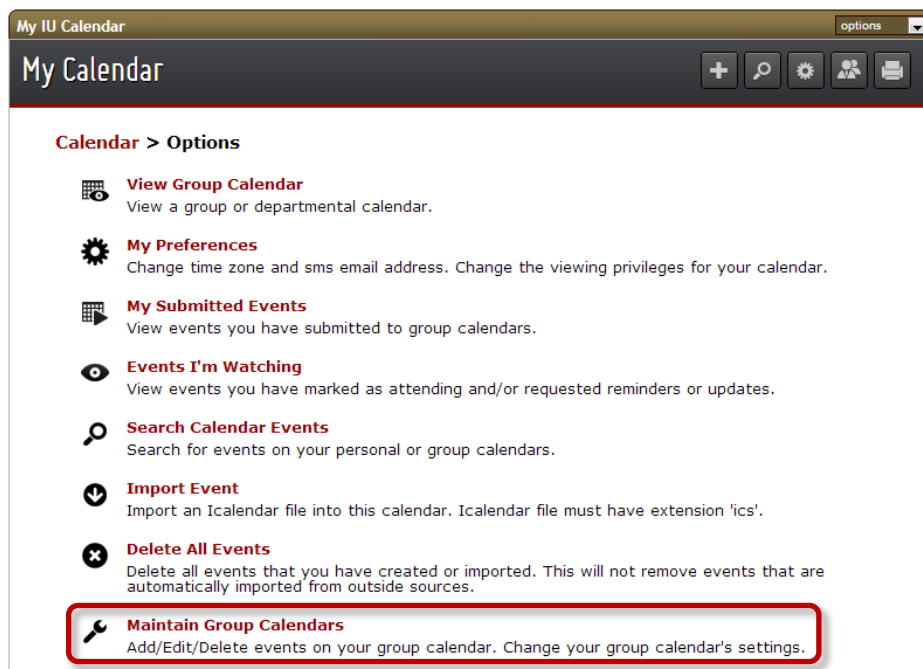


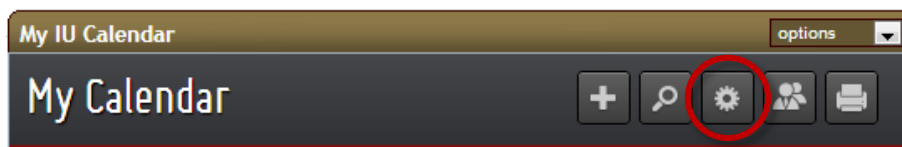
How to Approve Events Submitted to the IU Northwest Event Calendars



Login to One.IU

Search and click on the "My IU Calendar" app

In the top right corner of **My IU Calendar** (it must be My IU Calendar—none of the others you may have listed as Favorites will work), click the **Gear** button.



Click **Maintain Group Calendars** . A list of calendars whose events you can approve appears. In most cases, this will be a single calendar.

To add or approve events, click the **Maintain Events** button. (If you do not see this view, click the **Flat View** button.)



The screenshot shows the 'My IU Calendar' interface. At the top, it says 'Now Editing: IU Northwest Office of Diversity'. Below this, there's a section titled 'Calendar > Submitted Events' with a sub-note '3 items retrieved, displaying all items.' A table lists three events:

<input type="checkbox"/>	TITLE	REQUESTED ACTION	EVENT START DATE	RECEIVED	SUBMITTER'S EMAIL ADDRESS	ACTIONS
<input type="checkbox"/>	test 3	event creation	Fri, Feb 22, 2013 08:00:00 AM	Fri, Feb 22, 2013 03:12:09 PM	Jones, Kenneth (kendjone@iun.edu)	View Edit
<input type="checkbox"/>	another test event	event creation	Fri, Feb 22, 2013 08:00:00 AM	Fri, Feb 22, 2013 03:07:43 PM	Jones, Kenneth (kendjone@iun.edu)	View Edit
<input type="checkbox"/>	Ken's test	event creation	Fri, Feb 22, 2013 08:00:00 AM	Fri, Feb 22, 2013 03:05:43 PM	Jones, Kenneth (kendjone@iun.edu)	View Edit

Below the table are two buttons: 'Accept Checked' and 'Decline Checked'. The top right of the interface has several icons: a plus sign, a magnifying glass, a gear (Settings), a calendar icon with a red '3' notification, and a refresh icon.

(The **Settings** and **Remove** buttons will only be available to “Administrators” who create the calendars.)
 A list of event submissions for you to review and accept/decline/edit appears.

Click the **View** button to review all details for an event. You cannot edit in View mode.

The dialog box titled 'Event Submission Information' contains the following details:

- Submitter's Email: Jones, Kenneth (kendjone@iun.edu)
- Requested Action: event creation
- Title: Ken's test
- Sharing: Public
- Start Time: Fri, Feb 22, 2013 08:00:00 AM
- End Time: Fri, Feb 22, 2013 03:00:00 PM
- Category: Deadline
- Free/Busy: busy
- Description: testing event cal
- contact email: kendjone@iun.edu
- Pending Calendars: IU Northwest Office of Diversity (IU-NW-DIVERSITY-CAMPUS)



Click the **Edit** button to change any of the details. To see all the details **and** the Save/Cancel buttons, use the **scroll bar** on the right. When you are done editing, click the **Save** button below the details to keep your changes. Or click the **Cancel** button if you do not want to make any changes.

Use scroll bar to see the Save and Cancel buttons.

You are returned to the Accept/Decline page.

Use the check box in front of each event to select it and then click the appropriate Action button: **Accept Checked** or **Decline Checked**. Multiple events can be selected at the same time.

Calendar > Submitted Events

3 items retrieved, displaying all items.

<input type="checkbox"/>	TITLE	REQUESTED ACTION	EVENT START DATE	RECEIVED	SUBMIT
<input checked="" type="checkbox"/>	test 3	event creation	Fri, Feb 22, 2013 08:00:00 AM	Fri, Feb 22, 2013 03:12:09 PM	Jones, (kendj)
<input checked="" type="checkbox"/>	another test event	event creation	Fri, Feb 22, 2013 08:00:00 AM	Fri, Feb 22, 2013 03:07:43 PM	Jones, (kendj)
<input type="checkbox"/>	Ken's test	event creation	Fri, Feb 22, 2013 08:00:00 AM	Fri, Feb 22, 2013 03:05:43 PM	Jones, (kendj)

Accept Checked Decline Checked

The events will be added or not added to the appropriate calendar according to your choices.