1 INTRODUCTION
This document describes the basic features and use of the Hawaii State Calendar.

2 Accessing the Calendar
The calendar can be accessed via the following URL: https://calendar.ehawaii.gov

All events are displayed in order by date and start time. Each event displays the day of the week, date, time, calendar name, meeting title, and location in a list view format. Users can click the calendar name to move to that particular calendar group, or the details link to view the event detail.

2.1 View a Particular Month/Year
To view a particular month/year, either 1) select the month/year in the green section at the top of the screen, 2) click the arrow or keys next to the month in the mini-calendar on the left column of the screen, or 3) click the arrows on the month/year display at the bottom of the left column of the screen.

Toggle between a calendar and list view by clicking on the icon for “Calendar View” or “List View” in the upper right side of the main part of the page.
2.2 Change the View
The main calendar display is defaulted to a list view of upcoming events. The calendar can be modified to display events one day, week, month, or year at a time, using the shortcuts shown in the left column.

Daily View – Click on “Today” in the middle of the left column of the screen.  
Weekly View – Click on “This Week” in the left middle of the page.  
Monthly View – Click on “This Month” in the left middle of the page.  
Yearly View – Click on “This Year” in the left middle of the page.

2.3 Search for a Particular Event
Search for a particular event by entering text in the ‘Calendar’ or ‘Keyword’ input fields in the green section at the top of the screen.
2.4 RSS Access
Clicking the ‘RSS’ link in the footer will allow access to XML code to add a calendar link to a personal website. A list of calendars will be displayed. Click on the ‘RSS’ button next to the calendar of choice. Then copy/paste the code appropriately to add the calendar link to a website.

2.5 Add an Event to a Personal Calendar
On each Event Details screen, you will see an ‘iCal’ button in the upper right of the main panel. Click ‘iCal’ to start the download and your default calendar application will be used to save the event in your calendar.

2.6 Print Event Details
To print details for an event, select the event and click the “print” button in the upper right of the main panel.
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3 Agency Access
Calendar events may be viewed without logging in. However, government agency personnel will need to have an eHawaii.gov account with the appropriate privileges to add an event or make any modifications. Please contact eHawaii.gov Customer Service at partners@ehawaii.gov to request agency access or to request that a new calendar be created.

3.1 Login
Click ‘Admin Login’ in the upper right of the black navigation bar at the top of the screen to log in.

Login screen will display. Please enter your credentials and sign in.

You will see the logged in version of the home page.
3.2 ‘Add new meeting / event’
Click the ‘Add new meeting / event’ button to add a new meeting/event. If you need to add an emergency or continued meeting, click the link ‘read the Office of Information Practices’ guidance’.

A modal displays notifying the agency user of the requirements regarding the Sunshine Law and accessibility.
3.3 Select Calendar and Enter Event Details
Select a calendar by either entering text or clicking on the dropdown arrow in the top field of the screen, Select Calendar.

Enter the meeting title, location, start date, and if desired, end date (optional). The start date must be at least 6 days after today’s date. (Information about recurring meetings is at the end of this document)

Enter the start time, and if desired, the end time (optional).

If applicable, check the checkbox(es) for handicap access, hearing impaired, and if you do so, include the ADA contact name, phone, and email (optional).

Note that there is also a checkbox for ‘Canceled’.
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Next, paste e.g., a WORD document of the meeting agenda into the content area. The Agenda is required and the entire agenda must be entered.

Attaching a PDF or entering a link to a PDF is not acceptable unless you can ensure that the document was created properly for accessibility. Attach a PDF file(s) by clicking ‘Browse’, selecting the file, and then clicking ‘Upload’. Then, click ‘Save Meeting/Event’ to save your meeting and you will return to the list of upcoming meetings. Click on the date of your meeting to select it from the list and view details.

3.4 Viewing/Editing Your Meeting
Click on the date you selected for your meeting to see it. Note that you can View Details, Edit, Remove, or Cancel your meeting. The following applies to single meetings. See end of document for Recurring meeting limitations.

View Details – You can always view details of your meeting, unless you have removed it:
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**Edit** – You can edit any aspect of your meeting until there are fewer than 6 days left prior to the meeting. The Edit option no longer displays at that time.

Clicking Edit displays the same screen as ‘Add Meeting/Event’, but all of your information is filled in.

### 3.5 Cancelling Your Meeting
When you cancel a meeting, the event remains visible in the list with the word ‘Cancelled’ prominently displayed in **bold, red** type. You will see a ‘Are you sure?’ confirmation screen before your meeting is canceled. You can cancel a meeting at any time prior to the meeting. You can ‘un-cancel’ the meeting if there are 6 or more days left prior to the meeting. (Note: ‘Remove’ is not the same as ‘Cancel’. When you cancel a meeting, the event remains visible in the list with the word ‘Cancelled’ prominently displayed.)
3.7 Recurring Meetings
If you choose to set up a recurring meeting, select the frequency of the recurrence from the dropdown.

Please be aware that there are limitations on recurring meetings. These are:
1. Recurring meetings cannot be edited. If changes are needed, please remove the recurring meeting and create a new one. You cannot update the attachments or the agenda for a recurring meeting.
2. Cancellation of a single recurring meeting is only allowed for the next upcoming occurrence. All recurring meetings after that one will be removed from view.

4.0 Feedback
Please click the feedback option in the footer to provide feedback about the application.