Community Event Calendar Upload Instructions

Community Event Calendar · https://docs.dacapoinventory.com/doc/community-event-calendar-upload-instructions/

After downloading the template from the Upload Calendar page, fill the template with the appropriate information.

Following the correct formatting is very important. Please see notes about the 'format' below.

- Building Name or District: If this is a district-wide event, type "District" in the box (without the quotes). If this is a building-specific event, type the name of the building as it is shown on your Director of Music Dashboard
- Event Title - Short title of event. No more than 5-7 words please.
- Start/End Date: This should be formatted like an Excel Date. It should look like 5/4/2023 or 10/21/2024.
- Start/End Time: There needs to be a SPACE between the Time and the AM/PM. 7:00 PM. Note the Space, please.
- Display: Would you like the event displayed on the Parent Portal and on the Public IFrame link? If so, choose "C" for Community. Otherwise, choose "T" for Teachers, and the event will only be shown to Logged In Teachers (ie. Faculty Meetings, Stage Planning, etc.)
- Location of event. You can provide the name of the building or an address
- Description: This can be a longer description of the event.

Each of these fields can be edited after the event is uploaded into the Da Capo Inventory system.