Add Calendar Entries in Cloud

Communication · https://cclearninghub.co.uk/docs/add-calendar-entries-in-cloud/

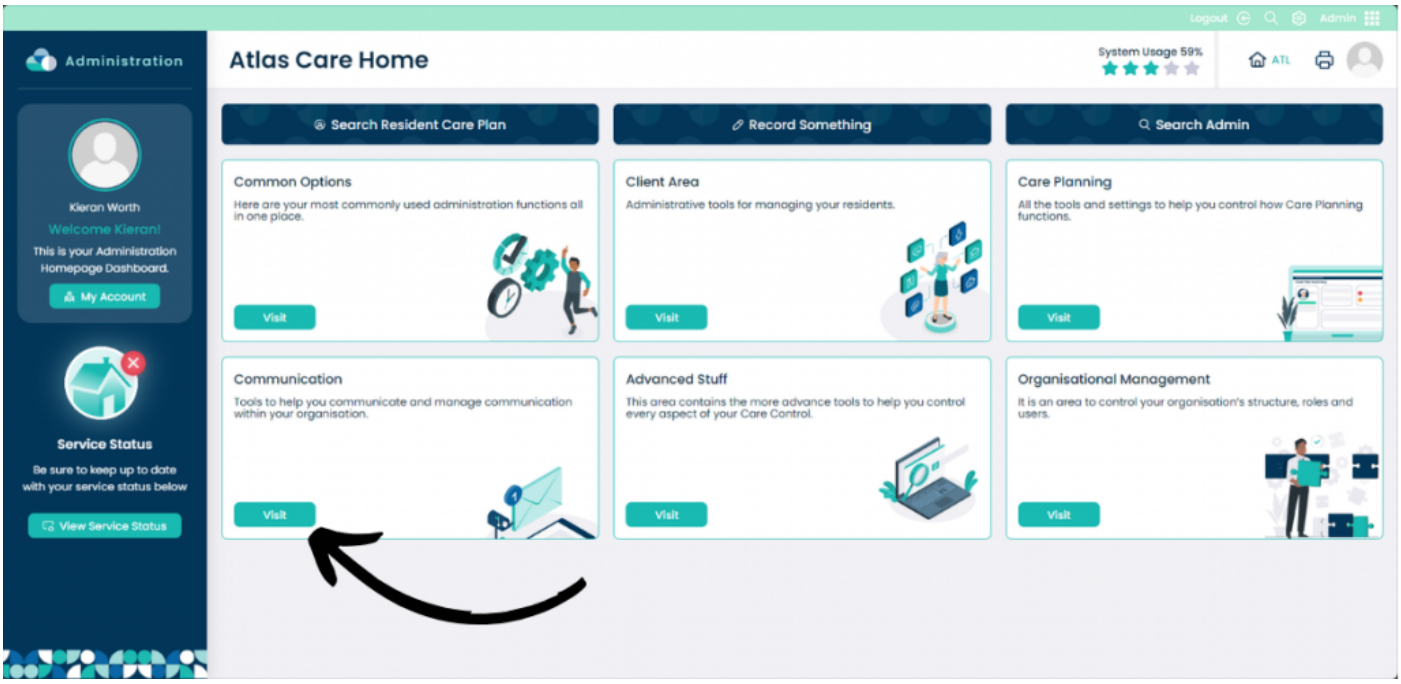
Add events in Calendar on Cloud

This guide will cover the how to add and modify events within Calendar on Cloud.



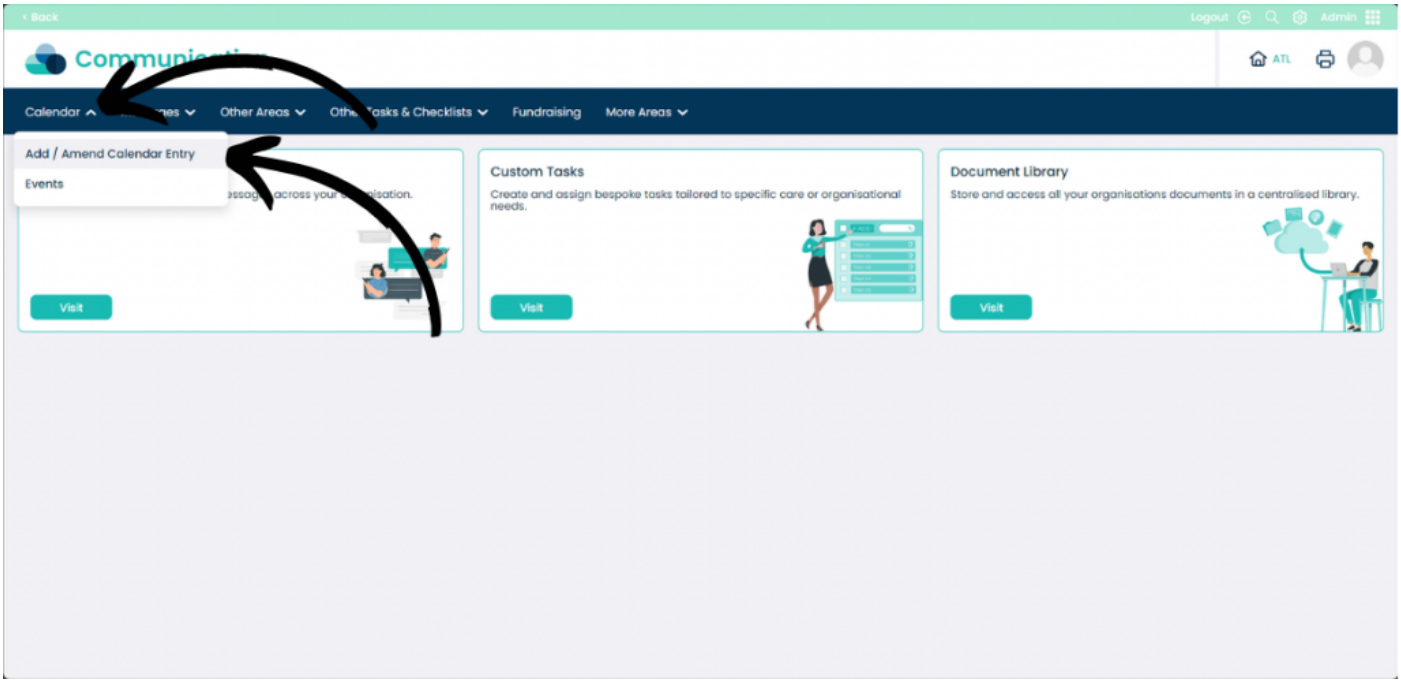
Step 1:

From within the **Administration** page, click **Visit** on **Communication.**



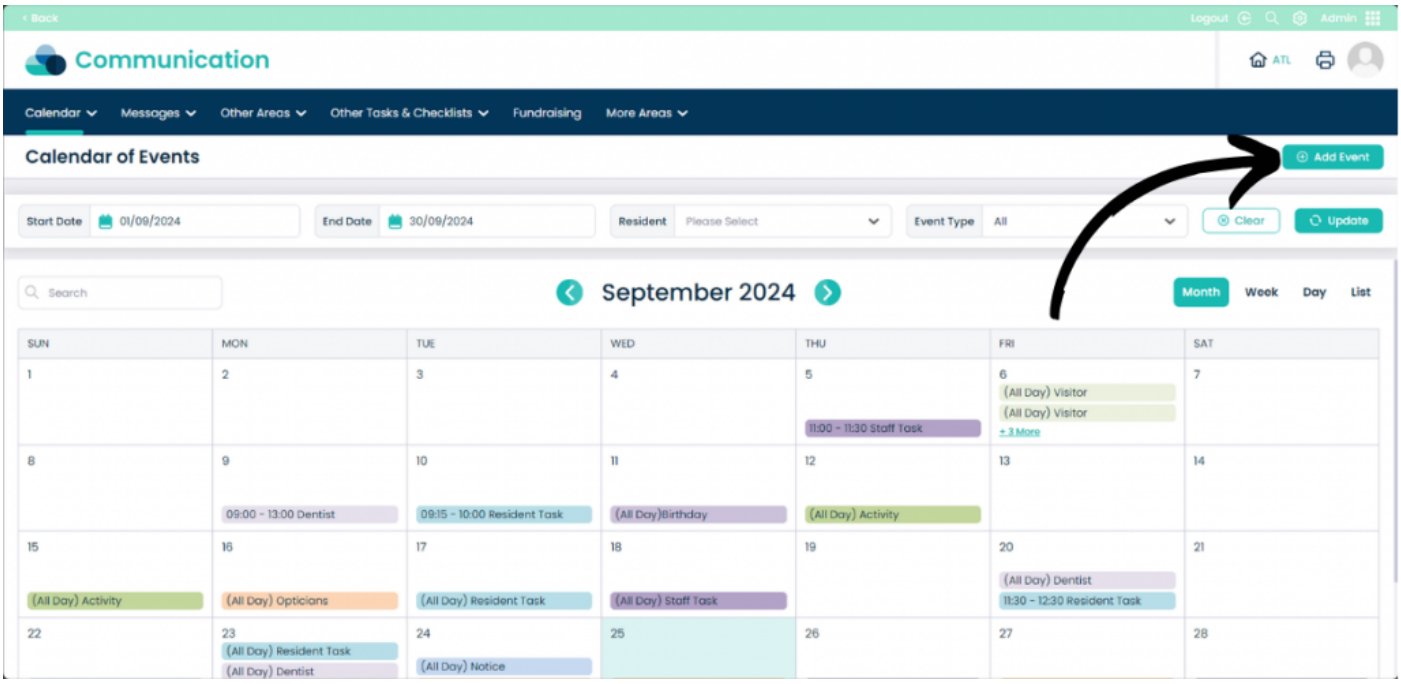
Step 2:

Then click **Calendar** and **Add / Amend Calendar Entry.**



Step 3:

Click **Add Event.**

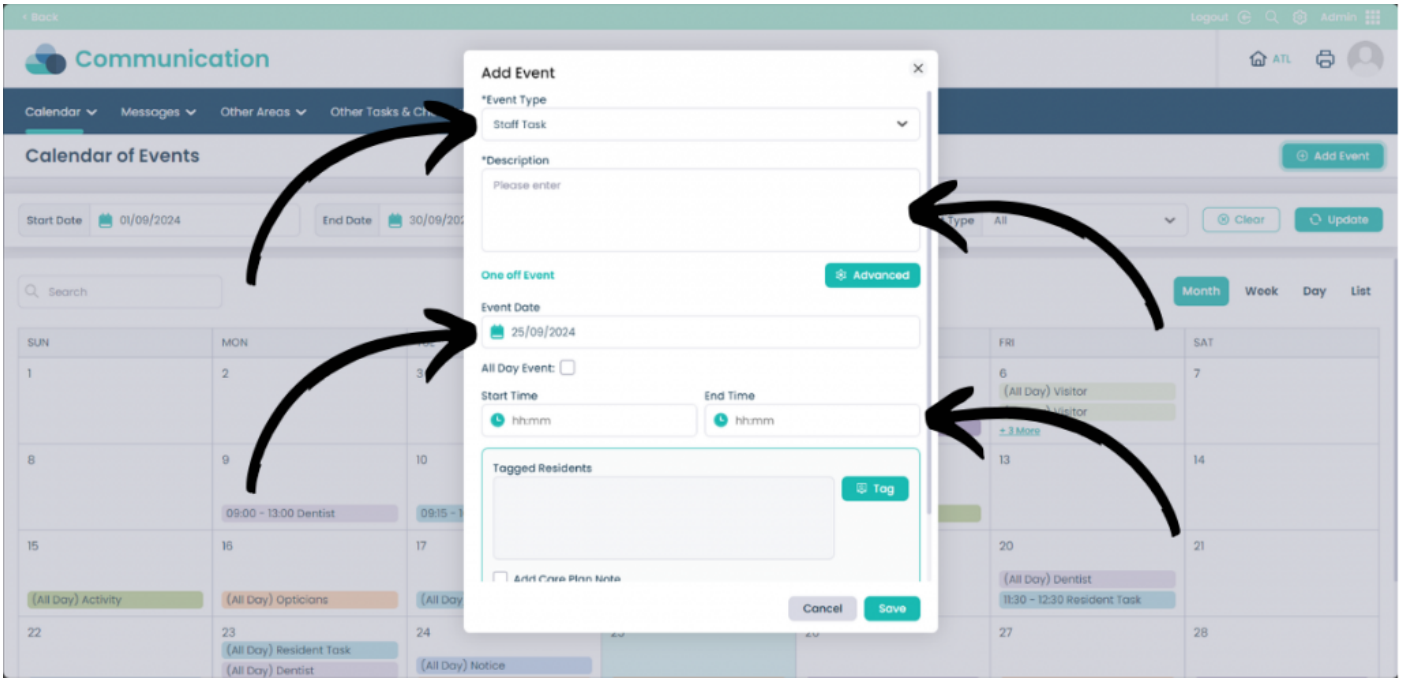


Step 4:

From the **Add Event** window you can create the event. Select the **Event Type** from the drop down menu.

Then input what details of the event within the **Description box.** You can set between being a **One off Event** or **recurring.** Select the **Event Date** by typing the date or clicking the calendar icon to select a date.

Now input a time in the **Start Time** and **End Time** box or click **All Day Event.**



Step 5:

You can **Tag Residents** from the **Tag** list if only certain residents are part of the event. You can also **Set a Reminder** with the drop-down menu. If required you can also **Add Care Plan Note.**

When you are happy with the event click **Save.**

If you need to make changes to an already existing event, select the event from the calendar and the same menu will appear.

