

The Jive logo consists of the word "jive" in a lowercase, bold, sans-serif font. The letter "j" has a distinctive hook that extends downwards and to the left.

work better together™

## Using the Events Module

# Contents

<b>Using Events.....</b>	<b>3</b>
Creating Events.....	3
Calendar Integration.....	4
Inviting People.....	4
Displaying Events in a Place.....	5

## Using Events

---

Events allow you to schedule, discover, and RSVP to events from your Jive community. Like other content types, they're searchable, taggable, and visible in streams.

### Creating Events

---

Use the Create menu to get started creating an event, and to add it to a calendar in a place.

In much the same way you create a document, discussion, or other content item, you create an event by clicking **Create**, defining what, when, and where it is, and then deciding on a place in the community to publish it. Here are the detailed steps:

1. Click



**Event**

>

2. Provide a title and description. You can mention other users in the description of the event to alert them without inviting them.
3. Choose a start and end date and time for the event.
4. In the Location field, type the location where the event will happen (not a place in the Jive community). This field is required. Click **Show Location Details** if you want to add more information about where the event will happen.
5. Decide if your event is Open, Closed, or Private. Open events can be seen by anyone with access to the place where they're posted and can be added to anyone's calendar. People who view the open event will see an RSVP link unless the event is already filled. Closed events can be seen by anyone with access to the place where they're posted, but do not have an RSVP link for users unless they have already been invited to the event. Private events can only be viewed by people who have been invited.
6. In the **Attendee Limit** field, specify how many people can attend your event. After the maximum number of people has replied Yes to your event, the event will show a message saying the event is at capacity, and no one will be able to respond.
7. Optionally select an event type.
8. Click **Show Contact Details** if you want to add a phone number, email, and/or website address for the event.
9. Decide where you want to publish the event. If you publish the event in a place, it will be displayed on the calendar for that place. Events inherit visibility from the places where they are published. If you create the event in a private or secret group, it will only be visible to people who belong to that group. If you publish an event in the entire community, it will be visible to everyone, but will not necessarily be open to everyone depending on whether you created it as open, closed, or private.
10. Click **Save**. Don't forget to [invite some people](#), especially if you created a closed or private event.

## Calendar Integration

---

If you use an iCalendar-compatible program like iCal or Outlook, you can add events to your electronic calendar.

If you use a program like Outlook or iCal to manage your calendar, and your administrator has enabled this functionality, you can add Jive events to your calendar by clicking **Add to Calendar** in an event, or by clicking in an email notification. To enable the email functionality, you need to make sure you're getting event notifications by email.

To enable email notifications for events:

1. Click the menu under your name and select **Preferences**.
2. For **Receive email?**, select **Yes**.
3. For **Inbox Notifications about things like tasks, connections, and skill endorsements**, select **On**.
4. Scroll to the bottom of the page and click **Save**.

When you receive an email notification about an event, you should see links that allow you to accept or decline the event.



**Note:** If you don't see an **Accept** link in your email or an **Add to Calendar** link in your Inbox event notification, your administrator may not have enabled the Advanced Email functionality. In communities where Events aren't integrated with the email calendar functionality, you'll still be able to click through from email notifications or Inbox event notifications to manage them in a place-specific Jive calendar.

## Inviting People

---

If you created an event or have rights, you can invite other people to attend, and they'll be alerted in an Inbox event notification.

To invite other people to an event:

1. Open the event from an Inbox event notification, from an email, from the stream, or by navigating to the place where the event was created and clicking **Calendar**. (Note that if you can't view an event, you don't have rights to it and, therefore, can't invite other people to it.)
2. If you have rights to invite other people, you'll see an **Invite Others** link in your Actions menu. You'll only be able to invite other people if you created the event, or if the event creator has added you as a collaborator.
3. After you click **Invite Others**, select the people you want to invite to the event by typing their names and selecting from the pick list.
4. Click **Save**.

## Displaying Events in a Place

---

If you are an administrator or the owner of a place in the community, you can display upcoming events created in that place in a widget or tile.

If your place is using the Place Templates feature, it has an Activity page and can include the Upcoming Events - Automatically Added tile, which is automatically populated with events that are scheduled in the place. The Calendar and Events widgets are available when you use the widgetized Overview page for a place.

1. If you're adding events to an Activity page using a Place Template, add them using a tile:
  - a) Go to the Activity page for the place and click **Manage > Settings**.
  - b) Click **Add Tile**.
  - c) From the Other group, click **Upcoming Events - Automatically Added**.
  - d) Click **Save** to save your changed Activity page.
2. If you're adding events to an Overview page, add them using a widget:
  - a) Go to the Overview page for the place and click **Manage > Overview Page**.
  - b) Under the Widgets section, click **Content** and drag the Events Calendar or Event View Widget into your page layout.
  - c) If you use the calendar, it automatically pulls any events configured in the place into your page. If you chose the Event View Widget, you need to provide an event ID to populate it. To find an event's ID, navigate to the event and look at the event's URL in the address bar, which always includes the ID.
  - d) Publish your changes to the Overview page.