Overview

Active Data Calendar allows users to create a variety of different event schedules. Event recurrence options are designed to easily integrate with third party personal calendaring solutions!

Types of Events - Descriptions

Single Day One-Time Event
- An event that happens one time and starts and ends on the same calendar date.

NOTE: This is the most frequently used event schedule type by users.

Multi-Day One-Time Event
- An event that happens one time, but starts and ends on different calendar dates.
- The Start Time selected for the event will be the time the event starts on the Start Date.
- The End Time selected will be the time the event ends on the End Date selected.
- The event is considered in continuous duration between the start and end dates/times.

NOTE: This will not be used frequently by users as most events do not have a continuous duration between the starting and ending dates.

Single Day Recurring Event
- An event that is a single-day event that repeats based off a set pattern. Patterns may include Weekly on set days of the week, Monthly, Yearly, etc. (Ex: Friday, Saturday, Sunday).
- Each occurrence of the event is a single event that can be attended by visitors.
- The start and end time for each day in the series will begin and end on the same day.

NOTE: This is a frequently used event schedule type by users.

FEATURE TIP: Individual occurrences can be modified under Modify/Cancel/Delete Events. You can use this feature to further customize specific occurrences within your series (including event time) Example: A theater production occurring on Friday, Saturday and Sunday may have a different start time for the Sunday matinee production.)

Multi-Day Recurring Event
- An event that starts and ends on different calendar dates.
- The Start Time selected for the event will be the time the event starts on the Start Date.
- The End Time selected will be the time the event ends on the End Date selected.
- The event is considered in continuous duration between the start and end dates/times.
- The difference between this option and the standard multi-day event is that this option allows you to setup a recurrence pattern. This can be used if your multi-day event happens to recur on a set pattern based off the options provided (Monthly, Yearly, etc.)

NOTE: This will be the least frequently used event schedule option by users.

Custom Event Schedule
- An event that is a single-day event that repeats but follows no specific pattern. This type of event can be setup by clicking on a random set of dates from various interactive calendar grids provided.

NOTE: These series cannot be easily imported into other third party calendar programs

Sample Events by Schedule Type – Matrix

Event Type	Example	Pattern
Single Day (One-Time)	• Bookstore Sale • Faculty/ Staff Meeting • Drop/Add Date	Non-Recurring
Multi-Day (One-Time)	• Dance-a-Thon • All Night Campout for Charity • Spring Break • Faculty Leadership Retreat	Non-Recurring / Continuous Duration
Single Day (Recurring - Series)	• Theatre Production - Friday, Saturday, Sunday • Speaker Series – Every Wednesday	Recurring / Series
Multi-Day (Recurring - Series)	• Dance-a-Thon • All Night Campout for Charity • Spring Break	Recurring/ Continuous Duration / Recurs on same dates every month, year, etc.
Custom Event Schedule (Recurring-Series)	• Faculty Speaker Series • Semester Review Meetings • Athletic Team Game Schedules (A random selection of games/ season playoffs)	Event that has a random series pattern

Generate a Custom Schedule – Fast Path

- Event schedules can now be customized within the add event wizard. Users may create single, recurring, or custom schedules as usual but customize the occurrence times for series events on the same screen by selecting the "customize" option once a schedule has been generated.
- To create a new event schedule, users will need to select their schedule as before but instead hit the "Generate Schedule" button when finished to save the event schedule. If the schedule changes at all, the user must re-generate the schedule to re-save it.
- In order to customize the scheduling pattern at the add event level instead of modifying each individual occurrence, the user will be able to select the "Customize" checkbox presented after a schedule is generated. By selecting this checkbox, a function window will open to show all occurrences generated. Individual times can be modified here for all original occurrences, new occurrences can be added here to have multiple occurrences on the same day, and special exception occurrences can be deleted on this window as well. Select "save schedule" to save your modifications.
- Once a unique and customized occurrence schedule is finished, you may complete your event and select "Finish" to either send it to the appropriate department administrator, category owner for processing or live to the calendar if you have administrative privileges.

Additional Tips

- Events can be modified at the individual occurrence level within a series to reflect unique titles, descriptions, photos, attachments, times, locations and other details.
- Events can be cancelled and rescheduled at the individual occurrence level within a series. Calendar web visitors are able to click on cancelled occurrences and see that an event has been rescheduled and then jump to the rescheduled event via a link.
- Events can be permanently deleted at the individual occurrence level within a series.
- Multi-Day Start and End Times display differently than single day (one-time or recurring) events. For a multi-day event the start time is the time the event begins on the first day of the multi-day sequence and the end time is the time that the event concludes on the last day of the event in the multi-day sequence. It is a continuous duration between those two dates. An example of how this type of event will display is below.

Example Multi-Day Event (Most Infrequently Used Event Schedule Type)

Support
Please contact Product Support at (610)-997-8100 or support@activedatax.com for further assistance.

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