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



- 3. Distribute your "School Calendar Form" via email or SharePoint
- 4. The submitter will get a notification when they have completed the form
- 5. WCM's will get an email with a notification indicating that a form has been submitted. The email will contain a link to a downloadable Excel spreadsheet.

Part 2

How to Access, Organize and Import Events into Your School Calendar

- Check your email for any "New Response for [School] Calendar Request Form"
- 2. Click **View** in the hyperlink in the email
- 3. Select the "Open in Excel" link on the right side of the message
- 4. The Excel file has now downloaded to your computer, locate and open it

Edit Excel Spreadsheet

- 1. **Select** the first **SEVEN (7) columns** (this should be Columns A through G). These fields are not needed for your form and are computer-generated.
- 2. Right-click and delete these columns
- 3. Verified that you now have **Columns A through I**

Adding Recurring Events – Follow the steps below to add meetings/events with recurring dates. For detailed instructions see the video demo (Part 3 – Time code: 2:23)

- 1. Add "Recurring Events" (Column F)
- 2. Copy each recurring date found in Column F (Recurring Meeting Field)
- 3. **Paste** date in **Column C** (Start Date of Meeting/Event). Make sure each date is in a separate cell with no semi-colon.
- 4. **Verify** you have placed all of your dates in each row under column C (Start Date of Meeting/Event)

А	В	С	D	E	F	G	Н
Meeting/Event Title:	💌 Meeting/Event Descript 💌 Star	rt date of Meeting/E 🔽 Start Tim	e of Meeting/E	Location: (Please see nc	For recurring meetings, 💌	Meeting/Event Contact 💌	Meeting/Event Person':
					4/23/2024;		
Parent's Night	Family night learning Math	2/13/2024 6 PM		ATB School	/01/2024	Andrea Barton	754-321-0008
		4/23/2024					
		5/1/2024					

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

А	В	С	D	E	F	G	Н
Meeting/Event Title:	Meeting/Event Descript	Start date of Meeting/E	Start Time of Meeting/E	Location: (Please see no	For recurring meetings, 💌	Meeting/Event Contact 💌	Meeting/Event Person's
					4/23/2024;		
Parent's Night	Family night learning Math	2/13/2024	6 PM	ATB School	5/01/2024	Andrea Barton	754-321-0008
Parent's Night	Family night learning Math	4/23/2024	7 PM	ATB School		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

Copy of ATB School Calendar Request Form(1-1)	
CSV (Comma delimited) (*.csv)	
More options	

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.



- 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 exi	sting mapping or create your own by selecting New Custom Mapping.					
New Custo	om Mapping 🔹					
00						
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 Num					
All Day Event	-Ignore-					
(Y/N)						
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						
he 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 DateStart TimeEnd T 2/20/20243 PM 4:30 F 4/23/20244 PM 4:30 F 5/1/2024 5 PM 4:30 F 3/23/20246 PM 4:30 F	me Event Title Event Description Contact Contact Pone Location M Foreign Language ClubClub will meet to practice for upcoming series of events tsfghsghdsfjohn Smith754-321-9809 Our School M Foreign Language ClubClub will meet to practice for upcoming series of events tsfghsghdsfjohn Smith754-321-9809 Our School M Foreign Language ClubClub will meet to practice for upcoming series of events tsfghsghdsfjohn Smith754-321-9809 Our School M Foreign Language ClubClub will meet to practice for upcoming series of events tsfghsghdsfjohn Smith754-321-9809 Our School M Foreign Language ClubClub will meet to practice for upcoming series of events tsfghsghdsfjohn Smith754-321-9809 Our School M Foreign Language ClubClub will meet to practice for upcoming series of events tsfghsghdsfjohn Smith754-321-9809 Our School					

- 5. To save this Mapping for future calendar imports, check the **"Save this Mapping"** box.
 - 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:	[School Initial] Mapping	Make this the default mapping.				
Start DateStart TimeEnd Tin 2/20/20243 PM 4:30 PM 4/23/20244 PM 4:30 PM 5/17/2024 5 PM 4:30 PM 3/23/20246 PM 4:30 PM	ne Event Title M Foreign Language ClubClub will M Foreign Language ClubClub will M Foreign Language ClubClub will M Foreign Language ClubClub will	Event Description Contact Contact Phone Location meet to practice for upcoming series of events tsfghsghdsfjohn Smith754-321-9809 Our School meet to practice for upcoming series of events tsfghsghdsfjohn Smith754-321-9809 Our School meet to practice for upcoming series of events tsfghsghdsfjohn Smith754-321-9809 Our School meet to practice for upcoming series of events tsfghsghdsfjohn Smith754-321-9809 Our School meet to practice for upcoming series of events tsfghsghdsfjohn Smith754-321-9809 Our School				

- 6. Select Next, then select Import
- 7. The next screen will show that your Calendar Map has been imported.

School Calender	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.	
Import Events	
FLC-School Calendar Request Forrm.csv	View Exceptions Undo Import

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

