Master Calendar Help

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View Multiple Calendars
On The Citadel Master Calendar website, select the calendar you wish to view. Then, select the corresponding calendar check boxes in the left-hand side menu.

Filter a Calendar(s) by Event Type and/or Location
On The Citadel Master Calendar website, select the calendar you wish to view. Filters are located on the left-hand side menu under the list of calendars available. Select all, one, or multiple filters for Event Type and/or Location.

To select multiple filters, click “Select Multiple” above the drop down menu for Event Type or Location.

Select the filter of interest. Click Apply. Your results will be displayed.

If there is not a filter of interest, try performing a keyword search.
Keyword Search
On The Citadel Master Calendar website, select the calendar you wish to view. To perform a keyword search, enter a term like “exam” in the Search for Events text box on the left-hand side menu, then click Go. This search will display events in the calendar if it contains that specific term.

Calendar Reminders
To set an event reminder, click on an event in any calendar. In the pop-up box, click more located in the bottom, right corner.
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When the event opens, click Set Reminder found at the bottom of the event box.

Enter an email address and reminder details. Then, click on the Set Reminder button on the right-hand side.

The reminder can be a preset time before the events starts, ranging from 5 minutes to two weeks. Reminders cannot be set for past events.
Adding a Calendar to Outlook

To add a calendar to Outlook, navigate to the calendar interest (for example, Academic Calendar) and click on Notifications/iCal Feeds under the Search for Events text box.

Select the calendar(s) and move it to the right-hand selection box.
Under Choose Subscription Method, select iCalendar Feed (it will be a grey button that will turn blue once selected). Click the Subscribe button.

In the Launch Application pop-up box, select Microsoft Outlook. Then, click OK.
The next Microsoft Outlook pop-up box will ask if the internet calendar should be added to Outlook and if you want to subscribe to updates. Click Yes.

In Outlook, you will notice an untitled calendar in the left-hand side bar of your Outlook Calendar. You may rename this calendar.
Right click the title and navigate to Properties. Under the General tab, type the new title. Click Apply, then click OK.

To delete this calendar from Outlook, right-click the calendar title in Outlook. Then, click Delete Calendar.

Print a Calendar
To print a calendar, it is best to add a calendar to Outlook by following the instructions above for Adding a Calendar to Outlook.
After a calendar has been added to Outlook, navigate to that calendar in Outlook and check the box in the left-hand menu.

Click File, then Print.
Select the calendar style you wish to print under Settings. Then, click Print.

Calendar Subscriptions
To subscribe to a calendar, navigate to the calendar interest (for example, Academic Calendar) and click on the Notifications/iCal Feeds under the Search for Events text box.
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Select the calendar(s) and move it to the right-hand selection box.

Under Choose Subscription Method, be sure Email is selected (it will be a blue button). Enter an email address and choose the notification option(s).

Click the Subscribe button.

An email will be sent with a link that will allow for confirmation of the subscription. The email notification will include an option to unsubscribe as well. A digest of the changes is sent 6:30 AM each day.
Add Individual Events to a Personal Calendar (Google Calendar, Microsoft Outlook)

Navigate to a calendar event to be added to a personal calendar. Click the event. In the pop-up box, click more located in the bottom, right corner.

Click +Add at the bottom of the event box and select the personal calendar type to be used.
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To add an event to an Outlook Calendar, select Download iCal and choose to open with Microsoft Outlook.

An Outlook appointment will be automatically generated. Click Save and Close to add the event to the Outlook calendar.

Add Events to the Community Calendar

The Community Calendar can be used to publish events on campus that are open to the public.
Navigate to the Community Calendar and click +Add Event located next to the event time zone box at the top of the calendar.

Enter all details for the event and click +Finished located at the bottom of the page.

Your request will be reviewed. If approved, the event will be added to the public Community Calendar.
Tip: You can also add an event on the public Community Calendar by visiting [www.citadel.edu/root/calendar](http://www.citadel.edu/root/calendar).

Click the Add Event to Community Calendar button on the left-hand menu.

RSS Feeds

Really Simple Syndication (RSS) feeds are a method of distributing links to content in the master calendar. RSS feeds are available for most calendars. If an RSS feed is available for a particular calendar, an RSS Feeds link will be listed at the bottom that calendar.

Navigate to the calendar of interest. Click the RSS Feeds link at the bottom of the calendar.
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Point your news reader to the address that is created.

On Campus Internet Explorer Users

If you are experiencing difficulties viewing the calendar in Internet Explorer from on-campus, please check your compatibility view settings. In Internet Explorer, click Tools and navigate to Compatibility View Settings.
Citadel.edu will be listed in the “Websites You’ve added to Compatibility View” box. Click remove.

![Compatibility View Settings](image)

**About The Calendar**
The Citadel Master Calendar provides a one-stop source of event information.

The Master Calendar is supported by various calendar managers across campus. For details, visit:
http://www.citadel.edu/root/calendar

**Request a Public Calendar**
To request a public calendar for a Citadel department or organization, please complete the online form found at this link: http://www.citadel.edu/root/contact-us

**General Features**
Calendar and List Views by Day, Week, and Month
View Combined Calendars – Select Multiple Calendars
Filter by Event Type and/or Location – Drop Down Menus with Corresponding Filters
Keyword Searches
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Features for Faculty, Staff, and Students
Add Events to Outlook or a Personal Calendar
Add a Calendar to Outlook
Subscribe to Calendars for Alerts on New or Changed Events
Access Information via RSS Feeds

Calendar content is maintained by various calendar managers across campus.

<table>
<thead>
<tr>
<th>Calendar Colors</th>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>Red</td>
<td>Holidays (College Closed)</td>
</tr>
<tr>
<td>Navy Blue</td>
<td>Navy</td>
<td>CGC/EUGS Events</td>
</tr>
<tr>
<td>Grey</td>
<td>Grey</td>
<td>Cadet Events</td>
</tr>
<tr>
<td>Light Green</td>
<td>Green</td>
<td>Religious or Public Events</td>
</tr>
<tr>
<td>Beige</td>
<td>Beige</td>
<td>Breaks and Furloughs</td>
</tr>
<tr>
<td>Burgundy</td>
<td>Burgundy</td>
<td>Faculty/Staff Events</td>
</tr>
<tr>
<td>Orange</td>
<td>Orange</td>
<td>Annual Campus Events</td>
</tr>
<tr>
<td>Light Blue</td>
<td>Light</td>
<td>Parade Information</td>
</tr>
</tbody>
</table>