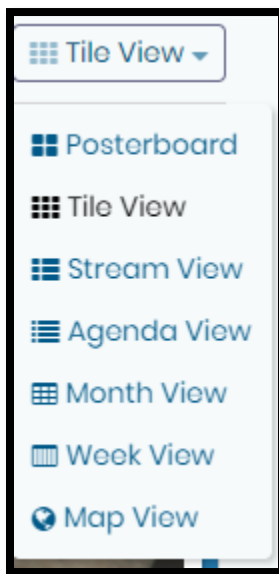# Frequently Asked Questions

How can I change the way I am viewing the Calendar?

From the main page of the Calendar, click Tile View on the upper right side:

The Tile View is the default view of the calendar. There are several different ways to view the calendar:

Posterboard : shows long vertical event box with all details showing

Tile View

Stream View : shows long horizontal event box with a preview of details

**Agenda View** : shows long horizontal event box with date/time and event title

Month View : shows monthly calendar, hover your mouse over the date to see details

Week View : shows the week at a glance with all details showing

**Map View** : connects to maps and you can zoom in to see pinpoint location information

How can I filter the calendar for specific events?

To filter by <u>Category</u>, click the Category at the top left side and choose from the dropdown menu:
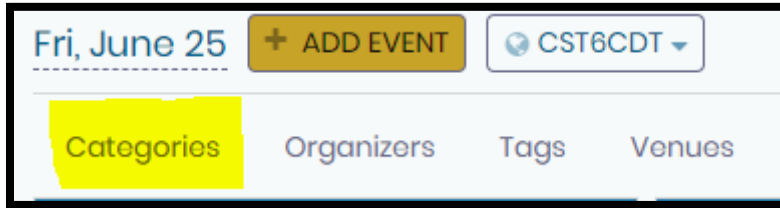
Adults, Agency, Annual Meeting, Children, Congregational, Family, Graduation, Israel, Jewish Culture, Jewish Education, Older Adults, Teen, Tikkun Olam, Women and Young Adults

To filter by <u>Tags</u>, click the Tags at the top left side and choose from the dropdown menu:
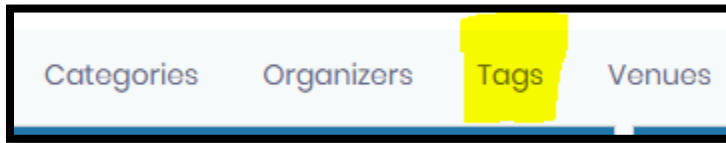
ASBEE, Baron Hirsch, BBYO, Beth Sholom, B'nai Tzedek, Bornblum, Chabad, FedLed, JCP, Foundation, JHS, MHA, Federation, MJHR, MJCC, PAG, Plough Towers, Temple Israel, Torah MItzion and Young Israel

You may also filter by the Organizer of the event or the Location of the event.

You may also type in a search if you prefer, Click on <u>Search</u> at the top right side.
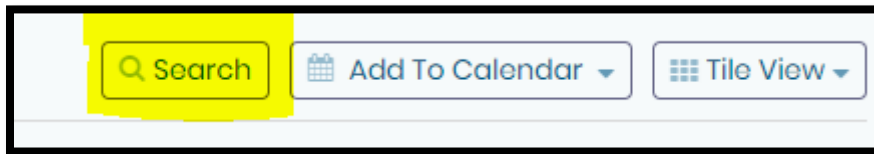
Who can add events?

JCP Strategic Partners and Jewish community organizations may submit events for approval. JCP reserves the right to limit the number of postings from any one organization and to reject any posting when deemed to be offensive, inappropriate or not in the public's interest or in conflict with this policy or the mission of JCP.

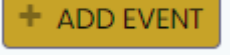**Why can't I add an event to the calendar without having an account?**

For security purposes, you must have an account to submit an event to the community calendar. All accounts will be approved by JCP prior to having access to add an event to the calendar.
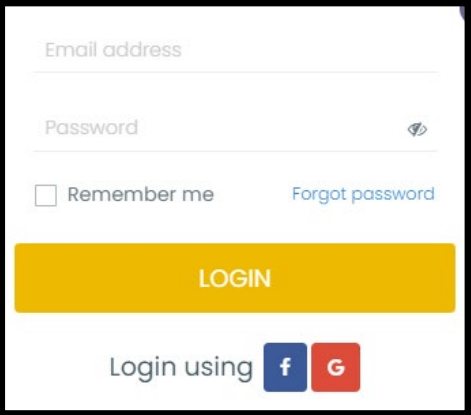
What if my submitted event is declined or there is a conflict on the calendar?

Your event may be declined as Jewish Community Partners reserves the right to limit the number of postings from any one organization and to reject any posting when deemed to be offensive, inappropriate or not in the public's interest or in conflict with this policy or the mission of Jewish Community Partners.

If a conflict of date/time occurs between agencies, then we ask that the Agency ED should reach out to other partner agency to resolve conflict. If this cannot be resolved, then JCP will intervene to resolve the conflict

How to Create and Add an Event

1) Click **Add Event**   ➕ ADD EVENT

2) A box will pop up asking for login credentials. You may either
   a. Login with an existing account
   b. Login with Facebook or Google
   c. Create a calendar user account

3) Once logged in, enter all information for the event:
   a. Event Title
   b. Start Date/Time and End Date/Time
   c. Add Recurrence (if applicable)
   d. Add a Category (from drop down menu)
   e. Add a Tag (from drop down menu)
   f. Add an Organizer (from drop down menu)
   g. Upload an Image
   h. Description / You may link your social media

4) Note/Request: Enter requests for changes to event.
   a. (a new event contact or a new category etc)
5) Click **SUBMIT EVENT**
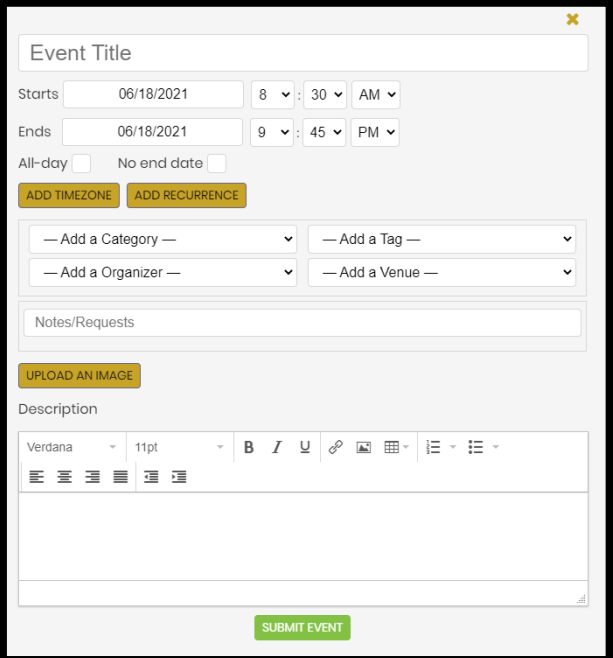6) JCP will receive a notification to approve