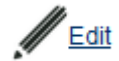


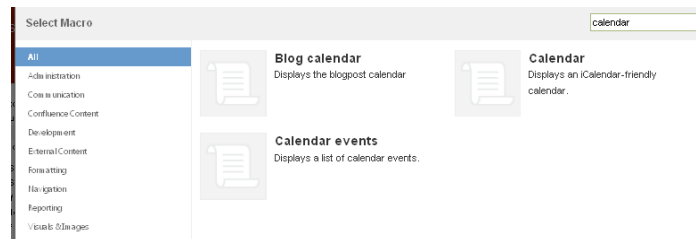
How to use the Brookes wiki calendar

To insert the wiki calendar macro into a page, click on the **Edit** icon to access the edit screen.



Place your cursor where you would like to insert the calendar and then click on the **Insert Macro** icon on the toolbar.

Type **calendar** into the search box at the top of the screen and then click on **Calendar** from the choice of macros that are displayed.

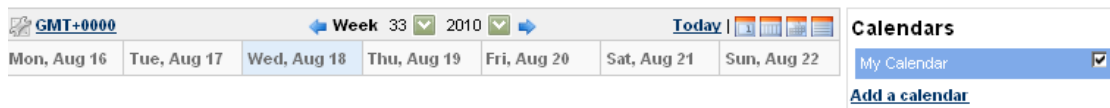


Click on the **Insert** button on the next screen. The macro code will have been added to your page.

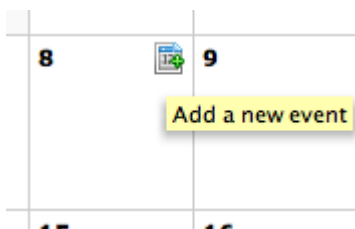
```
{calendar:id=myCalendar|title=My Calendar|defaultView=week}
```

If you want to change the view replace **=week** with **=day** or **=month**. If you want to add several calendars to your wiki space you will need to make sure that each instance of the calendar has a different calendar id. Replace **=myCalendar** with **=aunique name**.

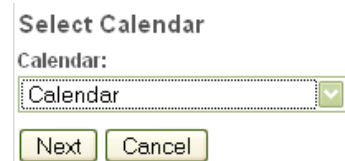
Save the page to display the calendar.



To add a new event, hover your mouse over a day on the main calendar display and click the **Add a new event** icon that appears.



A dialogue box asking which calendar you want to add the event to will appear on the right hand side of the page. Select the appropriate calendar and click **Next**.



Enter the details for the event in the dialogue box that appears (again on the right hand side of the page). You can add in a brief description of the event and even a hyperlink to a website for further information (make sure you add the complete address including <http://> otherwise an error message will be displayed saying it does not recognise the link).

Please note the **Organizer** details will only allow you to add details of Confluence (wiki) users and they will be displayed as either their staff or student number not their name.

Click **Add** to complete the process. The event will now appear in the calendar.

The screenshot displays a calendar application interface. On the left, a week view for August 2010 is shown, with a highlighted event on Wednesday, August 18th, from 13:00 to 19:00, titled 'test event' and located in the 'Office'. The main content area on the right features a 'Calendars' sidebar with 'My Calendar' selected and an 'Add a calendar' link. Below this is the 'Event Details' dialog box, which contains the following information: Summary: test event; Location: Office; Description: blah blah; All Day: No; From: 18-Aug-2010 1:00 PM; To: 18-Aug-2010 7:00 PM; Repeat: none; Timezone: Greenwich Mean Time, Dublin, Edinburgh, Lisbon, London (+0000); Organizer: [Abi Ball](#); Calendar: [My Calendar](#). At the bottom of the dialog are links for 'Close', 'Edit', and 'Delete'. To the right of the dialog is an 'Add Event' form with fields for Summary, Location, Description, and Link, and a section for scheduling including 'All Day', 'From' (19 Aug 2010 8:00 AM), 'To' (19 Aug 2010 9:00 AM), 'Repeat' (Does not repeat), 'Timezone' (Midway Island, Samoa), and 'Organizer'.

An **Event Details** dialogue box will appear on the right hand side of the page. If you close the box you can open it again by clicking on the event in the calendar.

To make further changes to the event click **Edit**, make your changes and then click **Update** to save them.

To delete the event, click on **Delete** in the **Event Details** dialogue box.