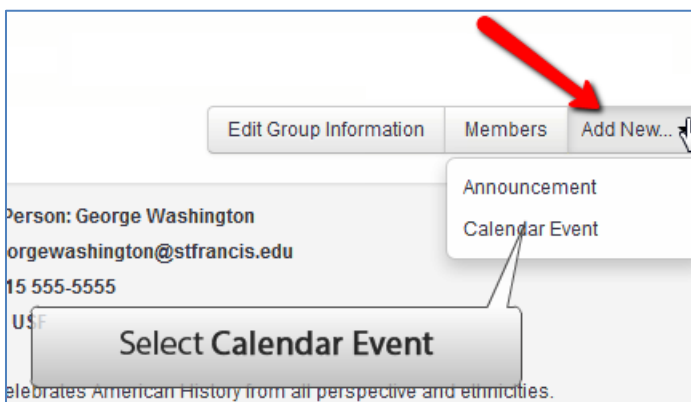
1. Click on “Groups and Subscriptions on the home page of the portal.



2. And, select your group. In the example shown, the fictional student George Washington is the administrator of the group shown.



3. Click the “Add New” button and select “Calendar Event”



- Using the “Create the New Event” form, fill in the information of your event. Notice in the image shown that when you click on the date-setting tool, you open up a virtual interactive calendar whose date you can navigate to and select.

Create a new event

Fill in these fields.

Title: Fourth of July Celebration

Type of Event: Community Event

All Day Event:

Starts: 04/25/2013 at

Ends: [Calendar pop-up for July 2013, date 11 selected]

Happens: ...more fields ...

Select the date

- Finish making your entries, and include some information in the content editor.

All Day Event:

Starts: 07/04/2013 at 07:00 PM

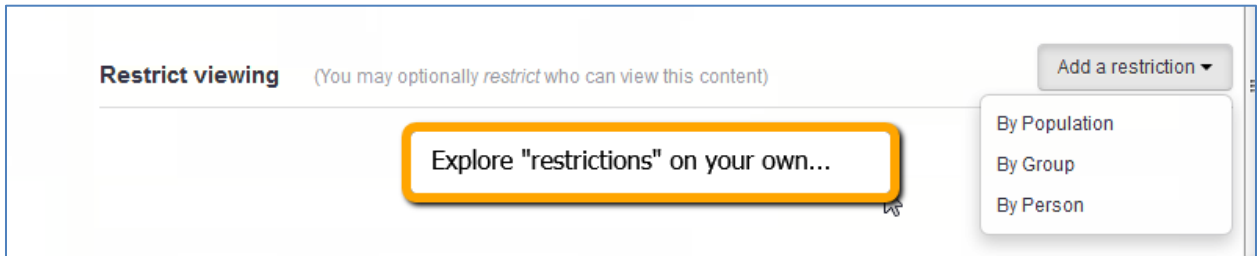
Ends: same day at 09:30 PM

Happens: just once

... as you finish making your entries, you will gradually make your way to the content editor, where you type information about the new event.

Join us for hot dog

6. If you wish to restrict the event to a certain population or individual, you can do so as you complete the new event form.



7. When finished, click the "Save" button.



8. And view the result.

