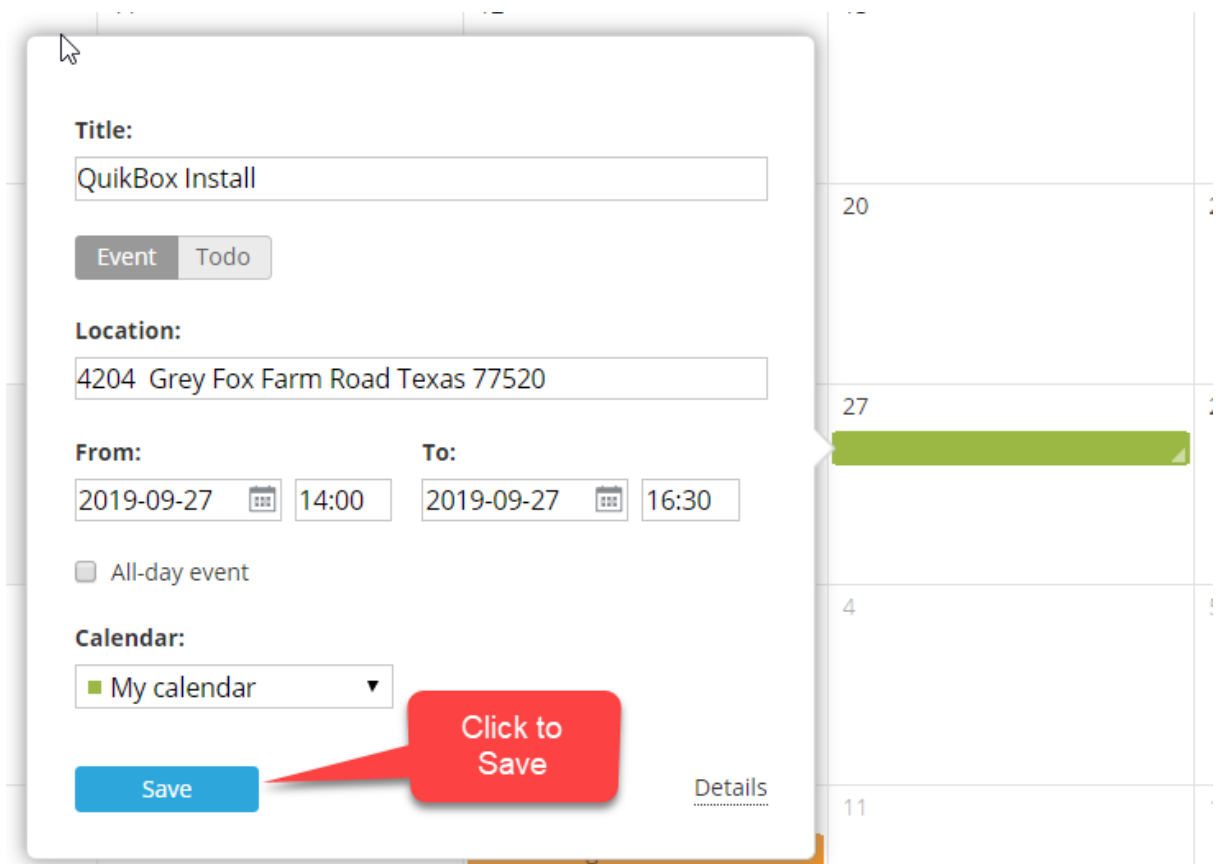


# Creating Events

There are two ways to add events to QuikBox Calendar

## Quick Mode

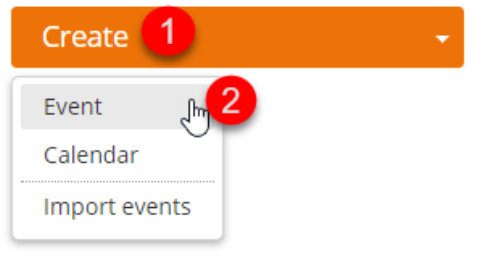
1. Left-click within a day you wish to add an event to
2. In a new popup window, enter the event basic information: title, location, time and select the calendar you wish to add your event to (the description of these options is provided in the Advanced Mode instruction)
3. click the Save button to add the event to the calendar or use the Details link to switch to the advanced mode.




The screenshot shows a popup window for creating a calendar event. The window is titled "Title:" and contains a text input field with the value "QuikBox Install". Below this is a toggle switch with "Event" selected and "Todo" unselected. The "Location:" field contains "4204 Grey Fox Farm Road Texas 77520". The "From:" field shows the date "2019-09-27" and time "14:00", and the "To:" field shows the date "2019-09-27" and time "16:30". There is an unchecked checkbox for "All-day event". The "Calendar:" dropdown menu is set to "My calendar". At the bottom, there is a blue "Save" button and a link labeled "Details". A red callout bubble with the text "Click to Save" points to the "Save" button. The background shows a calendar grid with dates 20, 27, 4, and 11 visible.

## Advanced Mode

1. Click the Create button in the upper left corner and select the Event option,



2. Enter the event title,
3. Set the event time:
  - To create an event that lasts for an entire day or longer, leave the All-day event box checked and set the start and end dates.

Enter the date you need in the From: and To: fields using the keyboard or clicking the corresponding  icon and selecting the necessary date.

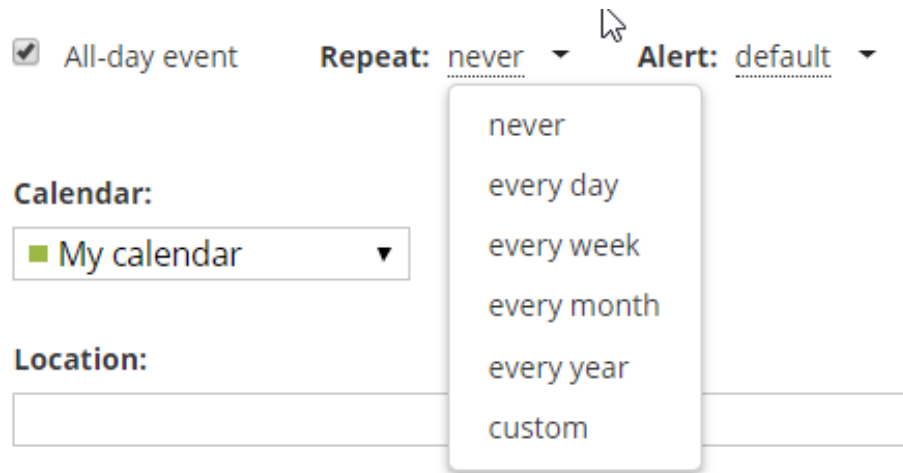
- to create an event that occurs at specific time, uncheck the All-day event box and enter a desired start and end time values.

A screenshot of a 'Create new event' form. At the top is a button with an upward arrow and the text 'Create new event'. Below it is a text input field labeled 'Event name:' with the word 'Event' entered. Underneath is a 'Time:' section with two date pickers, each showing '2019-09-24' and a calendar icon, separated by a minus sign. Below the date pickers are three checkboxes: 'All-day event' (checked), 'Repeat: never' (with a dropdown arrow), and 'Alert: default' (with a dropdown arrow). A red callout box with a speech bubble points to the 'All-day event' checkbox, containing the text: 'Uncheck to create an event that occurs at specific time'.

4. Set a recurrence period, if you wish to repeat your event on a regular basis,

Open the Repeat drop-down list and select one of the available

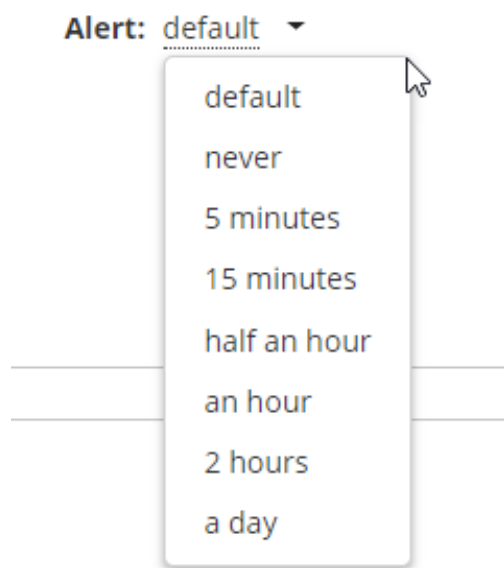
options: every day, every week, every month, every year. To set a custom recurrence period select the corresponding option from the Repeat drop-down list and adjust the available settings.



The screenshot shows a form for creating an event. At the top, there is a checkbox labeled "All-day event" which is checked. To its right is a "Repeat:" label followed by a dropdown menu currently showing "never". A mouse cursor is hovering over this dropdown, which has opened to show a list of options: "never", "every day", "every week", "every month", "every year", and "custom". To the right of the "Repeat" dropdown is an "Alert:" label followed by a dropdown menu showing "default". Below these are three other fields: "Calendar:" with a dropdown menu showing "My calendar" (preceded by a small green square icon), "Location:" with an empty text input field, and another empty text input field at the bottom.

#### 5. set your event reminder,

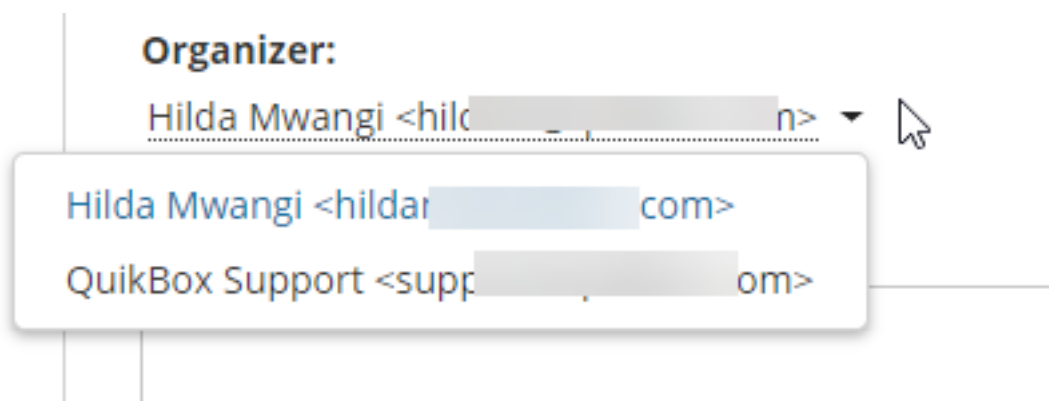
By default, you will be informed about your event added to the My calendar 15 minutes before it occurs. If you want to change the reminder time, open the Alert drop-down list and select one of the available options: 5 minutes, 15 minutes, half an hour, an hour, 2 hours, a day. To switch the reminder off select the never option from the drop-down list.



Keep in mind that the notification will be sent according to the time zone set for the calendar you add the event to.

6. If you have several calendars, select the Calendar you wish to add your event to from the drop-down list
7. Specify the event Location
8. If you have several email accounts connected in the Mail module, you can change the Organizer email address, selecting the necessary one from the list.

You will receive notifications about the guest attendance to the selected email address.



9. Add a Description for your event,
10. Invite Guests to your event,

Start typing the guest name or email address and choose the necessary contact from the list (your personal, CRM and portal contacts that match the entered characters are displayed there as you type). If you enter a new email address that is not stored in your Mail contacts, press Enter or click the Ok button on the right to add the guest.

Then you can specify the necessity for the presence of each guest. The Required option is selected by default, but you can change it to the Optional one.

To remove a guest, use the  icon.

Guests can only view the event. If you want to let another portal user edit the event and invite other guests, use the Add users link at the bottom of the page, and provide the user Full access to the event.

11. Click the Save button.

If you have added some guests, the Send invitations window will appear. Decide if you want to send invitations to guests or not and click the corresponding button.

Create new event

Event name:

Sales Seminar

Time:

2019-09-24

10:00

14:30

2019-09-24

All-day event

Repeat: never

Alert: default

Calendar:

My calendar

Location:

Organizer:

Hilda Mwangi <hildam@quikbox.com>

Description:

-QuikBox Features

-Use Cases

Save

Cancel

Guests: 0

Ok

Hilda Mwangi

Required

Dallin Rodriguez

Required

Sanjaya Sandaruwan

Required

Nick Rodriguez

Required

awells@

Required

Sent invitations

Users for sharing

Add Users

Hilda Mwangi

Owner

Dallin Rodriguez

Read Only

Nick Rodriguez

Read Only

The added event will be highlighted with the color of the selected calendar.

The invited guests will receive email notifications, they will be able to accept/decline the invitation choosing the Yes, Maybe or No option right from the email message as well as from the event preview window in the Calendar. The decision can be changed later.

To open the event preview window, left-click the event in the calendar. In this window, you can also view the total number of invited guests and the quantity of guests who have accepted/declined the invitation.

Online URL: <https://support.quikbox.com/article.php?id=49>