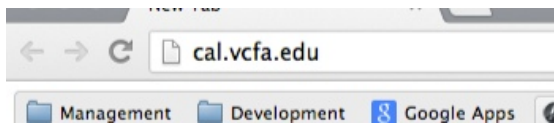




Adding an event to your Commons Site Calendar

First make sure you have access to your commons site calendar. If you do not please contact your program director to have them set you up.

Open up your favorite browser and in the address bar type in <http://cal.vcfa.edu>



If you are not already signed into your VCFA email or commons site you will come to the login page. Enter your userid, firstname.lastname, and your password and click on the 'Sign in' button.

A screenshot of the login page for the Vermont College of Fine Arts Commons site. The page has a light green background. At the top left, it says 'ARTS'. The main heading is 'Sign in to your account at Vermont College of Fine Arts'. Below this, there are two input fields: 'Username:' with the text 'peter.timpone' and '@vcfa.edu' below it, and 'Password:' with a masked password '.....'. There is a checked checkbox for 'Stay signed in' and a 'Sign in' button. At the bottom, there is a link that says 'Can't access your account?'. To the right of the login box, there is a partial view of a sidebar with the text 'Org:' and 'Welc:' and a small circular logo.

Your VCFA Calendar will open up. The calendar page is broken down into three sections:

On the left hand side you will see a red button to create events and 'My calendars' a listing of all the calendars you either have created for yourself or have been shared to you. To activate/deactivate a calendar click the square box next to the calendar name under 'My Calendars'. When the box is colored the calendar will be active.

Calendar

Toda

CREATE ▼

▼ August 2013 < >

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

▼ My calendars ▼

- Peter Timpone
- Angela Timpone
- AV Setup
- awg
- Cheryl Payment

▶ Other calendars ▼

Sun

28

4

11

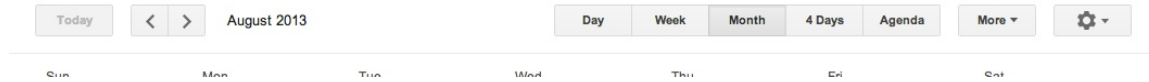
18

25

On the right hand side you will see your calendar and all your events.

28	29	30	31	Aug 1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

On the top you will see a list of buttons. Here you can move your calendar to previous or future months, change the view from day, week, month, etc. and print out your calendar (under the 'More' button). The last button, the gear icon, is more advanced feature that we will not be covering in this document.



To create an event click the red 'Create' button on the upper left hand side. This will open up a new window.

← **SAVE** Discard

A

to [Time zone](#)

All day Repeat...

Where

Video call [Add video call](#)

Calendar **B**

Description

Attachment [Add attachment](#)

Event color

Reminders **C**

[Add a reminder](#)

Show me as Available Busy

Privacy Default Public Private

Enter in a title for the event and specify the date and time (A) (If the event is all day put a check mark in the 'All Day' box.)

Specify which calendar you want the event to show up on (B). Click the drop down and you will see a list of all the calendars you have access to. Click the one you want to post the event to.

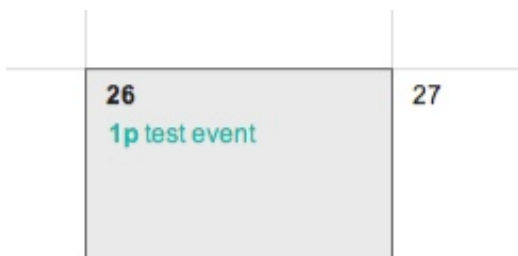


Set up how the alert will be sent and when it will go off (C)

If you want to invite other people to the event enter their names under the 'Add: Guests...' field on the right hand side and click 'Add'. (You can also enter in a group name and all the folks within the group will be alerted.)

Add: **Guests** | [Rooms, etc.](#)

When you are done click the 'Save' button on the upper left hand side. Once your event is saved you will be returned to your calendar page. Your event will show up on the calendar like this:



If you have any questions or issues please contact either your program director or VCFA IT Department.