WS
WEB SERVICES
OFFICE OF COMMUNICATIONS

MCPS Web Publishing System (Tron) Training

How to manage your Calendar in the Work Area

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How do I access my Calendar in the Work Area?
1. **Login** to Tron from the bottom of your site.
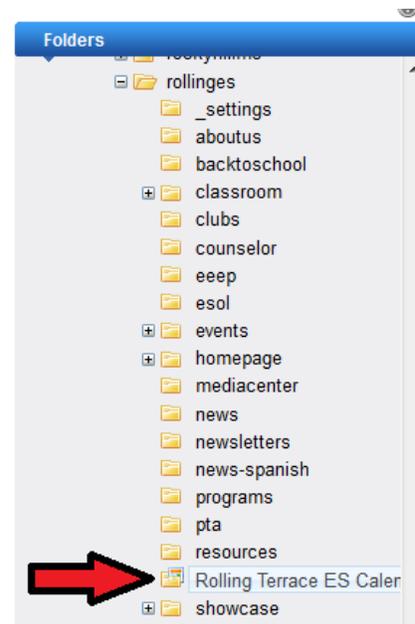2. Click on the **Work Area** in the bottom of any page of your site.
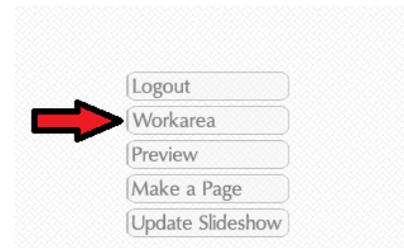
3. Navigate to **/schools/your school/your school calendar** in the folder structure on the left side of the screen in the Work Area.
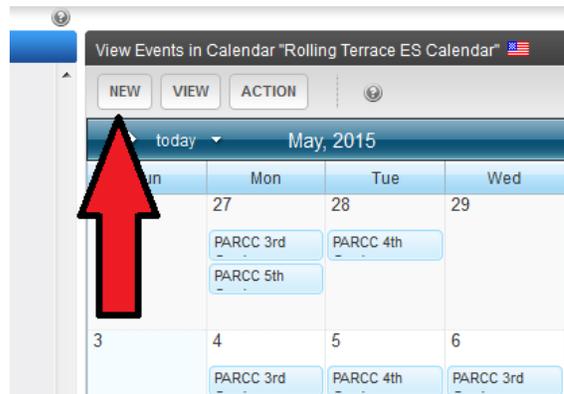
   Example: /schools/collegegardenses/College Gardens Calendar

4. Click on the text to open the calendar. The calendar will open on the right side of the screen.
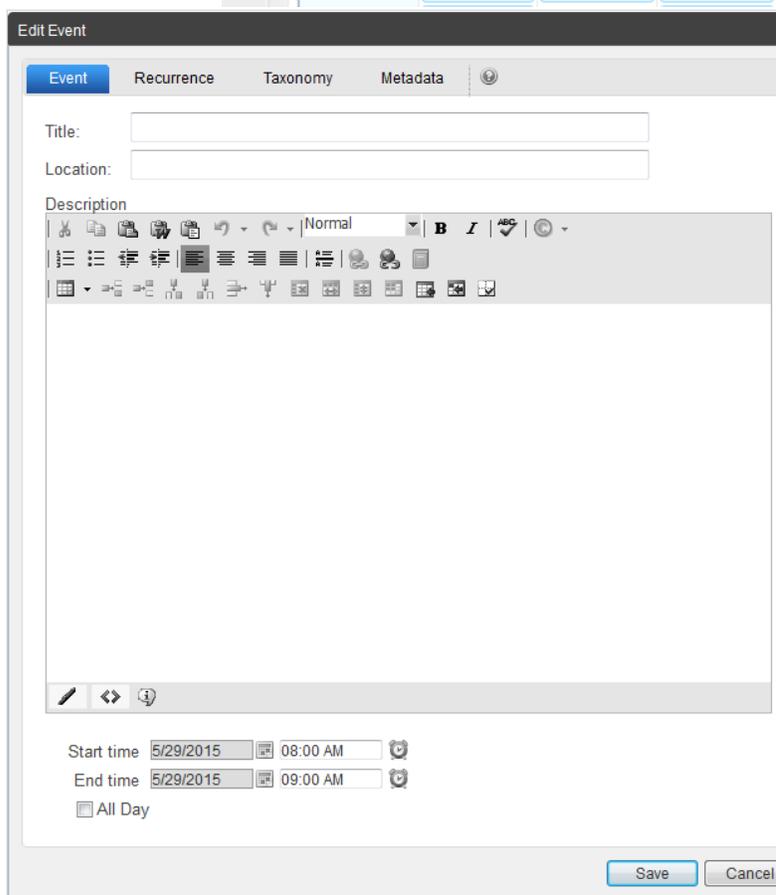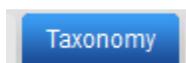
How do I add an event to my Calendar?

1. Mouse over **New** on the right side of the screen in the Work Area.
2. Click on **Add Calendar Event.**

3. The Edit Event window will open in the browser.
- Type in the Event Title (required) and Location (optional).
- Add a Description (optional).
 *Select Start and End Times or All day (required).*

4. Click the Taxonomy tab.

5. Click on the plus sign to expand the School Calendar Events Taxonomy.

6. Click on the event type that describes the event.

Using the Taxonomy event types allows you to filter the view of your calendar. For example, you can view only Music events or Athletics events or all events. Selecting an event type "tags" the event.
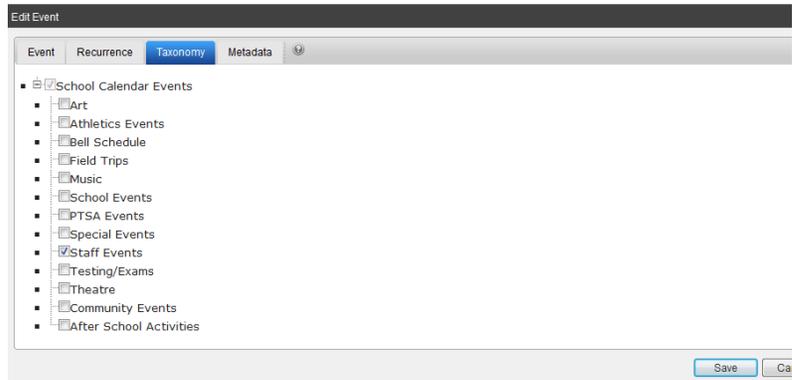
7. Click on Save to save the Calendar event.

8. The event will now appear on your calendar. The changes will appear on your school web site wherever calendar information for that date is displayed – under Upcoming events on the homepage and on the calendar page.

How do I update an event in my Calendar?

1. Scroll down to the calendar display on the right side of the screen in the Work Area.
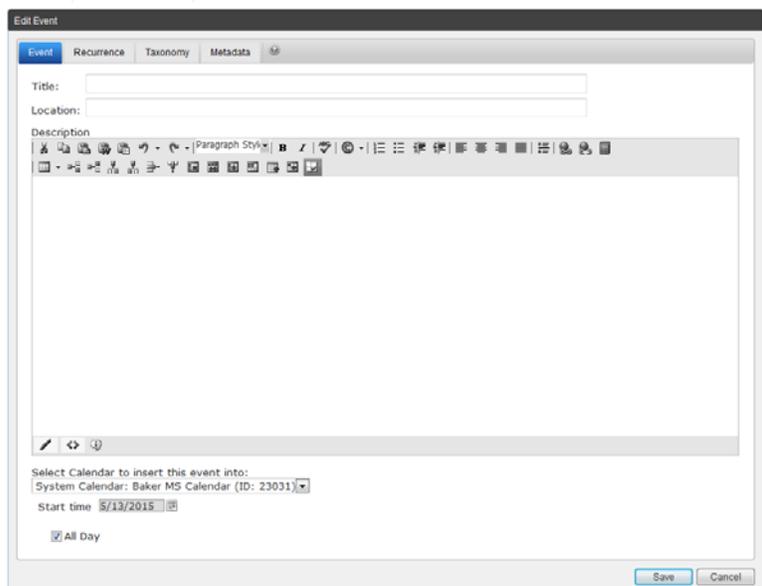2. Double-click on the title of the event.

3. Edit the details about the event.

4. Click on Save.

5. The changes will now appear on your calendar. The changes will appear on your school web site wherever calendar information for that date is displayed
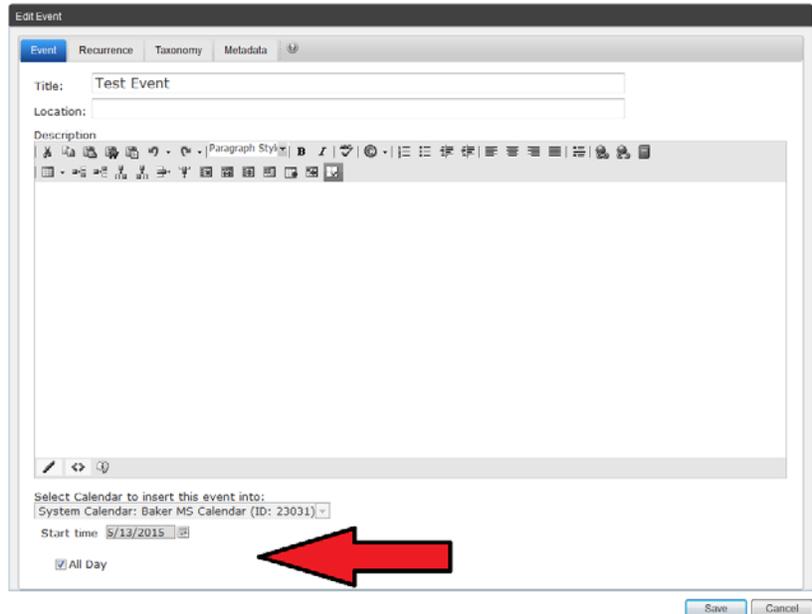

How do I move an event in my Calendar to another date?

1. Scroll down to the calendar display on the right side of the screen in the Work Area.
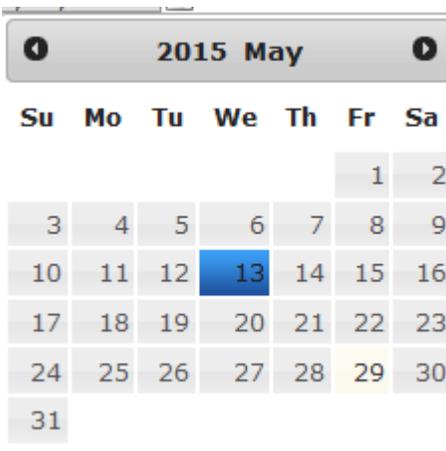
2. Double-click on the title of the event.

2. Next to the Date, click on the Select Date icon ⊞ .

5. The Select Date pop-up window appears.

Click on the date you want (if it's in the same month), or use the arrows to select month and year. Then click on the date you want to select it.

6. The pop-up window closes, and the date changes in the Edit Appointment window.
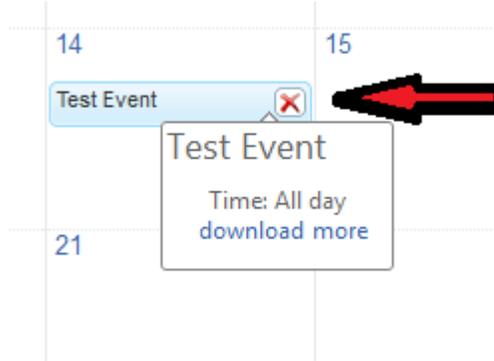
7. Click the Save icon.

8. The changes will now appear on your calendar. The changes will appear on your school web site wherever calendar information for that date is displayed.

How do I delete an event from my Calendar?

1. Scroll down to the calendar display on the right side of the screen in the Work Area.
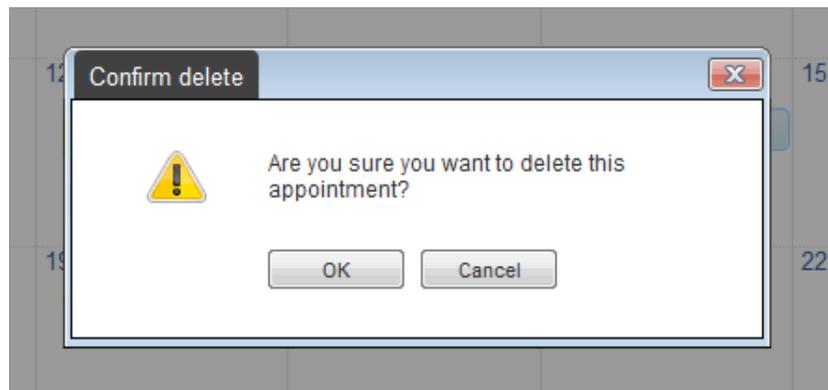
2. Mouse over the event you want to delete.

3. Click on the red X [X] to delete the event

4. A warning box pops up. Click OK if you want to delete.

5. The event will be deleted from your calendar. The changes will appear on your school web site wherever calendar information for that date is displayed

How do I create recurring events?

1. At this time, the recurring events feature causes display problems under the "Upcoming Events" section of the site homepage. For recurring events, please enter each event individually, following **Step 2 -** _How do I add an event to my Calendar_.