

Using Daily Calendar Notes

Updated: July 5, 2017

EventBooking users can add notes to specific dates and calendars as reminders. Some potential uses include:

- Street Maintenance
- Fire alarm schedules
- Birthdays and other staff happenings
- Election days
- Local school calendar events
- Local area events

Notes are added to each day, and attached to either all spaces or selected spaces. If you add a note to all spaces, a single grey note will be added. If you add a note to selected spaces, a separate note for each space will be added and each note will be colored to match its space.

On the calendar, notes display on each day below any events. On week and day view, notes will display in the row of the space it is attached to, or in the note row at the top if attached to all spaces.

Tuesday, October 4, 2016 - Monday, October 10, 2016			
Notes	Tue 4	Wed 5	Thu 6
Arena			
Parking Lot A			
Parking Lot B			
Theatre		This is a note	
Ballroom A+B			
Ballroom A+B+C			

There are two main types of notes in use:

- *Internal*: Only visible to users signed in to EventBooking; used for private information needed by employees.
- *Avails*: Visible on avails reports; used for information needed by promoters.
- There are also *Public* notes, which are used to place notes on our website avails and calendar widgets.

If you do not wish to see notes on your calendar, you may toggle them off by clicking *Settings* in the upper right corner of your calendar and then choosing *General* in the left navigation. Update your Notes settings, then be sure to click *Save* at the top!

Please be aware that notes are attached to spaces, not events. You are able to display them on your calendar and avails reports, but they cannot be pulled into event-based reports (such as list reports).

This document will walk you through how to:

Add a Note to a Single Day 2

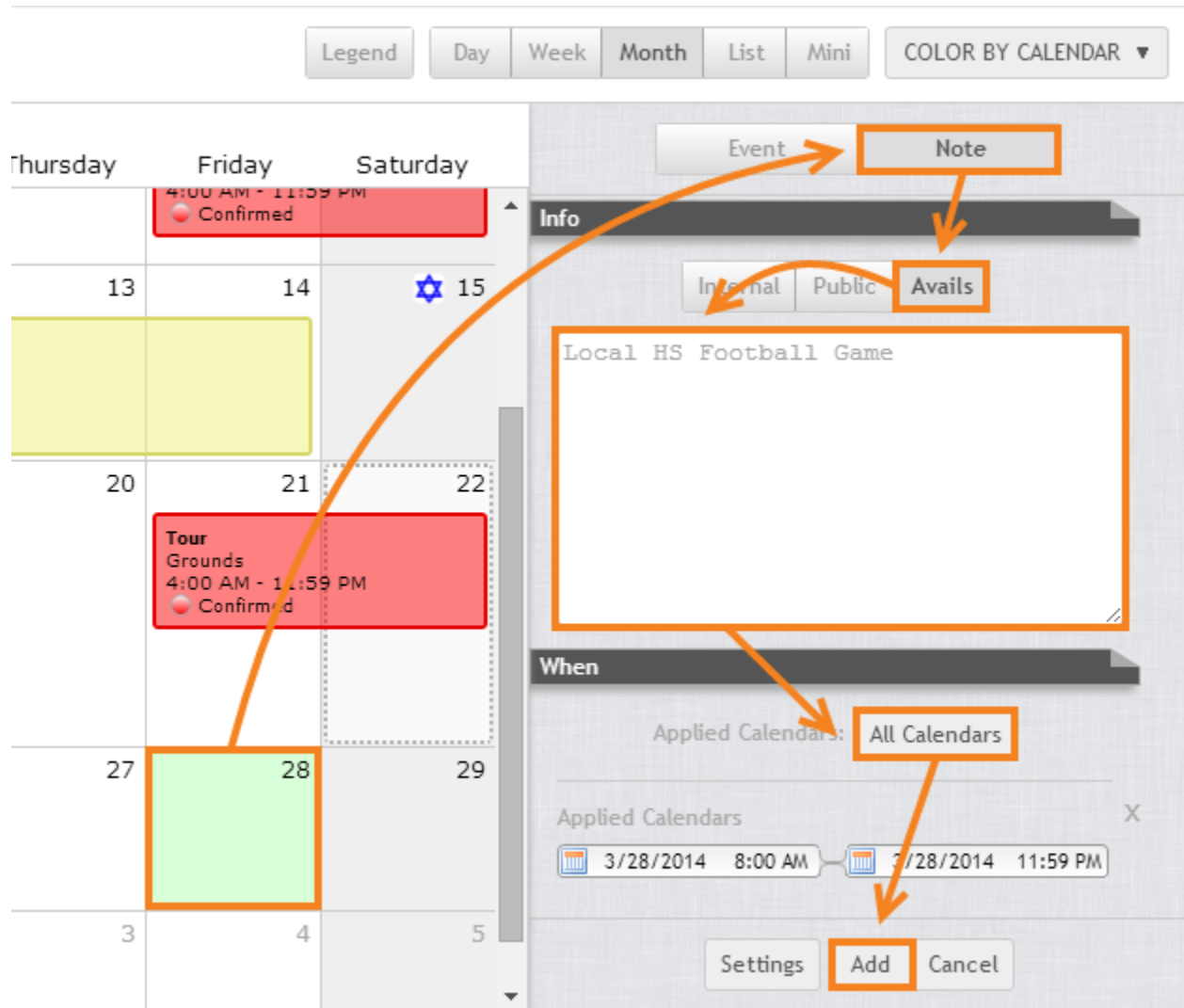
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Add a Note to a Single Day

1. From the Calendars (new!) page, click the date to which you wish to add a note.
2. Click **Note**.
3. Choose whether you want your note to be an **Internal** or **Avails** note.
4. Enter your note text.
5. Select the calendars to which you wish to add the note.
6. Click **Add**.



Your note is now recorded on the calendar.

Calendar interface showing a monthly view for March 2014. The calendar includes navigation buttons (Today, Legend, Day, Week, Month, List, Mini), a view selector (COLOR BY CALENDAR), and a settings menu (More, Settings).

March, 2014 - CC, ARENA, LECTURE and 2 other(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9	10	11	12	13	14	15
	Junior Alpha Club Event City Lecture Hall, Grounds 8:00 AM - 11:59 PM Request for Hold Conference					
16	17	18	19	20	21	22
			Diva-Licious Contest Event City Theater 8:00 AM - 11:59 PM Granted Hold 1 Other		Tour Grounds 4:00 AM - 11:59 PM Confirmed	
23	24	25	26	27	28	29
					Local HS Football Game	
30	31	1	2	3	4	5

Add a Note to Multiple Days

1. From the Calendars (new!) page, click the dates to which you wish to add a note.
2. Click **Note**.
3. Choose whether you want your note to be an **Internal** or **Avails** note.
4. Enter your note text.
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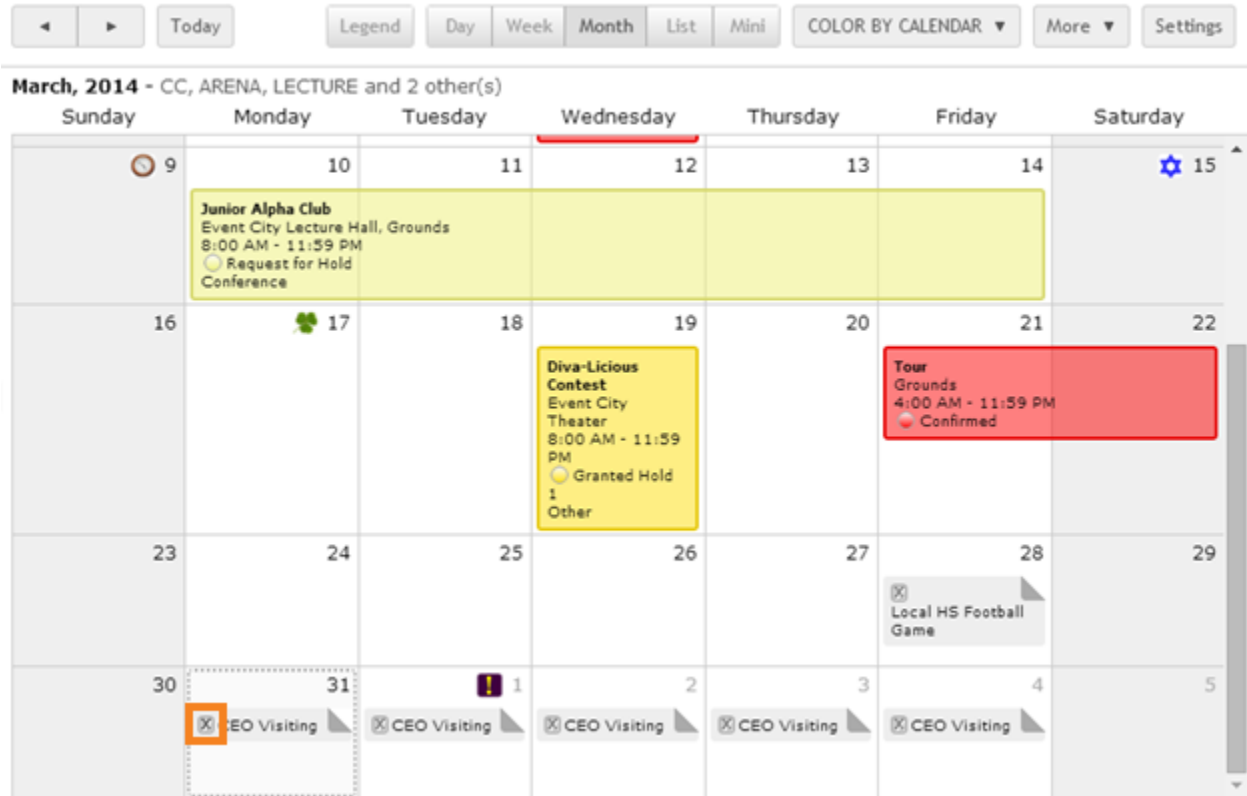
The screenshot displays a calendar for March 2014. A range of dates from Sunday, March 30, to Friday, April 4, is highlighted in light green. A dialog box is open on the right side of the calendar, titled "Note". The dialog has three tabs: "Internal", "Public", and "Avails", with "Internal" selected. The text input field contains "CEO Visiting". Below the input field, the "When" section shows "Applied Calendars" set to "All Calendars". At the bottom of the dialog, there are "Settings", "Add", and "Cancel" buttons. Orange arrows point from the text in the instructions to the corresponding elements in the screenshot: "Note" points to the dialog title, "Internal" points to the selected tab, "CEO Visiting" points to the text input field, "All Calendars" points to the "Applied Calendars" dropdown, and "Add" points to the "Add" button.

Your note is now recorded on the calendar. Please note that notes do not span across multiple days like events. Instead, a separate note is added to each day that was selected. If the note needs to be updated or removed, this change must be made individually for each date.

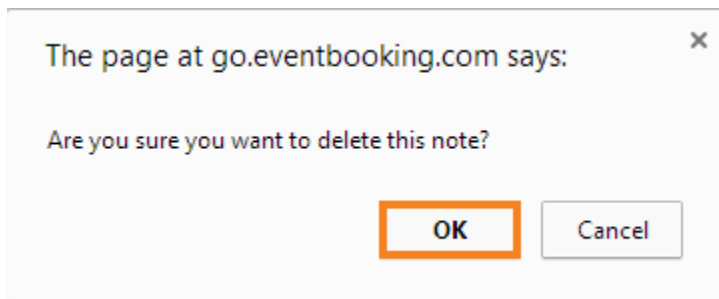
The screenshot shows a calendar interface for March 2014. At the top, there are navigation buttons: left arrow, right arrow, Today, Legend, Day, Week, Month, List, Mini, COLOR BY CALENDAR (dropdown), More (dropdown), and Settings. Below this, the calendar title is "March, 2014 - CC, ARENA, LECTURE and 2 other(s)". The calendar grid shows days from Sunday to Saturday. A yellow event titled "Junior Alpha Club" is scheduled for Monday, Tuesday, Wednesday, and Thursday, with details: "Event City Lecture Hall, Grounds", "8:00 AM - 11:59 PM", and status "Request for Hold Conference". A red event titled "Tour" is scheduled for Friday and Saturday, with details: "Grounds", "4:00 AM - 11:59 PM", and status "Confirmed". A grey event titled "Local HS Football Game" is scheduled for Friday. At the bottom, a note titled "CEO Visiting" is added to the days from Sunday the 30th to Friday the 4th, highlighted with an orange border. The note icon is a grey square with a white 'X' and the text "CEO Visiting".

Delete a Note

1. Click the X icon on the left of the note.



2. Confirm that you would like to remove the note.



Your note has been deleted from the calendar.

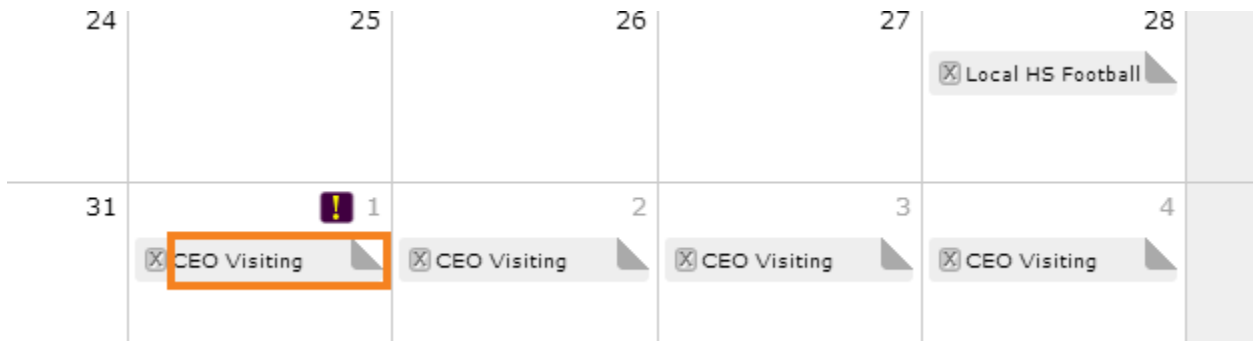
Navigation: < > Today Legend Day Week Month List Mini COLOR BY CALENDAR More Settings

March, 2014 - CC, ARENA, LECTURE and 2 other(s)

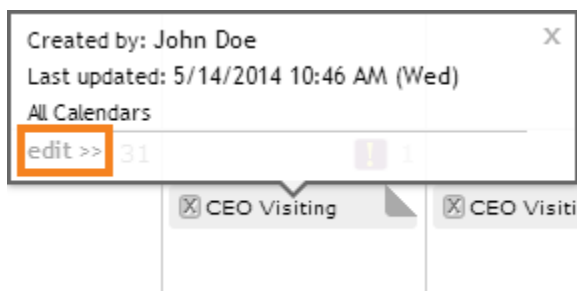
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23	24	25	26	27	28 Local HS Football Game	29
30	31 CEO Visiting	1 CEO Visiting	2 CEO Visiting	3 CEO Visiting	4 CEO Visiting	5

Edit a Note

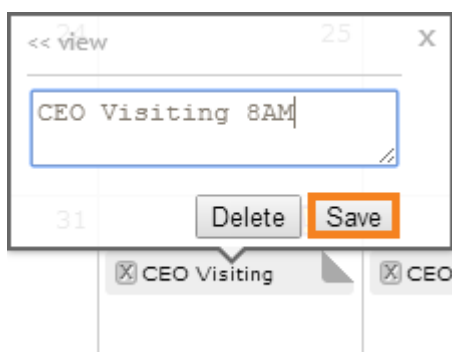
1. Click the note you would like to edit.



2. Click **Edit**.



3. Make the desired changes to the text of the note.
4. Click **Save**.



Your note is now updated.

