

School Calendar Request Form Instructions

The School Calendar Request Form is used to collect meeting/event details from staff to post-school **events, meetings, testing schedules, field trips, etc.** on the calendar on your school's website.

Follow the instructions below to access, duplicate, and share the School Calendar Request Form template. **(Please DO NOT Modify or Change the Form Questions)**

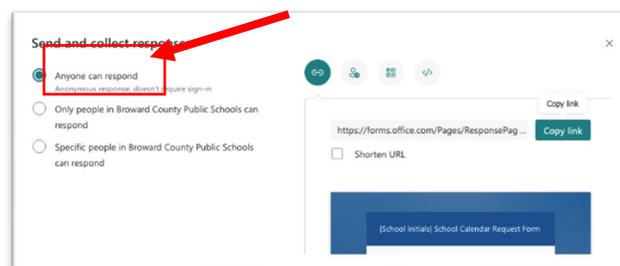
Part 1

Creating and Personalizing the Calendar Request Form

1. [Access the School Calendar Request Form](#)
2. Select the **Duplicate** button at the top of the page to properly save and personalize the form for your school.
3. Select the **Title** of your form:
 - a. Add **your school's initials to the title**. Rename [School Initials] to your school's initials.
 - b. Remove the word **"Copy"**

Sharing the Calendar Request Form with Staff

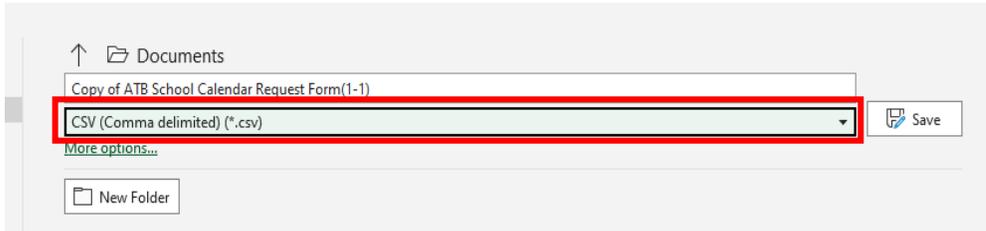
1. Select the **"Collect Responses"** button on the top right
 - a. Next, select **Anyone can respond**
2. Select from one of the three **Share** options:
 - **Link** - Copy the link to share the form
 - **Invitation** – Send invite to individuals or groups. You may personalize the greeting by selecting the text.
 - **QR Code** – Download and share code



5. **Drag and Fill** Meeting Title, Event Description, Start Time, Location, Contact, and Phone Number

A	B	C	D	E	F	G	H
Meeting/Event Title:	Meeting/Event Description:	Start date of Meeting/Event:	Start Time of Meeting/Event:	Location: (Please see note)	For recurring meetings, start date:	Meeting/Event Contact:	Meeting/Event Phone Number:
Parent's Night	Family night learning Math	2/13/2024	6 PM	ATB School	4/23/2024;	Andrea Barton	754-321-0008
Parent's Night	Family night learning Math	4/23/2024	7 PM	ATB School	5/01/2024	Andrea Barton	754-321-0008
Parent's Night	Family night learning Math	5/1/2024	8 PM	ATB School		Andrea Barton	754-321-0008

6. Save your file as a **"CSV"** (comma delimited) extension



Part 3

Importing CSV File

1. Log into Schoolwires
2. Click **User Options** to Access Site Manager
3. Click your **"School's Calendar"**
4. Click the grey pencil to edit the Calendar app
5. Select the **Import Event** link at the top



6. Click the black **"Import Events"** button
7. Click **Browse** to find the CSV Calendar File, and click **Open**
8. Select **Next**

Mapping CSV File

1. **“Match Field Mapping Field” Import** will appear on your screen.

Step 2: Match field mappings
Choose an import mapping and match the Calendar fields to the fields from your CSV file using the dropdown boxes.

Import Mappings
Choose an existing mapping or create your own by selecting New Custom Mapping.

New Custom Mapping ▾

2. **Map** the following **CSV file fields**: Start Date; Start Time; Event Title; Event Description; Contact: Contact Phone and Location. To begin mapping select the Map to CSV File Field and follow this guide for mapping.
 1. Click **Start Date** field, Select **Start Date of Meeting/Event**
 2. Click **Start Date Time**, select **Start Time of Meeting/Event**
 3. Click **End Date Time**, select **End Time of Event**
 4. Click **Event Title**, select **Meeting/Event Title**
 5. Click **Event Description**, select **Meeting/Event Description**
 6. Click **Contact**, select **Meeting/Event Contact Person**
 7. Click **Contact Phone**, select **Meeting/Event Phone Number**
 8. Click **Location**, select **Location: (Please See Notation Above)**
3. Please leave the word **“Ignore”** on the other fields.

Import Mappings
Choose an existing mapping or create your own by selecting New Custom Mapping.

New Custom Mapping ▾

Calendar Field	Map to CSV File Field
Start Date	Start date of Meeting/Event:
Start Time	Start Time of Meeting/Event:
End Date	-Ignore-
End Time	-Ignore-
Event Title	Meeting/Event Title:
Event Description	Meeting/Event Description - If this is a Virtual Meeting, please add all meeting details ie: Meeting Conference ID, Meeting Link and Phone Nurr
All Day Event (Y/N)	-Ignore-
No End Time	-Ignore-
Contact	Meeting/Event Contact Person
Contact Email	-Ignore-
Contact Phone	Meeting/Event Person's Phone Number: (### - ### - ####)
Location	Location: (Please see notation above)

4. Select **Next** – you will see a summary of what will be imported.

Step 3: Preview your events

The events from your CSV file appear below. If you want, you can save your mapping for future use and flag it as the default mapping.

Save this mapping as: Make this the default mapping.

Start Date	Start Time	End Time	Event Title	Event Description	Contact	Contact Phone	Location
2/20/2024	3 PM	4:30 PM	Foreign Language Club	Club will meet to practice for upcoming series of events	tsfghsgghdsfjohn Smith	754-321-9809	Our School
4/23/2024	4 PM	4:30 PM	Foreign Language Club	Club will meet to practice for upcoming series of events	tsfghsgghdsfjohn Smith	754-321-9809	Our School
5/1/2024	5 PM	4:30 PM	Foreign Language Club	Club will meet to practice for upcoming series of events	tsfghsgghdsfjohn Smith	754-321-9809	Our School
3/23/2024	6 PM	4:30 PM	Foreign Language Club	Club will meet to practice for upcoming series of events	tsfghsgghdsfjohn Smith	754-321-9809	Our School

5. To save this Mapping for future calendar imports, check the **“Save this Mapping”** box.

1. Use this naming convention to name the mapping – **[School Initials] Mapping Calendar** - save as your default mapping for future calendar imports.

Step 3: Preview your events

The events from your CSV file appear below. If you want, you can save your mapping for future use and flag it as the default mapping.

Save this mapping as: Make this the default mapping.

Start Date	Start Time	End Time	Event Title	Event Description	Contact	Contact Phone	Location
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4/23/2024	4 PM	4:30 PM	Foreign Language Club	Club will meet to practice for upcoming series of events	tsfghsgghdsfjohn Smith	754-321-9809	Our School
5/1/2024	5 PM	4:30 PM	Foreign Language Club	Club will meet to practice for upcoming series of events	tsfghsgghdsfjohn Smith	754-321-9809	Our School
3/23/2024	6 PM	4:30 PM	Foreign Language Club	Club will meet to practice for upcoming series of events	tsfghsgghdsfjohn Smith	754-321-9809	Our School

6. Select **Next**, then select **Import**

7. The next screen will show that your Calendar Map has been imported.

School Calendar App Options

Calendar Import Events Event Queue Event Categories Rosters

Create a CSV import file and include fields for Event Start Date and Event Title. If you want, you can include all other fields.

FLC-School Calendar Request Form.csv

8. Check your work! To review your calendar imports, click on the Calendar tab to ensure the information for each event posted is correct.

