



# CREATE CALENDAR EVENTS

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**CONTROL CENTRE  
FUNCTIONALITY**

# STEP 1

The screenshot displays the 'Schedule' interface in the Sportsology app. On the left, a sidebar contains navigation items: Schedule, Messages, Documents, Articles, App Pages, Bundles, Directory, Users, and Settings. The main content area is titled 'Schedule' and features a calendar grid for the week of December 7-13, 2020. At the top of the calendar, there are buttons for 'Create Event' and 'Duplicate week', along with navigation arrows and date indicators (7 Dec 2020 and 13 Dec 2020). A blue callout box highlights the 'Create Event' button, with a line pointing to the text 'Select 'Create Event' located here'. The calendar grid shows a single event titled 'test event push' on Thursday, December 10. The top right corner of the interface shows the user's profile 'Martin Halliwell' and view toggles for 'Today', 'Day', 'Week', and 'Month'.

# STEP 2

Control Center Schedule Martin Halliwell

Create an Event

Event details

Title \*  
Test Event

Category \*

Description

Paragraph *I* **B** *I* [List Icons] [More]

Is this an all day Event?

Start time \* 08 Dec 2020 3:56 pm Timezone \* Europe/London

End time \* 08 Dec 2020 4:26 pm Timezone \* Europe/London

Calendars

Selected	Name
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Add a title to the event

# STEP 3

The screenshot shows the 'Create an Event' form in the Sportsology application. The form is titled 'Event details' and includes the following fields:

- Title \***: Test Event
- Event Category**: A dropdown menu with 'Tutorial Events' selected. A blue callout line points to this dropdown with the text: 'Select an event category from the drop down menu'.
- Activation**
- Game**
- Staff Meeting**
- Meals**

Below these fields, there is a checkbox for 'Is this an all day Event?' which is currently unchecked. The form also includes time and timezone selection:

- Start time \***: 08 Dec 2020 3:56 pm
- Timezone \***: Europe/London
- End time \***: 08 Dec 2020 4:26 pm
- Timezone \***: Europe/London

At the bottom, there is a 'Calendars' section with a table:

Selected	Name
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# STEP 4

The screenshot shows the 'Create an Event' form in the Sportsology application. The form is titled 'Event details' and includes the following fields:

- Title \***: Test Event
- Category \***: Game
- Description**: This is a description for this event
- Is this an all day Event?**:
- Start time \***: 08 Dec 2020 3:56 pm
- End time \***: 08 Dec 2020 4:26 pm
- Timezone \***: Europe/London

A blue callout box with the text 'Add an optional description to the event' points to the description field.

# STEP 5

The screenshot displays the 'Schedule' interface in the Sportsology app. The main form contains the following fields:

- Title \***: Test Event
- Category \***: (Dropdown menu)
- Start time \***: 08 Dec 2020 3:56 pm
- End time \***: 08 Dec 2020 4:26 pm
- Timezone \***: Europe/London

A calendar modal is open, showing the date '08 Dec 2020' selected. The time is set to '03:56 PM'. The modal includes a 'Cancel' button and a 'Set' button.

Below the form, there is a 'Calendars' section with a table of selected calendars:

Selected	Name
<input type="checkbox"/>	Staff Calendar
<input type="checkbox"/>	Games
<input type="checkbox"/>	Senior Calendar
<input type="checkbox"/>	Weekly Skype Calls

A blue line points from the text 'Add the event start date and time' to the start time field.

# STEP 6

The screenshot shows the 'Schedule' page in the Sportsology app. The page is titled 'Control Center' and 'Schedule'. The user is logged in as 'Martin Halliwell'. The main form contains the following fields:

- Title: Test Event
- Category: Game
- Description: A rich text editor with a toolbar and a date picker. The date picker is open, showing the date '08 Dec 2020' and time '4:26 pm'. The date picker has a 'Set' button and a 'Cancel' button.
- Timezone: Europe/London
- Timezone: Europe/London

Below the form, there is a 'Calendars' section with a table of selected calendars:

Selected	Name
<input type="checkbox"/>	Staff Calendar
<input type="checkbox"/>	Games
<input type="checkbox"/>	Senior Calendar
<input type="checkbox"/>	Weekly Skype Calls

A text overlay on the right side of the page reads: 'Add the event end date and time'.

# STEP 7

The screenshot shows the 'Create an Event' form in the Sportsology application. The form is titled 'Event details' and includes the following fields:

- Title \***: Test Event
- Category \***: Tutorial Events
- Description**: This is a description for the test event
- Is this an all day Event?**:
- Start time \***: 09 Dec 2020 4:00 pm
- End time \***: 09 Dec 2020 4:30 pm
- Timezone \***: Europe/London

A callout box titled 'Additional options' points to the 'Is this an all day Event?' checkbox and the 'Timezone' dropdowns. The text in the callout box reads: 'Other options include: All Day Event and Timezones'.

# STEP 8

The screenshot shows the 'Schedule' page in the Sportsology application. The browser address bar displays 'sportsology.app/schedule'. The page header includes 'Control Center' and 'Schedule' tabs, and a user profile for 'Martin Halliwell'. The main content area is divided into two columns. The left column contains form fields for event details: 'Is this an all day Event?' (unchecked), 'Start time \*' (08 Dec 2020 3:56 pm), 'End time \*' (08 Dec 2020 4:26 pm), and 'Timezone \*' (Europe/London). Below these is a 'Calendars' section with a table of calendar options. The right column is currently empty and greyed out. A blue line with a circle at its end points from the text 'Add the event to calendars' to the 'MTJ Test Calendar' row in the calendar list.

Control Center Schedule

Is this an all day Event?

Start time \* 08 Dec 2020 3:56 pm Timezone \* Europe/London

End time \* 08 Dec 2020 4:26 pm Timezone \* Europe/London

Calendars

Selected	Name
<input checked="" type="checkbox"/>	Staff Calendar
<input checked="" type="checkbox"/>	Games
<input type="checkbox"/>	Senior Calendar
<input type="checkbox"/>	Weekly Skype Calls
<input type="checkbox"/>	Developer Calendar
<input type="checkbox"/>	MTJ Test Calendar
<input checked="" type="checkbox"/>	Tutorial Calendar
<input type="checkbox"/>	Maurice Example Calendar
<input type="checkbox"/>	Test again
<input type="checkbox"/>	Coaching Periodization

Items per page: 20 1 - 10 of 10

Select a location or enter an address or zipcode.

Location

Add the event to calendars

# STEP 9

Control Center Schedule

Martin Halliwell

Calendars

Selected	Name
<input checked="" type="checkbox"/>	Staff Calendar
<input checked="" type="checkbox"/>	Games
<input type="checkbox"/>	Senior Calendar
<input type="checkbox"/>	Weekly Skype Calls
<input type="checkbox"/>	Developer Calendar
<input type="checkbox"/>	MTJ Test Calendar
<input type="checkbox"/>	Tutorial Calendar
<input type="checkbox"/>	Maurice Example Calendar
<input type="checkbox"/>	Test again

Search...

Dining room

Pitch 2

Gym

Pitch 1

Stadium

Attendees

Notify users

Event Reminders

Documents

Tuesday  
8 Dec 2020

Today Day Week Month

Add an optional location for the event

# STEP 10

The screenshot shows the 'Create an Event' modal in the Sportsology application. The 'Attendees' section is active, displaying a list of users with checkboxes for selection. A blue callout box points to the 'Attendees' section with the following text:

**Add attendees to the event**

This can be done individually or by department by clicking the radio button next to the department title

Selected	Name
<input type="checkbox"/>	Sportsology <span>4 / 28</span>
<input checked="" type="checkbox"/>	Gareth Hurst
<input type="checkbox"/>	Cat Cooke
<input checked="" type="checkbox"/>	Martin Halliwell
<input type="checkbox"/>	UK SMS User (Craigs Phone)
<input checked="" type="checkbox"/>	Aidan Test User
<input type="checkbox"/>	Johnny Appleseed
<input type="checkbox"/>	Gareth Reese
<input checked="" type="checkbox"/>	Franki Kielez
<input type="checkbox"/>	Sportsology Test
<input type="checkbox"/>	Generic Test User
<input type="checkbox"/>	Chris Mann
<input type="checkbox"/>	Paul Test
<input type="checkbox"/>	Matt Wade
<input type="checkbox"/>	Haydn Gately

# STEP 11

The screenshot shows a web browser window with the URL `sportsology.app/schedule`. The page title is "Schedule" and the user is logged in as "Martin Halliwell". A sidebar on the left contains navigation items: Schedule, Messages, Documents, Articles, App Pages, Bundles, Directory, Users, and Settings. The "Create an Event" form is open, showing sections for "Event details", "Attendees", "Notify users", "Event Reminders", "Documents", "Articles", and "Additional options". A blue "Save" button is at the bottom of the form. A callout box titled "Notify users / attendees" points to the "Notify users" section, which contains three checkboxes: "Send as an email?", "Send as an SMS?", and "Send as a Push Notification?".

**Notify users / attendees**

Event notifications can be delivered to the event attendees via email, SMS, push notification or all.

# STEP 12

The screenshot shows the 'Create an Event' form in the Sportsology app. The form is divided into several sections: 'Event details', 'Attendees', 'Notify users', 'Event Reminders', 'Documents', 'Articles', and 'Additional options'. A 'Save' button is located at the bottom of the form. The background shows a calendar view for Tuesday, 8 Dec 2020.

**Notify users / attendees**

Event notifications can be delivered to the event attendees via email, SMS, push notification or all.

**Additional features**

Event reminders can be set at timed intervals  
Attach documents to the notification  
Add links to existing in app articles

**Save the event / Send event notification**