CITK

CITK Group Calendar Overview

In a continued effort to improve the calendar feature from August 2022, several optimizations have occurred.

Please find below the changes that have been introduced

What's Changed:

* "Team" calendars are now referred to as "Group"

* You can use Group Calendars for scenarios where a user has multiple types of meetings and would like a way to view all of the options on a single page.

* Adding a Group calendar is now done within the calendars settings tab

* Users are directly added to their respective Calendars within the Team & Event Step in the calendar modal.

* The two options for assigning contacts (listed below) have moved to the Confirmation tab

1. Assign contacts to their respective calendar team members each time an appointment is booked
2. Skip assigning contact if the contact has already an assigned user
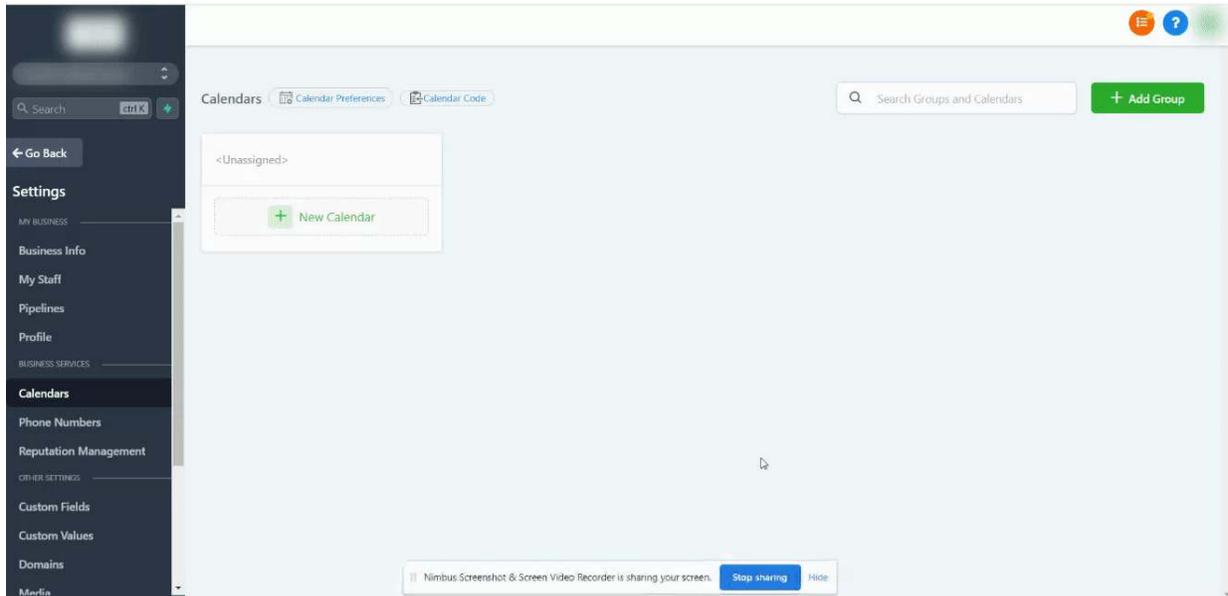
Creating a Group Calendar
Add User(s) to the Group Calendar
Assigning User(s) within the Group Calendar

Creating a Group Calendar

Head into the **location settings > Calendars >** Click on **"+ Add Group"** and label the group name, description, and slug > **Save**

Add User(s) to the Group Calendar

Click on **"+ New Calendar"** > **"1. Team & Event Setup"** > **"+ Add User"**

Assigning User(s) within the Group Calendar

Within the calendar setup modal head over to the **"3. Confirmation"** tab > Select the _assigned options_ by clicking on the checkboxes