

# Upgrading your Calendar (version 3.10 and newer)

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1. **Back up your Calendar system and database before beginning the upgrade process.**
2. **Run the latest version of the installer application**

If you do not have the latest installer:

- 1) Log in to the client portal.
- 2) On the left hand side of the welcome page look for the install/upgrade image:



- 3) Click this image. It takes you to the current Clients Only Calendar Download Page.
  - 4) Carefully review the *Best Practices* and *Notes* sections on that page.
  - 5) When ready, scroll down to the *Installation Package* section and follow the instructions on upgrading. It provides a link to download the latest install package (a .zip file).
  - 6) Click the download link (or the image), then unzip and run the file.
3. **On the first page of the application, agree to the terms and conditions**
    - 1) Read through the agreement to the bottom, then select the *I Agree with the terms* check box. Until you select this, you cannot download the installation package. **Note that until you scroll to the bottom of the agreement, the check box is disabled.**
    - 2) Click *Next*.
  4. **On the *Setup* tab, choose *Upgrade***
    - 1) Select the *Upgrade/Repair* radio button and click *Next*.
  5. **On the *Web Server* tab, enter the path to the Calendar**
    - 1) Click *Select Path*, and navigate to the folder that contains the calendar application. Generally, this is a folder under *wwwroot* (this is also known as the Calendar Root folder).
    - 2) Once you have selected the path to the current calendar installation, click *Next*.
  6. **On the *Version* tab, choose the upgrade version**
    - 1) In the *Available Versions* dropdown, select the version you wish to upgrade to. Generally this is the latest version in the list, but you may want to step the upgrade if coming from a version far enough behind the current version. Contact Support if you're uncertain.
    - 2) Click *Next*.
  7. **Confirm the two prompts**
    - 1) The first prompt asks you to confirm that the machine you are installing to has the .NET 3.5 framework installed. Click *Yes* to continue.
    - 2) The second prompt is to confirm the SQL server version you are upgrading to is SQL 2005 or higher (required for all version 3.10 and subsequent, to support double-byte international characters). Click *Yes* to continue.
  8. **When the upgrade is complete, close the install package and run Calendar**
    - 1) The Calendar application recompiles (this can take a minute or more), then displays the default calendar view configured in the system.