



Jive Interactive Intranet

9.x User Guide

Events

Notices

For details, see the following topics:

- [Notices](#)
- [Third-party acknowledgments](#)

Notices

Copyright © 2000–2021. Aurea Software, Inc. (“Aurea”). All Rights Reserved. These materials and all Aurea products are copyrighted and all rights are reserved by Aurea.

This document is proprietary and confidential to Aurea and is available only under a valid non-disclosure agreement. No part of this document may be disclosed in any manner to a third party without the prior written consent of Aurea. The information in these materials is for informational purposes only and Aurea assumes no responsibility for any errors that may appear therein. Aurea reserves the right to revise this information and to make changes from time to time to the content hereof without obligation of Aurea to notify any person of such revisions or changes.

You are hereby placed on notice that the software, its related technology and services may be covered by one or more United States (“US”) and non-US patents. A listing that associates patented and patent-pending products included in the software, software updates, their related technology and services with one or more patent numbers is available for you and the general public’s access at <https://markings.ip-dynamics.ai/esw/> (the “Patent Notice”) without charge. The association of products-to-patent numbers at the Patent Notice may not be an exclusive listing of associations, and other unlisted patents or pending patents may also be associated with the products. Likewise, the patents or pending patents may also be associated with unlisted products. You agree to regularly review the products-to-patent number(s) association at the Patent Notice to check for updates.

Aurea and Aurea Software are registered trademarks of Aurea Software, Inc. in the United States and/or other countries. Additional Aurea trademarks, including registered trademarks, are available at: <https://www.aurea.com/legal/trademarks/>. Jive is a registered trademark of Jive Software, Inc. in the United States and/or other countries. Additional Jive trademarks, including registered trademarks, are available at: <https://www.jivesoftware.com/legal/>.

Third-party acknowledgments

The following third-party trademarks may appear in one or more Jive guides:

- Amazon is a registered trademark of Amazon Technologies, Inc.
- Apache and Derby is a trademark of Apache Software Foundation.
- Chrome is a trademark of Google Inc.
- Eclipse is a registered trademark of the Eclipse Foundation, Inc.
- HP-UX is a registered trademark of Hewlett-Packard Development Company, L.P.
- IBM, AIX, DB2, and WebSphere are registered trademarks of International Business Machines Corporation.
- Intel and Pentium are registered trademarks of Intel Corporation in the U.S. and/or other countries.
- JBoss is a registered trademark, and CentOS is a trademark, of Red Hat, Inc. in the U.S. and other countries.
- Linux is a registered trademark of Linus Torvalds.
- Microsoft, Active Directory, Internet Explorer, SharePoint, SQL Server, Visual Studio, and Windows are registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.
- Mozilla and Firefox are registered trademarks of the Mozilla Foundation.
- Oracle and Java are registered trademarks of Oracle and/or its affiliates.
- Progress and OpenEdge are registered trademarks of Progress Software Corporation or one of its subsidiaries or affiliates in the U.S. and other countries.
- Red Hat and Red Hat Enterprise Linux are registered trademarks of Red Hat, Inc. in the U.S. and other countries.
- SAP and SAP NetWeaver are registered trademarks of SAP SE in Germany and in several other countries.
- SUSE is a registered trademark of SUSE, LLC.
- Ubuntu is a registered trademark of Canonical Limited in the United States and/or other countries.
- UNIX is a registered trademark of The Open Group in the United States and other countries.

All other marks contained herein are for informational purposes only and may be trademarks of their respective owners.

Table of Contents

Aurea global support.....	5
Chapter 1: Jive Events overview.....	6
System requirements.....	6
Supported browsers.....	7
Chapter 2: Using Jive Events.....	8
Creating events.....	8
About event visibility and attendance.....	10
Inviting people.....	11
Tracking responses.....	12
Exporting attendee list.....	13
Troubleshooting invitations	13
Viewing events	13
Sharing events.....	16
Editing events.....	17
Canceling events.....	17
Moving events	18
Displaying events in places.....	18
Adding Upcoming Event tile to Activity page.....	18
Adding event widgets to Overview page.....	19
iCalendar integration.....	20

Aurea global support

If you encounter a problem while using an Aurea product or require assistance with downloading the software or upgrading a product release, please, try to:

- Search the articles on the [Aurea Knowledge Base](#) for solutions to your issues.
- Search the product documentation and other product-related information that are also available on [Support Central](#).

If you still cannot find a solution, open a ticket on [Aurea Support Central](#). Information about the support organization is available on [Support Portal](#) as well.

You can also find the setup files on [Support Portal](#).

For information about purchasing an upgrade or professional services, contact your account executive. If you do not know who your account executive is, or for other queries, contact us through our [website](#).

1

Jive Events overview

Jive Events allows members of a community to schedule, discover, and attend events in a social setting. With an event planner, you can set dates, times, locations, and other information about an event, and invite users to get the word out. You can make an event visible so other people can join or use events privately to manage your own schedule. Community members can let others know whether or not they plan on attending an event, with classic Yes, No and Maybe responses.

Events exist in the community just like any other content type, such as documents or discussions, and can be created in places, including spaces, social groups, projects, or your personal container. Events show up in your activity stream, are searchable, taggable, and visible throughout the community.

Jive Events adds calendaring and event invitations to Jive spaces, groups, and projects, and can integrate with iCalendar functionality.

For details, see the following topics:

- [System requirements](#)
- [Supported browsers](#)

System requirements

Here you can find system requirements for installing and using Jive Events.

Software requirements

Jive 9.0.0 or later

iCalendar integration requirements

If advanced incoming email monitoring is enabled for your community, you can use iCalendar-compatible email client to add events created in your Jive community to your email calendar.

For more information about email monitoring, see [Configuring incoming email](#) in the Jive 9.x User Help.

Supported browsers

Jive works with most current web browsers. Note that if you need to use Content Editor features, such as cut and paste, script access to the clipboard must be enabled.

- Microsoft Edge* (Chromium-based).
- Apple Safari 8 and 9 (on Macs only).
- Mobile Safari on iPhone and iPad for iOS 8 and 9 and later. (For a browser-independent native iOS phone app, be sure to look for the Jive Daily Hosted app, if your community uses it, in the App Store.)
- Mobile Chrome on Android devices for Android 4.4 and later. (For a browser-independent native Android phone app, be sure to look for the Jive Daily Hosted app, if your community uses it, in Google Play.)
- Mozilla Firefox*.
- Google Chrome*.

* Google Chrome, Mozilla Firefox, and Microsoft Edge browsers are released frequently. Jive Software makes every effort to test and support the latest version.

Note: The recommended minimum screen resolution for desktop devices is 1024 x 768. Results may vary if you use zoom to adjust your view to levels other than 100%.

Important notes and restrictions

- Beta versions of web browsers are not supported, but they are quickly added to the supported list after they're formally released.
- Apps are not supported on mobile devices. These features may not work correctly on mobile devices.

2

Using Jive Events

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


For details, see the following topics:

- [Creating events](#)
- [About event visibility and attendance](#)
- [Inviting people](#)
- [Viewing events](#)
- [Sharing events](#)
- [Editing events](#)
- [Canceling events](#)
- [Moving events](#)
- [Displaying events in places](#)
- [iCalendar integration](#)

Creating events

An event is a great way to invite people to community activities and track RSVPs, or use events privately to manage your schedule. Events can be created in places, similar to other content types.

To create an event:

1. Click  and select **Event**.
2. Under **Event title**, give your event a title.

It helps to add a descriptive title, so when people see the event in a stream, they know right away whether it matters to them.
3. Add a description to provide more information about the event.

The description is displayed below the title. You can attach images or video that guest can download.

4. Under **Event Date and Time**, specify the start and end date and time of the event.
- An event can be created for any date and time (including in the past) or duration, as long as the start time is before the end time.
 - When viewed by a user, the time zone auto-adjusts for their specified timezone, so they know exactly when the event will take place. The user time zone is determined by user preferences.

5. Under **Location**, specify where the event will take place. Click **Show location details** if you want to provide exact location information and define the event language.

6. In **Event Visibility & Attendance Policy**, select the visibility of the event.

You can open the event to the entire community or only to those who are invited.

- ☒ **Open** All registered users can view and attend the event.
- ☐ **Closed** All registered users can view. Invited users can view expanded event details.
- ☐ **Private** Only users who have been invited to the event may view or attend the event.

For more information, see [About event visibility and attendance](#) on page 10.

7. In **Set Attendee Limit**, you can specify how many people can attend your event.

This may be helpful when you only have a certain amount of seats or space. Once that many **Yes** RSVPs have been received, the event will display a message saying the event is at capacity, and no one else will be able to respond.

8. Under **Event Type**, select the type of the event.

In the events list and in calendars, events are color-coded based on the event type.

9. Under **Event Type**, click **Show contact details** and add contacting info, including the contacting email and phone number, and website for the event.

10. In **Publish Location**, select where you want to publish this event.

You can publish to a Jive place if you are going to expose it only to those following that place or publish it to the entire community for everyone to see. When it's hidden, only you can see it.

When you publish an event in a place, it's displayed on the calendar for that place, in the Events tab. Place permissions affect who will be able to view your event. For more information, see [About event visibility and attendance](#) on page 10.


11. In **Tags**, add tags to make the event easier to find.

12. In **Categories**, assign one or more categories to the event.

This option is available if categories are defined in the selected publishing location.

13 To assign other community members as authors, letting them edit and administer the event:

a) Under **Advanced Options**, select **Add authors**.

b) Select **Specific People** and enter the community members or select them by using .

You can add one or more users.

14 Click **Create event** to create the event.

The event is created. The next step should be inviting people, especially if you created a closed or private event. For more information, see [Inviting people](#) on page 11.

About event visibility and attendance

Who can see your event and who is invited depends first on place permissions and then on event access type.

Place permissions

Place permissions apply to events, so where you create your event determines who sees it. All place members can see events that are created there, and events show up in activity streams. For more information about permissions, see [Content visibility](#) in the Jive 9.x Community Manager Help.

Event access types

To further manage access to your event, choose an event access type — Open, Closed, or Private — when creating your event. Note that some of these types may be disabled in your community.

Event Visibility & Attendance Policy

- ☒ **Open** All registered users can view and attend the event.
- ☐ **Closed** All registered users can view. Invited users can view expanded event details.
- ☐ **Private** Only users who have been invited to the event may view or attend the event.

Event access types provide another layer of permissions over the place permissions.

Event access type	Visibility	Attendance policy
Open events	Open events can be seen by anyone with access to the place where these events are posted and anyone following the place in a stream.	Everyone is invited, and an RSVP link is visible to everyone until the event is at capacity.
Closed events	Closed events can be seen by anyone with access to the place where these events are posted and anyone following the place in a stream.	Only the people you invite can see an RSVP link. For more information, see Inviting people on page 11.
Private events	Private events can only be seen by people who have been invited.	Only the people you invite can see an RSVP link. For more information, see Inviting people on page 11.

Tip: If you create an open event in a private or secret group, everyone in the group is invited, but only the group members can see the event.

Inviting people

You can invite other community members to your event to apprise people about the event and to track RSVPs.


Attention: You can invite people only if you created the event, if you have rights in the Jive place where the event was created, or if you were added as event author.

To invite other people to an event:

1. Open the event.

You can do it either from an Inbox event notification, an email, or a stream.

Restriction: If you cannot view an event, you don't have rights to it and, therefore, cannot invite other people to it.


2. Click **Invite others**.
3. Enter the names of the community members you want to invite or select them by using .


If required, you can also change the message that accompanies the invitation.

Invite others to this event

×

Invite (Required)

 Daisy



Message (Required)

Hi,

You are invited to the event 'Best Party Ever' in West Egg.

-- Jay Gatsby

Submit

Cancel

4. Click **Submit**.

The community members you have chosen are invited through an Inbox event notification and will be able to RSVP.

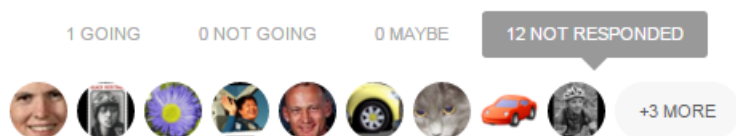
You can track the responses in the event itself, as described in [Tracking responses](#) on page 12. Besides, you can export the attendee list, as described, in [Exporting attendee list](#) on page 13.

Tracking responses

You can track RSVP responses in the event itself.

To view RSVP responses and the avatars of your connections who were invited:

- Review **Attending**, **Not Attending**, **Tentative** and **Awaiting Response** in the published event.



Note the event behavior if you set the attendees limit. Once the amount of positive RSVPs is received, the event will display a message saying the event is at capacity, and no one else will be able to respond.

Exporting attendee list

You can export the list of attendees from the event itself.

Attention: You can export the attendee list only if you created the event, if you have rights in the Jive place where the event was created, or if the event creator added you as an author.

To export attendees and attendee information:

1. Open the event for which you want to get the list.
2. Select **Export attendees** to open the **Export Attendees** dialog box.
3. Select the fields you want to export and clear the check boxes for the fields you don't want to export.

By default, all available fields are selected. Click **Select none** to clear the selection quickly.

4. Click **Export attendees**.

The information you selected is saved to your computer as a CSV file.

Troubleshooting invitations

Under some circumstances, a user who would normally be able to RSVP to an event, will not be permitted to do so. Here you can find the main reasons.

The event has ended

Once the end time has passed, RSVPing to the event will not be permitted. Check the end date of the event to make sure that the event has not ended.

The event is at capacity

If an attendance cap has been specified, once the number of Yes replies has reached that number, RSVPing to the event will not be permitted. In this case, the following message is displayed: `Event is at capacity`.

The event is closed

While a user may be able to see the event, the attendance policy may dictate that an invitation is required in order to RSVP. In this case, RSVP will be disabled. In this case, the following message is displayed: `Event is closed`.

Viewing events

*You can view a place's events on the **Calendar** tab in the place menu.*

Event page

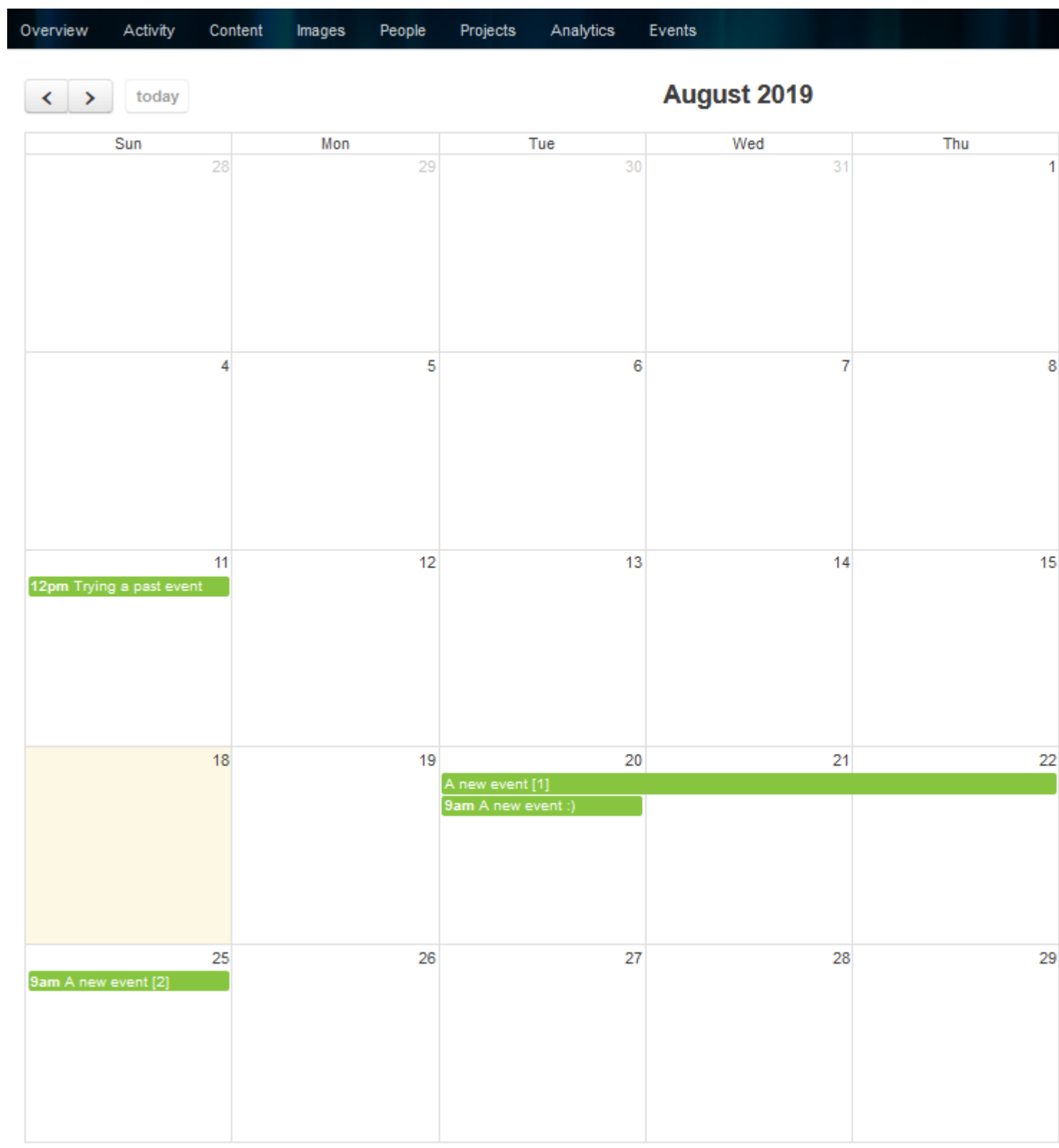
When you open an event, you can see the details provided by the event's author when the event was created or last edited. This includes the date and time (in your time zone), the event description, location, contact information, and type.

You can confirm if you will or won't be attending and check how other users responded on the invitation. For more information about inviting other users, see [Inviting people](#) on page 11.

You can also add the event to your Calendar client if it supports iCalendar. For more information, see [iCalendar integration](#) on page 20.

Place Calendar tab

The calendar displays each event for the date on which it occurs. Events that are scheduled for multiple days span those days on the calendar. And events that are scheduled for part of the day are displayed in time slots below the all-day events.



The calendar itself offers three views: **Month**, **Week**, and **Day**, with the **Week** and **Day** views displaying the events in an agenda-style timeline.

To the full calendar:

- In a place, select the **Calendar** tab.

You can drag events in the calendar to reschedule them. Events can be moved or resized. Note that only the event creator, assigned event authors, and administrators can edit events.

- When you move an event from within the Month view, you can make the event an all-day event. You can also elect to keep the start and end times the same and change only the day on which the event occurs. Note that these options are presented if the event being moved is not an all-day or longer event.
- Resizing an event in the Month view causes the event to be converted to an all-day event. For events that are not already all-day events, you will be prompted before the transformation is completed.

Updates on News and Activity pages

You can get a quick overview of the upcoming events in the place Activity page or on the News page (if the pages were configured to pull the updates). You should look for the Upcoming Events tiles. For more information, see [Displaying events in places](#) on page 18.

Sharing events

You can share a published event with other community members. This does not invite them, only notifies them of the event.

Note that you can share events with other places, such as groups, spaces, or projects, as well. Place permissions apply to all sharings. For more information about permissions, see [Content visibility](#) in the Jive 9.x Community Manager Help.

To share an event:

1. Open the event you want to share.

You can do it either from an Inbox event notification, an email, or a stream.

2. Click **Share** to open the **Share** dialog box.

3. Enter the names of the community members, or select them from .

4. If required, change the conveyance message.

5. Click **Share**.

The link to the event is shared as follows:

- Users receive invitation messages in their Inbox. They can use it to access the event.
- In places, a link to this event is added to the place. Only people with access to the content in its original place will be able to view it.

Editing events

You can edit event details if you have sufficient permissions.

Only the event creator, assigned event authors, and administrators can edit events.

To edit an event:

1. Open the event you want to edit.

You can do it either from an Inbox event notification, an email, or a stream.

Restriction: If you cannot view an event, you don't have rights to it and, therefore, cannot edit it.

2. Click **Edit** to open the event for editing.

3. Make the necessary changes.

For more information about particular settings, see [Creating events](#) on page 8.

4. Click **Update event** to save the event.

The attendees receive a notification about the change in Inbox and on email.

Canceling events

At some times, you may need to cancel events. You can do that if you have sufficient permissions.

Only the event creator, assigned event authors, and administrators can cancel events.

To cancel an event:

1. Open the event you want to cancel.

You can do it either from an Inbox event notification, an email, or a stream.

Restriction: If you cannot view an event, you don't have rights to it and, therefore, cannot cancel it.

2. Click **Actions > Delete event**, and then confirm the deletion.

The event is deleted from the community. The sent Inbox invitations to the event are deleted as well; an update about the canceled event is sent on email.

Moving events

You can move an event from place to another if you have sufficient permissions in both places.

Only the event creator, assigned event authors, and administrators can move events. They also must have sufficient permissions for creating content in the destination place.

To move an event:

1. Open the event you want to move.

You can do it either from an Inbox event notification, an email, or a stream.

Restriction: If you cannot view an event, you don't have rights to it and, therefore, cannot edit it.

2. Click **Move**.
3. In the **Choose Location** dialog box, select the place to which the event must be moved.
4. In the **Confirm Move** step, do the following:
 - a) Review the move setting.
 - b) If you want the move to be visible in the activity streams, select the **Show location change in streams** check box.
 - c) Click **Yes - move it here** to confirm the move.

The event is moved to another place. The attendees receive a notification about the change in Inbox and on email.

Displaying events in places

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

Adding Upcoming Event tile to Activity page

You can include the **Upcoming Events** tile on your place Activity page to notify place visitors of events.

Note that you can add an **Upcoming Events** tile to the Activity or any custom page of your place. For the detailed procedure of adding tiles, see [Adding tiles to Activity page](#) and [Designing activity and custom pages for places](#) in the Jive 9.x Community Manager Help.

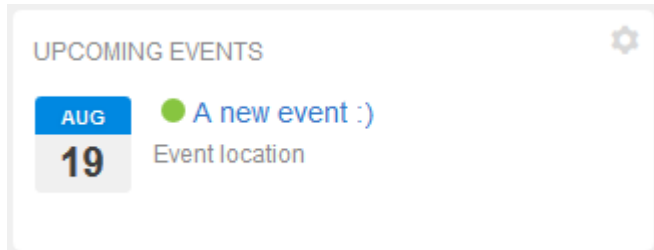
To add an **Upcoming Event** tile from a place Activity page:

1. In your place, click the **Manage > Settings** to open the Activity page for editing.
2. Click **Add a tile**.
3. In the dialog box, select the **Collaboration** category on the left, and select the **Upcoming Events** tile on the right.

The tile opens for editing.

4. In **Title**, specify the title for the tile.
5. In **Number of items to display**, specify the number of events to be displayed in the tile.
6. Click **Save** to save the tile settings and close the dialog box.
7. Click **Save** to save your Activity page.

Once the Activity page opens, the tile is automatically populated with events scheduled in your place.



For more information about tiles, see [Using tiles](#) in the Jive 9.x User Help.

Adding event widgets to Overview page

If widgets are enabled in your community, you can include events widgets in your place Overview page to notify place visitors of events.

Note: We do not recommend that you use widgets and widgetized Overview pages in your community. For more information, see [Understanding pages in places](#) in the Jive 9.x User Help.


The Overview page supports the following events widgets:

Event Calendar	Displays all events created in the place are automatically pulled into it.
Event View Widget	Displays a specific event.
Tagged Event Widget	Displays events that are tagged with the specific tag.
Upcoming Events	Displays all upcoming events created in the place.

For more information about adding widgets, see [Designing Overview pages for places](#) in the Jive 9.x Community Manager Help.

To add an event widget from the Overview page:

1. In your place, open the Overview page.
2. Select the **Manage > Overview page**.
3. In the **Widgets** section, select **Content**, then select the widget you want to add.
4. **Drag to Add** your selection into your page layout.
5. Configure the widget as follows:
 - a) Click the drop-down arrow in the upper right corner of the widget and then click **Edit this widget**.
 - b) Specify the widget properties:

Event Calendar	Specify a custom title, if the widget should show sub-space events, and a place from which to pull events.
Event View	<p>Specify the Event ID, a custom title, and if the widget border should be hidden options.</p> <p>To find an event's ID, look at its URL:</p> 
Tagged Event	Specify one or more tags to pull the tagged events, a custom title, a place from which to pull events, and if the widget border should be hidden options.
Upcoming Events	Specify a custom title, the number of results to be displayed, if the widget should show sub-space events, and a place from which to pull events.

- c) Click **Save Properties** to save the widget.

6. Click **Publish Layout** to save changes on the Overview page.

iCalendar integration

If you use an iCalendar-compatible program, such as iCal or MS Outlook, you can add Jive events to your calendar.

You can add Jive events to your calendar by clicking **Add to calendar** in an email notification or within a published event.

Clicking **Download event for my calendar** downloads an iCalendar file with the name of `<event name>.ics`. Import this file into your Calendar app to add the event to your calendar.

Note: The formatting of the description information in your event may be different than the formatting of the same information once it is added to your calendar.

Restriction: If you don't see an **Download event for my calendar** link, your administrator may not have enabled this in your community.
