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
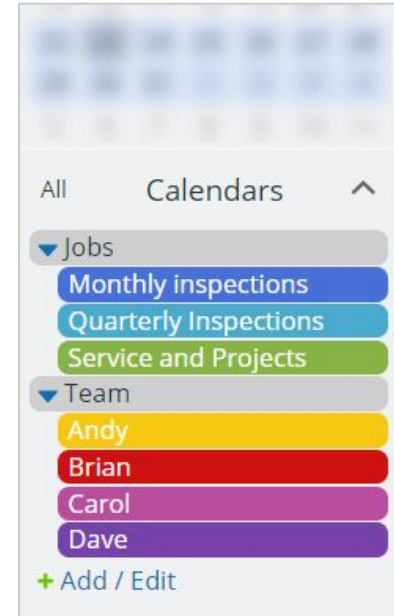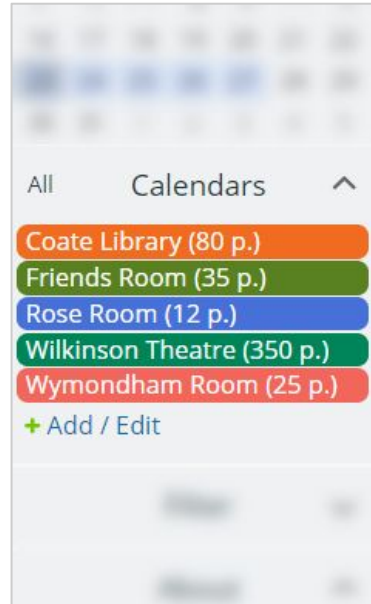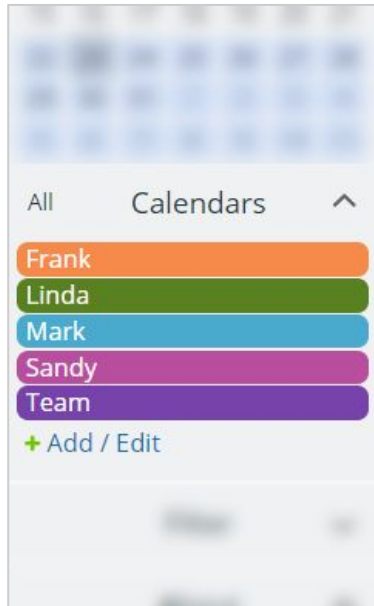
Your Role as the Calendar Administrator

➢ 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 <u>sub-calendars</u>.** Sub-calendars can represent people, resources, projects, areas, anything you like to organize or schedule.

All Calendars ^
Frank
Linda
Mark
Sandy
Team
+ Add / Edit

All Calendars ^
Coate Library (80 p.)
Friends Room (35 p.)
Rose Room (12 p.)
Wilkinson Theatre (350 p.)
Wymondham Room (25 p.)
+ Add / Edit

All Calendars ^
▼ Jobs
Monthly inspections
Quarterly Inspections
Service and Projects
▼ Team
Andy
Brian
Carol
Dave
+ Add / Edit

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.
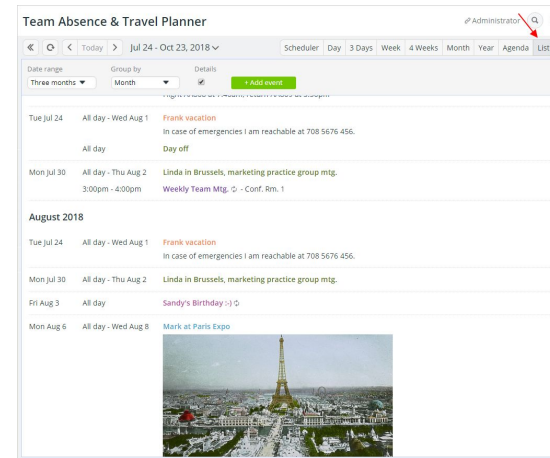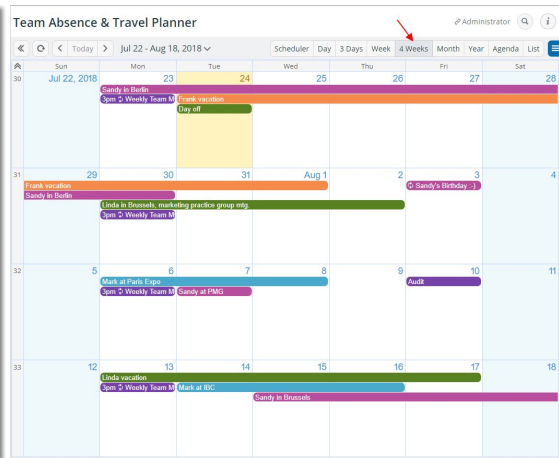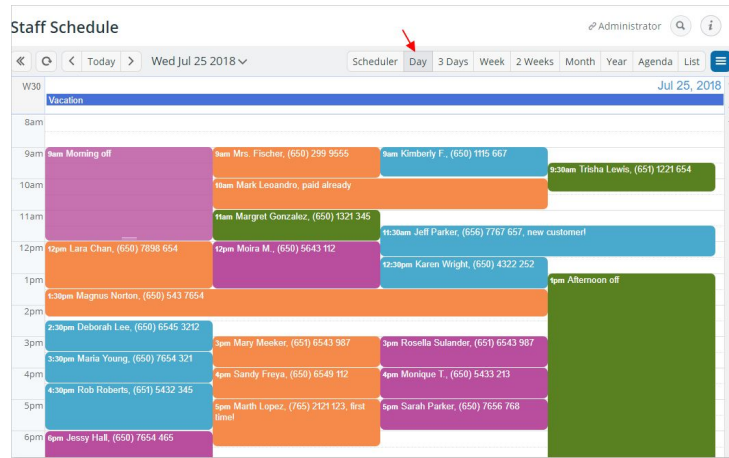
The First Steps:

➤ **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.

Settings - General Settings

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

Calendar Views

Identity

Calendars

Sharing

Event Fields beta

Notifications

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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.

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

General Settings

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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.

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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

- General Settings
- Date & Time
- Calendar Views
- **Identity**
- Calendars
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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

Born To Be Free   Access: Administrator

⟨   August 2016   ⟩   «   ⟨   Today   ⟩   August 2016   Month ⌄

F   S   S   M   T   W   T   Fri   Sat   Sun   Mon   Tue   Wed
29   30   31   1   2   3   4   31 Jul 29, 201   30   31   Aug 1   2   3

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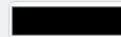
Tips - Identity

➢ 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**.

Settings - Calendars

Settings - Sharing

Computer Lab Reservations

Back to calendar

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Administrator

ⓘ Overview of Supported Permissions

Administrator
https://teamup.com/ks6kgdzpmh558pqxvg

Administrator
📅 All Calendars

Amy Hamilton
https://teamup.com/ksmiyte71hsxyefum1

Modify from same...
📅 All Calendars

Juliet Watts
https://teamup.com/ks8afq3cm45dibem78

Modify from same...
📅 All Calendars

Mark Myers
https://teamup.com/ksq4pj73zi1qtoxt86

Modify from same...
📅 All Calendars

Melissa Allen
https://teamup.com/ks5zgi3ku8fmw85f1e

Modify from same...
📅 All Calendars

Peter Webb
https://teamup.com/ks6ge4pxzyyy3fdajc

Modify from same...
📅 All Calendars

Public
https://teamup.com/ksu5xqxo5aqv95fzdk

Read-only
📅 All Calendars

7 active links & 0 active users.

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

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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

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...

Status	Recipient	All types	Link	

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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	✏

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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

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

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.

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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

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	Renew
Plus	$96.00/Year	Downgrade
Basic	Free	

Subscription History

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

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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.

teamup

Thank you!

Questions?

➢ **Check out Teamup <u>Knowledge Base</u>**

➢ **Contact support@teamup.com**