

# User Manual

## Calendar

By Something Normal

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# Getting Started

This User Manual will be operating on the assumption that you are a first-time user, and that there is no prior information on the application, aside from what is given through the base download.

# Logging In

1. When you first open the application, you will be immediately prompted for an e-mail and password to log in with. As you do not yet have any credentials to log in with, click the “Create New User” button to get started
2. Next, you will need to fill out the given form with the required information, filling out the Username, Email, and password sections.
  - a. Note: make sure to record the information you have used, as some of it will be used for the next step.
3. After you have filled out the required areas, click “OK” to continue.
4. Now, you can Log In. Fill out the Log-in form with the information you gave in the previous step.
5. Click “login”, and you will be brought to the Calendar

## Adding a User

1. In order to add another User to your Calendar Database, click the “Add User” button, which will be to the right of the Calendar title.
2. Upon clicking it, a new text box will open up, in which you can add the email of the User you would like to add to the Calendar.
3. After you have finished inputting the email you would like to send to, you can now click the “Search” button, to the right of the text field. This will prompt the application to send an Email to the User, inviting them to join the Calendar

# Adding an Event

1. In order to add an Event to the Calendar Database, you must click the “Add Event” Button to the right of the Calendar’s name.
2. Doing so will open up a form with pre-filled information, providing an example of how you should fill out the form.
3. Fill out each field with the information that you desire and be sure to follow the given format to expedite later processes.
4. After you have completed filling out the Event form, click “OK”, and the Event form will close, adding your Event to the Calendar Database.

# Chatting

1. Upon logging in, you will notice that there are two halves to the Calendar. The right half is the Chat box, which will contain any messages from other people who are using the application at the same time as you are.
2. To post your own message, click the text box right below the Chat area.
3. Next, you will need to type out your own message.
4. After you have created a message, you can either press the “Enter” button on your keyboard, or click the “chat” button in the application and your message will be posted with a timestamp of the Date and Time of the message’s posting, as well as the username you chose to when you first registered your account into the Calendar Database.

# Notifications

1. Open up the desired Calendar and event
2. Once the event is selected, go to the top left and select “Notify” on the drop down menu to enable notification and “Notify Off” to disable notifications for that event
3. If the user is an host, the Notification will notify everyone that has their notifications enabled
4. The chat room can also be selected to enable notifications when there is a new post or disable notifications through the drop down menu at the top left of the application.