

How to add/edit calendar event on Buoyancy Calendar

- 1 - on the calendar page in intranet – click on ‘add/edit event**
 - 2 - you are now in the dashboard area of the site.** Click on ‘My calendar ‘ – on the top left hand side of dashboard
 - 3 - enter** - a short title eg ‘Ria on leave’, ‘COM meeting’, ‘Ming booking’
 - event host – it will show your login name as default (this info doesn’t matter too much)
 - 3 - a description (optional)** eg this could be more info , details of a meeting – the address, whether someone is covering your days off etc
 - 4 Select the category for the event – this is important** –it will determine where the info will be displayed .
COM Meetings, staff leave, general, will appear on the main calendar in the intranet.
For Castlemaine bookings - select ‘Castlemaine’ as the category, otherwise it won’t show on the castlemaine booking calendar.
 - For COM meetings - select COM – these dates will then appear in the intranet ‘upcoming events’ section (homepage of staff and COM)
 - For AGM - select general (this category will also appear in ‘ upcoming events’ section for staf and com.
 - 5 Select date** - click on the date, and a mini calendar will open up, so you can select the date you want. If start time is not relevant, enter 0.
- * For staff leave entries** – it may be better to enter the days that you are meant to work, and will be away, rather than the whole period you are away. You an add extra info

(who is covering for you etc) in the description. Don't forget to write the dates in the Buoyancy book also – the online calendar is designed for longterm planning of leave, rather than daily managing.

6 When finished - make sure you click on 'update' to save the event.

Your event will appear in the list of events at the bottom of the page. You can edit it, delete it or if you want to enter another similar event, click on 'copy'

Your event should also appear on the general calendar, or the castlemaine booking calendar, depending on what category you selected. To view the calendar – go back to intranet and click on 'calendar' or 'castlemaine bookings – booking calendar'