

Creating a New Event

Market: House, Senate

Description: These instructions teach users how to create events in IQ5.

Creating a New Event

1. From the left side of screen select the **Add Event** Icon



2. Under **General** provide an **Event Subject**. Then enter:
 - Event Start Date and Time
 - Event End Date and Time

Add Event

New Event

General Attachments and Services Contacts More

Event Subject

Event Start

Date mm/dd/yyyy Time --:-- Time Zone EASTERN - ET

Event End

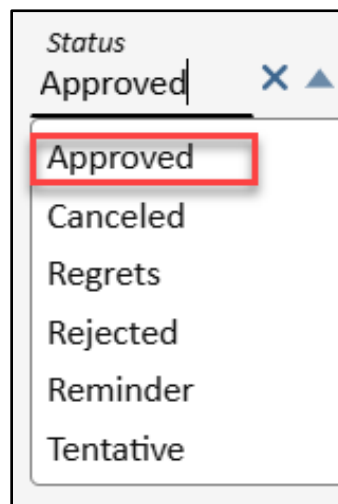
Date mm/dd/yyyy Time --:-- Time Zone EASTERN - ET

3. In the **Calendar** field, default calendars will be pre-populated. Click the down arrow to select additional calendars to add. Also, enter any external attendees, if any.



The screenshot shows a form with two main sections. The top section is labeled 'Calendar(s)' and has a text input field with a blue 'x' icon on the right. A red arrow points to a small blue downward arrow at the end of the input field. The bottom section is labeled 'External Attendees' and has a text input field with a blue 'x' icon on the right.

4. Select a **Status** by using the drop-down menu.



The screenshot shows a drop-down menu for 'Status'. The menu is open, showing a list of options: 'Approved', 'Canceled', 'Regrets', 'Rejected', 'Reminder', and 'Tentative'. The 'Approved' option is highlighted with a red box. The menu has a blue 'x' icon and a blue upward arrow on the right side.

5. Check Major to bold text in the Event List results and reports.
6. Check Private to hide the Event from users that do not have permission to view Private Events.
7. Check Send Invite to send an Outlook invitation.
8. Select a color to add color to the event in the calendar view.



The screenshot shows a form with four options: 'Major' (unchecked), 'Private' (unchecked), 'Send Invite' (checked), and 'Color' (with a blue downward arrow). The 'Send Invite' option is checked with a blue checkmark.

9. Select a **remind date, time** and, if desired.

10. Select **Topic** and/or **Event Type** codes related to this Event.
11. The **Short Description** field is limited to 50 characters and is used for the Monthly calendar report.
12. 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.
13. Click **Save & Close** or **Save & Sync** if connected to your Office 365 account.

Remind

Date
mm/dd/yyyy
Time
--:-- --
Message

TELECOM - Telecommunications X
+

Topic(s)
▼

BRIEF REMARKS - Brief Remarks X
+

Event Type(s)
▼

Short Description

Notes

Location
▼ +

Organization

Address 1

Address 2

Save & Sync
Save & Close
Save
Close

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