CALENDAR

**"Calendar" Application – Meeting creation**

Staff having access to the "calendar" application can not only consult, but also create meetings.

But they can only create and modify meetings for which they are administratively responsible: a secretary of the ALDE group can neither create nor modify a meeting of the UEL group; a MON secretary can neither create nor modify a MIG or UEL group meeting, etc.

A. Click on the "Calendar" application

The calendar opens with a monthly view showing all the events already registered. Click on any meeting for more details.

A red and white pen icon appears in the bottom-right of the screen: clicking on it allows the creation of a new event.
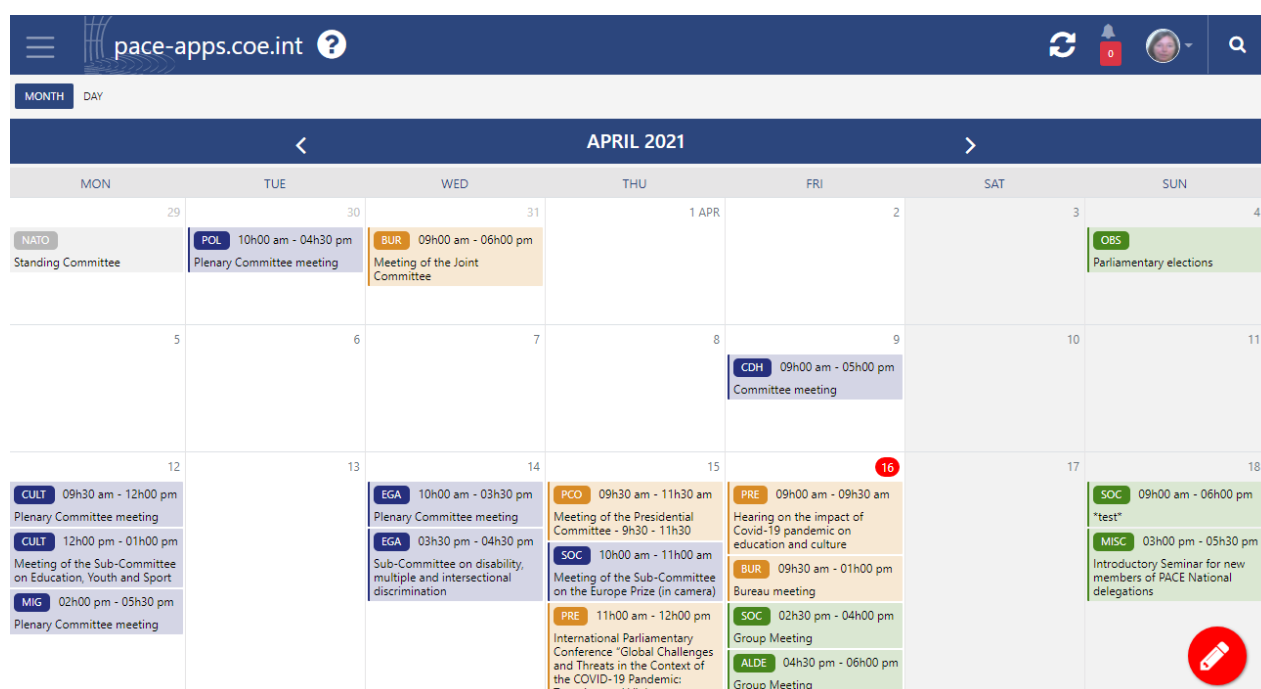
The user is taken to a screen allowing entry of the <u>Title</u> of the event (EN, FR); the <u>venue</u> (town, room, virtual, etc.). A box allows addition of <u>contents</u> if required (e.g. details about the meeting).

The <u>Category</u> field permits the selection of an event type from a drop-down list. Secretaries can only select categories defined in the Assembly's directory (Annuaire). A MON secretary therefore cannot create a MIG meeting, etc. **Selection of a category is mandatory.**

Place EN

Content EN

Place FR

Content FR

CATEGORY

Start date	End date
16/04/2021 9:00 AM	16/04/2021 6:00 PM

Further down the screen, the user should indicate a start and end for the event (date and time), and set certain options:

Start date	End date
16/04/2021 9:00 AM	16/04/2021 6:00 PM

STATUS
- ☐ Open to public
- ☐ To be confirmed
- ☐ To be approved

SCHEDULE
- ○ Day
- ○ Morning
- ○ Afternoon
- ● Selected

VISIBILITY
- ● Draft (staff)
- ○ Private (PACE)
- ○ Public (Everyone)

Status: tick according to requirements.

Schedule: allows selection of whether the timescale is that indicated above or if the meeting will take all morning, day, etc. If the option is "Selected", the times will show up in the calendar.

*Visibility:*   "Draft (staff)": is only visible to yourself.

"Private (PACE)": is visible on the pace-apps site for parliamentarians and staff, but not on the pace.coe.int public site.

"Public (Everyone)": is visible on both the pace-apps and public sites.

At the top-right of the screen, a button allows the addition of a link to an internet page, in the form of a URL address:
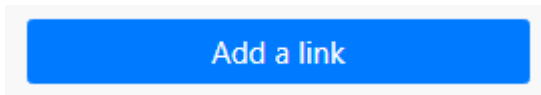
B. Save with the button on the bottom-right of the screen
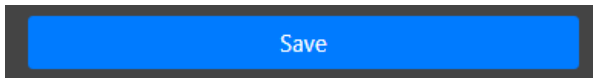
This action will take you back to the detailed daily view of the calendar. You can switch to the monthly view with the button on the top-left.

To show meeting details, just click on its title. You can also change the meeting (if you have the right).