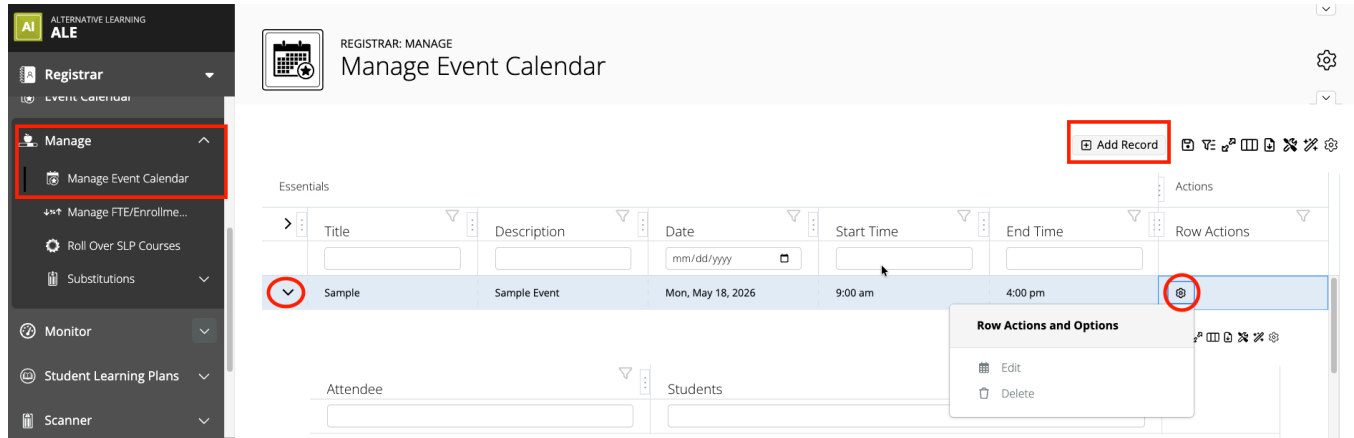


ALE Registrar: Manage Event Calendar

Here, you will learn to manage the event calendar.

1. Start by selecting **Manage** in the left navigation menu, then choose **Manage Event Calendar**.



2. Click **Add Record** in the upper right side of the table.
 - a. Fill out the **Title, Description, and Location** fields.

Details

Title (required)

Description (optional)

Location (optional)

- b. Select **Yes/No** from the **Records Attendance** and **Required Registration** field.

Records Attendance (optional)

Required Registration (optional)

Maximum Participants (optional)


- c. Fill in the **Maximum Participants** field numerically.
- d. Select **Occurs Once/Date Range** from the **Event Type** field.
 - i. If choosing **Occurs Once**, select the **Event Date**.


Event Type (required)



Event Date (required)



ii. If choosing **Date Range**, select a **Start and End Date**.


1. Click the **magnifying glass** in the **Weekday(s)** field, click the **checkbox** next to the days, and click **Accept**. An event will be scheduled each weekday between the start and end dates.


Event Type (required) 

Date Range 



Start Date (required)  



End Date (required)  

Weekday(s) - An event will be scheduled on each selected weekday between the start and end dates. (required) 





e. Click the **checkbox** if the **Event is All Day** or select the **Start and End Time**.

(optional)  Event Is All Day 

Start Time (optional)  

HH : MM AM

End Time (optional)  

HH : MM AM

f. Click **Save**.

3. Click the **Row Action Gear** on the right side of the table and choose **Edit** or **Delete**.
4. View a list of **Attendees** for each event by clicking the corresponding **arrow** on the left side of the table.