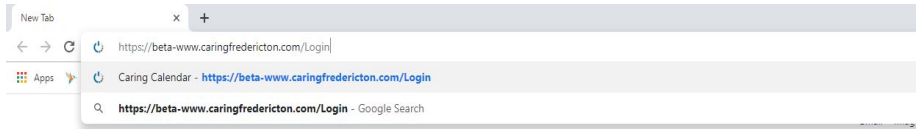


Caring Calendar Instructions





Search Google or type a URL



SIGN IN

Welcome to the Caring Calendar!

Upcoming Events

June 01	eyeclinic 4:30 PM - 6:00 PM Additional Details	
June 01	test-all 5:30 PM - 7:45 PM Additional Details	
June 02	CivicTech Rules 6:00 PM - 9:45 PM Additional Details	



- Copy and paste the link below into your search bar:


<https://www.caringfredericton.com>

- Here you can view upcoming events for the week. Click “SIGN IN” to access more detail.



Sign In

Email
Email

Password
Password 

SUBMIT

[Forgot Password?](#)

Don't have an account? [Sign Up](#)



- If you don't have an account, click "SIGN UP" and continue to next slide.
- If you do have a login, proceed to Page 6.





Sign Up


First Name
First Name

Last Name
Last Name

Email
Email

Password
Password 

Confirm Password
Confirm Password 



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- Enter your user information. This should be the person who will be using the calendar and entering events (ex: the admin for your organization).
- Password must be 8 characters long and include at least 1 uppercase and 1 number.
- Press “SUBMIT”.



Confirm Code

Confirmation code sent to
Your email will appear here

Please enter it here.

Confirmation Code
Confirmation Code

SUBMIT



Didn't receive the code? [RESEND](#)


Powered by Civic Tech Fredericton


- A verification code will be sent to your email.
- Enter the digits into the box and press “SUBMIT”.
- Once the code has been entered, you will be redirected back to the Sign In page. Proceed to page 6.
- If you accidentally exit from this page, a second verification code can be sent to your email.



Sign In

Email
Email

Password
Password 

SUBMIT 

[Forgot Password?](#)

Don't have an account? [Sign Up](#)

- Enter your username (email).
- Enter the password you have previously chosen.
- Click “SUBMIT”.

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Show Services

Today Back Next May 31 – June 06 Day Week Month

	31 Sun	01 Mon	02 Tue	03 Wed	04 Thu	05 Fri	06 Sat
12:00 AM							
2:00 AM							
4:00 AM							
6:00 AM							refresh-mp
8:00 AM							
10:00 AM							
12:00 PM							
2:00 PM							
4:00 PM		eyeclinic					
6:00 PM		test-all	CivicTech Rules		Spa		
8:00 PM							
10:00 PM							



- You will see this screen once logged in.
- Click “REGISTER ORGANIZATION” at the top.



Today Back Next May 31 – June 06 Day Week Month

Show Services 31 Sun 01 Mon 02 Tue 03 Wed 04 Thu 05 Fri 06 Sat

Register Organization

Please complete all required fields

Organization Name
Organization Name

Contact Email
Contact Email

Phone Number
Phone Number

Street
Street

City
City

Province
-- Select --

Postal Code
Postal Code

REGISTER CANCEL

refresh-mp

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- Enter your organization's information.
- Once you are finished click "REGISTER".



Show Services

Today	Back	Next	May 31 – June 06					Day	Week	Month
	31 Sun	01 Mon	02 Tue	03 Wed	04 Thu	05 Fri	06 Sat			
12:00 AM										
2:00 AM										
4:00 AM										
6:00 AM							refresh-mp			
8:00 AM										
10:00 AM										
12:00 PM										
2:00 PM										
4:00 PM		eyeclinic								
6:00 PM		test-all	CivicTech Rules		Spa					
8:00 PM										
10:00 PM										



- Select “SIGN OUT” at the top right hand corner of the screen.
- An email will be sent to the Caring Calendar’s admin to approve your organization. Please allow for up to 24 hours for approval.



Sign In



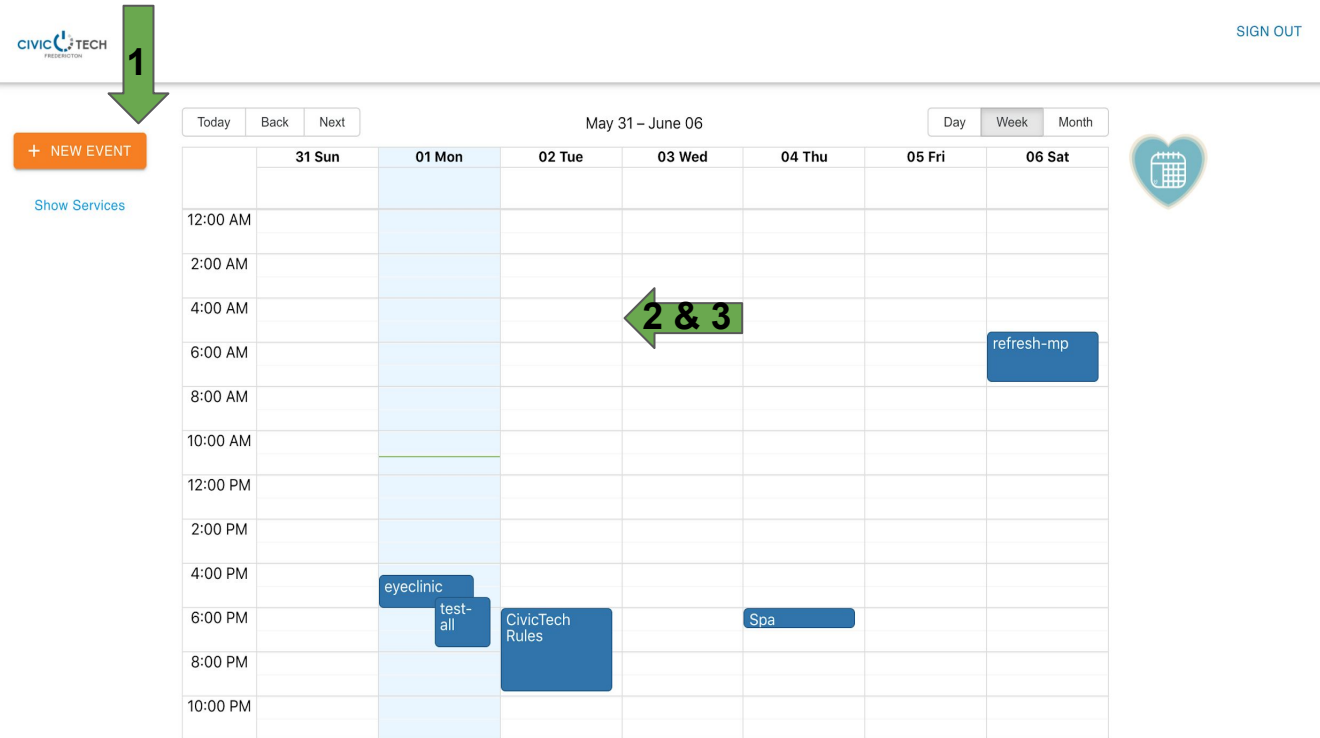
[Forgot Password?](#)

Don't have an account? [Sign Up](#)

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- Once your organization is approved, you can log back in and begin entering events on behalf of your organization.





The screenshot shows a calendar interface for the week of May 31 to June 06. The interface includes a top navigation bar with 'Today', 'Back', and 'Next' buttons, and a view selector for 'Day', 'Week', and 'Month'. A '+ NEW EVENT' button is located in the top left corner. A 'Show Services' link is below it. The calendar grid shows events for Monday, Tuesday, and Thursday. A green arrow labeled '1' points to the '+ NEW EVENT' button. A green arrow labeled '2 & 3' points to a spot on the calendar grid at 4:00 AM on Wednesday. A heart icon with a calendar symbol is on the right side of the calendar.


	31 Sun	01 Mon	02 Tue	03 Wed	04 Thu	05 Fri	06 Sat
12:00 AM							
2:00 AM							
4:00 AM							
6:00 AM							refresh-mp
8:00 AM							
10:00 AM							
12:00 PM							
2:00 PM							
4:00 PM		eyeclinic					
6:00 PM		test-all	CivicTech Rules		Spa		
8:00 PM							
10:00 PM							


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There are three different ways to create an event:

1. Click the button in the top left corner that says "NEW EVENT."
2. Click the spot on the calendar where you want the event to start.
3. Click the spot on the calendar where you want the event to start and drag your mouse down to where you want the event to end.



Title  Title

Description  Description


Address  Address  Contact Email






Categories

Meals Grocery Laundry Social Showers

Education Health Hair Cuts Taxes Faith

Recurrence

None 

 June 1st  11:30 AM  June 1st  12:30 PM 

CREATE CANCEL

- Enter event details.
- Select all categories that apply.
- Under “recurrence” select if your event is daily, weekly, bi-weekly or monthly.
- Continue to next slide to learn how to enter your event date.



Title

Description

Address Contact Email

Categories

Meals Grocery Laundry Social Showers

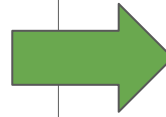
Education Health Hair Cuts Taxes Faith

Recurrence

None

June 1st June 1st

CREATE CANCEL



2020

Mon, Jun 1

< June 2020 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

CANCEL OK



- Click icon after first date to choose the start date of your event. Select icon after second date to choose end date of event.
- Once date is selected click “OK”
- See next slide for how to select the time of your event.



Title

Description

Address Contact Email

Categories

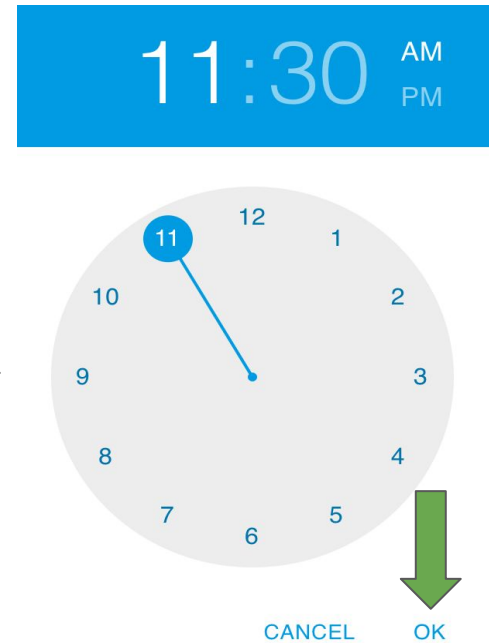
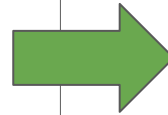
Meals Grocery Laundry Social Showers

Education Health Hair Cuts Taxes Faith

Recurrence

None

CREATE CANCEL



- Click icon after first time to choose the start time of your event. Select icon after second time to choose end time of event. Select hour, the clock will then change to minutes where you can select the minutes. **Ensure AM and PM are correct.**
- Once date is selected click “OK”



Title

Description

Address Contact Email

Categories

- Meals
- Grocery
- Laundry
- Social
- Showers
- Education
- Health
- Hair Cuts
- Taxes
- Faith

Recurrence

Bi-Weekly ▾

Ends After

6 Occurrences


[CREATE](#) [CANCEL](#)

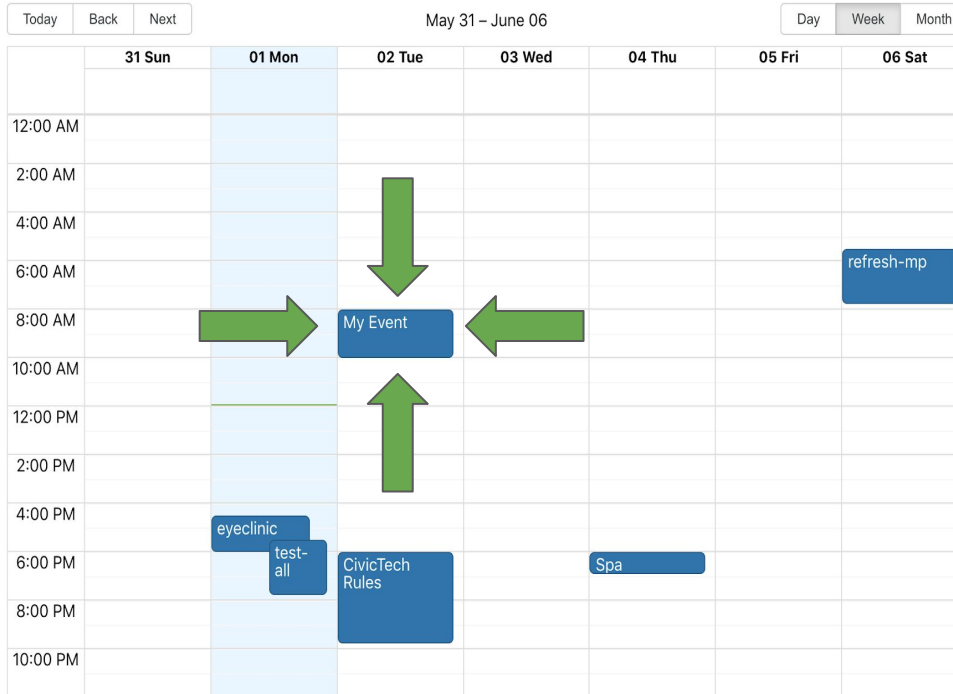
- Once you have added all your information click the “CREATE” button.





- Your event is now published!

+ NEW EVENT

Show Services



Title
 Test event

Description
 This is a test event.






Address 51 Dineen Dr, Fredericton, NB E3B 5G3
Contact Email test@gmail.com



Categories

Meals
 Grocery
 Laundry
 Social
 Showers
 Education
 Health
 Hair Cuts
 Taxes
 Faith

Recurrence
 Bi-Weekly ▾

Ends After
 6 Occurrences

 June 1st
  12:00 PM
  June 1st
  01:00 PM
 

UPDATE DELETE CLOSE

- If you click on the event, it will show all details. Only you can edit your event. To save your changes click “UPDATE”.
- If you wish to cancel the event, click “DELETE” (all recurring events will also be deleted).



+ NEW EVENT

Show Services



Today	Back	Next	May 31 – June 06					Day	Week	Month
	31 Sun	01 Mon	02 Tue	03 Wed	04 Thu	05 Fri	06 Sat			
12:00 AM										
2:00 AM										
4:00 AM										
6:00 AM									refresh-mp	
8:00 AM										
10:00 AM										
12:00 PM										
2:00 PM										
4:00 PM		eyeclinic								
6:00 PM		test-all	CivicTech Rules		Spa					
8:00 PM										
10:00 PM										



- Selecting different buttons will allow you to view the calendar in a different time format.
- You are also able to refine the services you are looking for if you click “SHOW SERVICES”.



GREATER
FREDERICTON
SOCIAL INNOVATION



INNOVATION SOCIALE
DE LA RÉGION DE
FREDERICTON

CIVIC  TECH
FREDERICTON

Fredericton
COMMUNITY
FOUNDATION
For Good • Forever



Maintenant... et pour toujours
LA FONDATION
COMMUNAUTAIRE
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If you're experiencing any difficulties,
please contact us at
info@socialinnovationfredericton.com

