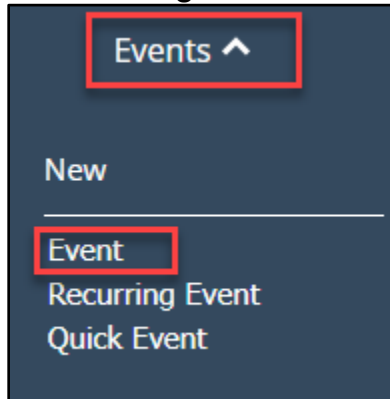


Creating New Events in IQ

Market: Federal/State/Local, House, Senate

Purpose: These instructions teach users how to create new events using their IQ calendar. These events can be synchronized with Outlook.

1. From the **Big Menu** select **Events**. Under **New**, select **Event**.



2. In the Calendar field, default calendars will be pre-populated. Click the **Group icon** to select a group of calendars to add.



3. Select the **Start Date** defaults to today's date. Change the **Start Date** to the date of your Event.
4. Select the **Start Time** from the drop-down menu.
5. Select the **End Date** from the calendar.
6. Select the **End Time** from the drop-down menu.

Start:	1/25/2022	8:00 AM	EASTERN	+
End:	1/25/2022	9:00 AM	EASTERN	+

7. Select **Topic** and/or **Type** codes related to this Event.

Topic:	x EDU - Education	+
Type:	x BKFST - Breakfast	+

8. In the **Subject** field enter a title for the event. This is a required field.

Subject:	Subject is a required field
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9. The **Short Description** field is limited to 50 characters and is used for the Monthly calendar report.
10. Enter a **Location** either by clicking in the field and selecting a location code, which will then populate the address fields, or you can manually populate the address fields. Click **Verify Address**.

Location:	No location selected	+	Map	Org1:	
Address 1:	7990 Quantum Dr			Zip:	22182
Address 2:				Zip4:	5255
City:	Vienna			District:	VA11
State:	VA - Virginia			County:	Fairfax
Verify Address					
Address verified					

11. By default, the Event status will be *Approved*. Use the drop-down menus to select another status if needed.

Approved
▲

Approved
▼

Canceled

Regrets

Rejected

Reminder

Tentative

12. Check **Major Event** to bold text in the Event List results and reports.
13. Check **Private** to hide the Event from users that do not have permission to view Private Events.
14. Check **Send Invite** to send an Outlook invitation.

Approved
▼

☐
Major

☐
Private

☒
Send Invite

Choose Color

15. Choose the appropriate action to Save the event:
Save: To save this Event in IQ only.
Save and Sync: To save this Event in both IQ and Outlook.

Save

Save and Sync

Cancel