Create Event

1 Click on 🗓 to open the calendar module and then ➕ 'Opret begivenhed' ('Create event').

or

2 You can click on **OPRET ⌄** (CREATE) directly from the overview page and then 🗓 'Kalenderbegivenhed' ('Event Calendar').

3 You can now create an event by first filling out 'Emne' ('Subject') and then select 'Type' ('Type'). For example, 'Møde/begivenhed' ('Meeting/Event') or 'Ferie' ('Holidays').

4 You can invite individuals or groups to the event. This is done by using the search function, from which you can select one or more invitees.

5 You need to link the invitation to a particular institution, if you are a member of several. This is done under 'Vælg en institution' ('Select an institution').

6 You must select a time period for the event. You do this by clicking on the two calendar icons 🗓 and add 'Starter' ('Starts') and 'Slutter' ('Ends'). You can also select 'Hele dagen' ('All Day'), and whether the event will be 'Privat' ('Private').

7 By clicking on 'Gentag' ('Repeat'), you can choose to repeat the event 'Dagligt' ('Daily'), 'Ugentligt' ('Weekly') and 'Månedligt' ('Monthly').

8 Using the search function you can search for 'Sted' ('Location') and add 'Ekstra lokaler' ('Extra rooms'), where applicable. Additionally, you can add different 'Ressourcer' ('Resources').

9 Under the section 'Tekst' ('Text') you can add a description of the event, notes or similar.

10 By clicking on 📎 you can attach a file.

11 Finally, click on the button **OPRET** (CREATE)

Step-by-Step Guide

Aula