Sync Website Calendars

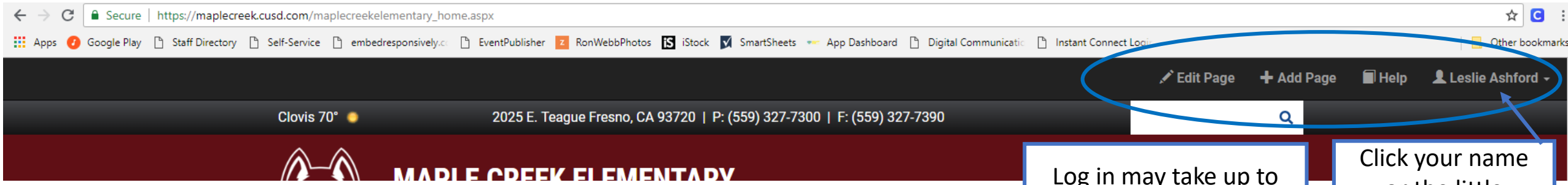
Last Revised 11/7/18

Where to go when you need help:

Digital Communications Tool Training Portal on the cusd.com website	http://www.cusd.com/communications-homepage/digcommtool/
eSchoolView Help	Click the Help button up at the top bar when logged into your website
Contact Leslie Ashford or Jonathan Mathis	LeslieAshford@cusd.com; ext: 73031 JonathanMathis@cusd.com; ext: 79114

What to watch for on your websites & apps regarding the **calendars**

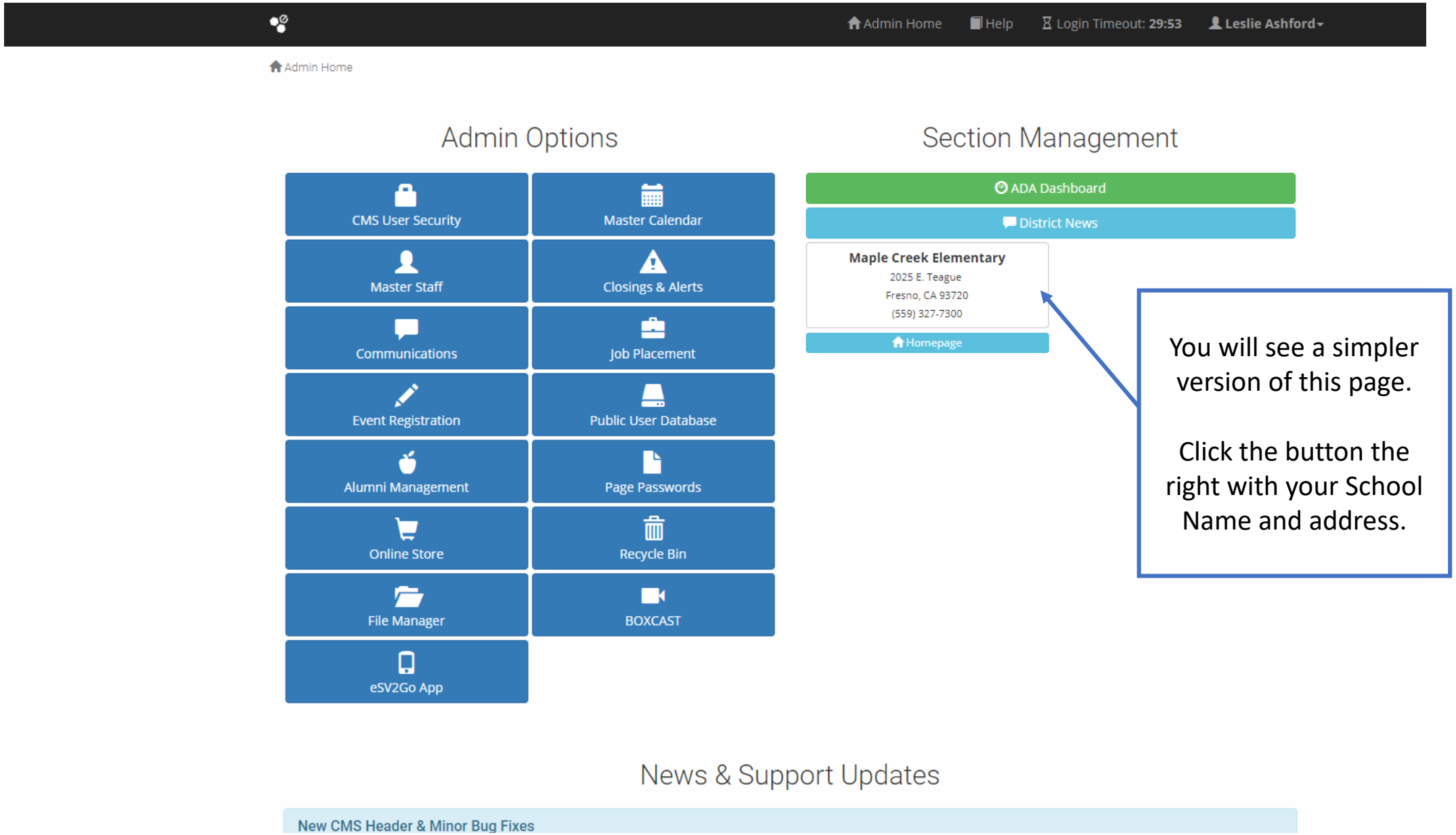
- **If an event is wrong in the Website OR the App (wrong time/date, wrong name, doesn't result in the change made in SchoolDude)**
    - > Make sure it is correct in SchoolDude > Make sure the event was made public through the checkbox in SchoolDude
- **Correct in SchoolDude?**
    - > Sync your Calendar in the website
    - > The correction should be made in up to 15 minutes.
- **Still wrong in the Website OR App?**
    - > Contact Leslie or Jonathan so we can check if the problem is happening in:
        - SchoolDude
        - EventPublisher
        - The Website
        - The App



Log in may take up to 45 seconds.
Your name will appear at the top along with these options.

Click your name or the little person icon

Click the “Link to Admin Tool”


Admin Home
Help
Login Timeout: 29:53
Leslie Ashford
Admin Home
Admin Options
CMS User Security
Master Calendar
Master Staff
Closings & Alerts
Communications
Job Placement
Event Registration
Public User Database
Alumni Management
Page Passwords
Online Store
Recycle Bin
File Manager
BOXCAST
eSV2Go App
Section Management
ADA Dashboard
District News
Maple Creek Elementary
2025 E. Teague
Fresno, CA 93720
(559) 327-7300
Homepage
You will see a simpler version of this page.
Click the button the right with your School Name and address.
News & Support Updates
New CMS Header & Minor Bug Fixes

Admin Home | Help | Login Timeout: 29:55 | Leslie Ashford

Admin Home / Maple Creek Elementary Home

Click Event Calendar

Section Management

- Content Pages
- Homepage Slideshow
- Event Calendar
- Staff Management
- Survey/Form/Quiz Management
- Blogs
- Touts Manager
- Custom Drop Down Menu
- Employment Opportunities
- Departments

Maple Creek Elementary

2025 E. Teague
Fresno, CA 93720
Phone: (559) 327-7300
Fax: (559) 327-7390

Edit Section Information

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Version 2.0.1017.1

Support Request Form

Back to Dropdown

Admin Home / Alta Sierra Intermediate School Home / Event Calendar Home

Click on the calendar that's been made for you

Event Calendar Home

Manage Event Groups

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

Add New Event

Showing Next 25 Events (Includes Today)

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

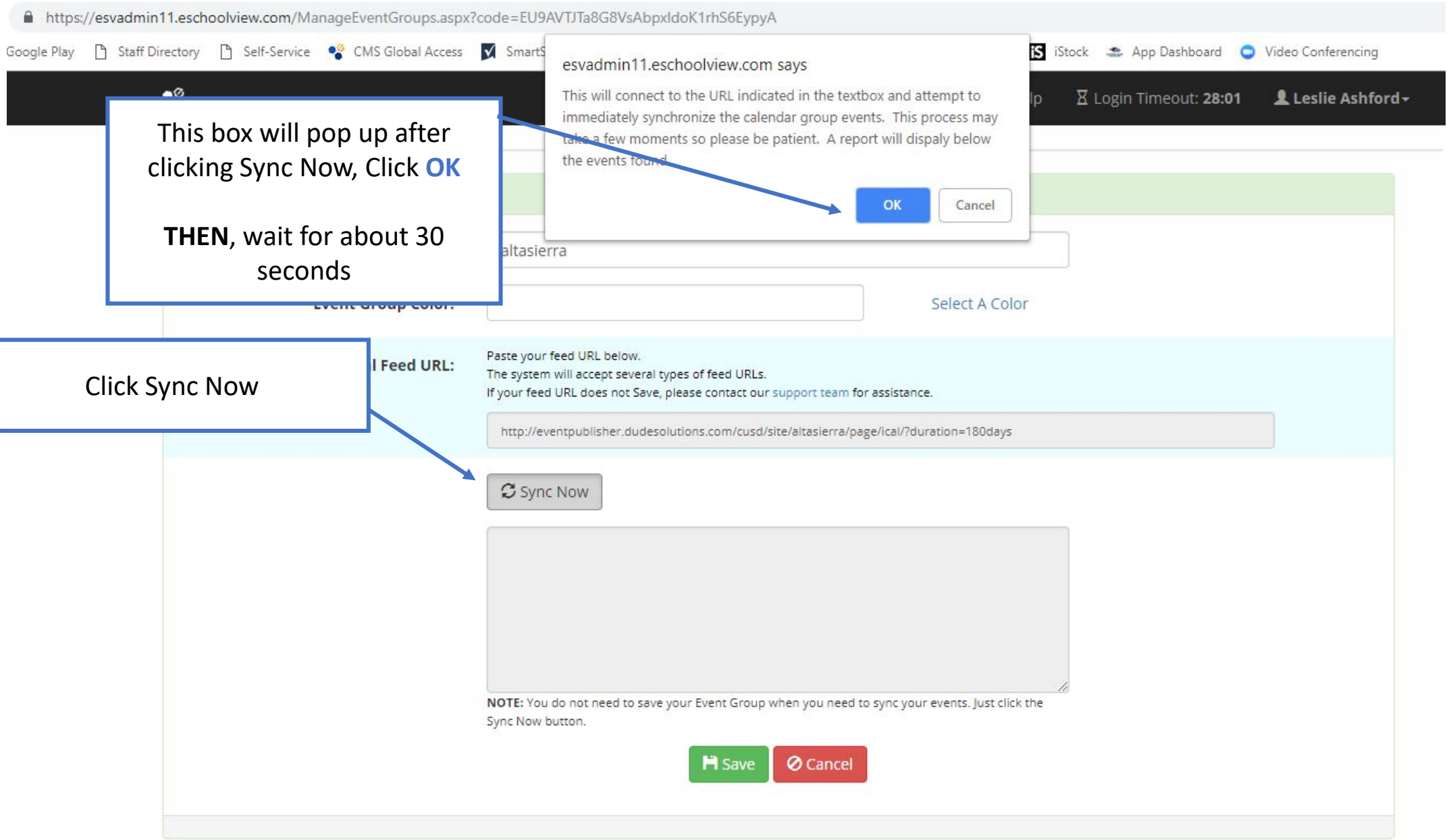
ASI Wrestling Practice[11/7/2018]
At Wrestling Room (From 3:00 PM to 6:30 PM)

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)

Advanced Drama Production Play[11/7/2018]
At ASI 601 (From 7:00 PM to 8:00 PM)

ASI Color Guard Practice[11/8/2018]
At Multipurpose Room (From 1:30 PM to 3:00 PM)



This box will pop up after clicking Sync Now, Click **OK**

THEN, wait for about 30 seconds

Click Sync Now

Admin Home / Alta Sierra Intermediate School Home / Event Calendar Home / Manage Event Groups

Manage Event Group

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

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 EndTime=5:00 PM Title=ASI Pep & Cheer practice
[Event Saved!]
[END EVENT]

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

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

You will know your calendar has synced once this data appears in the bod >

Hit SAVE (even though it says you don't need to)

Admin Home / Alta Sierra Intermediate School Home / Event Calendar Home

You will be taken back to this page.

Event Calendar Home

Check to see if you event has been updated in this list

Manage Event Groups

Add Event Group

altasierra

NEVER manually add events this way. Only in SchoolDude ☺

Search & List Events

Date Range:

Show All Specific Range

Category:

Show All Specific Category

Text Search:

Show All Specific Text

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If there is still a problem after syncing and looking through these steps, please contact Leslie or Jonathan

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