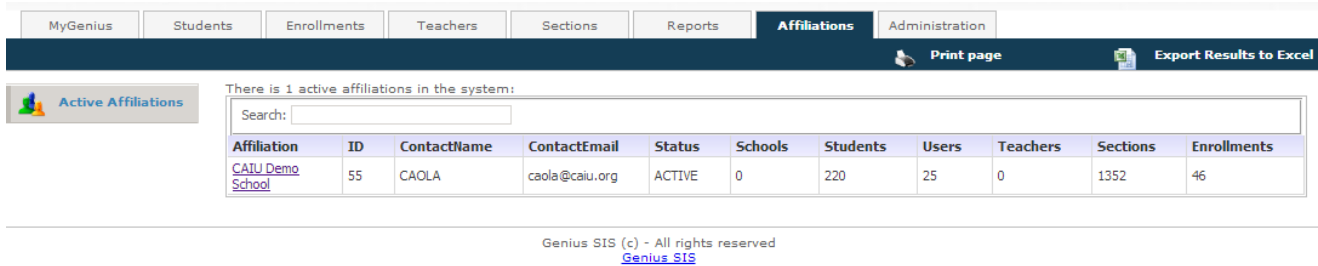


# Controlling Your Calendar

This tipsheet shows you how to add event and announcements to your affiliation's calendar.

1. Login into your Genius account and click on the 'Affiliations' tab.

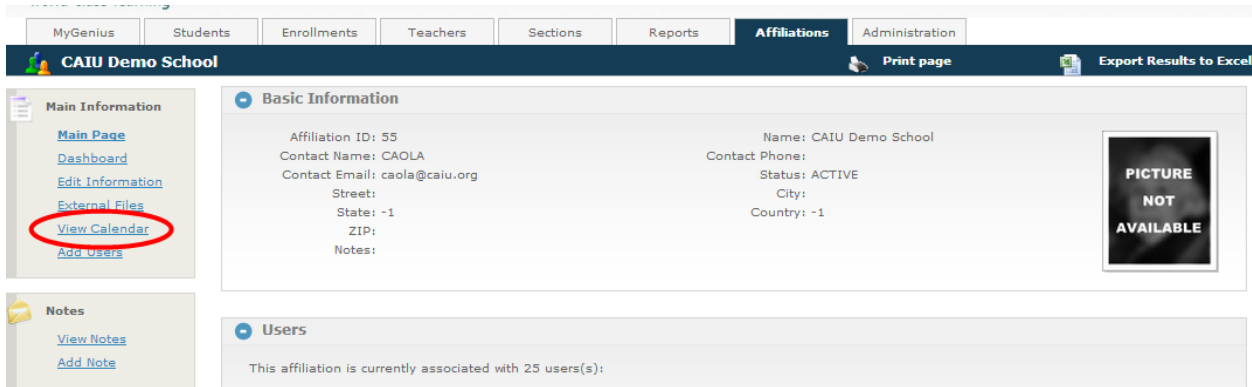


The screenshot shows the 'Affiliations' tab selected in the top navigation bar. Below the navigation bar, there are links for 'Print page' and 'Export Results to Excel'. A search bar is present with the text 'There is 1 active affiliations in the system:'. Below the search bar is a table with the following data:

Affiliation	ID	ContactName	ContactEmail	Status	Schools	Students	Users	Teachers	Sections	Enrollments
<a href="#">CAIU Demo School</a>	55	CAOLA	caola@caiu.org	ACTIVE	0	220	25	0	1352	46

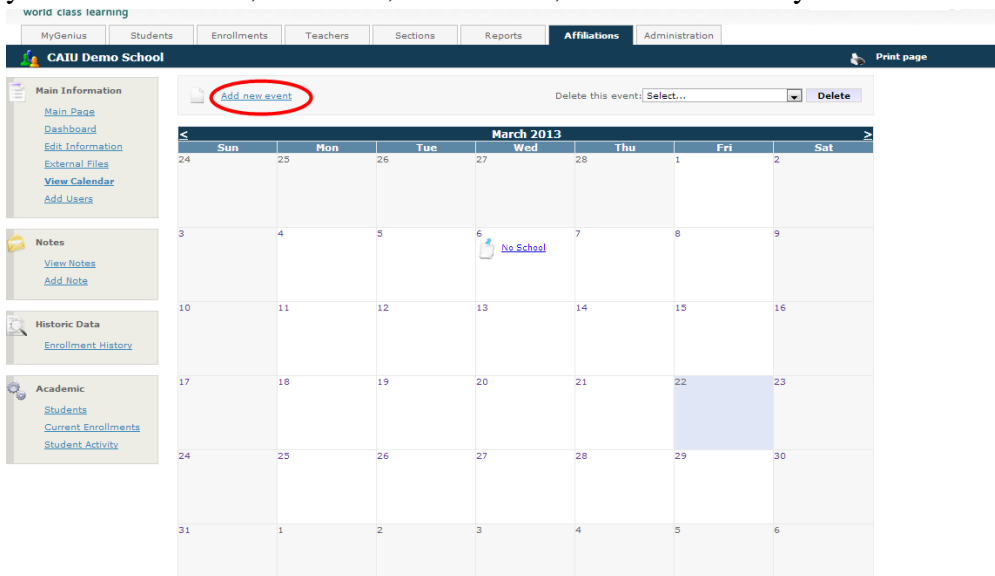
At the bottom of the page, it says 'Genius SIS (c) - All rights reserved' and 'Genius SIS' with a link.

2. Click on your affiliation. On the left side of this new page click on 'View Calendar'.



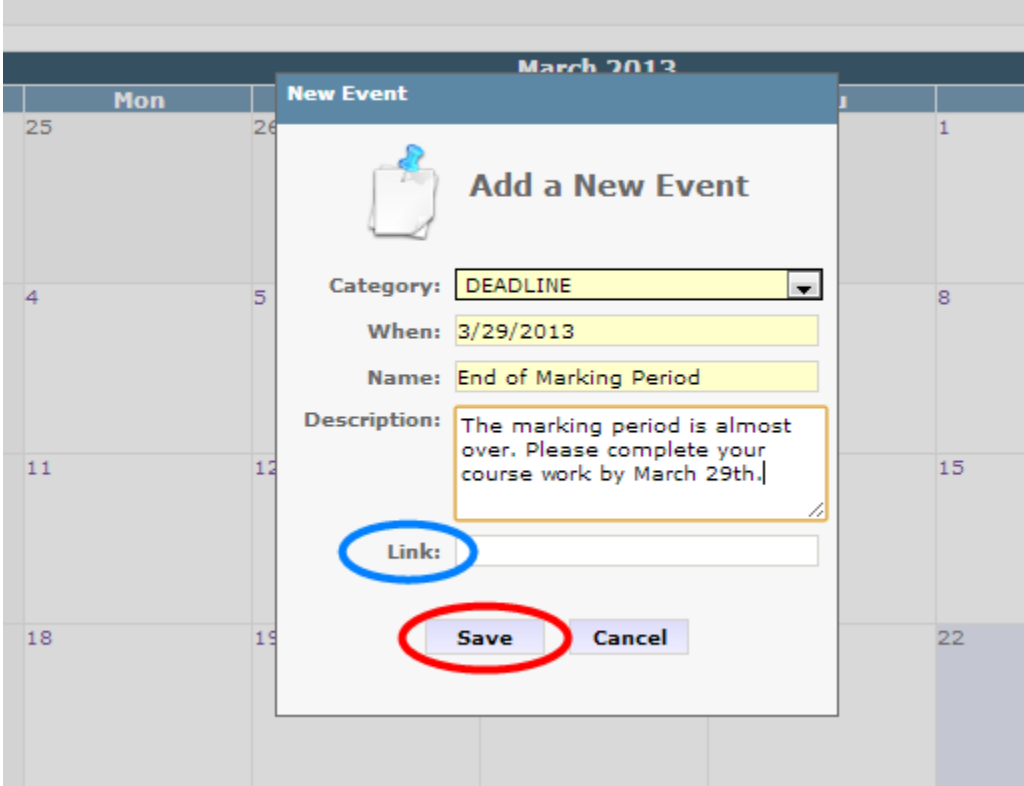
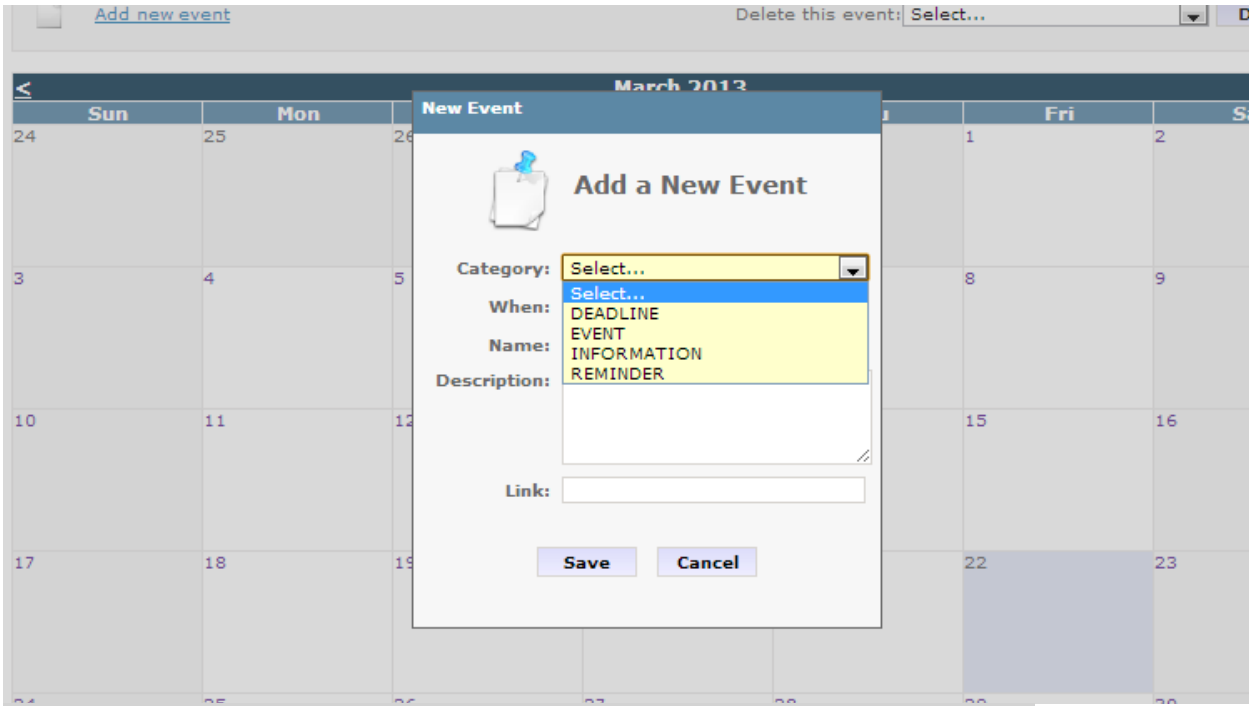
The screenshot shows the 'CAIU Demo School' affiliation page. The 'Affiliations' tab is selected. On the left sidebar, under 'Main Information', the 'View Calendar' link is circled in red. The main content area shows 'Basic Information' for the affiliation, including ID, contact name, email, status, and a 'Picture Not Available' placeholder. Below that is a 'Users' section stating 'This affiliation is currently associated with 25 user(s):'.

3. You will now see the calendar for your affiliation. By clicking on 'Add new event' at the top of the calendar you can add events, deadlines, information, and reminders to your calendar.

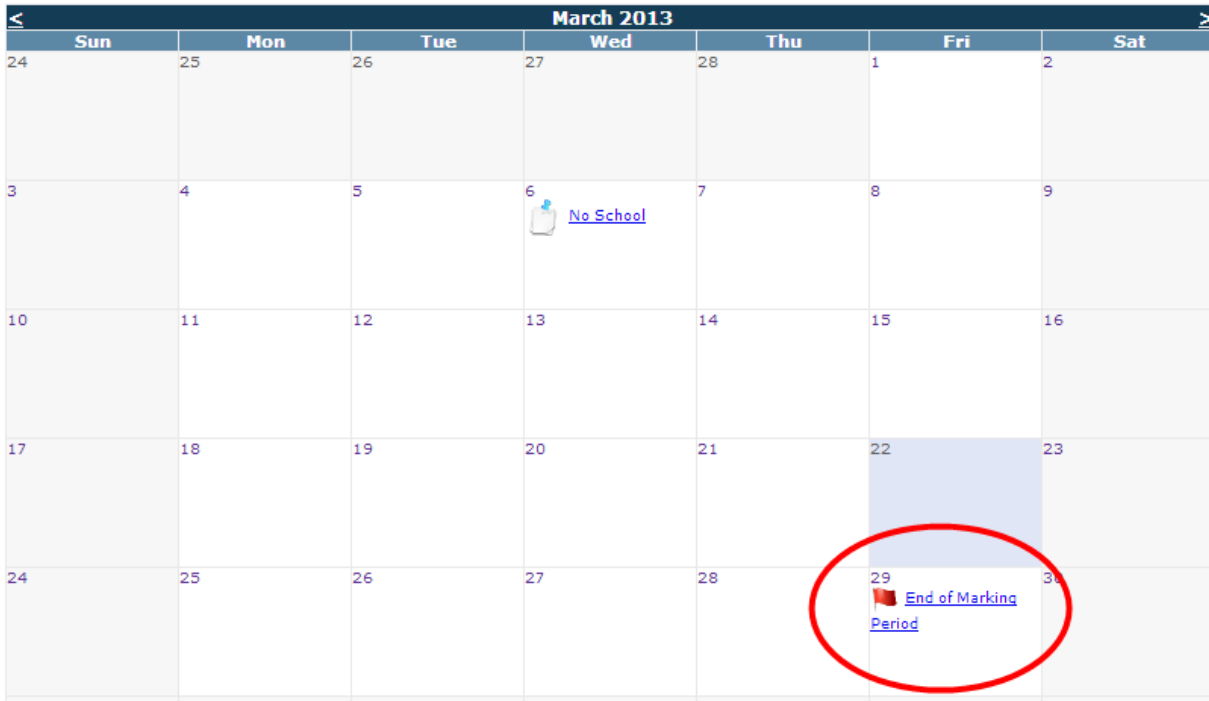


The screenshot shows the calendar for 'CAIU Demo School' for the month of March 2013. The 'Add new event' link at the top of the calendar is circled in red. The calendar shows dates from 24th to 6th. There is a 'No School' event on Wednesday, March 27th. The calendar interface includes a navigation bar with 'Print page' and a dropdown menu for 'Delete this event: Select...'. The left sidebar contains links for 'Main Information', 'Notes', 'Historic Data', and 'Academic'.

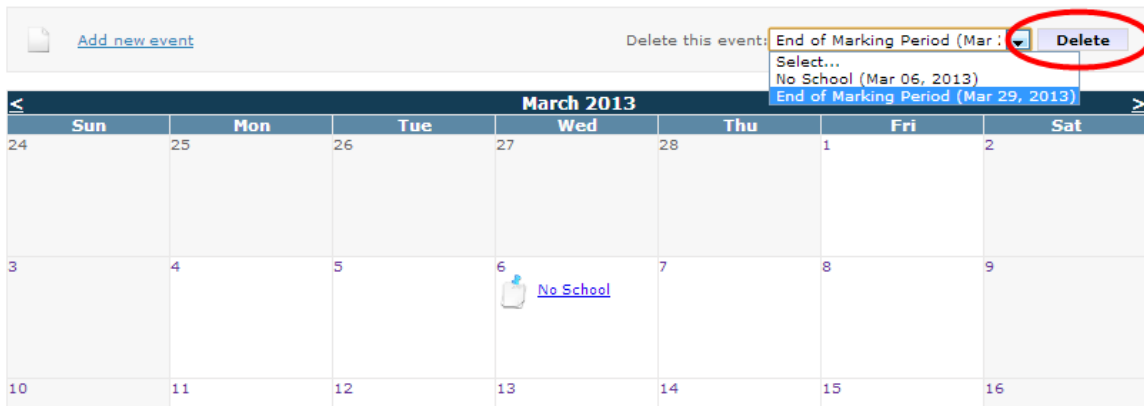
4. When you click on 'Add new event' a popup window will open. Enter the information about the event you want to add to your calendar and click 'Save'. Note: you can also add a link to an outside source if you wish (circled in blue).



- When you click 'Save' the event will now appear on your calendar. You can click on the event to view its details.



- If you wish to delete an event, just select it from the dropdown menu on the top right of the calendar and click 'Delete'.



- Any event you add will appear on a student's dashboard when they log into their Genius account in the 'Upcoming Events' section until the date of the event passes. They can click on the event to view it or click 'See more events...' to view the whole calendar.

