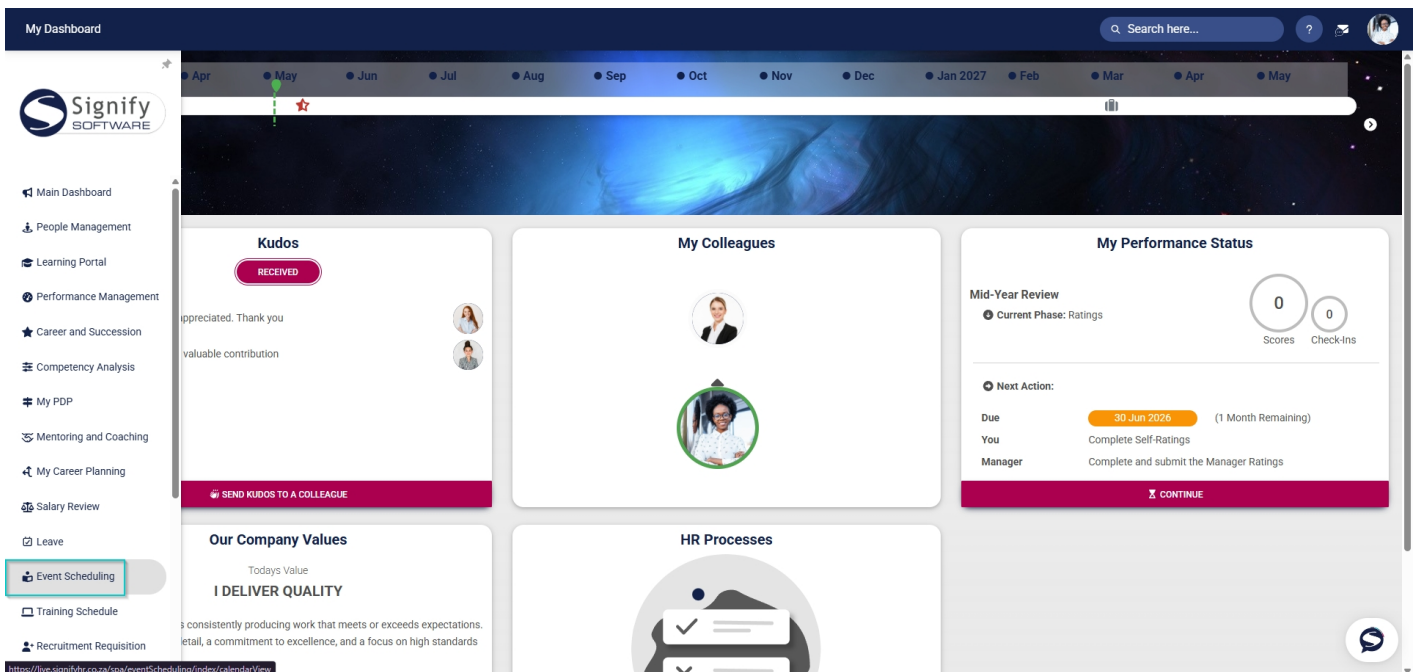


Using the Calendar View

The following section demonstrates what end users see in the **Event Scheduling** module.

- Hover over the **sidebar** menu, then click **Event Scheduling**.



- The **Calendar View** tab will open. If an employee has been booked for an event, the event details will show in the **My Upcoming Events** section.
- Click on the event card for more information.

Event Scheduling

CALENDAR VIEW LIST VIEW SCAN QR CODE

MY UPCOMING EVENTS

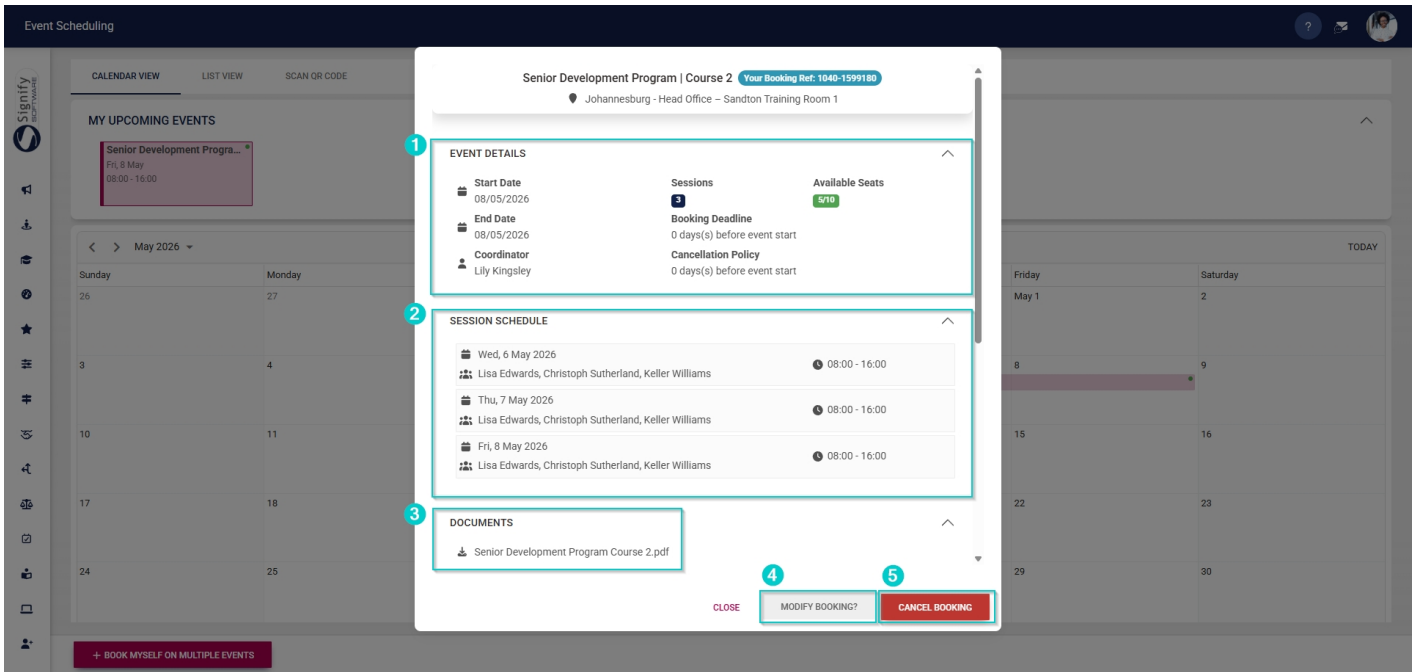
Senior Development Progra...
Wed, 20 May
08:00 - 16:00

May 2026

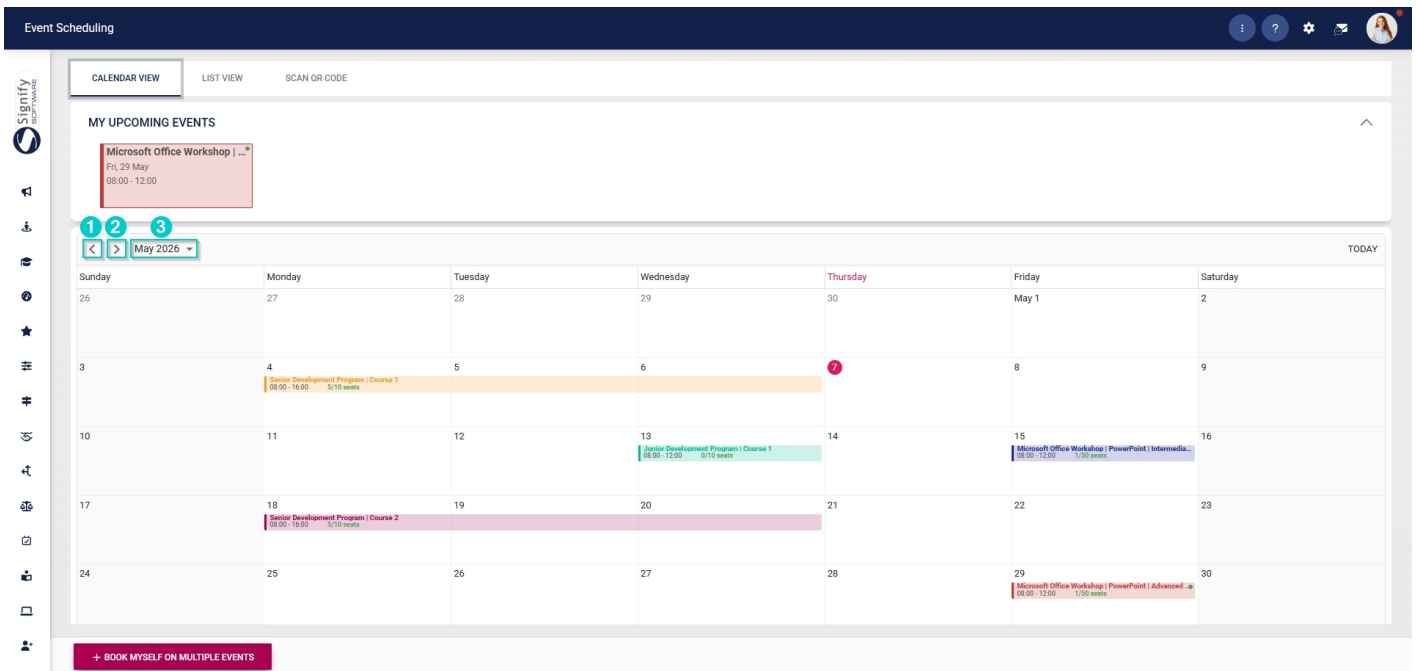
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	May 1	2
3	4 Senior Development Program Course 1 08:00 - 16:00 5/10 seats	5	6	7	8	9
10	11 Microsoft Office Workshop Excel Intermediate Level 08:00 - 10:00 1/50 seats	12	13 Microsoft Office Workshop Word Intermediate Level 08:00 - 10:00 1/10 seats	14 Senior Development Program Course 1 08:00 - 12:00 1/10 seats	15 Microsoft Office Workshop PowerPoint Intermediate... 08:00 - 12:00 1/50 seats	16
17	18 Senior Development Program Course 2 08:00 - 16:00 5/10 seats	19	20	21	22	23
24	25 Microsoft Office Workshop Excel Advanced Level 08:00 - 10:00 1/50 seats	26	27 Microsoft Office Workshop Word Advanced Level 08:00 - 10:00 1/10 seats	28 Senior Development Program Course 2 08:00 - 10:00 1/10 seats	29 Microsoft Office Workshop PowerPoint Advanced... 08:00 - 12:00 1/50 seats	30

+ BOOK MYSELF ON MULTIPLE EVENTS

- A pop-up window will display information about the event, such as:
 - **Event details**, including the:
 - start date,
 - end date,
 - number of sessions,
 - available seats, and
 - the event coordinator's name.
 - The **session schedule**, including the:
 - dates,
 - start and end times, and
 - the facilitators' names.
 - Downloadable content, such as **documents**, is specifically for attendees.
- Attendees can update their booking by clicking **MODIFY BOOKING**.
- An event booking can be cancelled by clicking **CANCEL BOOKING**.
- Click **CLOSE** to return to the calendar.



- The **left** and **right arrow icons**, as well as the **date dropdown menu**, can be used to view past or future events.



Revision #3

Created 2026-05-07 13:35:05 UTC by Chanan Stenden

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