

JCAL PRO Quick Start

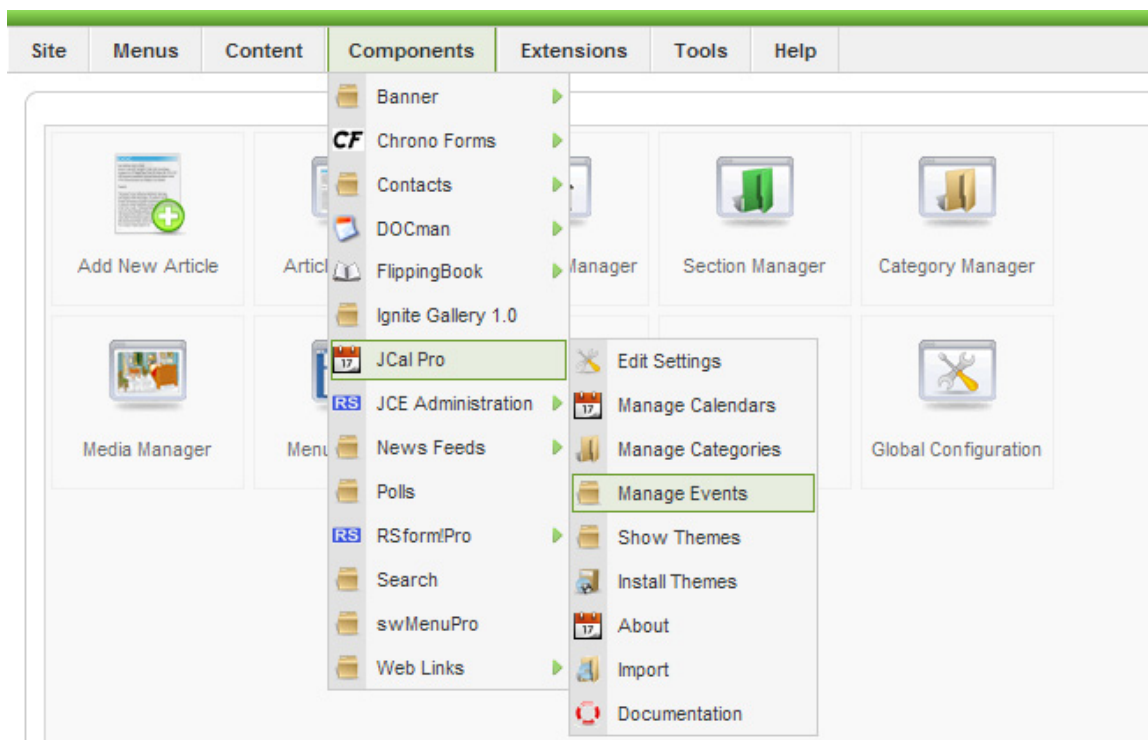
Managing Your Calendar

There are many things you can do with your calendar, but we are just going to cover the basics in this manual.

How to add / edit events

Adding events is simple.

1. In the main Joomla toolbar menu, hover over *Components* move down to *JCal Pro* and click *Manage Events*.



2. This takes you to the *Manage Events Menu*. Here you will see a list of your events (if you have any), some information about them, and a familiar top right menu to manage them with.

Manage Events Menu

[Publish](#)
[Unpublish](#)
[Add](#)
[Edit](#)
[Copy](#)
[Delete](#)
[Cancel](#)

[Edit Settings](#)
[Manage Calendars](#)
[Manage Categories](#)
[Manage Events](#)
[Show Themes](#)
[Install Themes](#)
[About](#)
[Import](#)
[Documentation](#)

Calendar:
 Category:
 Filter:

#	Id	Title	Calendar	Category	Start time	End time	Kind	Owner	Privacy	Published	Approved
1	2	Outdoor Education Day	Default	Parks	7/1/2009 9:00:00 AM	7/1/2009 1:00:00 PM	Static	nonagant	Public	✓	✓
2	1	Celebrate Your Independence	Default	General	7/4/2009 5:00:00 PM	7/4/2009 6:00:00 PM	Static	nonagant	Public	✓	✓
3	4	Planning Commission Meeting	Default	Planning & Building	8/11/2009 6:00:00 PM	8/11/2009 7:00:00 PM	Repeat (parent)	nonagant	Public	✓	✓
4	5	Planning Commission Meeting	Default	Planning & Building	8/8/2009 6:00:00 PM	8/8/2009 7:00:00 PM	Repeat (child)	nonagant	Public	✓	✓

3. Let's add an event. Click *Add*. (to edit an event, select it, and then click *Edit*)
4. Now you are on the *Edit Event* page. Enter all of your event info. Give it a title. If you have more than one calendar, choose which calendar your event should display on. If you have multiple categories, choose the category you'd like it to be in. Give your event a good description. Set the date and time. Add any contact info you want to share and so forth.
5. Make sure **Published** and **Approved** are both set to **Yes**. Your event will not show up if set to no.
6. Click **Save**. Your event has been added.

