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OCP Community Calendar Procedures

Mar 9, 2023

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In an effort to simplify the community call calendar procedures, OCP staff will be returning the power to manage events to the Project Leads through the following policies.

We will be leveraging the existing Groups.io platform to communicate between project members. Project Leads will be given the appropriate permissions to add or remove events from the groups.io project calendar.

- Individual group.io calendars can be imported to view within Google Calendar, Microsoft Outlook, Mozilla Thunderbird, and other stand-alone calendar applications.
- Events each individual has accepted will appear directly on the attendee's personal / work calendar.

Public calls / meetings / events

- Should be scheduled using the Groups.io calendar interface.
- No attendees are needed as everyone subscribed to the group will receive notification and change updates.
- While OCP recommends new events be created through the Groups.io interface for access to all features, you can add events directly from your normal calendar application by adding the group's email address (each group's address outlined below) as a guest or attendee. *(Assuming you have permission to add group calendar events.)*
- Each project's Groups.io calendar will sync nightly with the Google calendar displayed on the website's project page.

Private calls / meetings / events

- will be scheduled from the Project Lead's personal / work calendar application with the desired attendees.
 - By default, private calls / meetings / events will not be displayed on any OCP calendar.
 - If you want a private call / meeting / event to be displayed on the website's Project calendar, when you create the event in your normal calendar application, add the group's email address (each group's address outlined below) as a guest or attendee. *(Assuming you have permission to add group calendar events.)*
 - If you desire OCP staff to attend, each will need to be included as an attendee. We suggest at minimum including michael@opencompute.org in case there are community questions or concerns & kevin@opencompute.org in case there are issues with the GoTo Conference room / service.

In the event a community member is not receiving public calendar updates:

- Please ensure they are subscribed to the appropriate Groups.io list.
- The member may need to ensure emails from the groups.io reflector are not blocked, or being marked as spam.
- The member may need to check spam / clutter folders for the message(s).
- Reach out to OCP's IT Manager (Kevin Kifer | kevin@opencompute.org) for further assistance.

Groups.io online help details included here for your convenience:

Up-to-date help can be found using the links below:

- **Working with Groups.io Calendars:**
<https://groups.io/helpcenter/membersmanual/1/working-with-calendars>
- **Adding calendar events:**
<https://groups.io/helpcenter/membersmanual/1/working-with-calendars/adding-calendar-events>

1. Display the group's calendar using the appropriate link below.
2. Click in the date on which you want to add the event, or, at the bottom of the page, click the Add Event button.

Note: *If the button is not available to you (you cannot click it), the group's owner allows only moderators to create calendar entries.*

3. Complete the Event page:

Item	Description
Event Name field	Enter the name of the event as it will be listed on the calendar. This field is required.
Date and Time panel	On this panel, you can change the date and timezone of the event and specify start and end times for the event. To enter start and end times, clear the All Day checkbox. The page then displays time selection fields under the Start and End headings.
Repeats panel	If the event is a repeating event, select the Event Repeats check box to display additional fields where you can select when and how often the event is repeated and when to end the repeating event.

Make This A Zoom Meeting button	OCP does not use Zoom, but if you have an account you are welcome to use it for private calls / meetings / events.
Event Information panel	<p>Complete the desired fields. Be aware that:</p> <ul style="list-style-type: none"> • In the Organizer Email field, a mailto: link is created for the email address. • In the Organizer Phone field, a tel: link is created for the telephone number. • In the Location field, a Google Maps link is created for the address or place. <p>Tip: The fields in this panel are optional, but completing them can simplify finding an event's location or contacting an event organizer.</p>
Reminders panel	<p>If desired, click the Add Reminder button to add one or more reminder notices that will be sent to the group before the event occurs. Click Add Reminder for each reminder you want to add. For example, you might want a reminder to be sent to the group 4 weeks before the event and another one to be sent 1 week before the event.</p> <p>Note:</p> <ul style="list-style-type: none"> • Reminder notices are tagged automatically with the #cal-reminder hashtag. • The system ignores any reminder entered for less than 1 minute before the event. (The page does allow such a reminder to be entered initially, but if you edit the event later, that reminder will not be listed.) • Sent Notice To Group When Event Happens check box
Sent Notice To Group When Event Happens check box	Select this check box if you want a message to be sent to the group automatically at the time the event occurs. The message will be tagged with the #cal-notice hashtag.

4. When you've completed the Event page, click the applicable button at the bottom:

Click this button:	To:
Add Event	<p>Add the event to the calendar.</p> <p>Note: This action does not send a notification to group members that the event was added.</p>
Add Event & Invite Group	<p>Add the event to the calendar and send an email to group members with an attached iCalendar (ICS) file. Members can add that ICS file to their personal calendars if desired.</p> <p>Note: A #cal-invite hashtag is automatically added to the subject line in the email.</p>

Back	Return to the calendar page if you change your mind about adding the event.
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- **Editing or deleting calendar events:**

<https://groups.io/helpcenter/membersmanual/1/working-with-calendars/editing-or-deleting-calendar-events>

1. Display the group's calendar using the appropriate link below.
2. Locate the event you want to edit, and click it to display its Event page.
3. On the Event page, click the **Edit Event** button at the bottom.

Note: You can edit only events that you have created (if the group settings allow members to create and edit calendar events). Owners and moderators can edit any event. If you do not see an Edit Event button, you do not have permission to edit the event.

4. If you are editing the event, make your changes to the event's details.

Note: If the event is a Zoom meeting and you want to delete that meeting from the event, click the Delete Zoom Meeting button (it is located below the Repeats panel).

5. At the bottom of the page, click the applicable button:

Click this button:	To:
Update Event	Update the event on the calendar. This action does not send a notification to group members that the event was updated.
Update Event & Group	Update the event on the calendar and send an email to group members notifying them that the event was updated.
Delete Event	Delete the event from the calendar. If you want to notify group members about the deletion, in the Verify Delete confirmation popup, select the Send Notice To Group checkbox before you click Yes . The email notice will contain an iCalendar (ICS attachment) that members can open to delete the event from their personal calendars if desired. The email notice also includes a #cal-cancelled hashtag.

- **Downloading event iCalendar (ICS) files:**

<https://groups.io/helpcenter/membersmanual/1/working-with-calendars/downloading-event-icalendar-ics-files>

If you want to add a copy of an event on a group's calendar to a personal calendar that

supports iCalendar format, you can download an ICS file for the group event:

1. Display the group's calendar using the appropriate link below.
2. Locate the event you want to download, and click it to display its Event page.
3. On the Event page, click the Download Event button. Groups.io displays a dialog box where you can choose to open or save the iCalendar (ICS) file for that event.

- **Subscribing to a group's calendar:**

<https://groups.io/helpcenter/membersmanual/1/working-with-calendars/subscribing-to-a-group-s-calendar>

You can subscribe to a Groups.io calendar from another calendar such as Google Calendar, Microsoft Outlook, or Apple Calendar, as long as that calendar supports iCalendar format.

To subscribe to a group's calendar from another calendar:

1. Display the group's calendar using the appropriate link below.
2. At the bottom of the page, click the **Subscribe to Calendar** button to display and copy the iCalendar URL of your Groups.io calendar.
3. Go to the other calendar, and add the group calendar's URL according to the other calendar's instructions.

Note: The subscription (synchronization) is only one way, from Groups.io to the other calendar.

Tip: You can subscribe to your consolidated group calendar by clicking the **Subscribe to Calendar** button at the bottom of Your Calendar home page.

- **Using the RSVP feature:**

<https://groups.io/helpcenter/membersmanual/1/working-with-calendars/using-the-rsvp-feature>

Overview

In a Premium or Enterprise group, members who are permitted to add calendar events can request RSVPs to events and use these additional RSVP features:

- Specify a maximum number of attendees for the RSVP event. (The group will maintain a wait list.)
- Specify whether RSVP attendees can bring guests.
- See a directory of people who have responded, and send email messages to only those who replied Yes or No.

- Change members' responses.
- Export a list of RSVP attendees.
- Create name tags for RSVP attendees, using a variety of Avery templates.

Requesting RSVPs to an event

To request RSVPs when you are adding an event, look for the RSVP panel near the bottom of the Event page and select the Request RSVP checkbox. These additional fields and options are then displayed:

Field or option	Description
Maximum # Attendees (0 means unlimited)	<p>To set a maximum number of attendees for the event, enter the number in this field. (Leave the number as 0 if you do not want to limit the number of attendees.)</p> <p>Note:</p> <ul style="list-style-type: none"> • This number includes any guests (if you select the next option). • When the number of yes responses (including guests) reaches the maximum number you set, additional members who respond yes are placed on a wait list. If a member who is on the attendee list later updates their response to no, the first member on the wait list is added to the event automatically, and that member receives an email confirmation.
Attendees can bring guests	Select this checkbox if you want to allow attendees to bring guests. The event page that members use to RSVP will contain a button that attendees can use to specify the number of guests they will bring.
Additional Information Requested from Attendees	<p>In this field, you can enter a question that you would like attendees to answer when they respond to the RSVP (for example, for a potluck dinner event, you could ask "What will you bring?")</p> <p>Note: The information entered in this field by responders is visible only to event creators and group owners and moderators.</p>
Note To Send Attendees	<p>In this field, you can enter information (for example, additional details) that will be sent by email to members who respond that they will attend the event.</p> <p>Note: If a responder ends up on a waitlist, they will not receive this note.</p>

When you have completed the Event page to your satisfaction, click **Add Event & Invite Group**. Group members will receive an email invitation that contains a link they can click to respond to the event.

Note: The RSVP link in the email invitation goes to the event's page on the group

website, so members who RSVP will need to log in to Groups.io if they are not logged in already. Groups.io does not currently have a function that allows members to respond to RSVP events by email.

Responding to an RSVP event invitation

When you receive an emailed event invitation that requests an RSVP:

1. Open the email invitation and click the **Click here to RSVP** link. It takes you to the event's page on the group website. (You will need to log in to your Groups.io account if you are not already logged in.)
2. On the event's page:
 - Provide any information that the event creator requested.
 - If the event creator is allowing attendees to bring guests, and you plan to attend the event, select the number of guests you are bringing from the list to the left of the Will Attend button. (That list will not be present if attendees are not allowed to bring guests.)
 - Click the button that applies to your response: **Will Attend**, **Will Not Attend**, or **Not Sure**. (The Not Sure button will not be present if the event creator has limited the number of attendees.)

Note: If the event creator has limited the number of attendees, and:

- The event is full when you respond that you will attend: You are added to a wait list. A notification, with your position on the wait list, will be displayed at the top of the page. If your position on the waitlist changes, you will receive an email notification. Be aware that if you change your RSVP to Will Not Attend and later change it back to Will Attend, you will be put at the end of the waitlist.
- You were accepted as an attendee, but you later update your RSVP to increase the number of guests you are bringing and you get a notification that the event is full: You will be added to the wait list, but you will be at the top of the wait list because you had been on the attendee list before the event filled up.

Viewing RSVP event responses and contacting responders

All group members can see who has responded to an RSVP event:

1. Display the group's calendar.
2. Find the RSVP event and click the link to open its Event page.
3. On the Event page, click the View Responses button. On the Event Responses

page, you can select a gallery (grid) view or a list view using the icons at the upper right above the list. You can also sort the responses by name, response type, or date.

Event creators, as well as group owners and moderators, can email members who have responded to the RSVP event:

1. Follow steps 1 through 3 above.
2. On the Event Responses page, click the Action button at the bottom, and select Email All Attending or Email All Responders.
3. On the resulting page, compose your message, and click the Send To Members button.

Changing someone's response

Event creators, as well as group owners and moderators, can change other members' responses to an RSVP event:

1. Display the group's calendar.
2. Find the RSVP event and click the link to open its Event page.
3. On the Event page, click the **View Responses** button.
4. On the Event Responses page, click the **List View** icon at the upper right.
Note: You cannot change responses from the gallery view.
5. Select the checkbox next to the responder's name. You can select more than one responder if you want to change all of them to the same response.
6. Click the **Action** button at the bottom of the page and select **Change RSVP** from the dropdown menu.
7. In the Change RSVP popup, select the response you want to change to, then click the **Change** button.

Creating name tags for event attendees

1. Display the group's calendar.
2. Find the RSVP event and click the link to open its Event page.
3. On the Event page, click the View Responses button.
4. On the Event Responses page, click the Action button at the bottom, then select Create Name Tags.
5. On the Create Name Tags popup, select the desired template for Avery name tags, then click Create. Groups.io generates a PDF file of event attendees that is formatted for those name tags. The name tags contain the display names and photos (if provided) from the attendees' group profiles.

Exporting a list of event attendees

1. Display the group's calendar.
2. Find the RSVP event and click the link to open its Event page.
3. On the Event page, click the View Responses button.
4. On the Event Responses page, click the Action button at the bottom, then select Export Responses. A list of members who responded is exported to a comma-separated values (CSV) file. You can open or save the file and then sort it to obtain a list of members who responded that they will attend.

Locking or unlocking RSVP events

Locking an RSVP event prevents members from changing their responses to that event.

To lock an RSVP event:

1. Display the group's calendar.
2. Find the RSVP event and click the link to open its Event page.
3. Scroll to the bottom of the Event page and click the Lock Event button. A statement that the event has been locked is added below the event's description on the Event page, and members will not be able to change their RSVP responses nor add a response if they have not already responded.

To unlock an RSVP event, follow the steps above, but in step 3, click the Unlock Event button.

Note: Group members do not receive notifications when RSVP events are locked or unlocked.

Deleting an RSVP event

1. Display the group's calendar.
2. Find the RSVP event and click the link to open its Event page.
3. Scroll to the bottom of the Event page and click the Delete Event button. If you want to notify group members about the deletion, in the Verify Delete confirmation popup, select the Send Notice To Group checkbox before you click Yes. The email notice will contain an iCalendar (ICS attachment) that members can open to delete the event from their personal calendars if desired.

Access URL and email address for each project's calendar

- Cooling Environments:
 - OCP-Cooling-Environments@OCP-All.groups.io
 - <https://ocp-all.groups.io/g/OCP-Cooling-Environments/calendar>
- Data Center Facility (DCF):
 - OCP-DCF@OCP-All.groups.io
 - <https://ocp-all.groups.io/g/OCP-DCF/calendar>
- Future Technologies Initiative (FTI):
 - Future-Technologies-Initiative@OCP-All.groups.io
 - <https://ocp-all.groups.io/g/Future-Technologies-Initiative/calendar>
- Hardware Management:
 - OCP-HWmgt@OCP-All.groups.io
 - <https://ocp-all.groups.io/g/OCP-HWmgt/calendar>
- Networking:
 - OCP-Networking@OCP-All.groups.io
 - <https://ocp-all.groups.io/g/OCP-Networking/calendar>
- Open System Firmware (OSF):
 - OCP-OSF@OCP-All.groups.io
 - <https://ocp-all.groups.io/g/OCP-OSF/calendar>
- Rack & Power:
 - OCP-RackandPower@OCP-All.groups.io
 - <https://ocp-all.groups.io/g/OCP-RackandPower/calendar>
- Security:
 - OCP-Security@OCP-All.groups.io
 - <https://ocp-all.groups.io/g/OCP-Security/calendar>
- Server:
 - OCP-Server@OCP-All.groups.io
 - <https://ocp-all.groups.io/g/OCP-Server/calendar>
- Storage:
 - OCP-Storage@OCP-All.groups.io
 - <https://ocp-all.groups.io/g/OCP-Storage/calendar>

- Sustainability:
 - Sustainability@OCP-All.groups.io
 - <https://ocp-all.groups.io/g/Sustainability/calendar>
- Telco:
 - OCP-Telco@OCP-All.groups.io
 - <https://ocp-all.groups.io/g/OCP-Telco/calendar>
- Time Appliances Project (TAP):
 - OCP-TAP@OCP-All.groups.io
 - <https://ocp-all.groups.io/g/OCP-TAP/calendar>
- Regional
 - Europe:
 - OCP-Europe@OCP-All.groups.io
 - <https://ocp-all.groups.io/g/OCP-Europe/calendar>
 - India Incubation:
 - OCP-India-incubation@OCP-All.groups.io
 - <https://ocp-all.groups.io/g/OCP-India-incubation/calendar>
 - Japan:
 - OCP-Japan@OCP-All.groups.io
 - <https://ocp-all.groups.io/g/OCP-Japan/calendar>
 - Korea:
 - OCP-Korea@OCP-All.groups.io
 - <https://ocp-all.groups.io/g/OCP-Korea/calendar>
 - Taiwan:
 - OCP-Taiwan@OCP-All.groups.io
 - <https://ocp-all.groups.io/g/OCP-Taiwan/calendar>

Procedures to implement the new OCP calendar policies

1. On March 13th - 17th, 2023, OCP staff will configure the necessary permissions for each Groups.io calendar to allow access for Project leads and sub-leads to make changes.
2. Project Leads and sub-leads will be provided with a CSV listing of subscribed members.
 - a. *OCP recommends that all Project Leads ensure that key stakeholders are subscribed, and receive messages through the appropriate Groups.io reflector.*
 - b. It is also recommended Project Leads review the listing for names / addresses that should be removed. Such details can be turned over to OCP's IT Manager (kevin@opencompute.org) to be processed / removed.
3. On Thursday, March 23rd, 2023, OCP staff will cancel all existing calendar events.
 - a. Project Leads will need to communicate with OCP's IT Manager (kevin@opencompute.org) if they prefer to recreate cadences themselves or would prefer OCP staff to manage the recreations on the appropriate Groups.io calendar.
 - i. If OCP does not hear back before Thursday, March 23rd, 2023, OCP staff will manage the recreations.
 - ii. As each cadence is set up, a new calendar event will be sent to all members of the group.io reflector.
 - b. OCP recommends that all Project Leads work with individual workstream leads to coordinate so that all necessary calls / meetings / events are rescheduled.
 - c. *OCP recommends that all Project Leads provide OCP's IT Manager (kevin@opencompute.org) with a complete listing of the calls / meetings / events that should be pre-configured on a Project's calendar.*
4. On Thursday, March 23rd, 2023, OCP's IT Manager (kevin@opencompute.org) will send an email through each Groups.io reflector alerting the community that the cancellations are coming and that they may need to manually remove items from individual calendars.
5. After the initial calls / meetings / events have been scheduled, each Project Lead will have the power to adjust, cancel or create new events as needed, outlined in the OCP Community Calendar Procedures documentation.
 - a. While OCP is returning the power to manage calendar events to the Project Leads and sub-leads, we are here to support you and welcome drawing upon OCP staff when you need assistance.
 - b. We understand this transition will be a slight upheaval but we believe in the long-term that these policies will further simplify the process of holding calls / meetings / events and increase community engagement and participation.