

# Let's Meet

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User Guide

December 2, 2022

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# Why we chose a PDF for the User Guide

We decided that a PDF would be the best way for any user to access help. This is because users can have it open along with the application and follow along with the guide. This way, users that already know how the application works, won't be bothered by tips that they don't need. With the user guide being separate from the application, users can look through the guide whenever and maybe find new things out about the application that they didn't know existed because their normal use patterns didn't use every feature available.

We did consider a version within the application. Ultimately we decided not to because we liked the idea of guiding the users step by step with screenshots on how to use the application in a simple way instead of directing them on what to click within the application. Since our user guide is separate from our application, we can make design changes within the application easier without worrying about how it's going to impact the code that guides users through the app. With using a PDF, if a user runs into a bug that crashes the program, they can still view the guide to see why that might have happened.

# Overview on how to use *Let's Meet*

At its core, *Let's Meet* is used for group scheduling and personal schedules. As a user, you can create your own personal schedule. This personal schedule consists of a user's personal events that they have coming up, this is essentially a user's personal calendar. The personal calendar is for the user's own needs to keep track of their upcoming events.

Users are able to form a group with each other within the app to help with scheduling times within a group. An example use case, grouping up within the app with co-workers to schedule a meeting time that works for everyone's schedule. Upon joining a group with other users, a user will be able to request a meeting with other members of the group. When a user in the group requests a meet up, the app will find a time that works with everyone's schedule and puts the co-worker meeting in their schedule. In order for *Let's Meet* to find a meeting time, users need to put their events in their personal calendar so the application knows not to plan for a meeting during certain times.

Help on how to do the basic functions within *Let's Meet* are in the Tutorials section.

# Tutorials

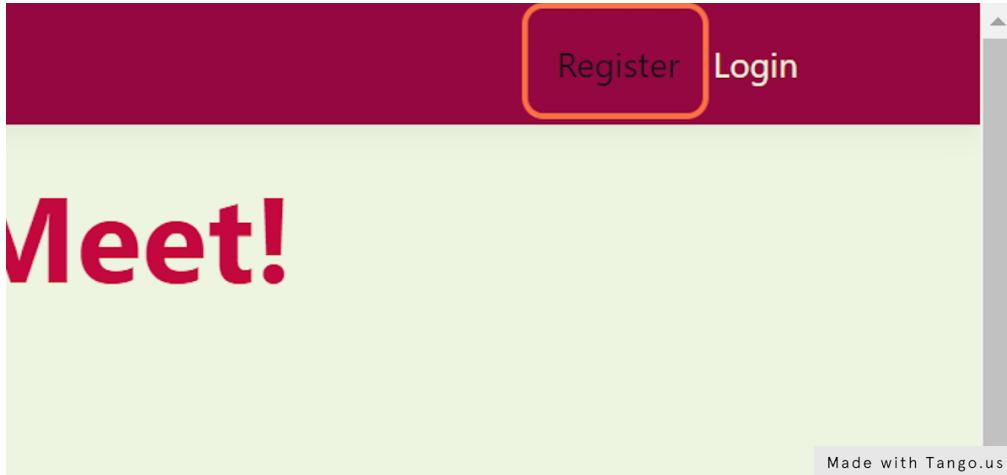
## Website Tutorials

### Creating an account

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1. Go to the project site

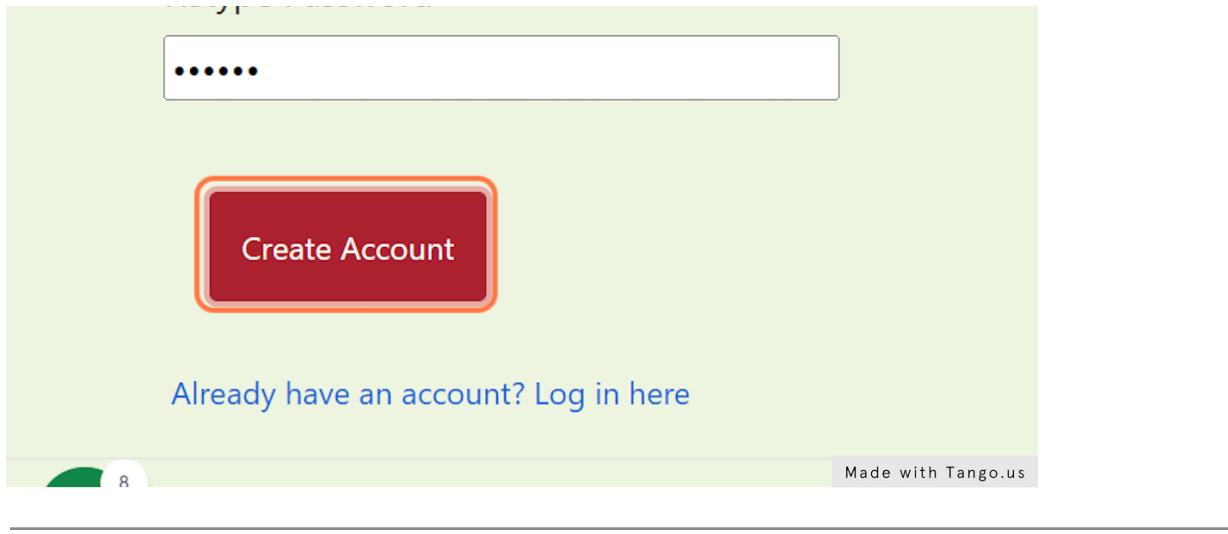
2. Click on Register



3. Enter the required field info

A screenshot of a registration form with a light green background. The title "Register here" is at the top. Below it are three input fields: "Username" with the value "test2", "FirstName" with the value "FirstName", and "LastName". In the bottom right corner of the form, there is a small grey box containing the text "Made with Tango.us". A vertical scroll bar is visible on the right side of the form.

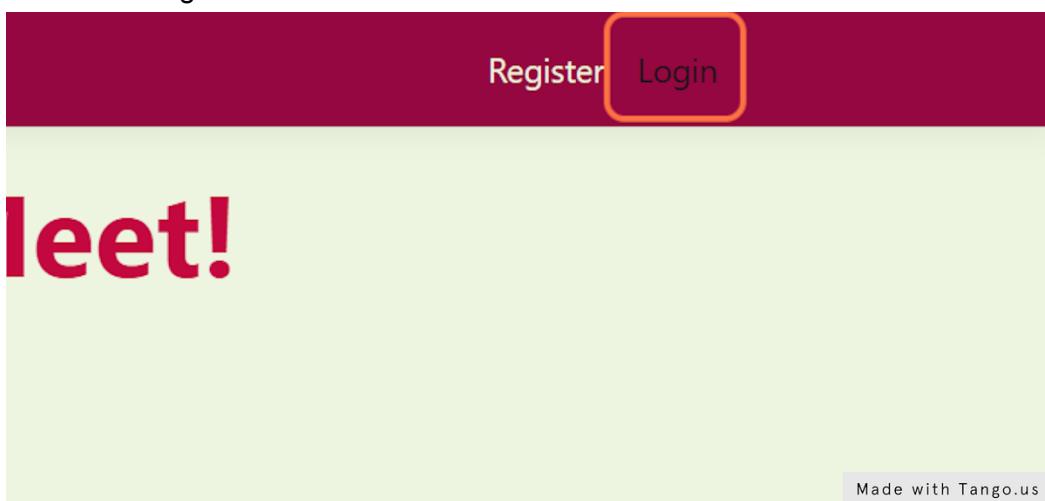
4. Click on Create Account



### Logging in (Must create an account first)

---

1. Go to Project Site
2. Click on Login



3. Enter required info

Welcome to L

## Log in

---

Username

Password

Made with Tango.us



4. Click on Log in

.....

No Account? [Click here to register](#)

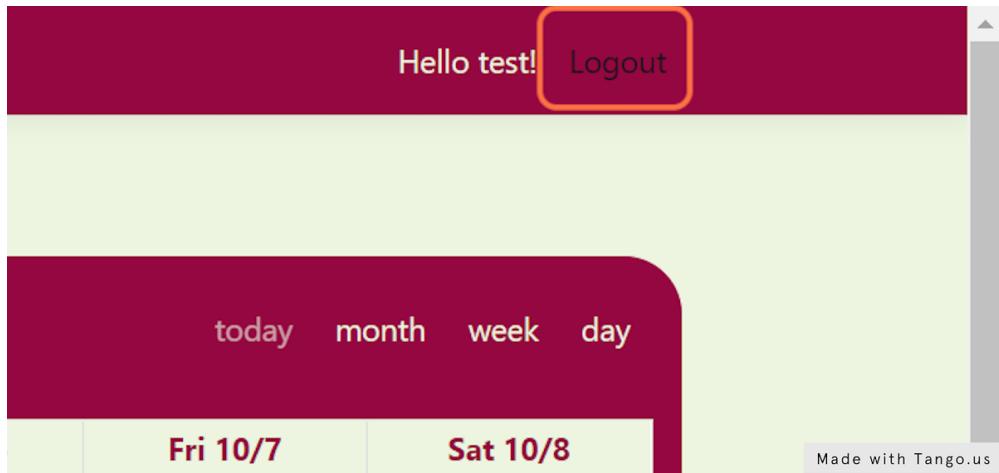
Made with Tango.us

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### Logging out (Must log in first)

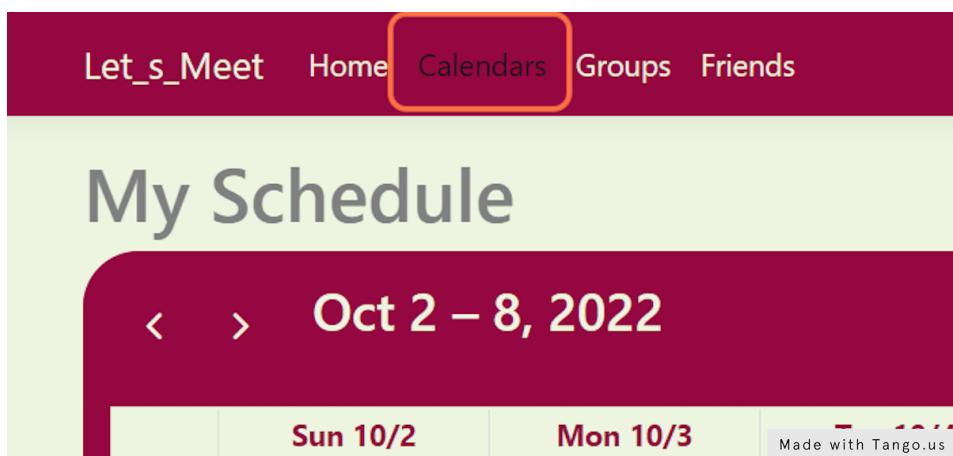
---

1. Go to Project site
2. Must Log in first
3. Click on Logout



## Creating a Calendar (must log in first)

1. Go to Project site
2. Click on Calendars



3. Click on Create New

# My Calendars

[Create New](#)

Name

Description

Made with Tango.us

#### 4. Enter input fields

Name

Description

Color

Made with Tango.us

#### 5. Click on Create

Test

Color

Create



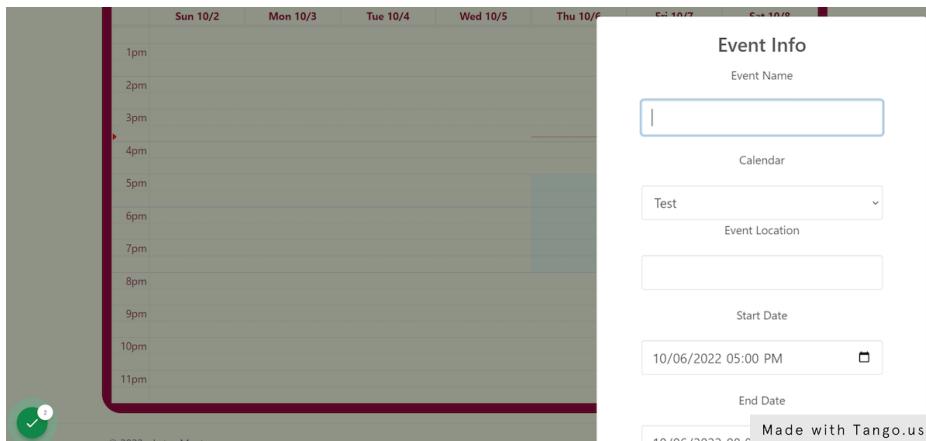
Back to List

Made with Tango.us

## **Creating personal schedule events, “My Schedule” (must create a calendar first)**

---

1. Go to project site
2. Click and drag your desired time range on the calendar to bring up event popup



3. Enter or adjust input fields

**Event Info**

Event Name

Calendar

Test

Event Location

Start Date

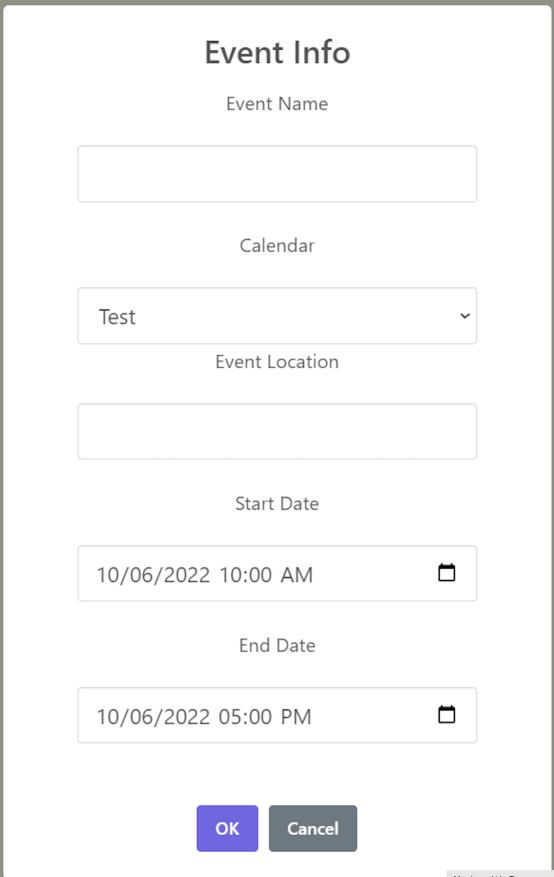
10/06/2022 10:00 AM 

End Date

10/06/2022 05:00 PM 

**OK** **Cancel**

Made with Tango.us



4. Click on OK to create personal schedule event

10/06/2022 09:00 PM



Made with Tango.us

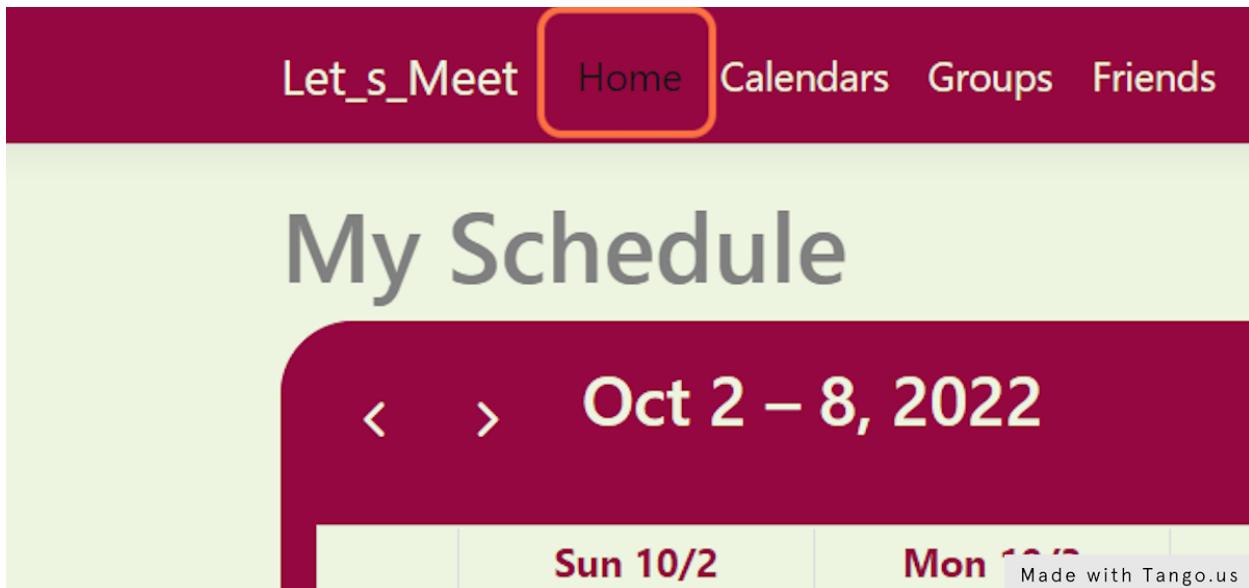
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**Deleting events on personal schedule, “My Schedule” (must create personal schedule event first)**

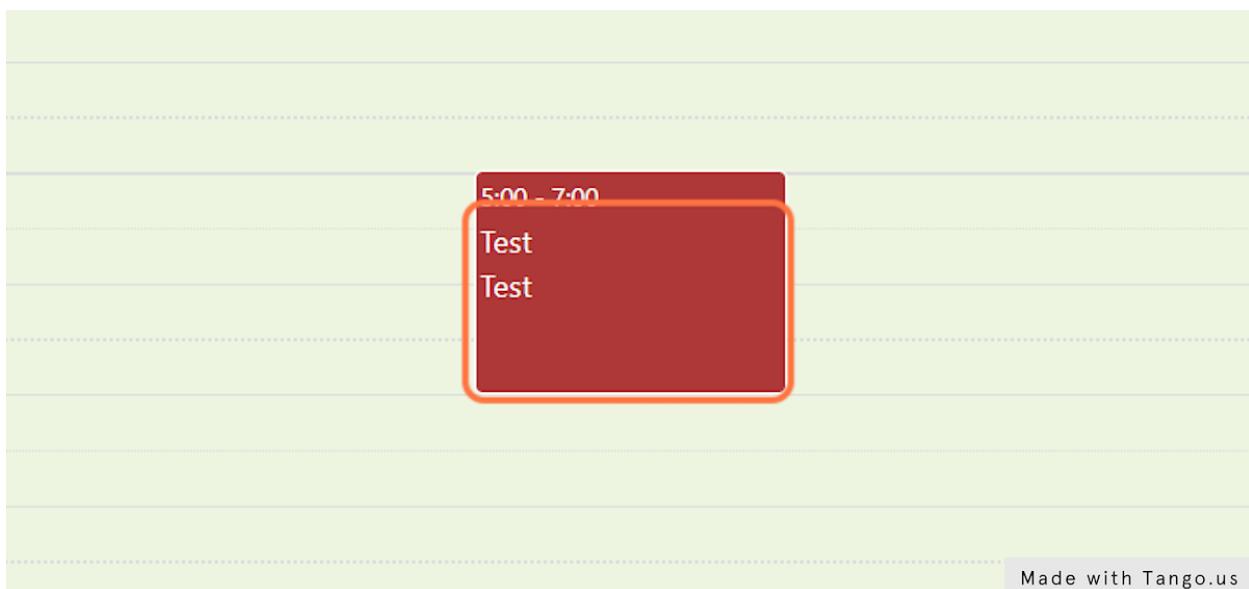
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1. Go to Project site

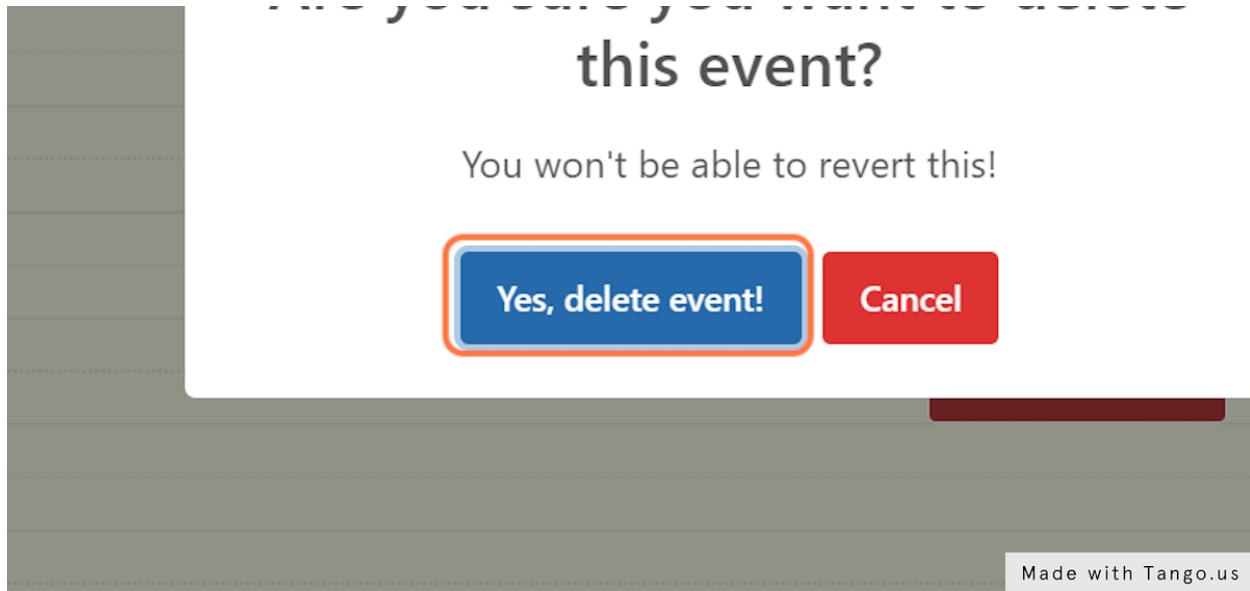
2. Click on Home



3. Click on the event to delete



4. Click on Yes, delete event!



### Making a friend Request (Must first login)

(The importance of this process is that this is how users are allowed to be added to groups without a link, see Joining a group with the Group Join link for that. In order to add someone to a group, you must either be friends with them or give them a Group Join link)

1. First login
2. Click on Friends



# chedule

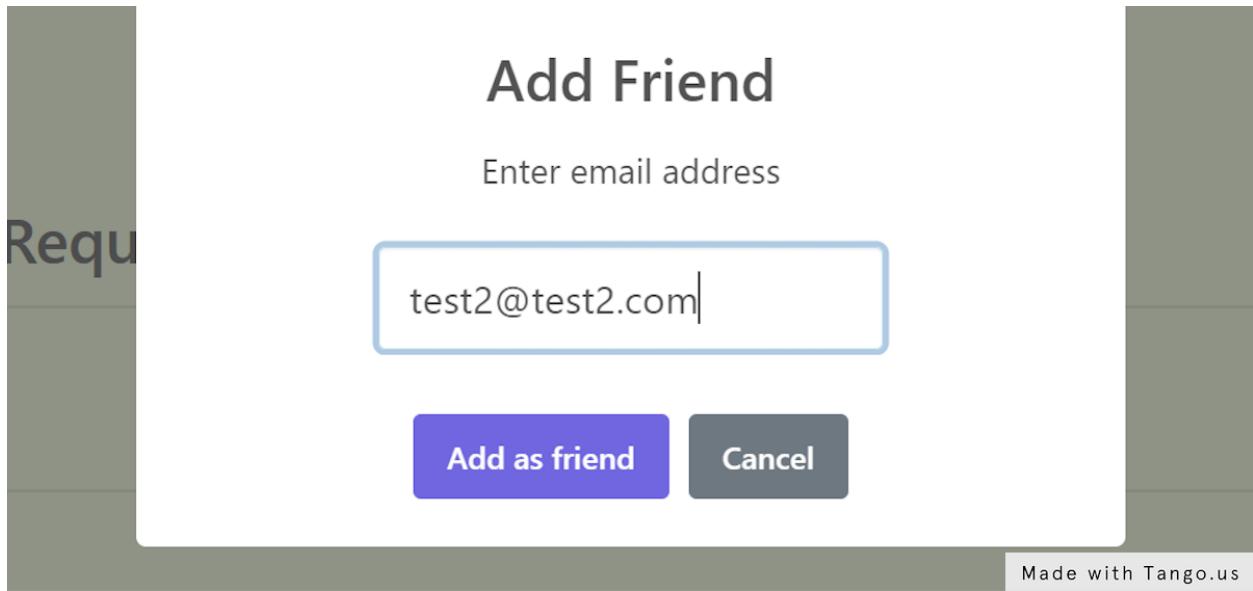
Nov 20 – 26, 2022

Made with Tango.us

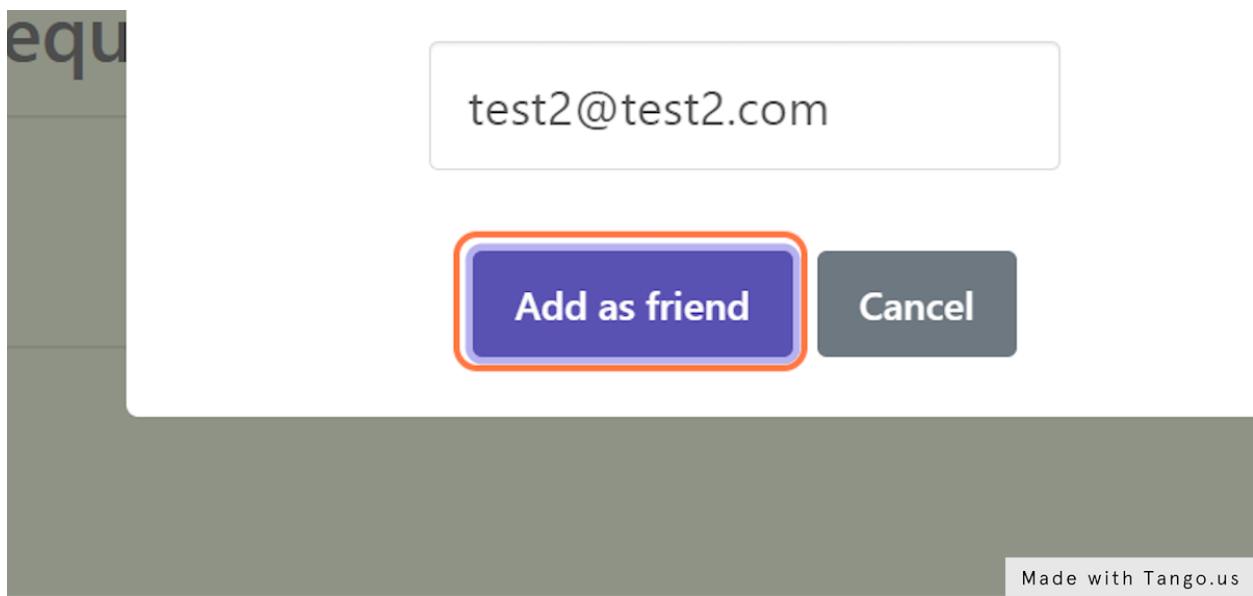
3. Click on Add Friend

A screenshot of a user profile page. At the top, the word "Friends" is displayed in large, dark gray font. Below it is a horizontal line. In the center, there is a red rectangular button with the white text "Add Friend". Further down the page, the text "Pending Friend Requests" is shown in large, dark gray font. In the bottom right corner of this section, there is a small, faint watermark-like text that reads "Made with Tango.us".

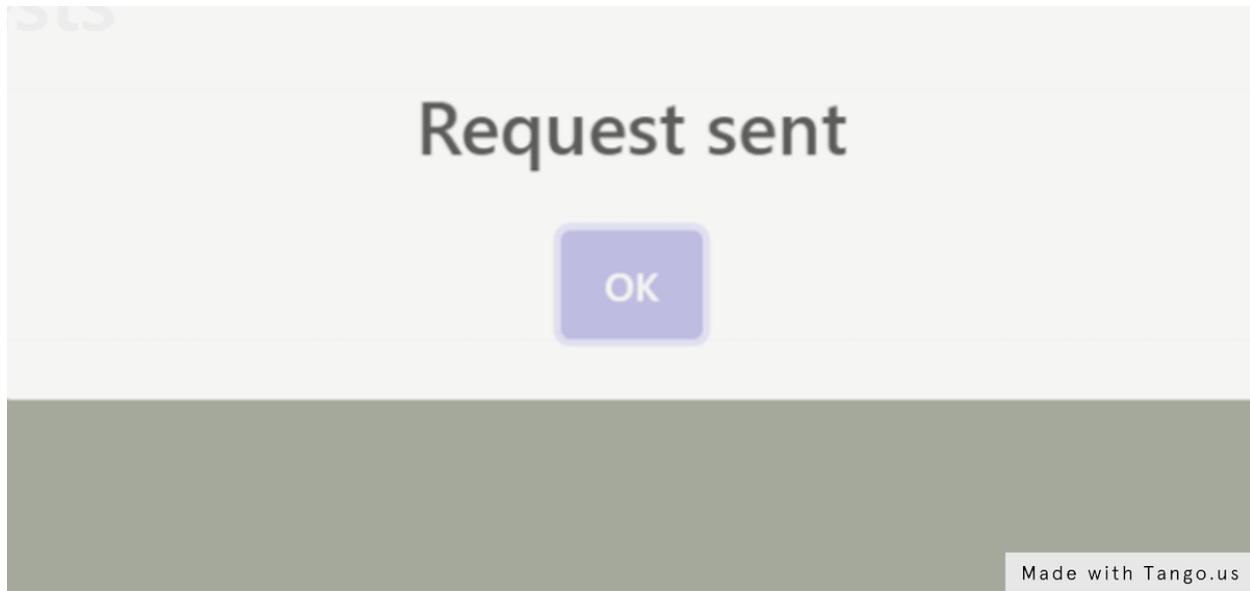
4. Enter the email of the friend you want to add



5. Click on Add as friend



6. The request has been sent now wait for their response



---

**Accepting/Declining friend request (Must first receive friend request from another user.)**

**(The importance of this process is that this is how users are allowed to be added to groups without a link, see Joining a group with the Group Join link for that. In order to add someone to a group, you must either be friends with them or give them a Group Join link)**

---

1. Login
2. Click on Friends

Home Calendars Groups Friends

## Schedule

Nov 20 – 26, 2022

Made with Tango.us

3. Click on Accept or Decline, you choose

## Handling Friend Requests

test1@test1.com

Accept

Decline

Made with Tango.us

4. If accepted, this will appear, If declined a similar thing will pop up saying it has been declined.

# Friend Request Accepted!

OK

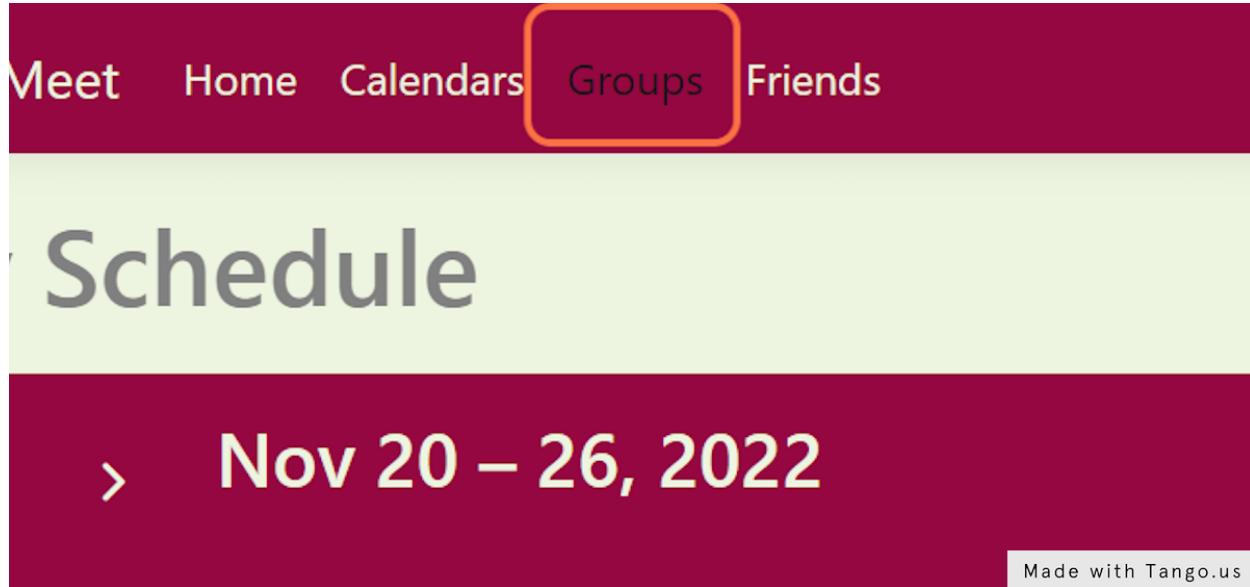
Made with Tango.us

5. If the request is accepted, you will see it in the My friends section

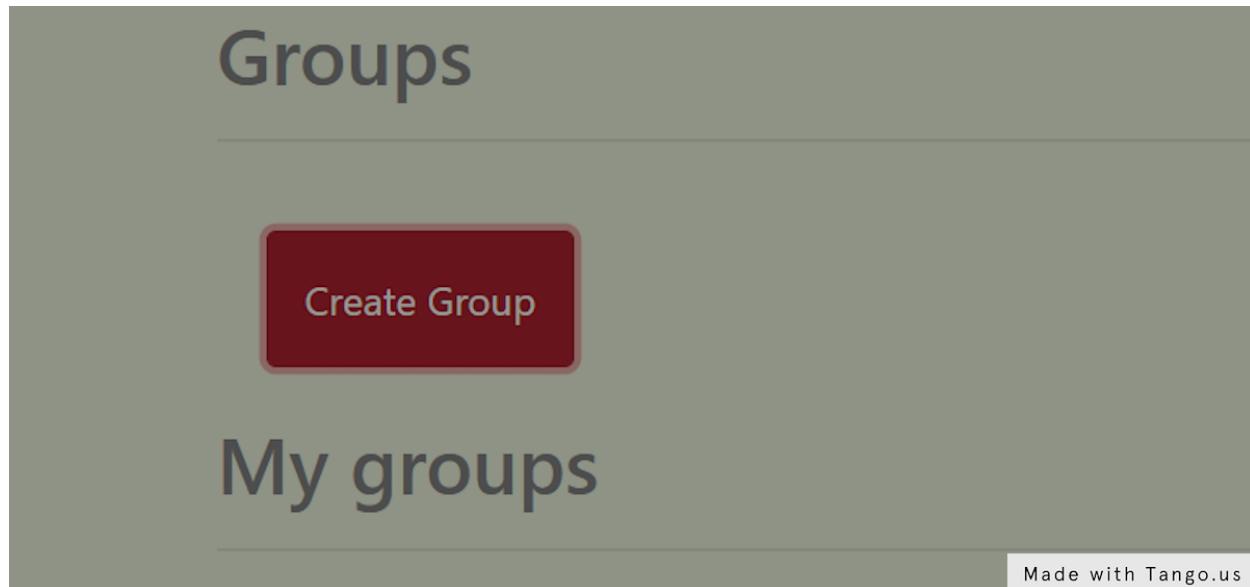
The screenshot shows a user interface for managing friends. At the top, there is a red header bar. Below it, the word "Friends" is displayed. A red button labeled "Add Friend" is visible. Underneath, a section titled "Pending Friend Requests" lists one item: "test1 test1@test1.com". At the bottom of the screen, there is a footer bar with the text "© 2022 - Let\_s\_Meet -" and "Made with Tango.us".

**Creating a group (Optional: must first send a friend request and get it accepted, see above for that. It is allowed to create a group with just oneself and later give Group Join links for others to join, see Joining a group with the Group Join link for more on that.)**

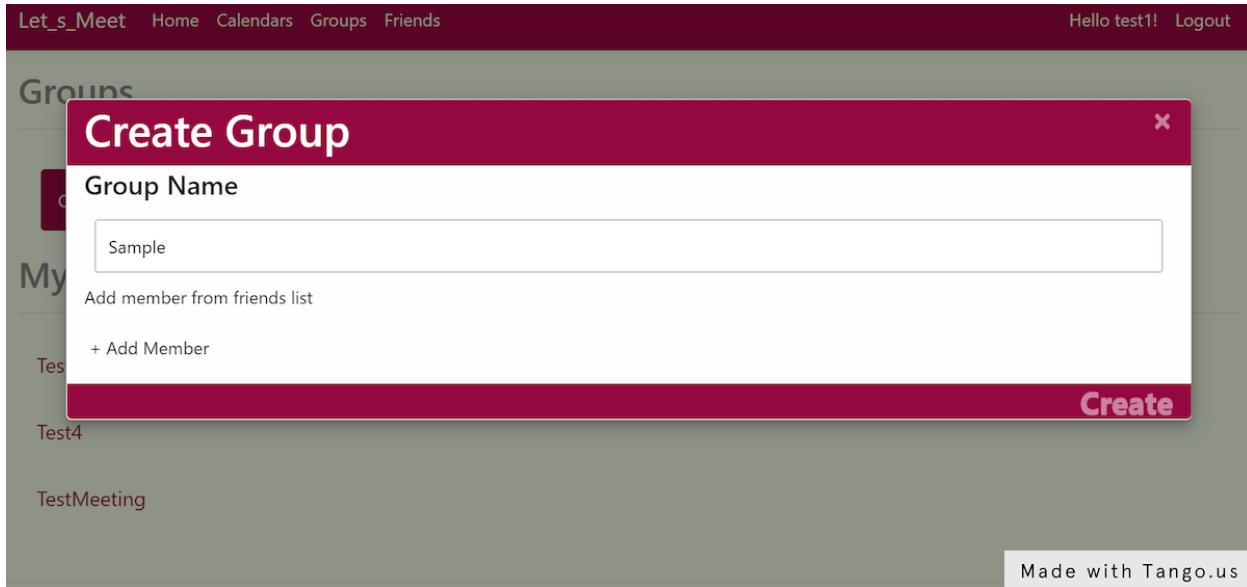
- 
1. Log in
  2. Click on Groups



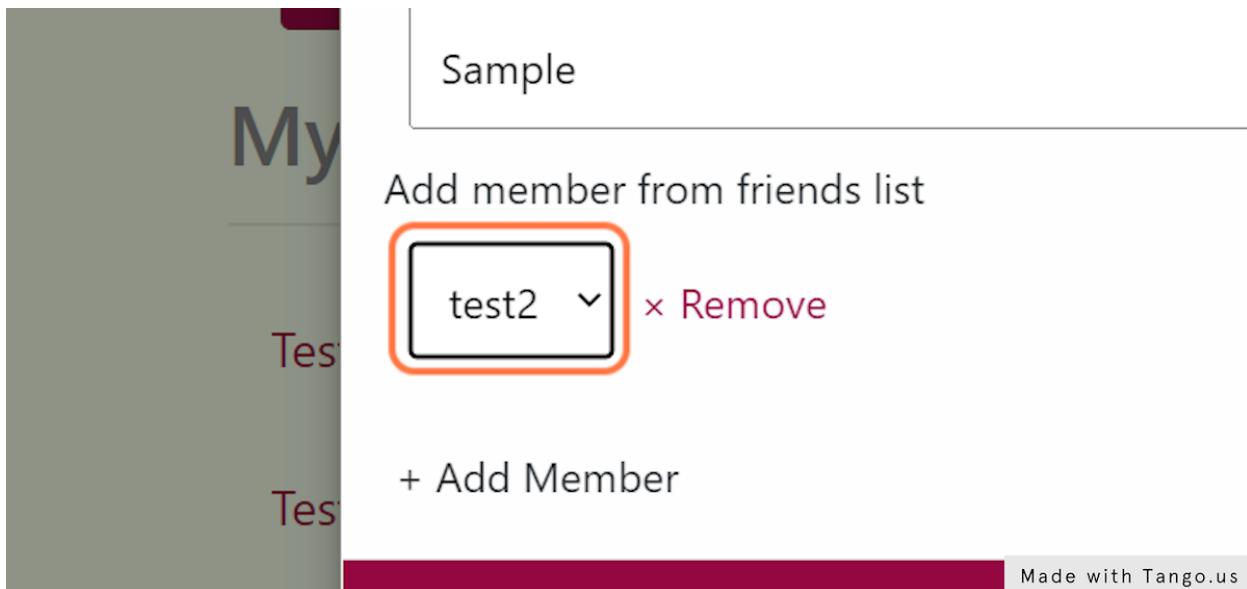
3. Click on Create Group



4. Fill in the required inputs



5. After clicking Add Member, there is a drop down of all your friends that you can add to the group. Add whoever you wish or also don't add anyone from friends list



6. Click on Create

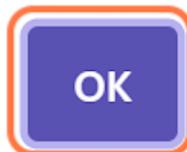


Create

Made with Tango.us

7. Group is created

## Group Created!



Made with Tango.us

8. The Group should now appear under My groups

The screenshot shows a user interface for managing groups. At the top left, there is a "Create Group" button. Below it, a section titled "My groups" lists several groups: "Test2", "Test4", "TestMeeting", and "Sample". The background has a light green gradient. In the bottom right corner, there is a "Made with Tango.us" watermark.

## Viewing group schedule/calendar (Must first create/join a group)

1. Log in
2. Click on Groups

The screenshot shows a navigation bar with links: "Meet", "Home", "Calendars", "Groups" (which is highlighted with a red rounded rectangle), and "Friends". Below the navigation bar, the word "Schedule" is displayed in large, bold, dark gray letters. At the bottom of the screen, a red banner shows the date range "Nov 20 – 26, 2022". In the bottom right corner, there is a "Made with Tango.us" watermark.

3. Click on the name of the group you want to view

Groups

Create Group

### My groups

Test2

Test4

TestMeeting

Sample

2 © 2022 - Let\_s\_Meet - Made with Tango.us

4. You are now on the group calendar page

Let\_s\_Meet Home Calendars Groups Friends Hello test1! Logout

### Sample Group Calendar

Let's Meet! Get Group Join Link Leave Group

< > Nov 20 – 26, 2022 today month week day

Sun 11/20	Mon 11/21	Tue 11/22	Wed 11/23	Thu 11/24	Fri 11/25	Sat 11/26
all-day						
12am						
1am						
2am						

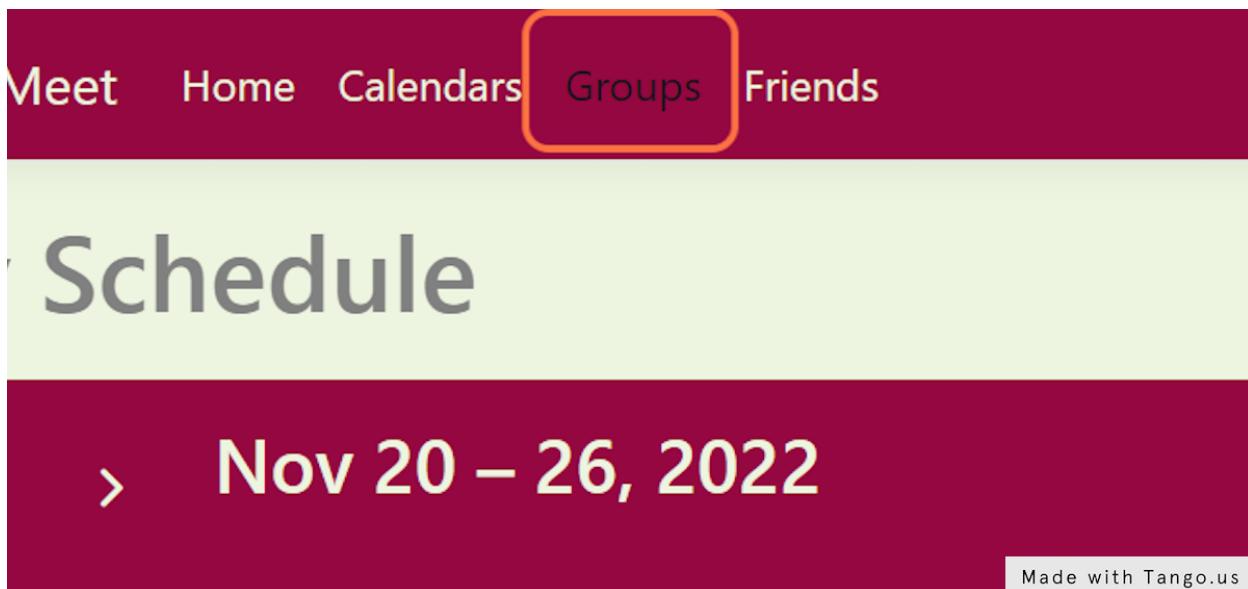
QRcode to join group from mobile

Made with Tango.us

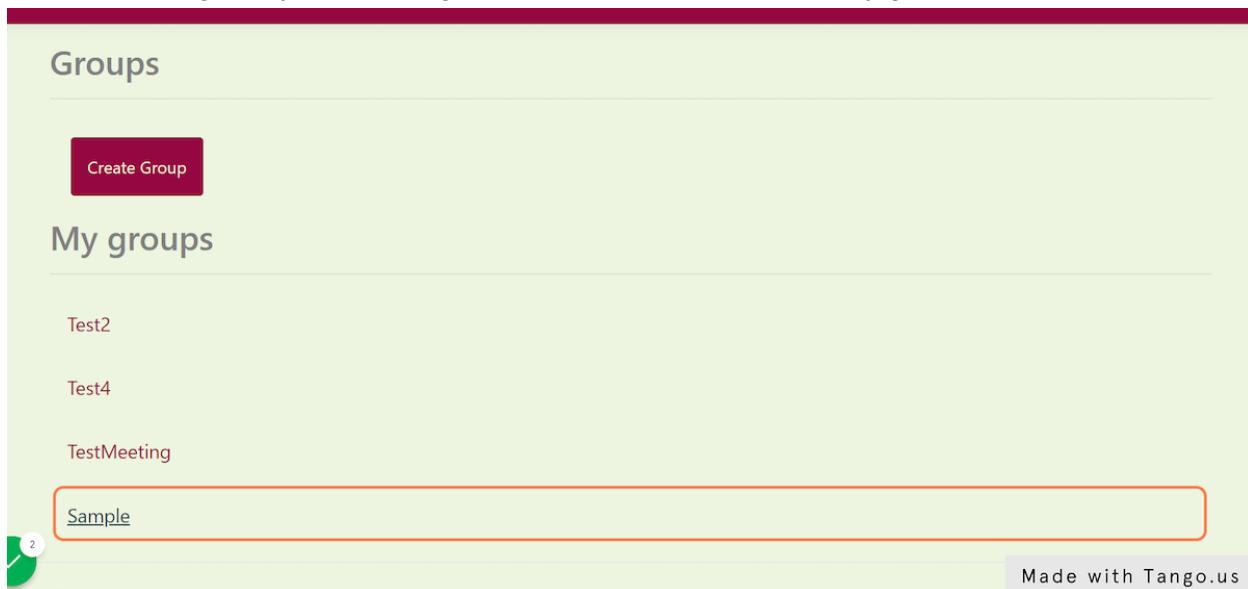
## Getting Group Join link (Must first create/join group)

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1. Log in
2. Click on Groups



3. Click on the group you want to get a Group Join link for under My groups



4. Click on Get Group Join Link

# Sample Group Calendar

Let's Meet!

Get Group Join Link

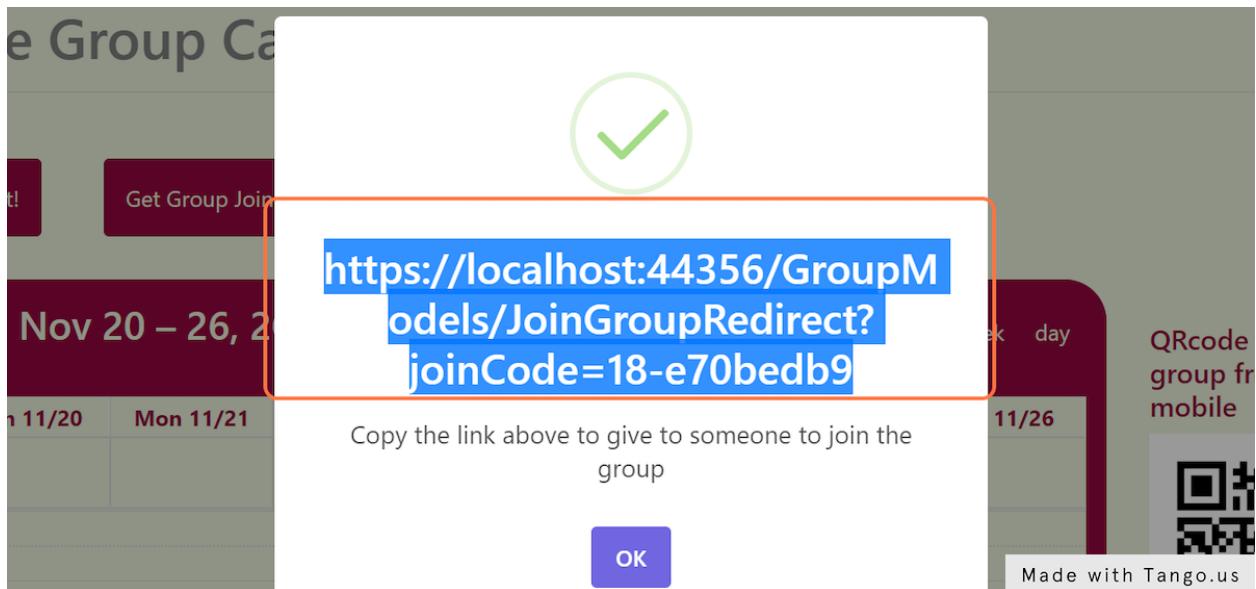
Leave Group



Nov 20 – 26, 2022

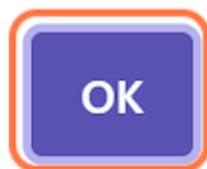
Made with Tango.us

5. Copy the Group Join link to clipboard



6. Click on OK to close pop up You can now paste the link you got and give it to anyone you please

Copy the link above to give to someone to join the group

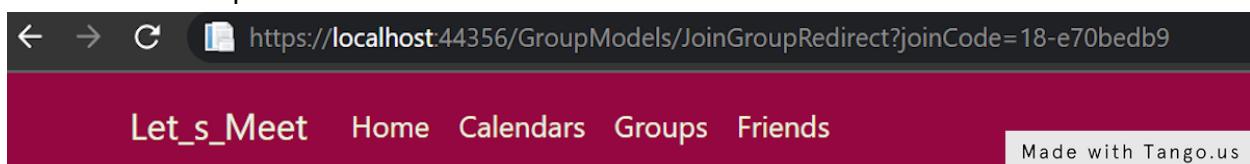


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**Joining a group with Group Join link (Must be given a Group Join link from another person as seen in step above)**

---

1. Log in
2. Paste the Group Join link into the address bar and hit enter



3. You will then be redirected to the Groups page. The newly joined group will now be added to My groups and users can now visit the group page.

Groups

Create Group

My groups

Sample

1 © 2022 - Let\_s\_Meet -

Made with Tango.us

## Leaving a Group (Must first create/join a group)

1. Log in
2. Click on Groups

Meet Home Calendars Groups Friends

# Schedule

> Nov 20 – 26, 2022

Made with Tango.us

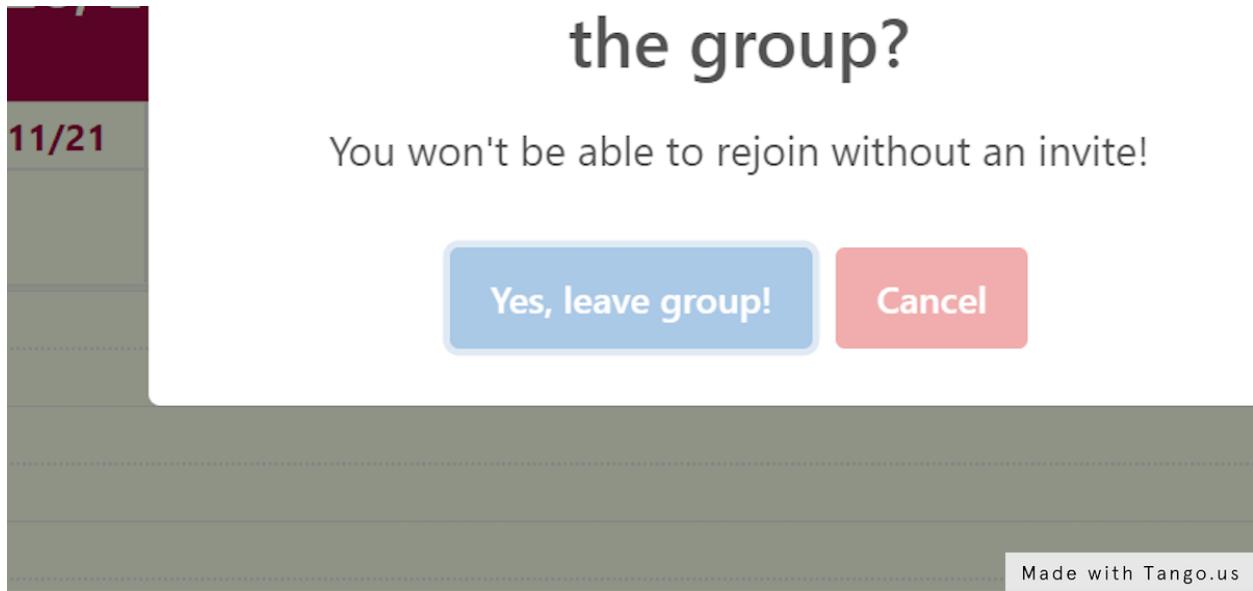
3. Click on the group you want to leave

The screenshot shows a user interface for managing groups. At the top, there is a button labeled "Create Group". Below it, a section titled "My groups" contains a list of group names. The group "Test2" is highlighted with a red rectangular border around its name. Other groups listed are "Test4", "TestMeeting", and "Sample". In the bottom left corner, there is a small circular icon with a number "2" on it, likely indicating notifications. In the bottom right corner, there is a watermark-like text "Made with Tango.us".

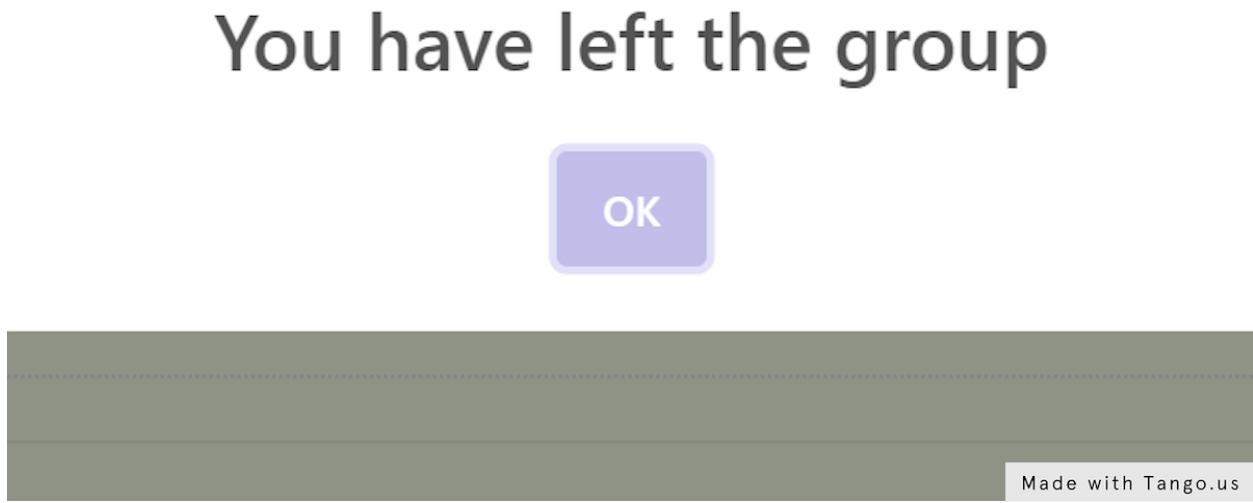
4. Click on the Leave Group button

The screenshot shows a calendar interface. At the top, there is a large title "Calendar". Below it, there are two buttons: "Get Group Join Link" and "Leave Group". The "Leave Group" button is highlighted with a red rectangular border. At the bottom, there is a date range "0 – 26, 2022" and a small text "today". In the bottom right corner, there is a watermark-like text "Made with Tango.us".

5. You will be asked to confirm that you want to leave the group



6. Click on OK



7. You will then be redirected to the Groups page, but the left group is gone

Let s Meet Home Calendars Groups Friends Hello test1! Logout

## Groups

Create Group

### My groups

- Test4
- TestMeeting
- Sample

6 © 2022 - Let s Meet - Made with Tango.us

**Filtering personal calendars on home/my schedule page (Must first create personal schedule events and personal calendar as seen in above steps)**

1. Login
2. Click on the calendar you want to display on the view

today month week day

1/24	Fri 11/25	Sat 11/26
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## Filter Calendars

Test

Test2

Test3

Test4 Group Calendar

Made with Tango.us

3. Notice the view on the calendar will change (The red event from the Test calendar appeared)

The screenshot shows a "My Schedule" interface for the week of Nov 20 – 26, 2022. The calendar grid includes columns for Sun 11/20 through Sat 11/26. A red event titled "Test" is visible on Friday, November 25, from 7:00 to 9:00 AM. The sidebar on the right lists "Filter Calendars" with checkboxes for "Test" (checked), "Test2" (unchecked), "Test3" (unchecked), "Test4 Group Calendar" (unchecked), "TestMeeting Group Calendar" (unchecked), and "Sample Group Calendar" (unchecked). A "Made with Tango.us" watermark is at the bottom right.

4. You can have multiple selected at once

The screenshot shows a "Filter Calendars" interface. At the top, there are buttons for "today", "month", "week", and "day". Below them, three dates are highlighted in red: "1/24", "Fri 11/25", and "Sat 11/26". To the right is a list of calendars with checkboxes: "Test" (checked), "Test2" (checked with a red circle around it), "Test3" (unchecked), "Test4 Group Calendar" (unchecked), and "TestMeeting Group Calendar" (unchecked). A "Made with Tango.us" watermark is at the bottom right.

5. Notice the view changed with these two selected (The purple from the Test2 calendar has appeared and the red one from the Test calendar is still there)

**My Schedule**

**Nov 20 – 26, 2022**

**Filter Calendars**

- Test
- Test2
- Test3
- Test4 Group Calendar
- TestMeeting Group Calendar
- Sample Group Calendar

Made with Tango.us

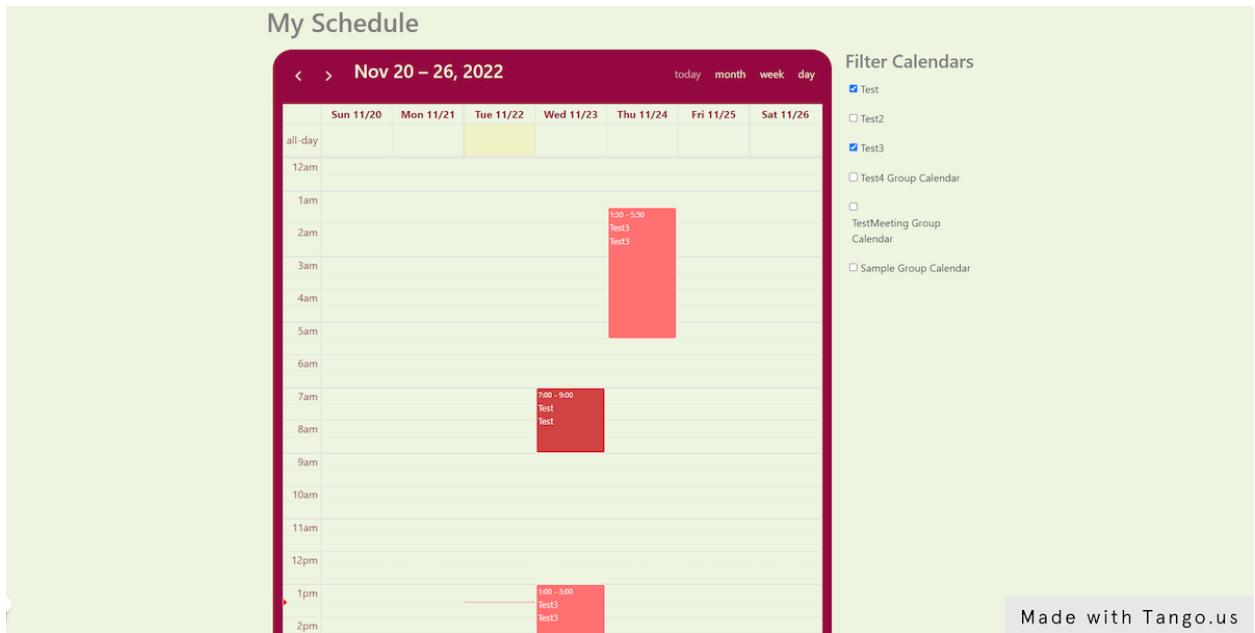
6. You can also unselect items

**Filter Calendars**

- Test
- Test2
- Test3
- Test4 Group Calendar
- TestMeeting Group Calendar
- Sample Group Calendar

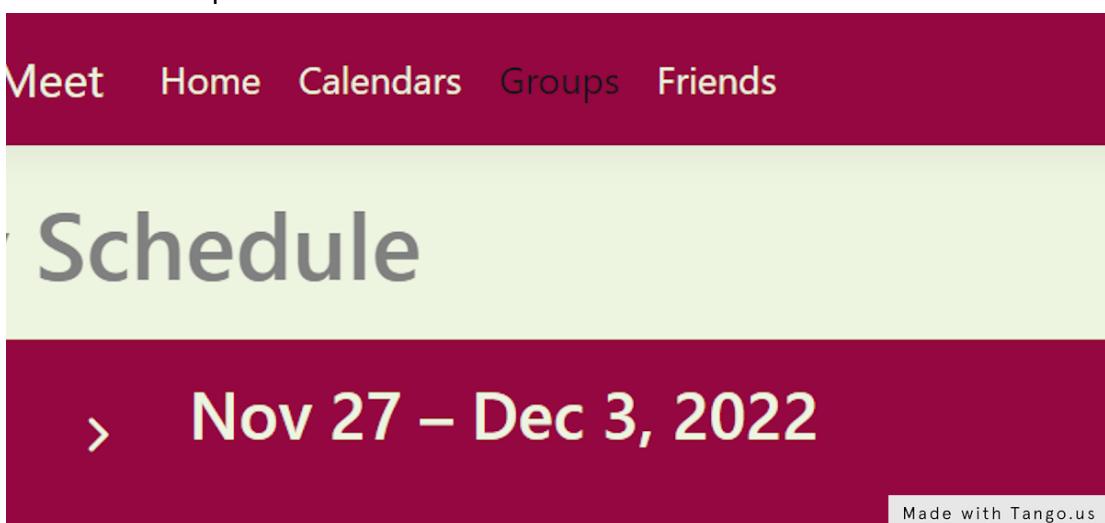
Made with Tango.us

7. Notice how the view changes (The purple item is gone)



**Creating a Let's Meet event for group (Must first create/join a group and Optional: Must first create personal schedule events)**

1. Log in
2. Click on Groups



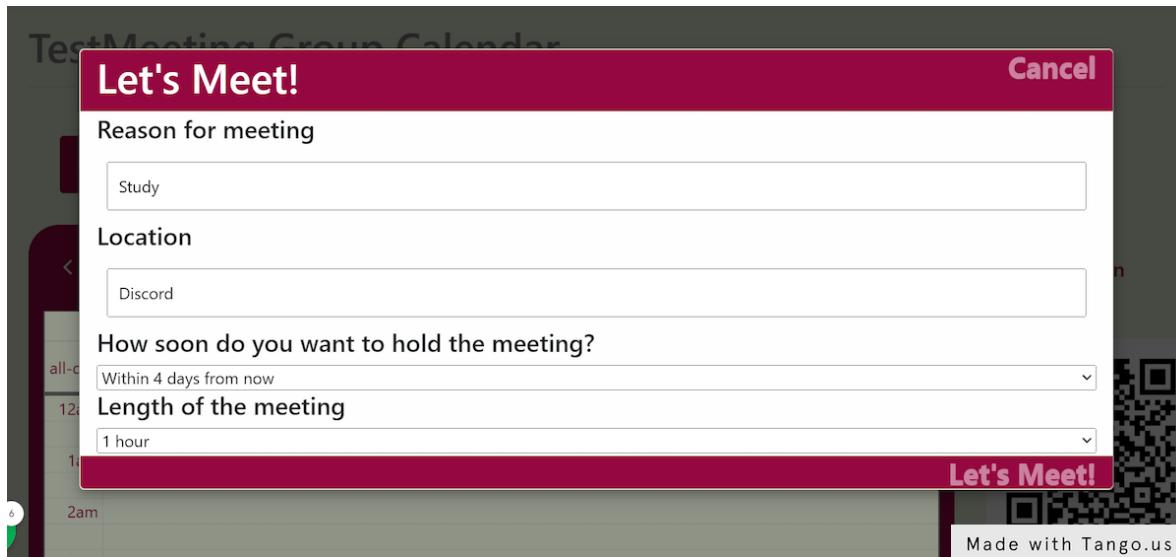
3. Click on the group you want to create a meeting for

The screenshot shows a web application interface for managing groups. At the top, there's a header with the word 'Groups'. Below it is a button labeled 'Create Group'. The main area is titled 'My groups' and contains a list with one item: 'TestMeeting'. This item is highlighted with a red border. Below the list, there's a small note 'Sample' and a copyright notice '© 2022 - Let\_s\_Meet -'. In the bottom right corner of the main area, there's a watermark-like text 'Made with Tango.us'.

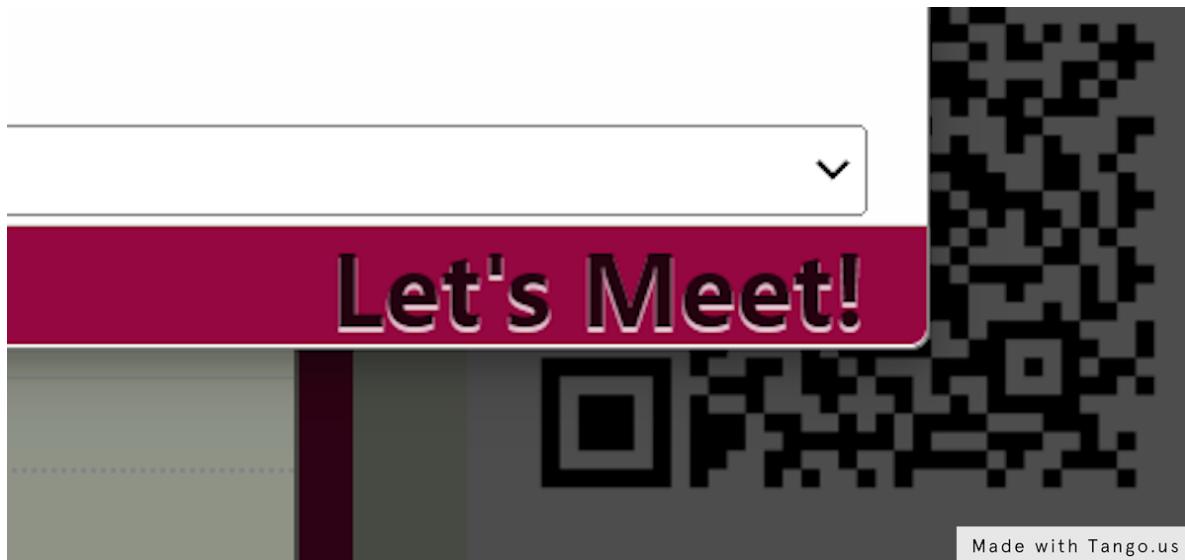
4. Click on the Let's Meet! button

The screenshot shows the details for the 'TestMeeting' group. The title 'TestMeeting Group' is at the top. Below it are three buttons: 'Let's Meet!' (highlighted with a red border), 'Get Group Join Link', and another partially visible button. At the bottom, there's a date range 'Nov 27 – Dec 3, 2022' with navigation arrows on either side. A watermark 'Made with Tango.us' is in the bottom right corner.

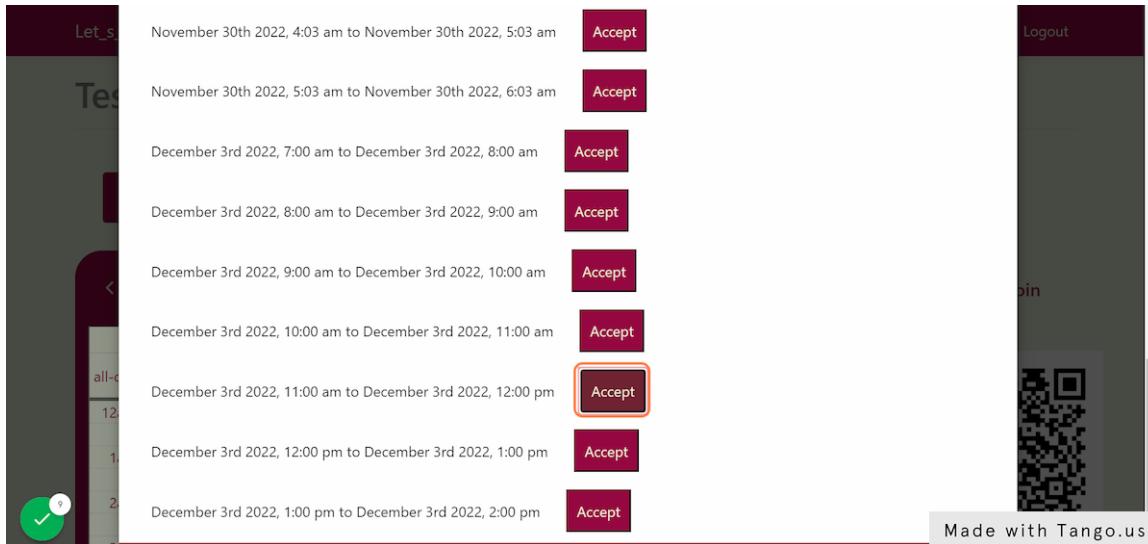
5. Enter the required input



6. Hit Let's Meet! in the bottom right of the popup to find open times

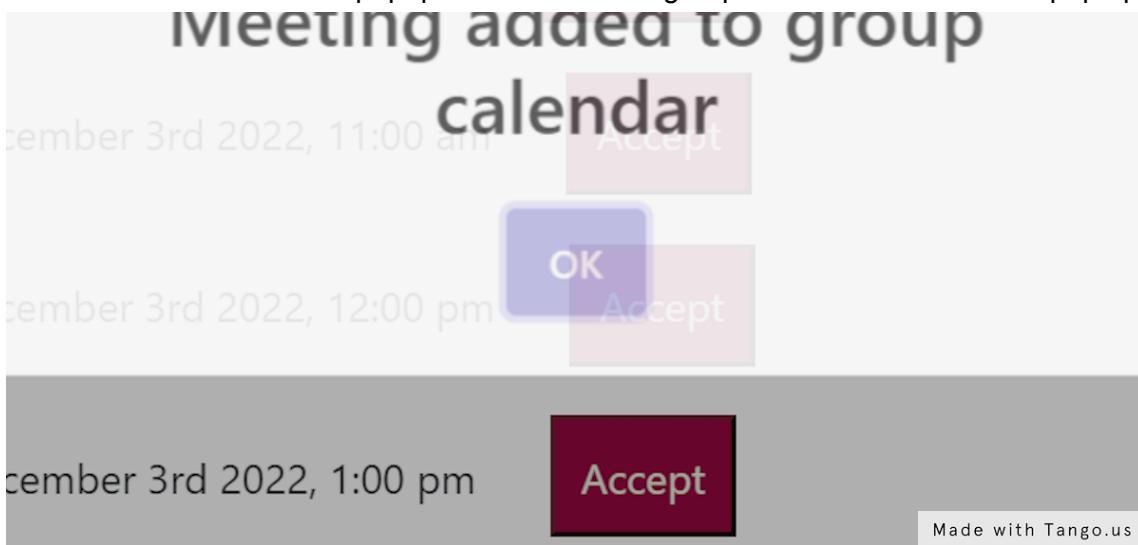


7. Find a time that you want and click on Accept



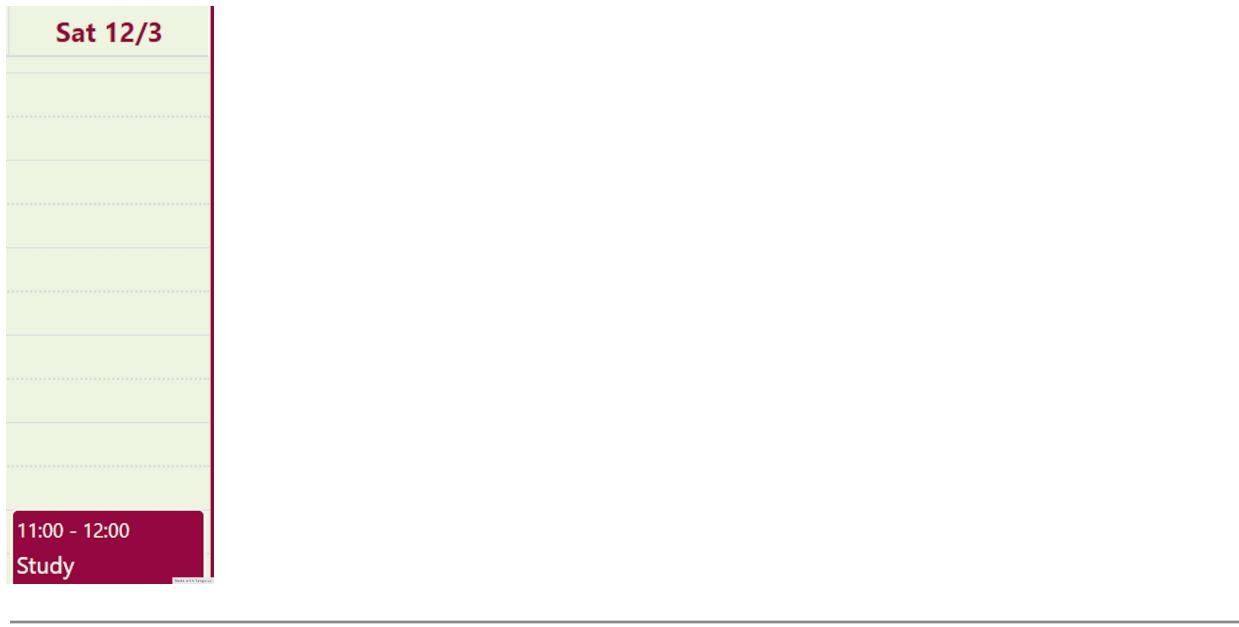
Made with Tango.us

8. Click on OK to close the popup and add it to the group calendar and close the pop ups



Made with Tango.us

9. The accepted event is now added to the group calendar



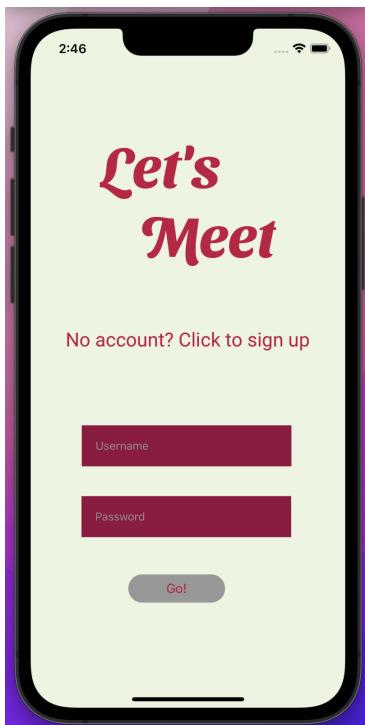
# Mobile Tutorials

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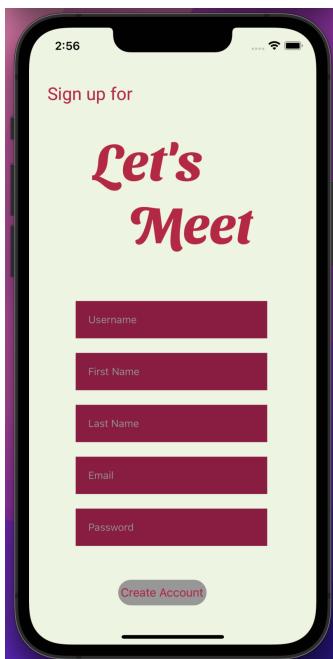
## Creating an account

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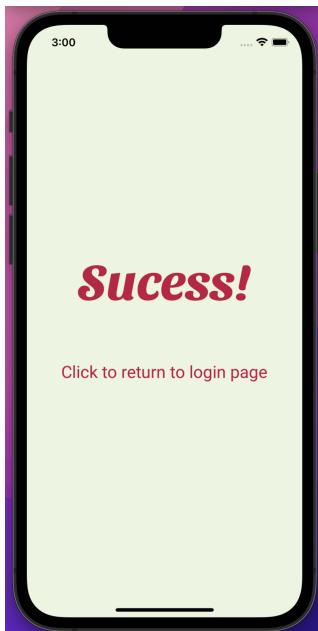
1. Upon opening app, click “No account? Click to sign up”



2. Type your new username, first name, last name, password, and email into text boxes, then click “Create Account”



3. Next, click the “return to login page” text



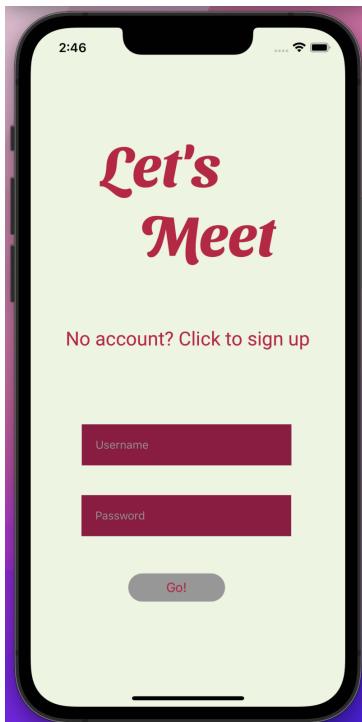
4. You will be brought back to the Login screen. See the **Logging In** tutorial for next steps.

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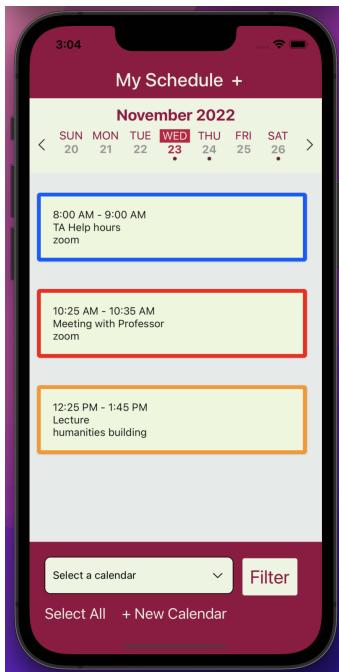
## Logging in

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1. Upon opening app, type your username and password, and click “Go!”



2. The app will take you to the current day in your schedule after loading your events.

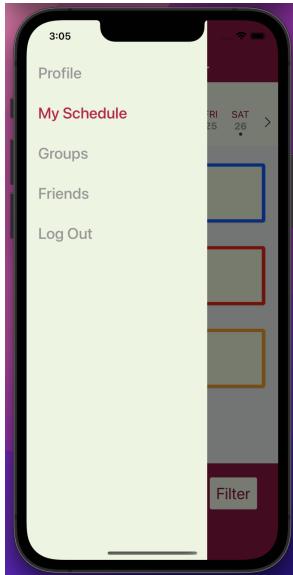


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## Logging out

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1. Swipe from left to right on the side of your screen to open the navigation drawer

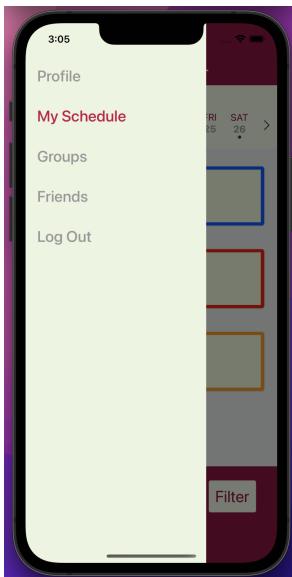


2. Click "Log Out", the last item in the navigation drawer. You will be brought back to the Login screen.
-

## Navigating the app

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1. Swipe from left to right on the side of your screen to open the navigation drawer



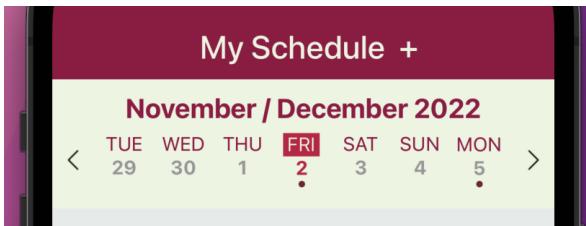
2. From here, you can click any of the items to view what you want. Since Profile and Settings are just placeholder screens for now, and since Groups and Friends are not complete, we won't show them for this version of the User Guide.

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## Using the calendar

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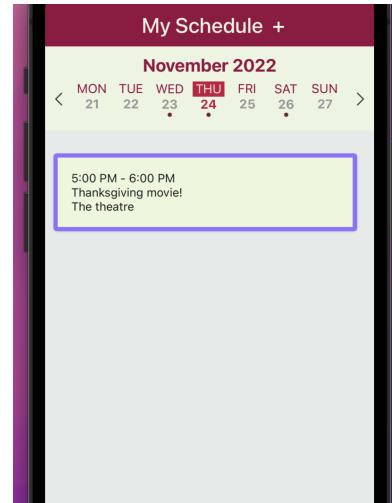
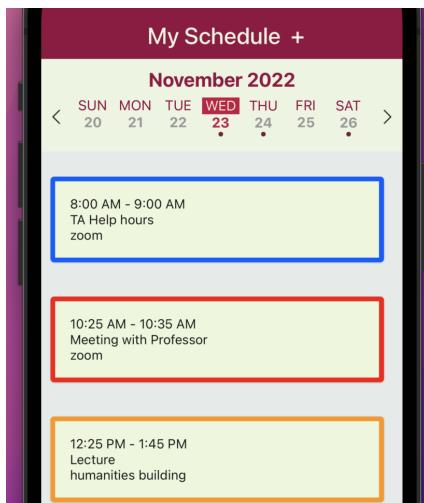
1. To go to different dates on the calendar strip, you can either scroll left or right by swiping on the strip or using the arrows on either side



2. To select a day, tap on it. The date you selected will turn a bright red as shown on Fri 2 in the picture above.
3. When you've selected a day that is not the current date, the current date is identifiable like so: (In this example, the current date is Fri 2, but the selected date is Thu 1)



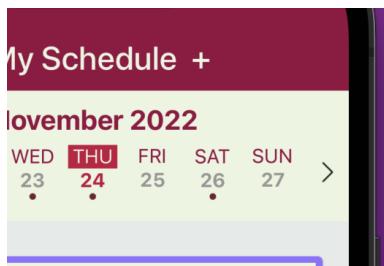
- When a date has at least one event, the calendar strip indicates it by displaying a maroon dot below the date, as shown in the above picture.
- When you select a date, the space below is filled with only the events that occur on that date. The below left picture shows Wed 23, and the below right shows Thu 24



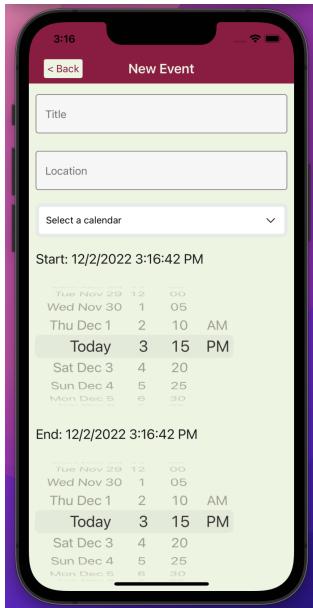
- Each event is assigned a calendar. Similar to the web version, each event's border is colored based on the calendar they belong to.
- Lastly, as you can see in the above pictures, each event displays the start and end time, the name of the event, and the location of the event.

### **Adding events to personal schedule, “My Schedule”**

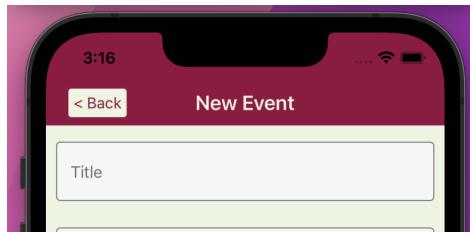
- Starting from the “My Schedule” screen, click the “+” at the top.



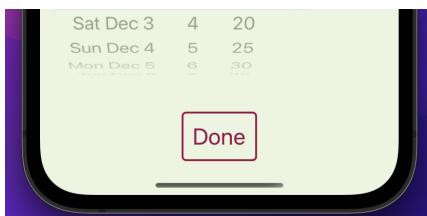
- Enter the desired information to create your new event



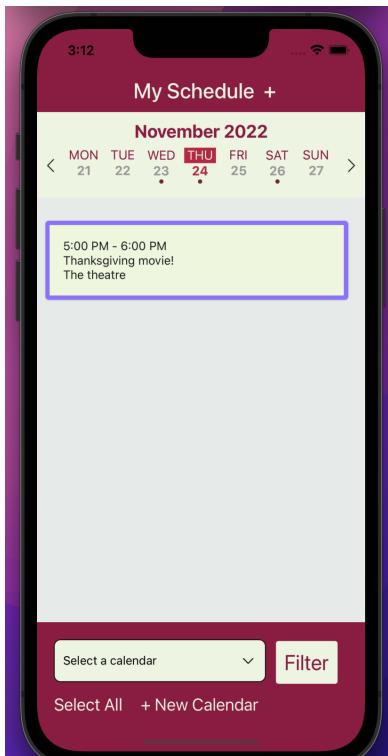
3. If you change your mind, you can hit “<Back” at the top left. You will be brought back to the “My Schedule” screen.



4. When you are done entering the information for a new event, scroll to the bottom and click “Done”



5. You will be brought back to the “My Schedule” screen, and when you navigate to the day your event should be in, you will see it appear on the screen

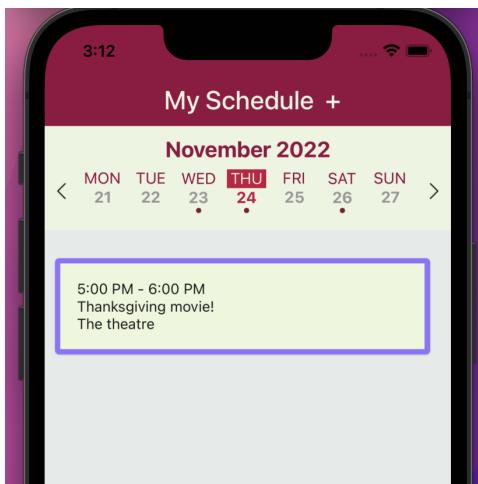


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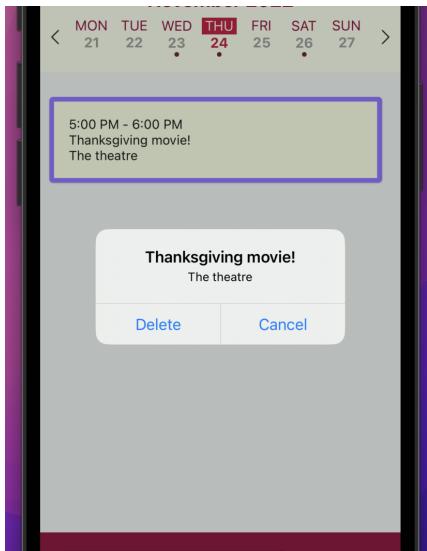
### Deleting events on personal schedule, “My Schedule”

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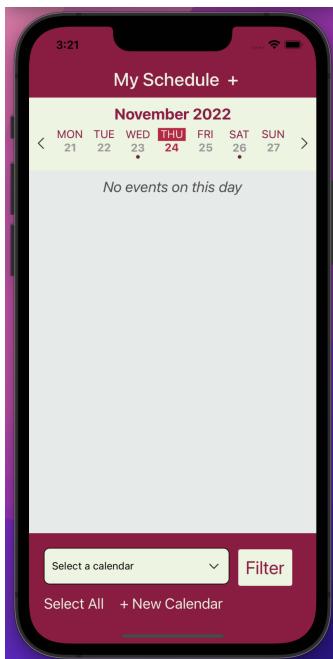
1. In this example, we want to delete “Thanksgiving movie!” from Thu 24.



2. Tap and hold the event you want to remove. An alert will pop up asking if you want to delete the event



3. The alert displays the event name and location for you to double check you are deleting what you want to delete. Hit “Cancel” if you change your mind, or hit “Delete” to confirm the action. If you hit “Delete”, the pop up will go away, and the event will be removed.
4. And now there are no events for Thu 24, and the calendar strip does not display a dot under the date.

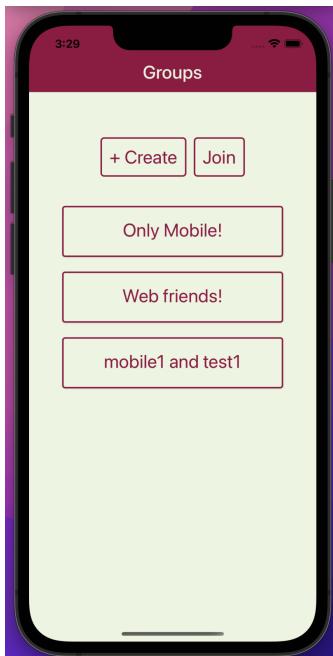


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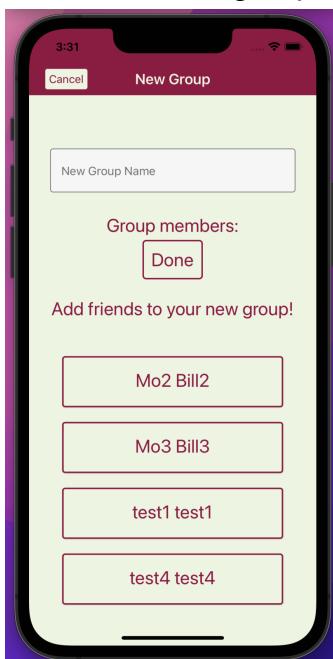
## Create New Group

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1. Navigate to the Groups screen using the side drawer



2. Hit the “Create” button. Enter your group name and select the friends that will be members of the group



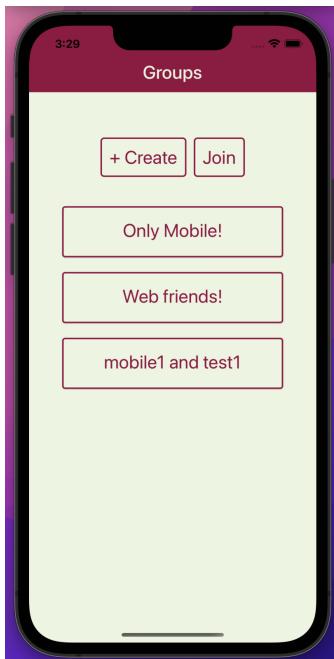
3. If you change your mind, you can hit “cancel” and you will be brought back to the main Groups screen. When you are done, hit “Done”. You will be brought back to the main Groups Screen. Drag the list downwards to refresh, and you will see your newly created group.

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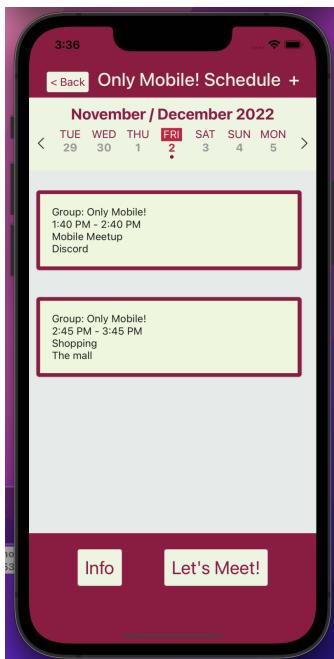
## Accessing Group Page

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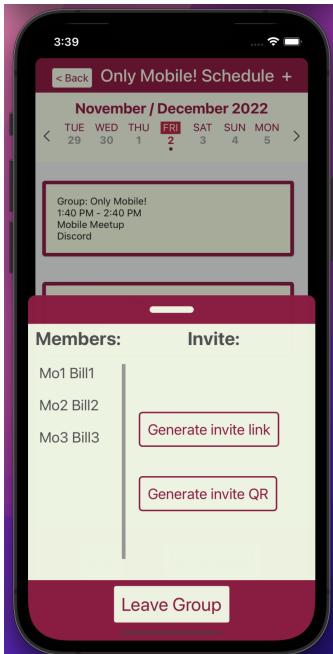
1. Navigate to the Groups screen using the side drawer



2. Click the group that you want to see the schedule of. You will be brought to that group's schedule page



3. Manually creating a new event for a group works the same as it does in the My Schedule. see *Adding events to personal schedule*, “My Schedule” for instructions
4. To see details about the group, click the “Info” button



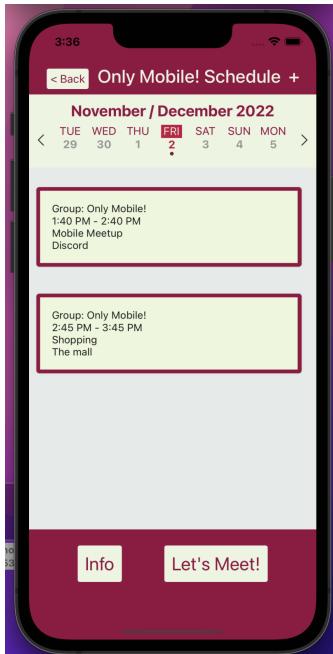
5. In this modal, you can see the current members, generate an invite link, generate an invite QR code, or leave the group. To dismiss the modal, swipe down from anywhere in the gray

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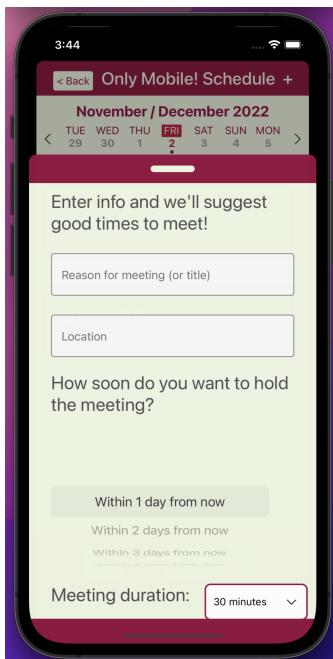
### Creating a meeting time (“Let’s Meet” button)

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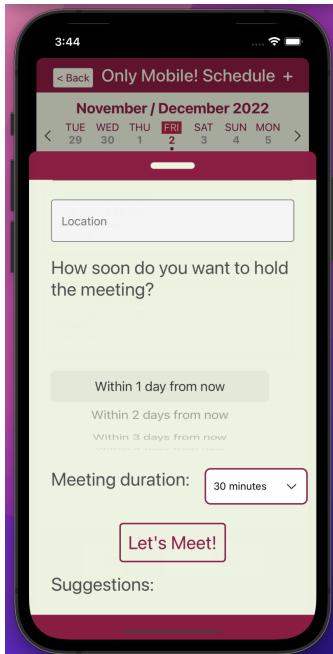
1. To find a meeting time that works for everyone in a group, go to your group’s schedule screen see *Accessing Group Page* for instructions



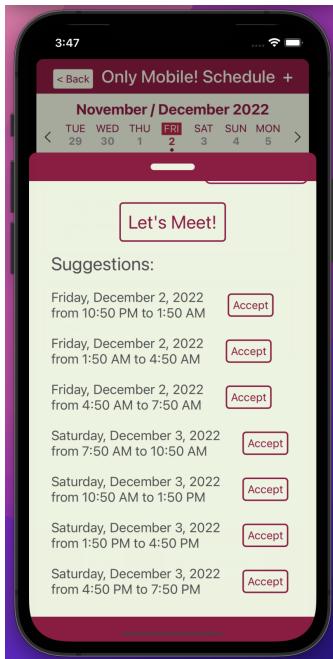
2. From the group schedule screen, click the “Let’s Meet!” button at the bottom



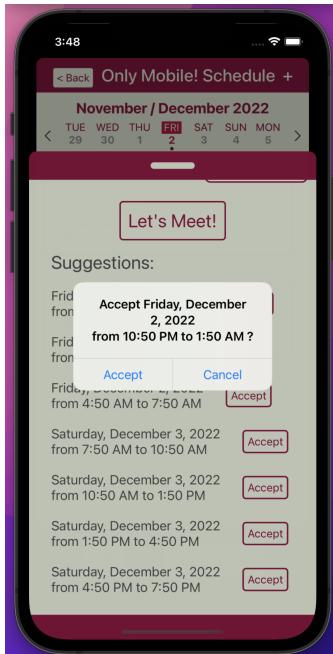
3. Fill out the information, and scroll down to see the final “Let’s Meet” button



- When all the information has been set, hit the “Let’s Meet!” button. It will generate a list of suggested dates and times that fit in the group’s schedule. The result will look like this:



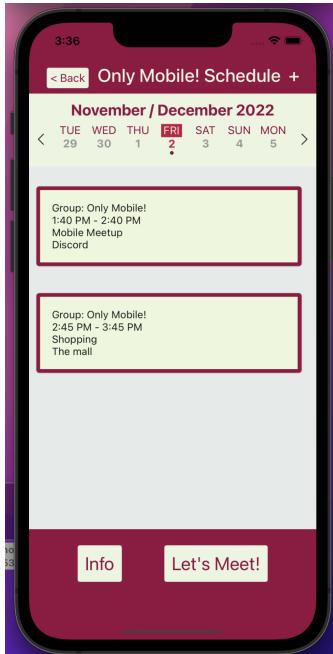
- Once you’ve found a suggested time that you and your group agree on, click “Accept”. It will ask you to confirm your selection. If you change your mind, hit “cancel”. Otherwise, hit Accept.



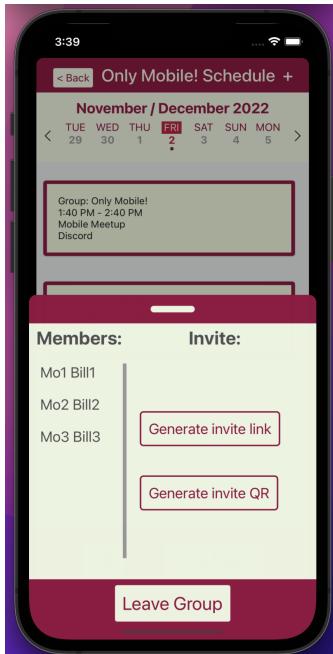
- Once you hit “Accept” on pop up, the “Lets Meet” modal will dismiss. Drag down the list of events on the group calendar to refresh, and the new event will appear.

## Leaving a group

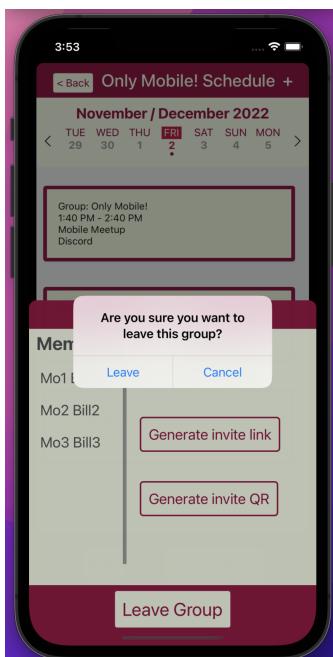
- Go to your group’s schedule screen see *Accessing Group Page for instructions*



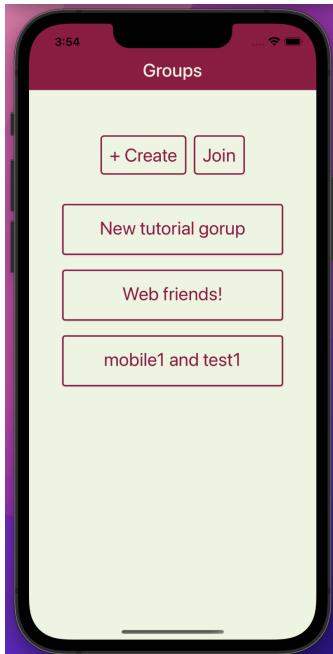
- In this example, we will leave the “Only Mobile!” group. Click the “Info” button



3. Click “Leave Group”. A pop up will appear to confirm. If you change your mind, hit “Cancel”. Otherwise, hit “Leave”



4. You will be taken back to the main Groups page. Refresh the list of groups, and the group will no longer be there.



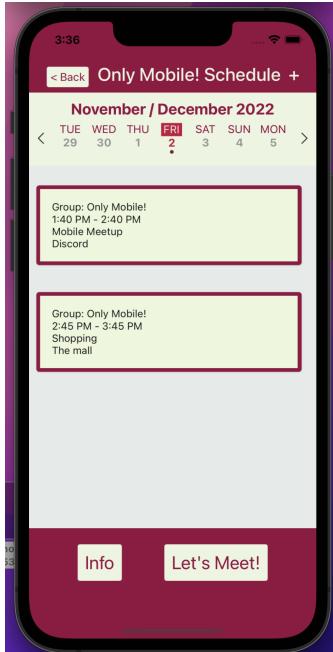
5. As you can see, the “Only Mobile!” group is not in the list

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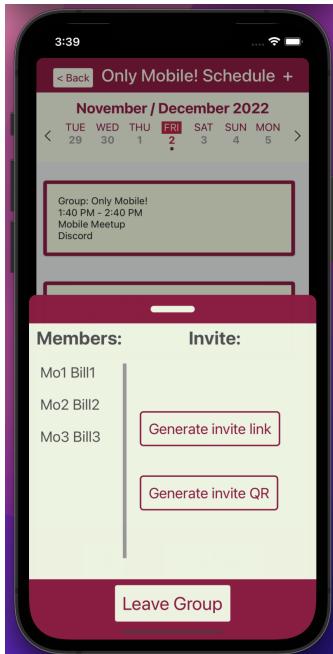
## Generating link and QR code

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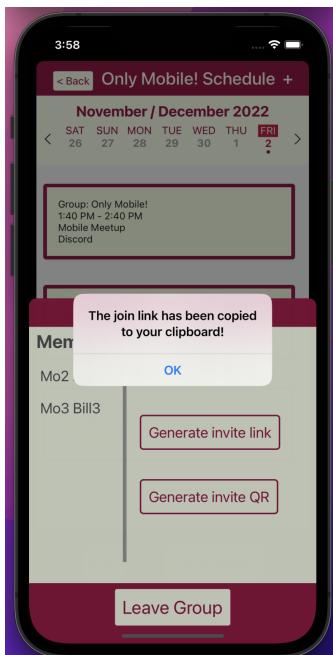
1. Go to your group's schedule screen see *Accessing Group Page for instructions*



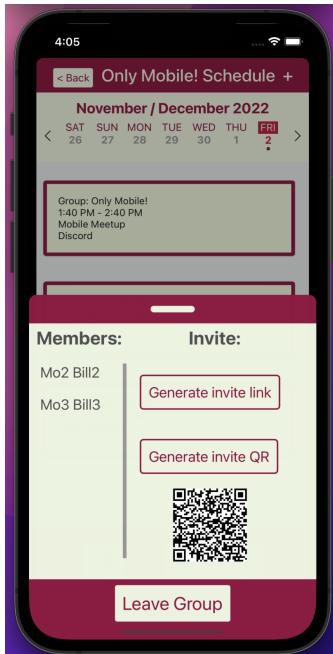
2. Click the “Info” button



3. To invite someone using a link, click “Generate invite link”



4. The join link will be copied to your phone's clipboard. You can then send it to whoever you need to give it to.
5. Alternatively, you can let someone join the group via QR code. Hit the “Generate invite QR” button



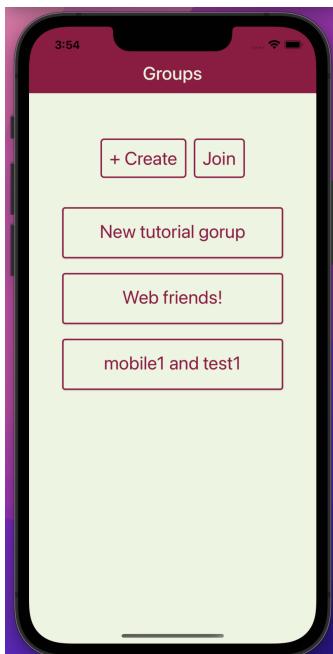
6. The QR code can then be scanned by another phone using the scan feature in the app (see *Join group using link or QR code for instructions*)

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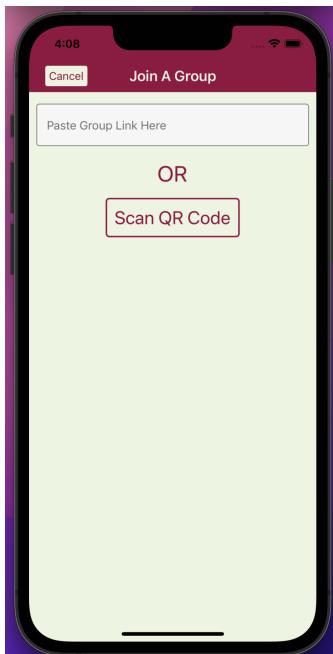
### Join group using link or QR code

---

1. Go to the main Groups screen



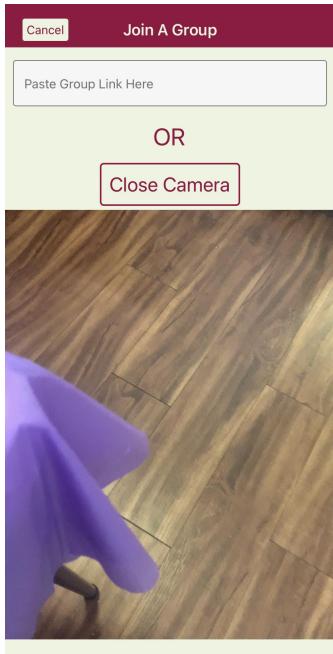
2. Click the "Join" button



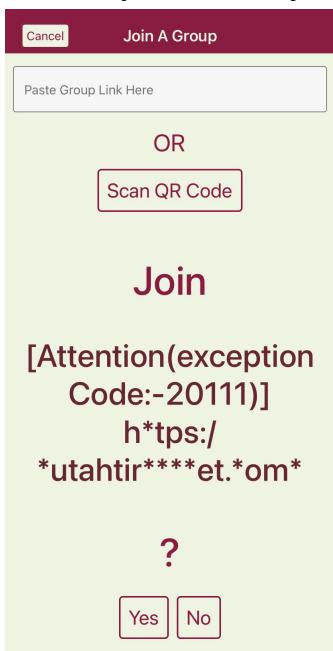
3. To join a group using a link, paste the join link in the input box and hit “enter” on your keyboard



4. If it worked, you will be told you successfully joined the group and will be brought back to the main Groups screen. Drag down the list of groups to refresh, and you will see the new group.
5. Alternatively, if you want to join via QR code, accept camera permissions and click “Scan QR Code”



6. Your phone's camera will be opened. If you want to close the camera, click "Close Camera".
7. Using your camera, point it at a QR code. The camera will close as soon as it recognizes a QR code. The link from the code will be displayed and you will be asked if you want to join the group or not.



8. If you hit "No", the screen is reset. If you hit "Yes", you will be added to the group and brought back to the main Groups page. Drag down the list of groups to refresh, and you will see your new group.

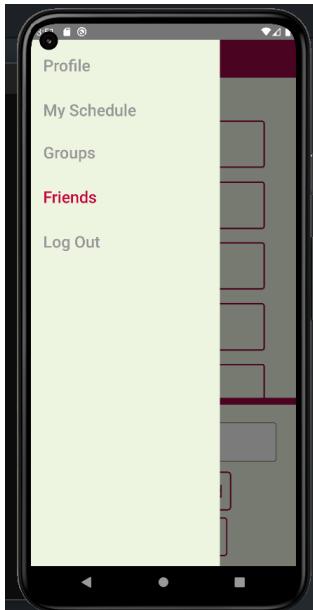
- If the link is not a valid join link, pop ups will tell you that it is invalid, then reset the screen.

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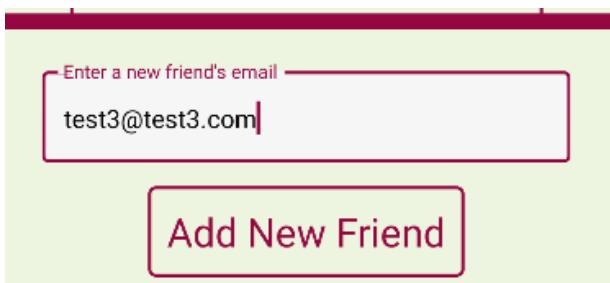
## Send friend request

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- Log into the app and then access the side bar and select the “Friends” option



- Enter the friend's email address in the textbox at the bottom of the screen



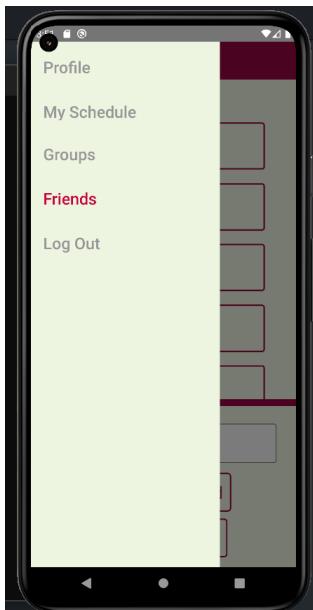
- Hit the “Add New Friend” button under the text box
- The friend request has been sent, now you must wait for their response

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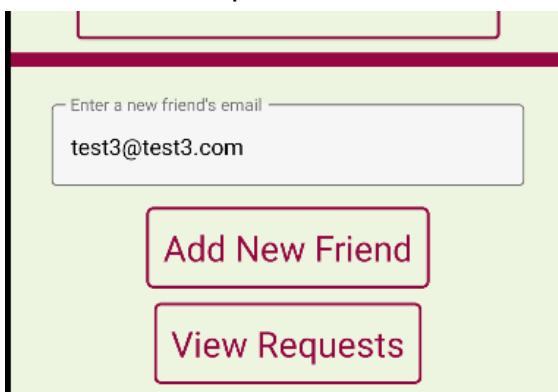
## Accept/Reject friend request

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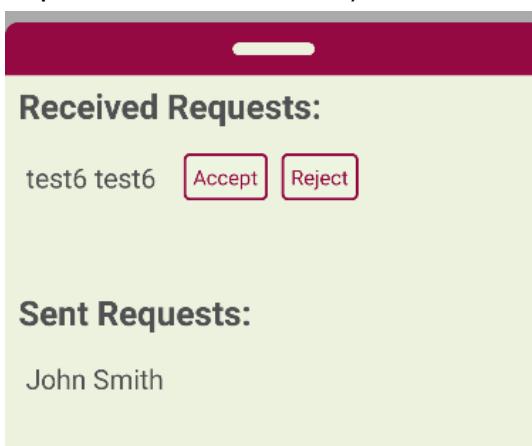
- Log into the app and then access the side bar and select the “Friends” option



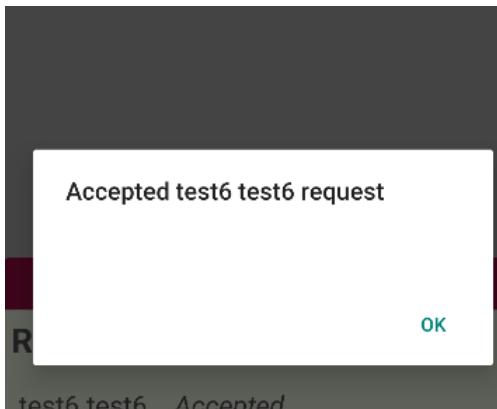
2. Hit the View Requests button at the bottom of the screen



3. Here you will see the received requests and sent requests (See “Send friend request” for more on this).



4. Under Received Requests, you can select either accept or decline on the request as you wish. Below is what it looks like if you accept a friend request, a similar thing is shown for declining.

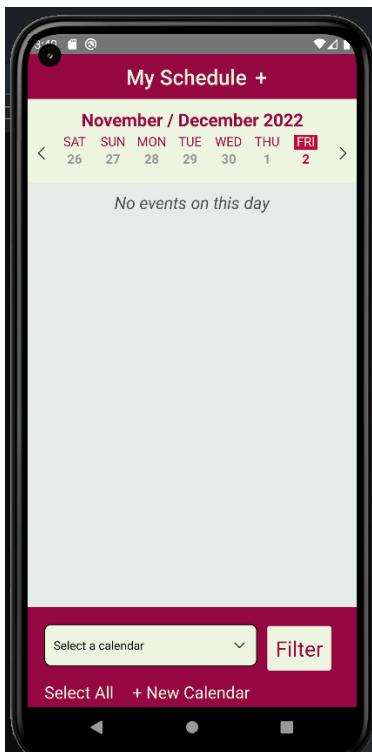


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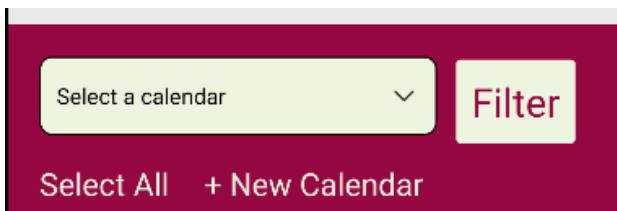
## Creating a calendar

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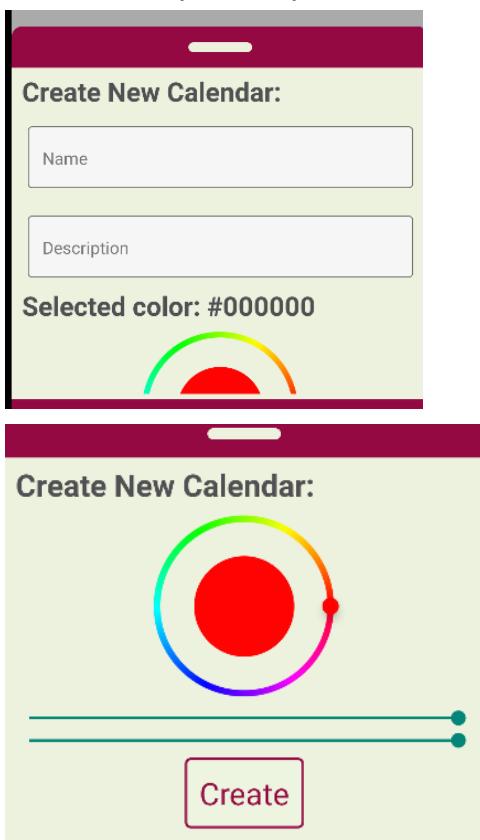
1. Log into the app. Upon logging into the app, you will be on the My Schedule page, your personal calendar



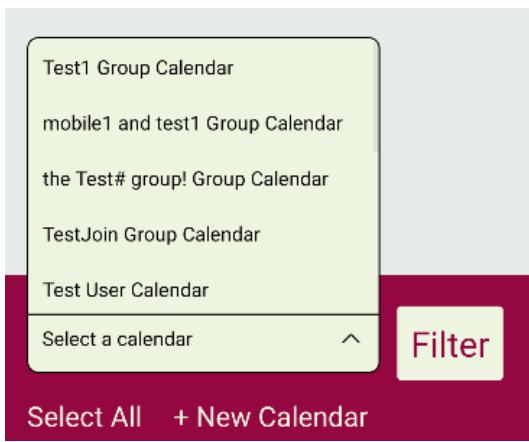
2. On the My Schedule page, there is a “+ New Calendar” button, select it



3. Enter the required input and hit Create



4. The Calendar now exists and appears as an option to filter by, see “Filter Calendars” below for more on this.

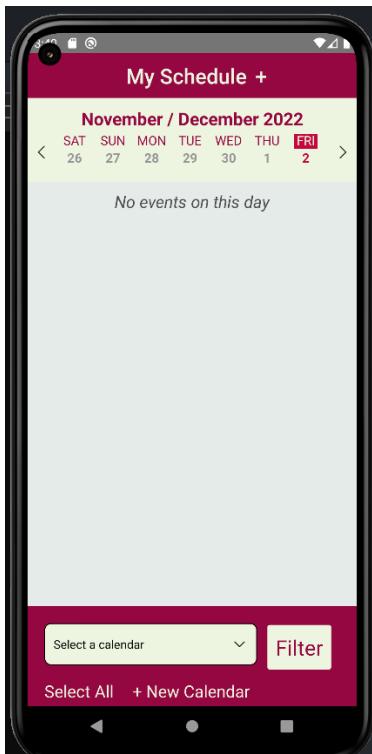


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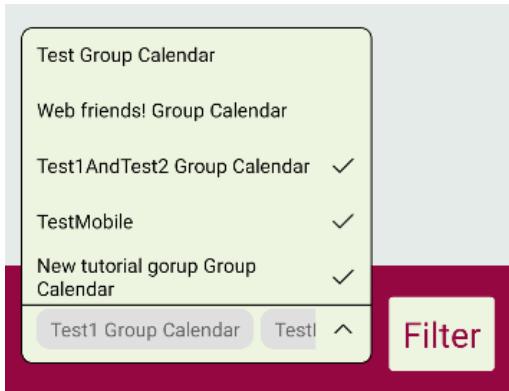
## Filter calendars

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1. Log into the app. Upon logging into the app, you will be in the My Schedule page, your personal calendar



2. Click on the calendar drop down and select the calendars you want displayed on your view, you may select multiple calendars. To select or deselect all of them, toggle the “Select All” text below the drop down.



3. Click the Filter button to apply the settings
4. Now the My Schedule calendar will only display events from the selected calendars.

# Common Errors/Issues

- Unable to create an account
  - This issue could be due to somebody else using the email you are trying to create an account with. Let's meet only allows one account per an email
- Unable to create a “My Schedule” event
  - This could be due to
    - i. Trying to set the ending date before starting date of the event
    - ii. Forgetting to give the event an Event Name
    - iii. Not creating a calendar for that the event
  - In all these cases the app should bring up a pop up to say what the issue is.
  - Instructions on how to create a Calendar in the app are in the Mobile and Web tutorial sections.
- (Mobile) You have to select a new date in order to get an events list to update with a new event or a deleted event. Nothing is wrong, it just doesn't rerender on its own.
- (Mobile Android) Currently the camera on Android flickers a lot. This is an issue we believe to be related to the CameraX that React Native vision camera has since the android side is built off that library. The flickering doesn't impact if the app works or not, it's mostly not pleasant to deal with as a user.
- (Mobile Android) On the Let's Meet! popup, the scrolling is very particular on Android. You have to go from the bottom up, the upper part of the modal does not allow scrolling for some reason. When Scrolling on the suggested events from the Let's Meet popup, you can't touch any of the text when scrolling. You have to make sure you are at the bottom of the modal and drag up and not touch any of the text until you want to accept an event.
- (Mobile both iOS and Android ends) After creating a new event on either the My Schedule page or a Group Calendar page, you need to refresh the view. This will refetch the events from the backend for the frontend to display.
  - In order to refresh the view simply drag your finger from the top of the area under the calendar dates to the bottom. A refresh icon should appear and once that is done, the events have been refreshed and any new events should now display on the calendar.