

To submit your calendar content, please refer to the steps below. If you have questions, do not hesitate to contact Illustratus Customer Support at (866) 881-8900 or by email at customersupport@illustratus.com.

1 LOG IN

- Go to www.illustratus.com and log in to your account. Navigate to the calendar page you would like to work on.

2 SET UP YOUR CALENDAR KEY

- To create your Color and Icon keys, click on any cell and choose “Edit Events,” then “Edit Keys.” This opens the Key Manager.



- To add a color, click the “Add Color” button.



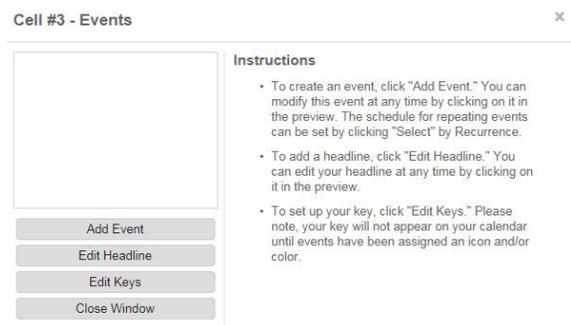
- Select the color you would like to use and give it a label. You may also choose to add a 1-2 character code (DR for Dining Room, for example). Click “Save.” The color is now available to assign to events using the Event dialog box.

KEY MANAGER QUICK TIPS

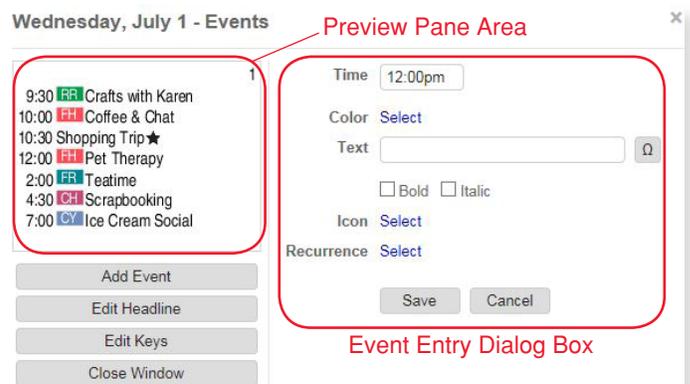
- Consider using Color Keys for the locations of your events.
- If a color or icon has no events assigned to it, it will not appear in your key.
- To rearrange the order in which Colors and Icons appear in your Calendar Key, simply click the lines to the left of the color or icon, and drag it to your preferred spot.
- You may delete color assignments by clicking the “X” to the right of it in the Key Manager.

3 EDIT EVENTS

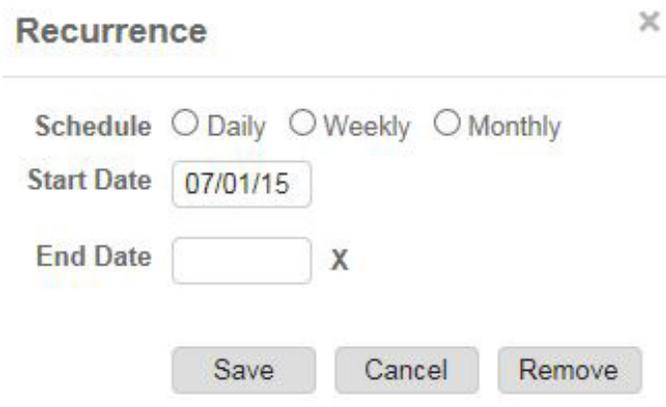
- To create an event, click “Add Event.” This opens the Event Entry dialog box, from which you can enter the event time, text, schedule and key information.



- Choose your event time from the “Time” drop-down list.
- To add a Color assignment, click “Select” next to “Color.”
- Clicking on “Select” next to “Icon” will open your Icon options. Simply click on the icon you would like to appear with your event.



- If you have a regularly scheduled event, you can set up and manage its calendar frequency by clicking “Select” next to “Recurrence.” This opens your Recurrence Scheduler.



Recurrence [X]

Schedule Daily Weekly Monthly

Start Date

End Date X

- Events can repeat daily, weekly or monthly, and by selecting a start and end date, you can control how long these events will automatically appear on your calendar. Click “Save” to save your scheduler and return to your Event Entry screen.

RECURRENCE SCHEDULER QUICK TIPS

- To have an event repeat indefinitely, simply leave the “End Date” field empty.
- To remove a repeating event, click “Remove.”
- Once you have assigned all necessary information to your event in the Event Entry dialog box, click the “Save” button. This adds your event in the Preview Pane in the upper left corner. Continue adding events until the date is filled as desired.

EVENT ENTRY DIALOG BOX QUICK TIPS

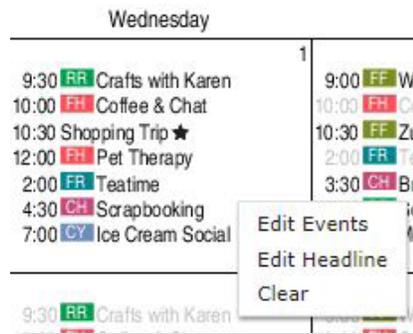
- To edit an existing event, simply click on it in the Preview Pane portion of your Event Entry dialog box.
- To clear your Event Entry fields at any time, simply click the “Cancel” button.
- To move to a new date, click the “Close Window” button from the Event entry dialog box. Then, on your calendar, click on the new date you’d like to edit.

4 EDIT HEADLINE

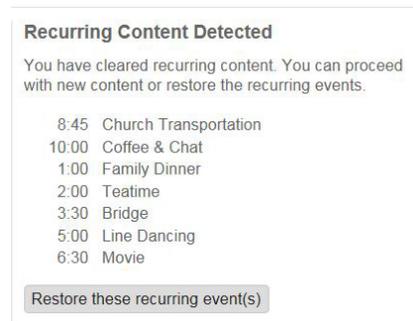
- To create a new headline for a date, click the “Edit Headline” button.
- Enter your headline and click “Save,” and your headline is automatically added to your date cell.

5 DELETING CONTENT

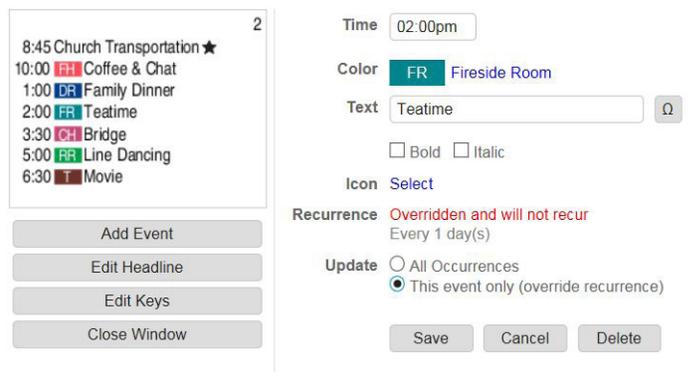
- To delete the entire contents of a cell, simply select “Clear.”



- If you deleted recurring events that you wish to restore, simply select “Edit Events” and click “Restore These Recurring Event(s).”



- To delete a single instance of a recurring event, select the event from Preview Pane, choose to Update “This event only” and click “Delete.”



Preview Pane:

- 8:45 Church Transportation ★
- 10:00 FH Coffee & Chat
- 1:00 DR Family Dinner
- 2:00 FR Teatime
- 3:30 CH Bridge
- 5:00 FR Line Dancing
- 6:30 M Movie

Buttons: Add Event, Edit Headline, Edit Keys, Close Window

Event Details:

Time:

Color: Fireside Room

Text: [Q]

Bold Italic

Icon:

Recurrence: **Overridden and will not recur**
Every 1 day(s)

Update: All Occurrences
 This event only (override recurrence)