



### Saving and Submitting the Event

Once the event has been assigned access rights, you will be returned to the Event Request page. You can now submit the event for approval.

1. Click on the **pencil** at the end of the line.
  2. Scroll down to the bottom of the page and click on the **Submit** button.
- If you are not ready to submit the event, click on the **Save** button.
  - Once the event has been submitted, you cannot make any changes to the event.
  - Once the event has been either rejected or approved, you will receive an email from the approver.
  - If you submitted the event but need to make changes, please contact the Performance Learning Solutions Group within the Information Technology Training Branch or email:
    1. Yvette.williams@lausd.net  
or
    2. Sharnet.nunley@lausd.net



## Los Angeles Unified School District

The mission of Information Technology Division is to support our schools, offices and local community by:

- Developing and maintaining computer software/hardware systems to provide the District with timely and efficient delivery of electronic information.
- Providing telecommunication services, and maintaining the District's local area and wide areas networks at all schools and business offices.
- Managing projects to automate existing manual processes, and integrating existing IT assets into a secure interoperable system to enhance productivity at all business and education locations within Los Angeles Unified School District.
- Broadening the information resources available to the schools, to enrich the classroom experience for all students and teachers.

*If you have any questions regarding submitting events to the Master Calendar, please call the service desk at (213) 241-5200 (LA00) and press options #6 and then #5. You can also connect to:*

**This Quick Reference Guide was published by:**

***Communications, Training and Support  
Services Branch  
Information Technology Division***

Los Angeles Unified School District

## How to Submit an Event to the Master Calendar

## Quick Reference Guide



Los Angeles Unified School District

333 S. Beaudry Avenue  
10th Floor  
Los Angeles, CA 90017

Phone: 213-241-1085  
Fax: 213-241-8486  
E-mail: ask-itd@lausd.net



# Creating an Event

## Introduction

The Inside LAUSD Calendar portlet provides an online consolidated listing of scheduled events which will assist schools and offices in planning activities and events that will impact their operations throughout the school year.

The Request to Schedule an event is now submitted electronically. The Submit Events link enables you to create and submit an event for posting in a designated calendar.

## After You Log into IL

1. Click on the **Calendar** link on the left navigation pane. A sub menu will appear.
2. Click on the **Submit Events** link.
3. Click on the **Create** button.

## Adding Event Details

1. At the **Request Event** window click on the **Create** button.
2. The **Request A New Event** window appears.
3. Enter information in all fields.
4. Note that the **Time Finder** link can also be used to select a start and end time.
5. If the meeting is mandatory, click in the **Mandatory Event** check mark box. The meeting will show in **red** on the Master Calendar.
6. Click on the **Save** button.

## Event Conflict Detected

1. If you want to create the event despite the date/time conflict, click on the **Create** button.
2. If you would like to change the event date and time, click on the **Back** button.
3. Click on the **Edit Event** button to add **the rest of the** information.

## Adding Contacts

1. Click on the **Add Contact** tab.
2. Type contact information in **all** fields.
3. Click on the **Add** button. Multiple entries are allowed.

## Adding a New Location

1. Click on the **Add Location** tab.
2. Click on the **flashlight** icon to search for a location.
3. Type the location name (i.e., Beaudry Building) in the field and click on the **Search** button.
4. If the location exist in the location database a list will be displayed.
5. Click on the location link.
6. Click on the **Add** button.

## Adding a New Location to the Database

If the search does not return any results:

1. Click on the **Add a Location** button.
2. Enter information in fields marked with an asterisk.
3. Click on the **Add** button.
4. Click on the location (blue link) to place it in the field.
5. Click on the **Add** button.

## Adding Attachment/Links (URL)

If your event will have attachments or links attached to the event, follow these instructions;

### Attachment

1. Click on the **Add Attachment/Links** tab.
2. Click on the **Add Attachment** link.
3. Click in the Title field and type the name of the document that will be attached.
4. Click on the **Browse** button to locate the file.
5. Click on the **Upload** button.

6. At the **Attachment Upload Confirmation** window, click on the **here** link.

### URL

1. Type the Web address in the URL field.
2. Click on **Add** button.

## Adding Participants (New Required Tab)


This is a new tab which is required when submitting events to the Master Calendar.


1. Click on the **Add Participants** tab.
2. If the event is intended for all District personnel, place a check mark in the box next to **All People**.
3. If the event has a specific audience, click on the box with a plus sign it. The list will expand.
4. Place a check mark next to the intended audience.

## Granting Access (Now Required)

This tab allows the event creator to choose whether the event can be seen by District personnel and the public or just District personnel.

1. Click on the **Access** tab.
2. Select the access icon that will apply to the event.

 District and Public viewing

 District viewing only

3. Click on the user access for the event.
4. Click on the **Add to Access List** button
5. Click on the **OK** button.