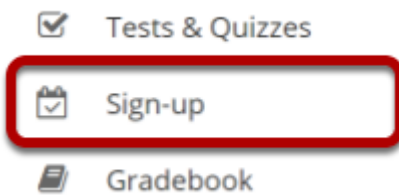


# How do I add meetings to the site Calendar?

If you create a meeting without the Calendar tool on the site, but add the Calendar tool later, you can add each meeting individually to the Calendar.

## Go to Sign-up.



Select the **Sign-up** tool from the Tool Menu of your site.

## Click on a meeting title.

Meetings Add Permissions Export

### Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View:  By category:   Expand all recurring meetings.

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
<a href="#">Office Hours</a>	Demo Instructor	Office 336, Frost Hall		Mon, 3/30/20	10:00 AM - 12:00 PM	Closed	<input type="checkbox"/>
<a href="#">Extra Credit Field Trip</a>	Demo Instructor	Aquarium		Sat, 4/18/20	10:00 AM - 4:00 PM	Available <a href="#">Attendance</a>	<input type="checkbox"/>

# Click Modify.

SIGN-UP [Link](#) [Help](#)

Meetings Add Permissions Export

**Modify** Copy Export as Excel Print

## Meeting Details

**Title:** Extra Credit Field Trip  
**Organizer:** Demo Instructor  
**Location:** Aquarium  
**Category:**  
**Meeting Date:** Saturday, April 18, 2020  
**Time Period:** 10:00 AM - 4:00 PM  
**iCalendar link:** [Download](#)  
**Sign-up Begins:** March 19, 2020 10:00 AM  
**Sign-up Ends:** April 18, 2020 3:00 PM  
**Available To:** [Show site\(s\)/group\(s\) details](#)  
**Description:** This is an all day field trip to an off-campus Aquarium. Students will receive 10 bonus points for attending.

Email Notification:  Yes, send email to notify the related participant(s) about the changes that have been made. [Hide meeting info above](#)

Time Slot	Max # of Participants	Participants ( <a href="#">Email all</a> )	Wait List
10:00 AM - 4:00 PM	10	<a href="#">Student 1 Demo</a> (Mar 28, 2020 7:49 PM) <a href="#">Student 2 Demo</a> (Mar 28, 2020 7:52 PM) <a href="#">+ Add Participant</a>	Add Participant (disabled command)

- \*Note:- Click on a time slot to lock or cancel it.  
- Click to change or swap participants.  
- Click to delete a participant.  
- Click to email a participant.  
- Click to view/edit an attendee's comment.  
- Meeting organizers can add participants even if the time slot is full.

[Back](#)

To change any of the initial settings of the meeting, use the **Modify** option shown at the top of Meeting Details.

# Click Show the other default settings.

Other Default Settings:

[Show the other default settings](#)

The information described in [How do I create a meetings?](#) will be shown for editing the settings of your choice.

## Check Publish to Calendar.

- Allow Wait List:**  Yes, add Wait List option. Participants can join Wait List.
- Allow Adding Comment:**  Yes, participant can add a comment during sign-up.
- User ID Input Mode:**  Yes, I want to use User ID input mode for adding participants.
- Auto Reminder:**  Yes, send email to remind attendee of the meeting, one day in advance.
- Publish to Calendar:**  Yes, publish the meeting to the Calendar tool.
- Create groups for timeslots**  Yes, create a group for each timeslot that can be managed via Site Info > Manage Groups
- Default Notification setting:**  Yes, pre-select the 'Email Notification' checkbox on the Modify Meeting page.
- Max # of time slots per participant:**  Yes, allow participants to sign up for more than one time slot.

Select the check box next to **Yes, publish the meeting to the Calendar tool.**

## Click Publish Modification.

