

# Calendar Administrator

# Getting Started Guide

## How to Configure Calendar Settings

- Your role as the Calendar Administrator
- First steps to make Teamup work for your needs
  - Add sub-calendars for what to be organized or scheduled
  - Create calendar links for users and assign permissions
  - Choose the most suitable default view for your calendar
- Tips to configure all settings optimally and manage risks

# Your Role as the Calendar Administrator

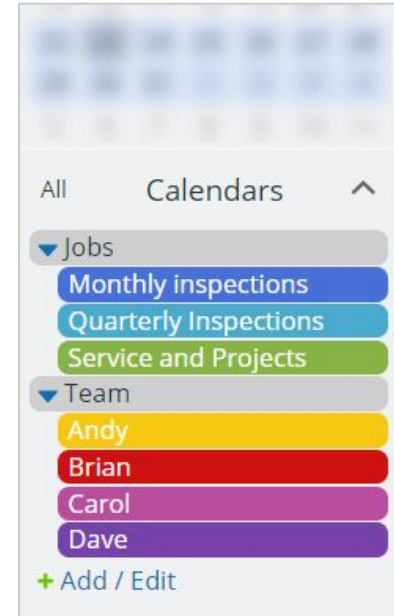
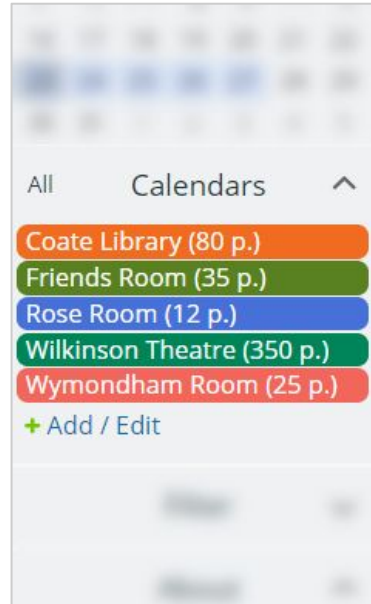
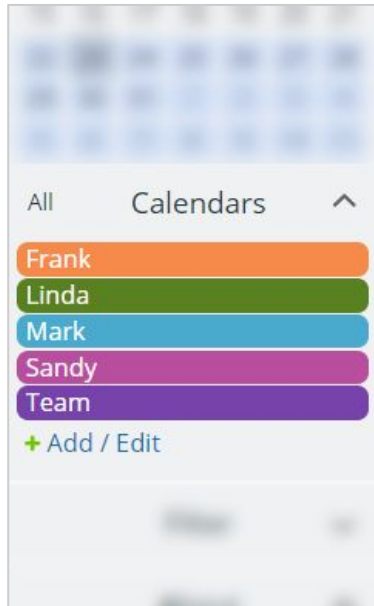


- You are considered a **Calendar Administrator** if you are the person who created the calendar (in this case, you will have received your administrator link via email) or if an administrator link was shared with you with the intention of you assuming the role of administrator.
- The Calendar Administrator link is the key to the “control center” of a Teamup Calendar. [Learn more](#) about how and when to use the Calendar Administrator link.
- There is **no login**. To **access a calendar** and the **Settings**, all you need is a Calendar Administrator link. You can retrieve a lost administrator link by following the steps [here](#).

# The First Steps:



- Think what you want to schedule, how you want to categorize the information and then start adding your sub-calendars. Sub-calendars can represent people, resources, projects, areas, anything you like to organize or schedule.



# The First Steps:



- Establish who needs access to the calendar and at what permission level. All you need to share your Teamup Calendar is to create calendar links for each user or user group, with appropriate access permissions, and share with them.

**Computer Lab Reservations**

Overview of Supported Permissions

User	Link	Permissions	Action
Administrator	<a href="https://teamup.com/ks6kgdzpmh558pqxvg">https://teamup.com/ks6kgdzpmh558pqxvg</a>	Administrator All Calendars	[Edit]
Amy Hamilton	<a href="https://teamup.com/ksmiyte71hsxyefum1">https://teamup.com/ksmiyte71hsxyefum1</a>	Modify from same... All Calendars	[Edit]
Juliet Watts	<a href="https://teamup.com/ks8afq3cm45dibem78">https://teamup.com/ks8afq3cm45dibem78</a>	Modify from same... All Calendars	[Edit]
Mark Myers	<a href="https://teamup.com/ksq4pj73zi1qtoxt86">https://teamup.com/ksq4pj73zi1qtoxt86</a>	Modify from same... All Calendars	[Edit]
Melissa Allen	<a href="https://teamup.com/ks5zgi3ku8fmw85f1e">https://teamup.com/ks5zgi3ku8fmw85f1e</a>	Modify from same... All Calendars	[Edit]
Peter Webb	<a href="https://teamup.com/ks6ge4pxzyy3fdajc">https://teamup.com/ks6ge4pxzyy3fdajc</a>	Modify from same... All Calendars	[Edit]
Public	<a href="https://teamup.com/ksu5xqxo5aqv95fzdk">https://teamup.com/ksu5xqxo5aqv95fzdk</a>	Read-only All Calendars	[Edit]

7 active links & 0 active users.

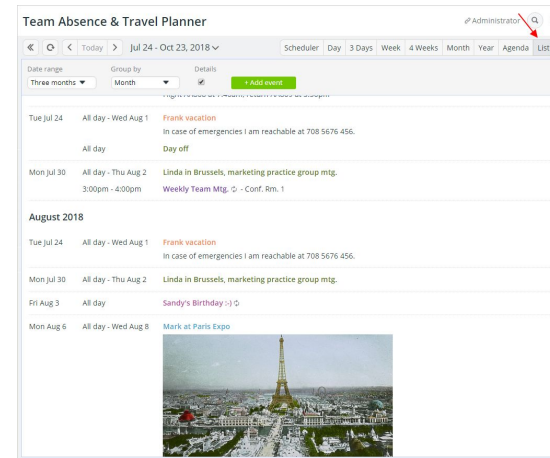
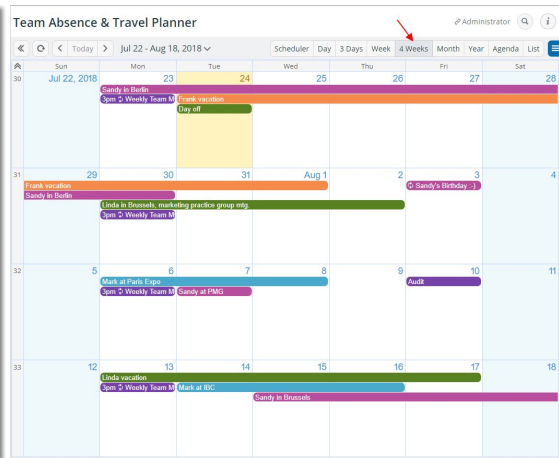
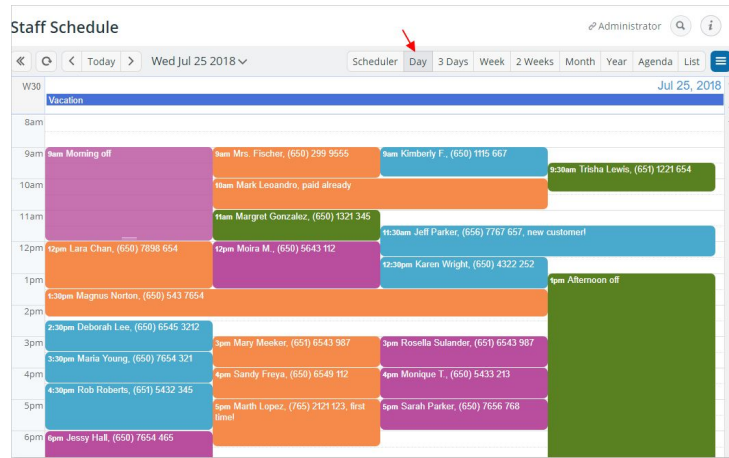
Administrator

<https://teamup.com/ks6kgdzpmh558pqxvg/settings/sharing/edit/6929445>

# The First Steps:



- Choose the calendar view that is the most appropriate for your needs. There are 9 calendar views that you can enable or disable and set one of them as the default.



# Accessing the Calendar Settings



- If you do not see Settings in the dropdown list, that means you are not using an Administrator link.

The screenshot displays the Teamup Staff Schedule interface. At the top, the 'Administrator' link is visible next to a search icon. A dropdown menu is open, showing the following options: Settings, Time zone: London, Print & Export PDF..., Preferences, Calendar Resolution, Language, and Help. The calendar grid shows events for various staff members: Frank, Linda, Mark, Marsha, and Sandy. Events include appointments with names and phone numbers, and a 'Vacation' block for Marsha. The left sidebar contains a list of calendars and a filter section.

**Staff Schedule**

Administrator

Settings

- Time zone: London
- Print & Export PDF...
- Preferences
- Calendar Resolution
- Language
- Help

Calendars:

- Frank
- Linda
- Mark
- Marsha
- Sandy

Filter

About

This calendar showcases the scheduler view. All premium features are enabled. The calendar will be removed after 3 days. Try it:

- Click anywhere to create a new event
- Drag event to move
- Ctrl-Drag event to copy

See how the calendar looks with different access rights:

- Admin (all calendars)
- Linda (3 calendars)
- Mark (Password: 'demo')

# Settings - General Settings



[Back to calendar](#)

## Staff Schedule

General Settings

Date & Time

Calendar Views

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Sharing

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Notifications

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Export Events

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Administrator

Admin Email

support@teamup.com

It is highly recommended to set an administrator email address. Teamup uses it for announcements regarding system maintenance and new features. It can also be used to recover access to the calendar in case access links have been lost.

Language

English (United States)

Notifications

☒ **ENABLE USER SIGNUP**

If enabled, calendar users can subscribe to notifications themselves. If not enabled, only the administrator can create and change subscriptions for notifications. [Read more...](#)

iCalendar Feeds

☒ **YES** ☐ **NO**

Enables or disables iCalendar feeds for all calendar users. iCalendar feeds allow other calendaring solutions to fetch calendar events and synchronize with Teamup. If iCalendar feeds are enabled, a list of available feeds is available in the calendar menu. [Learn more...](#)

Multiple Calendars Per Event

☒ **YES** ☐ **NO**

Enables the assignment of multiple calendars to one event. [Learn more...](#)

DISPLAY

Striped

# Tips - General Settings



- Enter a valid **administrator email** here. To minimize the risk of unauthorized access to the **administrator link** it is best to not use a group email address which has many recipients.
- Currently teamup Supports various **languages**.
- Enable or disable **email notifications**.
- Enable or disable **iCalendar feeds**.
- Enable or disable **assigning one event to multiple calendars**.
- **Hide or show the sidebar** with the calendar list.
- Edit the **About** text to share relevant information with your users. You can include hyperlinks as needed.



# Settings - Date & Time



⚙️ General Settings

**🕒 Date & Time**

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★ Subscription

Time Zone

UTC+00:00 London, Edinburgh

☒ **SHOW TIME ZONE**

☒ **ENABLE AUTOMATIC TIME ZONE DETECTION**

[📘 Learn more...](#)

Date Format

31/12/2015

☒ **USE 24-HOUR CLOCK**

If enabled, hours will be printed as 13:00 instead of 1:00pm for example

Week Starts On

Sunday

Time Range

**FIRST HOUR**

7:00

**LAST HOUR**

0:00

Available time range in calendar views.

Start Date

Current Date

This is the date selected when the calendar is opened. For most applications, the current date is a good choice. For special use cases, like event calendars, it may be useful to select a start date in the past or future.

Calendar Administrator

# Tips - Calendars



- There are a million of ways to use Teamup Calendar. The essential decision that the calendar administrator needs to make is what and how you want to organize or schedule, and translate that into your calendar structure here. Check out the Live Demos which allows you to test out various scenarios .
- Events assigned to a specific sub-calendar will be displayed in the color of that calendar.
- Prevent double bookings by setting up your calendars not to overlap.
- Group sub-calendars into folders for an easy organization.
- You can add other calendars via inbound iCalendar feeds.
- The number of active sub-calendars you may have is linked to your subscription plan. You can upgrade at any time to use more sub-calendars.

# Tips - Date & Time



- Teamup supports **time zone** conversions for 140+ time zones. [Learn more](#) about the behavior of the available configuration options.
- Select the applicable **date format** for your primary user base. The 24-hour clock can be enabled regardless of the common date/time format in your region.
- Select your **default start day of the week**. Options include Monday, Sunday, Saturday and Friday.
- Select the **visible time range** when your calendar is displayed in the Day, Multi-day or Week view. Keep in mind that time slots outside of the Time Range defined here will remain selectable in the event editor.
- It is possible to **setup the calendar to always open on a specific date**, e.g. a conference date, that is not the current date.

# Settings - Calendar Views



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Default View


Year View

Calendar view that is displayed when the calendar initially loads.

Calendar Resolution

15 minutes

Configures the resolution of the calendar grid.



Hide Weekends


☐ YES ☒ NO

If your scheduling concerns only work days (Monday through Friday), you can hide weekend days (Saturday and Sunday) from week view, multi-week view and month view.

Scheduler View

☒

Scheduler view maintains a reserved column for each calendar.



Calendar Administrator

# Tips - Calendar Views



- Teamup supports **9 calendar views**, including **multi-day, multi-week, year, agenda, list** and **scheduler** views with or without details as well as the usual **day, week, and month** views.
- The **default view set here is the view that is applied when a calendar is loaded** in a new browser session. It can be overwritten by a **link parameter** or the user's last selected view, which is remembered during the same browser session.
- **The Scheduler View** displays the sub-calendars in columns side by side instead of the usual overlay. It is particularly helpful for scheduling or viewing resource availability.
- **The List or Agenda view** offers the option to display event details right in the calendar view without having to open the individual event one by one to see its details.

# Settings - Identity



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Calendar Title

Born To Be Free

Customize Header

☒ YES ☐ NO

☒ DISPLAY LOGO



Select Logo

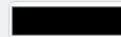
Maximum image size is 160x160 pixels, supported formats are GIF, JPG and PNG

BACKGROUND COLOR



#00ffff

FONT COLOR



#000000

Preview



# Tips - Identity



- Besides the **calendar title**, you can **upload your own logo and customize the header colors.**
- It is also possible to **show custom title or hide the entire header** using **link parameters.**

The screenshot displays the Teamup calendar interface. At the top, there is a custom header with a cyan background. On the left of the header is a logo of a black panther, and to its right is the title "Born To Be Free". Further right, it says "Calendar Administrator" with a search icon. Below the header is a navigation bar with tabs for "Scheduler", "Day", "3 Days", "Week", "12 Weeks", "Month", "Year", "Agenda", and "List". The main calendar view is in "Month" mode, showing July 2018. The calendar grid has a light blue background. On the left side of the calendar, there is a sidebar with a "Calendars" section showing a list of calendars: "Alex", "Meetings", "Saved replies", "Article & Videos", "Open to be updated", "Updated & Approved", and "Updated & waiting for approval". Below this is a "Filter" section with a "by keyword" input field and a "by sub-calendar" dropdown. At the bottom of the sidebar, there is a "Share" button, a "Clear" button, and an "About" section with instructions on how to access the calendar on a phone. The calendar grid itself shows several "9:00 Meeting with Jenny" events scheduled for various days in July. A yellow highlight is visible on the 24th of July.

# Settings - Calendars



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## Staff Schedule

### Current Calendars

New: Teamup now supports inbound iCalendar feeds. [Read more...](#)

New

Add Calendar

Add iCalendar feed

	Frank	Overlapping Events	All Links	
	Linda	Overlapping Events	All Links	
	Mark	Overlapping Events	All Links	
	Marsha	Overlapping Events	2 Links	
	Sandy	Overlapping Events	2 Links	

5 active calendars. Your current subscription plan supports a maximum of 50 calendars.

[Learn more...](#)

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# Settings - Sharing



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Computer Lab Reservations

📌 Overview of Supported Permissions

	Administrator <a href="https://teamup.com/ks6kgdzpmh558pqxvg">https://teamup.com/ks6kgdzpmh558pqxvg</a>		✂️ Administrator <input type="checkbox"/> All Calendars	
	Amy Hamilton <a href="https://teamup.com/ksmiyte71hsxyefum1">https://teamup.com/ksmiyte71hsxyefum1</a>		✂️ Modify from same... <input type="checkbox"/> All Calendars	
	Juliet Watts <a href="https://teamup.com/ks6afq3cm45dibem78">https://teamup.com/ks6afq3cm45dibem78</a>		✂️ Modify from same... <input type="checkbox"/> All Calendars	
	Mark Myers <a href="https://teamup.com/ksq4pj73zi1qtoxt86">https://teamup.com/ksq4pj73zi1qtoxt86</a>		✂️ Modify from same... <input type="checkbox"/> All Calendars	
	Melissa Allen <a href="https://teamup.com/ks5zgi3ku8fmw85f1e">https://teamup.com/ks5zgi3ku8fmw85f1e</a>		✂️ Modify from same... <input type="checkbox"/> All Calendars	
	Peter Webb <a href="https://teamup.com/ks6ge4pxzyy3fdajc">https://teamup.com/ks6ge4pxzyy3fdajc</a>		✂️ Modify from same... <input type="checkbox"/> All Calendars	
	Public <a href="https://teamup.com/ksu5xqxo5aqv95fzdk">https://teamup.com/ksu5xqxo5aqv95fzdk</a>		✂️ Read-only <input type="checkbox"/> All Calendars	

7 active links & 0 active users.

Administrator

<https://teamup.com/ks6kgdzpmh558pqxvg/settings/sharing/edit/6929445>

# Tips - Sharing



- Access to your calendar is via calendar links. You can create as many access links as you need.
- The flexibility for sharing is one of Teamup Calendar's biggest strengths. It is worth to spend time in this area to fully understand the **9 levels of permissions**, including the unique **add-only** and **modify-from-same-link** permissions. Customizing access to each sub-calendar by assigning granular access permissions tailored just for that user.
- There is **no limit for the number of users**.
- Name the link with the name of the user or user group. If the user creates a new event or modifies an existing one, you can track who did it **as described here**. If an employee leaves your organization, simply delete his or her link.

# Settings - Notifications



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Calendar Administrator

Current Notifications

This is the control center for managing notifications. Notifications include email notification when agenda emails and notifications to the Slack messaging tool. Read more...

New ▾

Email Notifications

Daily Agenda

Slack Notifications

Status

Recipient

All types

Link

All ▾

Filter by recipient

All types ▾

All links ▾

🔍

🗑️

🟢	👤 Sam@test.com	📅 Daily Agenda	🔗 User	✎
🟢	👤 Mary@gmail.com	✉ Email Notifications	🔗 User	✎
🟢	👤 https://hooks.slack.com/service...	⚙ Slack Notifications	🔗 Calendar Administrator	✎

# Tips - Notifications



- While the users can subscribe to email notifications, daily agenda and connect with a Slack channel by themselves, the calendar administrator can keep an overview of all existing notifications, add, edit or remove any notifications as needed.
- Because notification emails contain the link that was used to set up the notification subscription, it is very important the subscription is set from the calendar link of the respective user. It is important to **NEVER set up the notifications from an administrator link** unless the user is indeed an administrator.

# Settings - Import Events



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## Trainer Availability & Booking Calendar

Teamup supports the importing of events from other calendars and text files. Currently supported import formats are iCalendar files (\*.ics files) and comma separated text files (\*.csv files). For more details see our [article on importing](#).

Input Format

Calendar Format (.ics)

Calendar Name

Calendar Name (required)

Name of the calendar into which events are to be inserted. A new calendar is created for each .ics file import. This name must be unique and may not be used already by an existing calendar.

Import From

☒ FILE ☐ URL

Choose file

No file chosen

Select the source file.

Save

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# Tips - Import Events



- You can import calendar data from other calendar applications, spreadsheets, databases and text files. Read the [full description on importing here](#).
- Currently **supported import formats** are **iCalendar files (#.ics)** and **text files with comma-separated values (\*.csv)**.
- You can also **import data from one Teamup Calendar to another**.
- Only the calendar administrator can import files.

# Settings - Export Events



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Teamup supports the export of events into files. Supported formats are the ICS format and the CSV format. For more details see our [article on exporting](#).

Export Format

iCalendar Format (.ics)

iCalendar Format (.ics)

Comma Separated Values (.csv)

Calendars

All

Select all, single or multiple sub-calendars for export.

Date Range

All Events

Export

# Tips - Export Events



- You can **bulk export calendar data** from your Teamup Calendar to text files with comma-separated values (.csv) or iCalendar files (.ics). It is possible to choose to export events from a specific sub-calendar or all calendars.
- If you would like to analyze or generate reports with your data, it is best to bulk export the data to the .csv file format, open it locally and display it on an Excel sheet, then conduct the analysis as you need.
- Only the calendar administrator can bulk export.



# Settings - Subscription



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## Current Plan: Premium

Expiration: 4 Jul 2019

## Upgrade / Renew / Downgrade

See [pricing page](#) for details on features and prices.

Plan	Price	
✓ Premium	\$240.00/Year	<button>Renew</button>
Plus	\$96.00/Year	<button>Downgrade</button>
Basic	Free	

## Subscription History

Date	Plan	Amount	Exp. Date	PDF
2 Jul 2018, 15:18 (Free trial)	Premium		4 Jul 2019	

# Tips - Subscription



- There are several ways to try Teamup Premium or Plus features before purchasing an upgrade: **Start a free trial calendar** or launch a **live demo**.
- When you are ready to **upgrade** to the Premium or Plus plan, simply click the relevant Upgrade button and complete the payment.
- As soon as the payment is successfully completed, **the upgrade takes place automatically**. You can immediately start using the Plus or Premium features such as adding more calendars or uploading files.
- If you see “**Payment pending**” in your Subscription History, it means **your payment did not go through**. If possible, call your bank to clarify or try again. If the problem persists, please contact [support@teamup.com](mailto:support@teamup.com).

# Thank you!

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## Questions?

- Check out Teamup [Knowledge Base](#)
- Contact [support@teamup.com](mailto:support@teamup.com)