

## The Event Calendar

The **Event Calendar** allows you to see events at a glance—both at a high level, and when filtering locations, services or statuses, at a granular level. Multiple views including monthly, weekly and agenda views allow you to see and share in the way that best helps you manage upcoming events.

Clicking on any event on the calendar will produce a popup summary of event details and a “more details” link to open the event’s reservation details page (see the *Reservation Details User Guide for more information*).

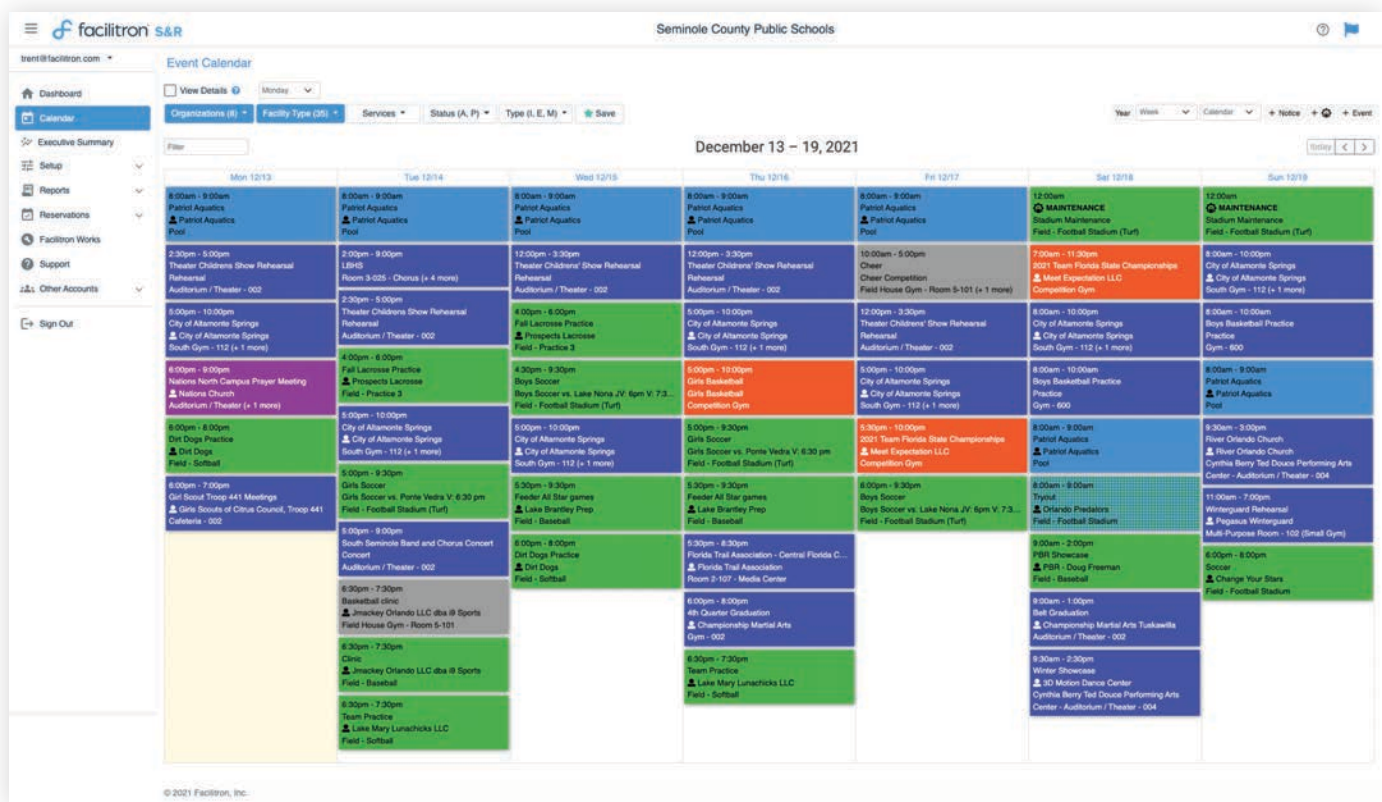
### Accessing the Event Calendar

Log into your account from [facilitron.com](http://facilitron.com) and select your organization from the drop-down menu.

If your organization’s name isn’t available or you don’t see the Select Account popup window upon log in, then you aren’t associated with your organization’s account and will need to be added. Contact Facilitron support.



Upon successfully logging in and selecting your account, you will arrive at the **Dashboard**. On the left sidebar of the Dashboard, click on the Calendar tab to access the **Event Calendar**.



### Calendar Filters

The **Event Calendar** features filters which allow you to choose which events appear on the calendar based on facility type, configured services (such as HVAC, custodial or security), event status (approved or pending) and event type (internal or external).

Accounts with sub-accounts, such as a school district account with individual school sub-accounts, will feature an additional filter for “Organizations.” By choosing a combination of filters, users can view very specific sets of events—for example, all the approved events that include HVAC and custodial in the gyms at a specific location.

## Calendar View Options

Several view options are available including an option to have the calendar week start with a traditional Sunday-first view, or alternatively a Monday-first view, our default view. Starting the week on Monday allows weekend events to conveniently appear together at the end of the calendar week.

Other views include by month, week or day and an additional 4-weeks option. The 4-weeks view is similar to the month view, only it shows the current week plus the upcoming 3-weeks instead of the calendar month.

## Agenda View

The agenda view presents events in a list format by date with columns for location, reservation name, facility and services. Using filter options, you can view specific types of events such as internal or external. Pending events, however, are not visible on the agenda view.

This view also has options for printing, emailing or downloading into a spreadsheet—convenient for sharing upcoming events with services such as custodial or security.

	Owner	Reservation/Name	Service	Facility
Mon 12/13/2021	Hagerty High School	6TZYFD3HRBFS Live Stream Jazz Band Concert Internal		Room 9-107 - Band Room (+ 1 more) (Building 09)
	Lake Brantley High School	GFDXW6USJIT Patrol Aquatics Patrol Aquatics		Pool (Pool)
	Lake Howell High School	8KDANBEEGAGM Theater Childrens Show Rehearsal Rehearsal Internal	1 Theater Utilities (2 hrs) 1 2 Hours HVAC (COVID-19) Auditorium (24 hrs) 1 COVID-19 Supply Costs - Auditorium (24 hrs)	Auditorium / Theater - 002 (Building 06)
	Hagerty High School	MHCLMKGJEMIS Piano Recital Setup Chris Hickey Internal	1 COVID-19 Supply Costs - Auditorium (24 hrs) 1 2 Hours HVAC (COVID-19) Auditorium (24 hrs) 1 Theater Utilities (2 hrs)	Auditorium / Theater - 104 (+ 1 more) (Building 09)
	Lake Brantley High School	70USCARPP1NF City of Altamonte Springs City of Altamonte Springs	1 COVID-19 Supply Costs - Gym (24 hrs) 1 Large Gym Utilities (5 hrs) 1 2 Hours HVAC (COVID-19) Gym (24 hrs)	South Gym - 112 (+ 1 more) (Building 06)
	Idylwilde Elementary School	ASKP7RAXX1Q7W Girl Scout Troop 441 Meetings Girls Scouts of Citrus Council, Troop	1 Cafeteria Utilities (1 hr) 1 COVID-19 Supply Costs - Cafeteria (24 hrs)	Cafeteria - 002 (Building 02)

## Saving Calendar Views

Facilitron calendar views can be customized and saved.

**To create and save a new calendar view:** Select a desired combination of calendar filters and view options. Click the “Save” button and name your “Smart Filter” combination in the modal window (right) and click submit.

Smart Filter

All filters will apply as they are currently set

Filter Name

Your default calendar will load with the current view (Week /starting Monday) and automatically apply this Smart Filter.

Cancel Submit

Once saved, the calendar will default to your new view and will automatically apply the filter set. For multiple saved views, choose from the list by clicking the star. The calendar will always default to your last viewed set.

## Creating Events on the Calendar

There are 3 types of events that can be added to the Event Calendar:



1. Internal events or schedules with the **+ Event** button
2. Maintenance activities such as a floor resurfacing with a **Maintenance Block** (the **+ Maintenance icon**)
3. Notices not associated with reserving a facility such as holidays or a team’s away games with **+ Notice**

**+ Event** is intended for entering internal schedules and requests only. Entering internal schedules may be required for coordination of services (i.e. HVAC/custodial) but also to ensure that availability for other requests, including community requests, is up-to-date and accurate. **+ Event** is not to be used for entering community requests or requests from any outside organizations, even if no fees are associated.

**Maintenance Blocks** are used to schedule maintenance activities such as repairs or construction and to remove availability so that other events cannot be scheduled or requested.

**Notices** do not remove availability. Notices only add general notes/events to the calendar.