



Managing Calendars

Frog's calendars are often overlooked as they currently do not integrate with your EMS or 3rd-party calendars, such as Google or Outlook. They still offer a lot of functionality and are worth investigating. Using Frog calendars are often the best way to share events with all members of the school community, families, students, and staff.

One thing to note, a calendar belongs to whoever created it, certain permissions are only available to that user. With this in mind, it's worth creating a "calendar admin" account. If you create the calendars under your own account, you will be the only one who can share the calendar with anyone else.

You can share calendars and allow others to create events, but as the creator, you are the only one who can do this, not even other admins. You do not need to be logged in as this account to add events.

To create a calendar:

- Click on the Add button next to My Calendars
- Give your calendar a name and description
- Then Availability:
 - Restricted means that your calendar is private and will only be visible to those who you share it with.
 - Public allows anyone to view the calendar, although you will still have to specify who can add to it. A public calendar is where you can view events when not logged into Frog. So you can add it to a website.
 - Shared is very similar to restricted but visible to logged in users.

Each calendar setting can be altered through the calendar settings. Every user gets their own calendar as well. By default, students can manage their own calendar and share this. You can alter these settings in Groups and Policies.





To share a calendar, click on Invite people to share this calendar. Unlike with Sites, this sharing system is always based on individuals. If I share a calendar with all staff:

- by clicking on the Groups tab
- then searching for staff
- And clicking Add

The calendar converts the profile group to existing users. I can remove individuals from this list and click OK. I will have to periodically reshare the calendar in order for new members of staff to have access. After clicking OK, you can see that I can alter the control individuals have, either Read or Admin. Admin control allows individuals to add and remove calendar events. If there are multiple people at your site that manage school events, this is a good way to share the calendar management workload.

Calendars and Booking Calendars can be displayed with the Calendar widgets and have events added to them via the Create Event widget.

You can create events directly in the Calendars. You can either:

- Click the New button in the top-left
- Or
- Drag to create an event in the day
- Either method opens the New Event pop-up. You can then simply fill in the details. You need to:
- Give your event a title
- Set if it is an all day event
- Set the start and end times
- Select to have the event repeat, either every day, weekday etc...
- If you do select a recurrence, you then need to choose an end date. This is handy for quickly adding timetable events, although of course, if your school runs a two week timetable, you'll need to stop the recurrences at each half term.
- You can add notes
- The next option is important to spot. As I have multiple calendars, Frog will default to my personal calendar. I need to select the correct calendar for the event to go into.

Finally, you can send direct invitations to others in the Manage invitations section. This will create an invite within their calendar for them to accept or reject

