# Åbakkehuse Online Calendar for Commonhouse bookings

The purpose of the online calendar is to accommodate easy access for all in the village to see what activities are planned in the common house and to make bookings yourself to select rooms.

Please note that this is an early experiment and it can certainly be improved with use and your feedback. Do remember:

- To write your name in the booking so others can contact you about it
- Bookings for other rooms/overnight guests/seminars still need to be made through booking-team
- Payments for bookings for non-ABH meetings still need to be made as agreed
- Do not make recurrent bookings more than 3 months ahead
- Keep the links and this guide internal to Åbakkehuse only ☺

# How To:

## View the Calendar

In your web-browser, navigate to http://www.aabakkehuse.dk/calendar/
*For easy access in the future, bookmark/favourite the page.*

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This page displays selected rooms and the bookings made for those rooms. It can only be found by those with this direct link. No changes can be made through this page (view only) and requires no username/password is required to view. **Please do not share outside of Åbakkehuse**

Currently two rooms are visible: Irisværelse and Store Sal

In the Calendar you can navigate using the buttons at the top:
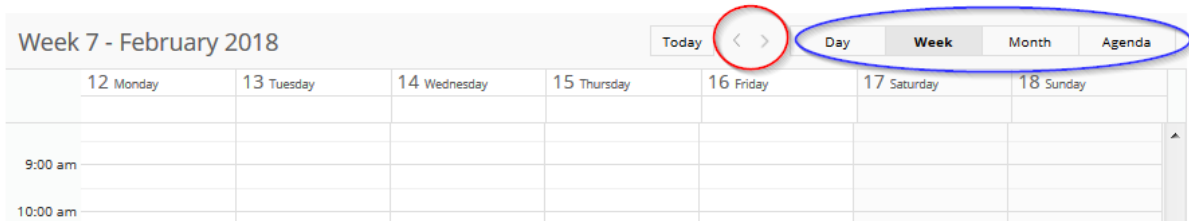


Use the Arrows to page forward or back in the calendar

Use the Day/Week/Month/Agenda buttons to change the view

If there is a booking in the calendar, it will show in the view, with its description text and start/end time. Clicking on the event will show additional information; in this case that it was booked by Rune, and is booked as a single occurrence (not a repeating event)
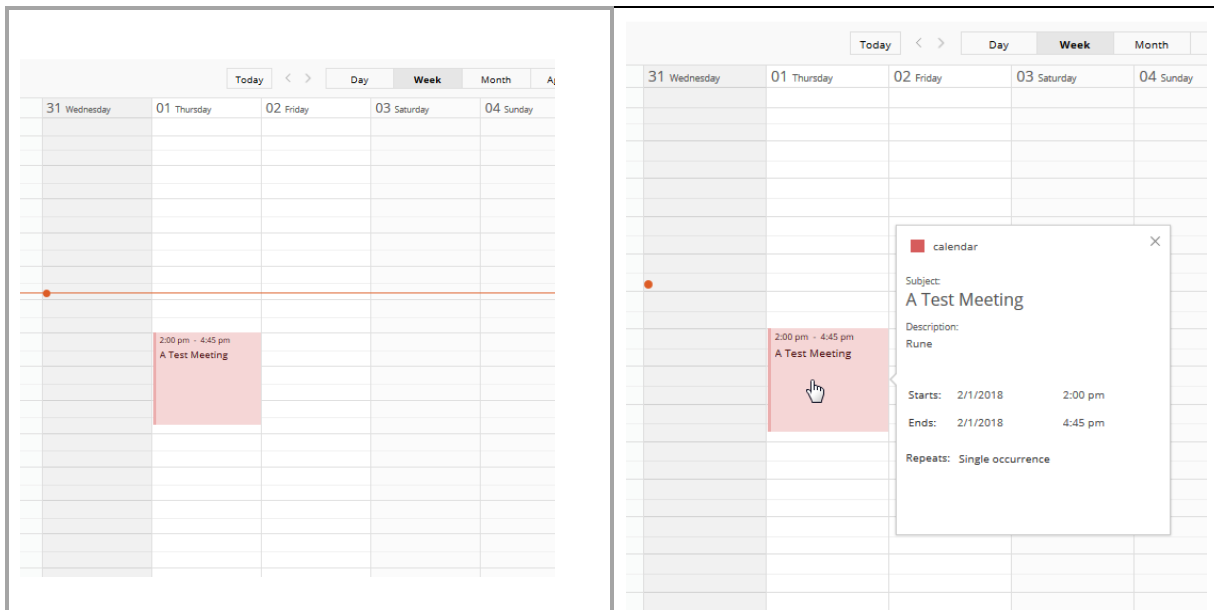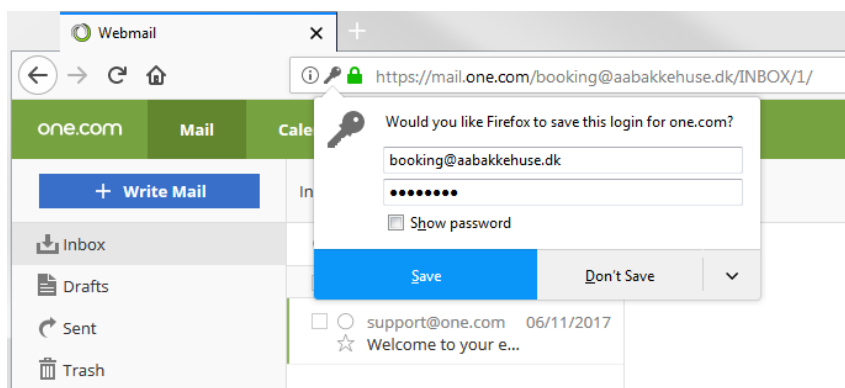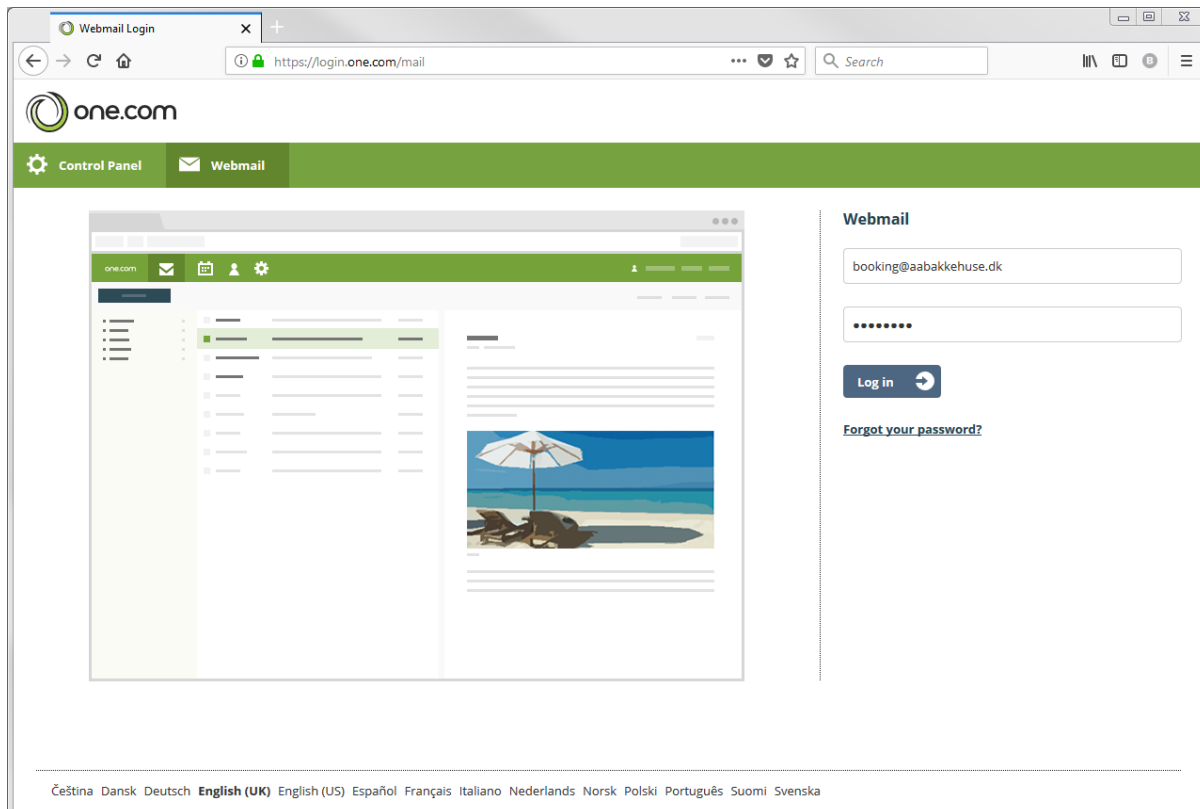
# How To:

## Access the calendar for Booking

To access the calendar for booking, log in to Webmail through this link:
https://login.one.com/mail
Email: booking@aabakkehuse.dk
Password: *********** (shared through email message to all)





*If your browser prompts you for it, you can choose to save the login on your PC, so you don't have to remember/look up.*
*\*The Password may be changed. You will be notified through email.*

# Åbakkehuse Online Calendar for Commonhouse bookings

Click **Calendar** at the top of your screen. Quickly navigate to a specific date using the **mini calendar** in the top left corner.
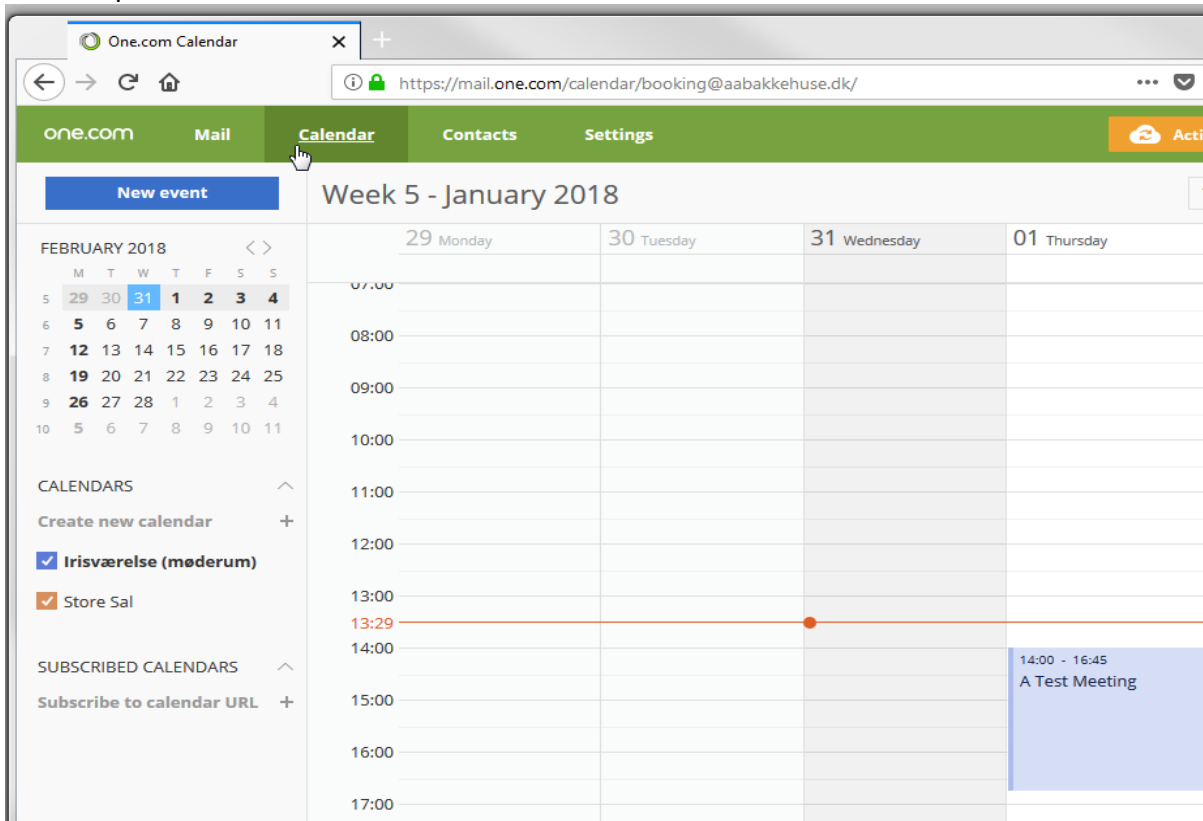


Click **Today** to jump back to today or use **the arrows** to navigate backwards and forwards. Depending on your preference you can change the view to **Day, Week, Month** or **Agenda**.
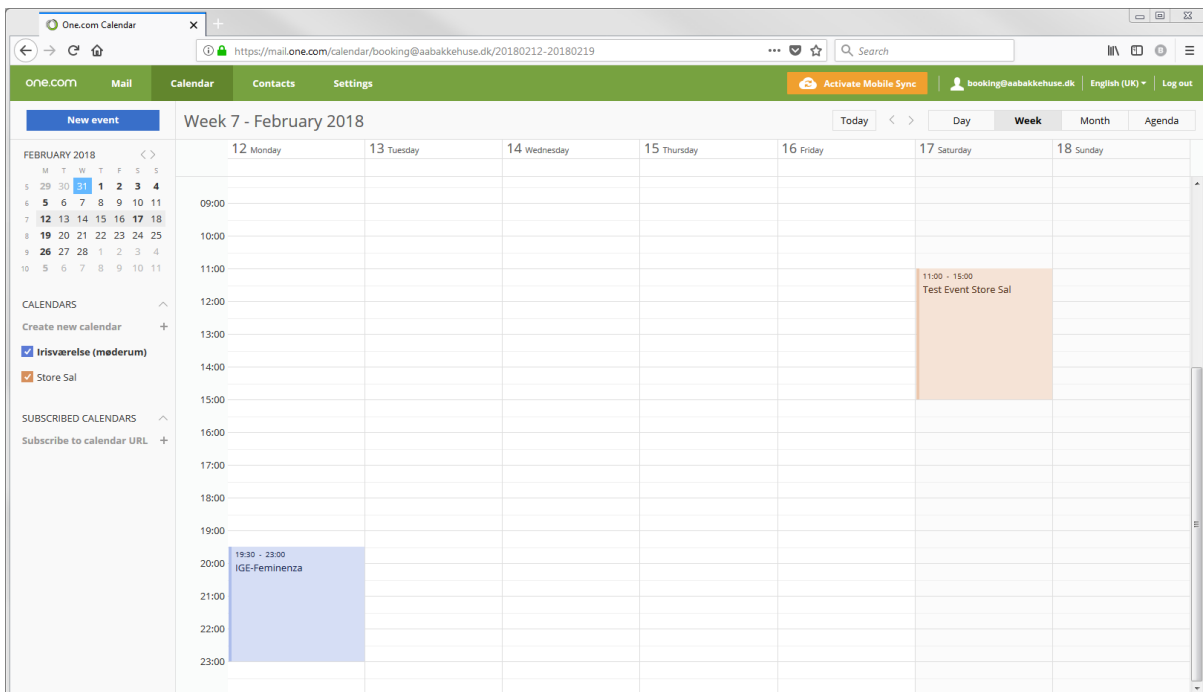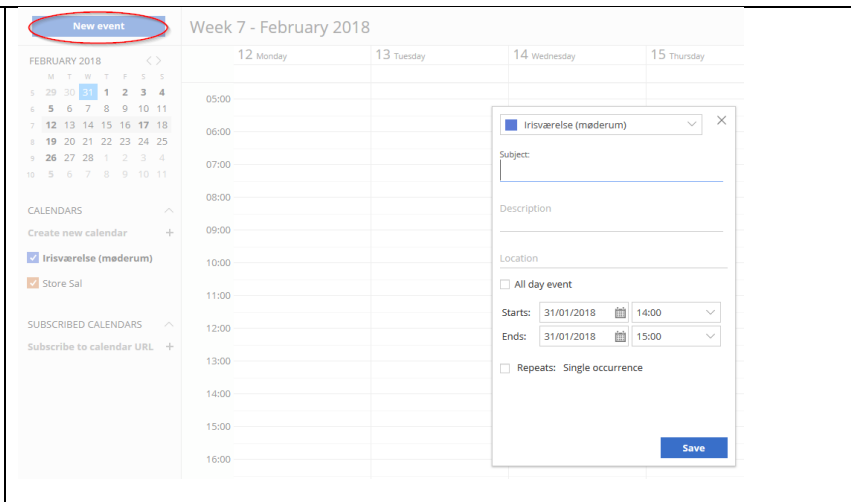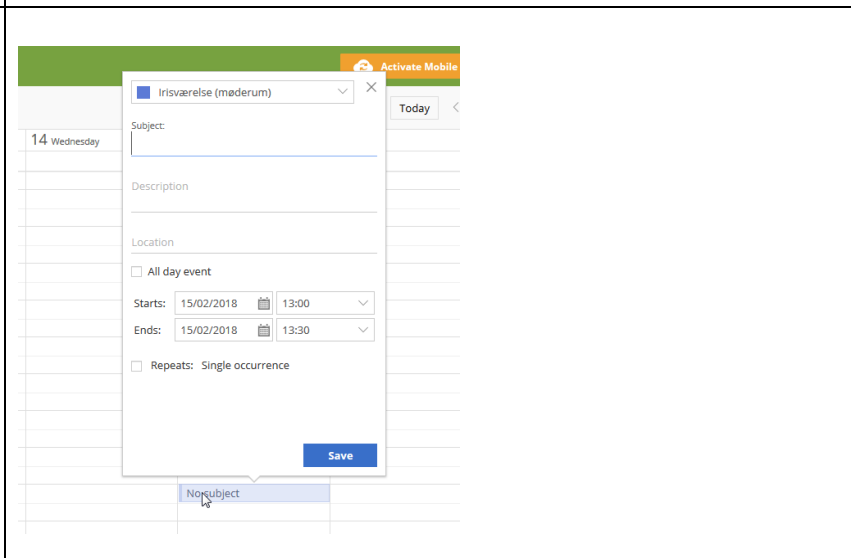


This Calendar shows bookings for all rooms selected in the left panel in their respective colours (in this example blue for "irisværelse" and red for "Store Sal".

# How To:

## Create an event in the calendar?

An event can be a meeting, project, gathering, landsbyforsamling in your calendar.
Overnight guests in other rooms, multiple day seminars etc. still need to be coordinated with the fælleshus-team.

1. Click **New event** in the top left corner, or click in the overview in Day, Week or Month view.
2. Select the **calendar/room** that your new event should be created in (Irisværelse / Store Sal)
3. Enter a **Subject** (that describes the meeting) that will be visible in the overview.
4. Enter a **description** (<u>your name</u>, and any additional info for the event.
   This will be visible only if you click on the event.
5. Select when the event starts and ends. If the event lasts the whole day, check the box for **All day event**.
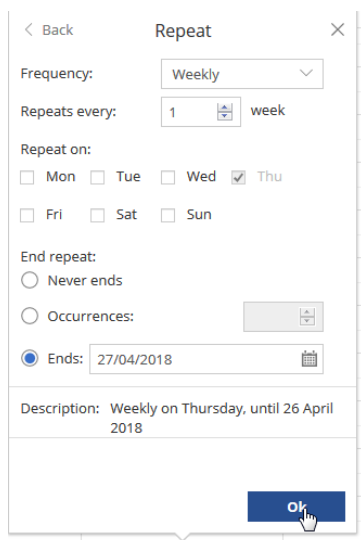6. Click **Save** to create the event in your calendar.

| | |
|---|---|
| Clicking "New Event" will open a new window with current date and next available hour |  |
| Clicking anywhere on the calendar will open a window with the date/time you clicked |  |

# Recurring event

You can also create recurring events, for example for regular (weekly/monthly) group or project meetings.
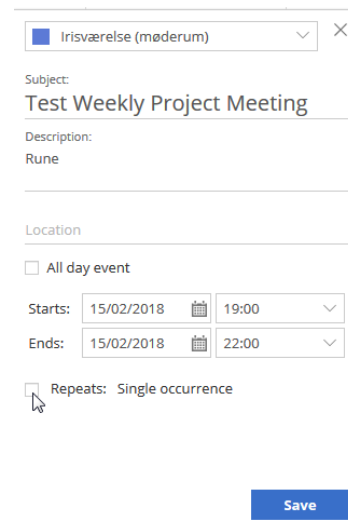
Follow step 1-6 like described above.

1. Check the box for **Repeats**. A new window opens where you can choose recurring settings.
2. Select the interval of the event, daily, weekly, monthly or yearly and choose any additional options.
3. Set how many times it should repeat or until which date (max 3 months ahead)
4. Click **Ok** to go back to the previous window.
5. Click **Save** to create the recurring event in your calendar.

**Guide for Online Calendar_V0.1.docx**