# What to watch for on your website and app Regarding the calendars:

| If an event is wrong on the Website or in the App: | Correct in SchoolDude? | Still wrong on the Website or App? |
|---|---|---|
| • Make sure it is correct in SchoolDude | • Sync your calendar on the website | • Contact Kendra so I can check: <br>  ◦ SchoolDude <br>  ◦ EventPublisher <br>  ◦ Website <br>  ◦ App <br>  ◦ and correct it! |
| • Make sure the event was made public in SchoolDude | • Should be corrected within 15 minutes | |

# How to Sync the Calendar

1. After logging in, click your name in the top right corner. Then click "Admin Tool".

## Admin Options

**Site Master Dashboard**

| CMS User Security | Master Calendar |
|---|---|
| Master Staff | Closings & Alerts |
| Communications | Job Placement |

## Site Sections

**View Your Website Homepage**

**ADA Dashboard**

**Create HTTP Redirect Folders**

...trict News

**②** Century Elementary School

2. Click on your school name.
3. Click on "Event Calendar".

## Section Management

**③**

| Event Calendar | Homepage Slideshow |
|---|---|
| | Staff Management |
| Survey/Form/Quiz Management | Blogs |

**Century Elementary School**

965 N. Sunnyside
Clovis, CA 93611
Phone: (559) 327-8400
Fax: (559) 327-8490

**Edit Section Information**

# Event Calendar Home

## Manage Event Groups

**④**

➕ Add Event Group

altasierra                                    ✪ Delete

## Search & List Events

**Date Range:**
◉ Show All   ○ Specific Range

**Category:**
◉ Show All   ○ Specific Category

**Text Search:**
◉ Show All   ○ Specific Text

🔍 Search

**⑤** Upcoming Events

➕ A    New Event

**DO NOT add events this way. Ignore!**

ASI Pep & Cheer practice[11/7/2018]
At Multipurpose Room (From 1:15 PM to 5:00 PM)

ASI Wrestling Practice[11/7/2018]
At Wrestling Room (From 3:00 PM to 6:30 PM)

BHS Pep & Cheer Practice[11/7/2018]
At Multipurpose Room (From 5:15 PM to 9:00 PM)

ASI Gymnastics practice[11/7/2018]
At Wrestling Room (From 5:30 PM to 7:00 PM)

4. Click on the calendar made for your school.
5. DO NOT add events via this button! Only add events in SchoolDude.

esvadmin11.eschoolview.com says

This will connect to the URL indicated in the textbox and attempt to immediately synchronize the calendar group events. This process may take a few moments so please be patient. A report will dispaly below the events found.

Help  ⏳ Login Timeout: **28:01**  👤 **Leslie Ashford ▾**

**OK**  Cancel

**7**

## Add/Edit Event Group

**Group Name:**  altasierra

**Event Group Color:**  Select A Color

**iCal Feed URL:**  Paste your feed URL below.
The system will accept several types of feed URLs.
If your feed URL does not Save, please contact our support team for assistance.

http://eventpublisher.dudesolutions.com/cusd/site/altasierra/page/ical/?duration=180days

**6**  ↻ Sync Now

**NOTE:** You do not need to save your Event Group when you need to sync your events. Just click the Sync Now button.

💾 Save  ⊘ Cancel

6. Click "Sync Now".
7. This prompt will appear - click OK. Wait about 30 seconds for the sync to run.

iCal Feed URL:

Paste your feed URL below.
The system will accept several types of feed URLs.
If your feed URL does not Save, please contact our support team for assistance.

http://event...___...//site/altasierra/page/ical/?duration=180days

SYNC NOW

Begin Import @ 11/7/2018 7:09 PM
Data set received @ 7:09 PM

[BEGIN EVENT]
Start=11/7/2018 StartTime=1:15 PM End=11/7/2018 EndTim...___...M Title=ASI Pep &amp; Cheer practice
[Event Saved!]
[END EVENT]

[BEGIN EVENT]
Start=11/7/2018 StartTime=3:00 PM End=1...___...6:30 PM Title=ASI Wrestling Practice

**NOTE:** You do not need to save y...___...en you need to sync your events. Just click the
Sync Now button.

💾 Save

**8**

**9**

8. Once this data appears in the body, the sync is complete.
9. Click Save (even though the system says you don't need to).

# Event Calendar Home

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**⊕ Add Event Group**

altasierra       ❁ Delete

## Search & List Events

**Date Range:**

⦿ Show All    ○ Specific Range

**Category:**

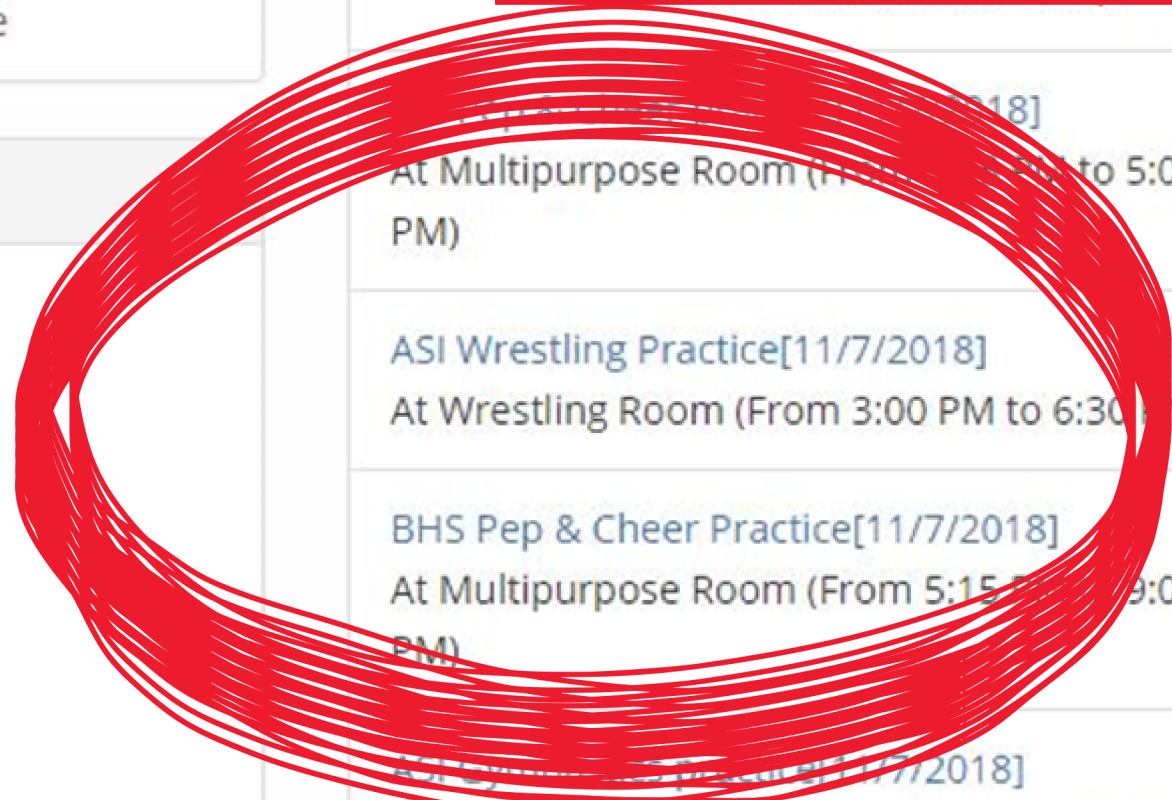⦿ Show All    ○ Specific Category

**Text Search:**

⦿ Show All    ○ Specific Text

**🔍 Search**

## Upcoming Events

**⊕ A** New Event

**DO NOT add events this way. Ignore!**

At Multipurpose Room (From ... to 5:00 PM)

ASI Wrestling Practice[11/7/2018]
At Wrestling Room (From 3:00 PM to 6:30 PM)

BHS Pep & Cheer Practice[11/7/2018]
At Multipurpose Room (From 5:15 ... 9:00 PM)

... [11/7/2018]
At Wrestling Room (From 5:30 PM to 7:00 PM)

You will be taken back to this page. Check that your event has been updated into the list.