



Alignment USA ComCo Portal Knowledge Base

How to view the calendar and upcoming events as a Registered User

On ComCo, you have the option to view events in a calendar view, or in a list of upcoming events. Both of these options are available on the Landing Page. When you sign into ComCo, you will be directed to your personal Landing Page.

The Calendar will by default be set to “Normal” view. When you are on the Landing Page, this means it will show events for “Alignment Nashville” and not Alignment Team Calendars. You have the option to change the view format from Month, to Day, Week, or Agenda. You can also use the arrows to change the month.

The image displays two screenshots of the ComCo calendar interface. The top screenshot shows the 'Month' view. A red box highlights the 'Month' button in the view selector, and a red arrow points to the navigation arrows. The bottom screenshot shows the 'Agenda' view. A red box highlights the 'Agenda' button in the view selector, and a red arrow points to the navigation arrows. Both screenshots show a calendar for July 2014 with various events listed.



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To view all your Team calendars, select **All my calendars** from the View drop-down menu.

The screenshot shows the 'Calendar' interface for July 2014. The 'View' dropdown menu is open, and 'All my calendars' is selected. A red box highlights the dropdown menu, and a red arrow points to the selected option. The calendar grid shows dates from Sunday 29 to Saturday 5. The 'View' dropdown menu has the following options: Normal, Normal, All my calendars, and My Calendars.

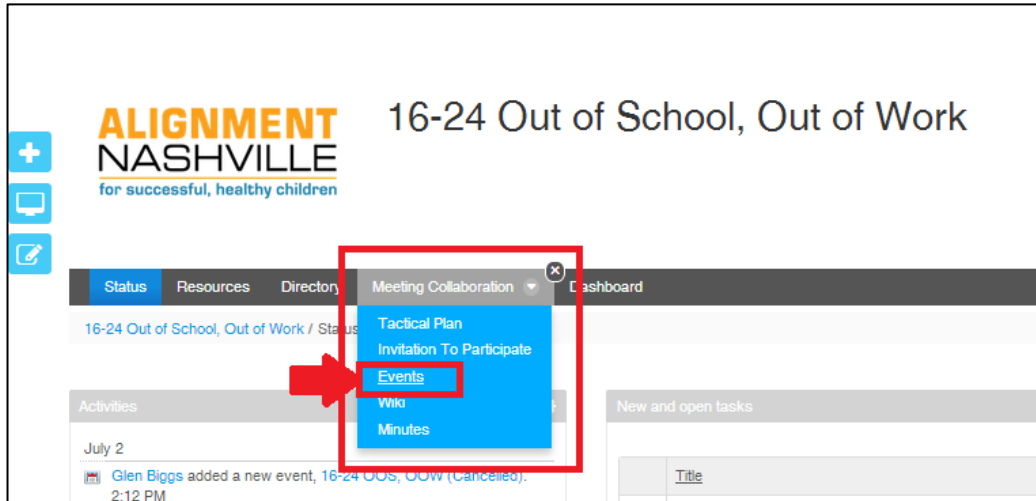
After changing the selection, calendars for all your Alignment Teams will be displayed.

The screenshot shows the 'Calendar' interface for July 2014 with 'All my calendars' selected. The calendar grid displays various events from different calendars. The 'View' dropdown menu is set to 'All my calendars'. The 'My Calendars' section includes: ReginaTest Test, Current Site Calendars: Alignment Nashville, and Other Calendars: Guest, Elementary School, 16-24 OOS, OOW, Adolescent Sexual Resp., Behavioral Health, Healthy Eating Active Livin, Experiential Learning, Alignment USA STAFF, and Boris' Test Page/Team Sit.

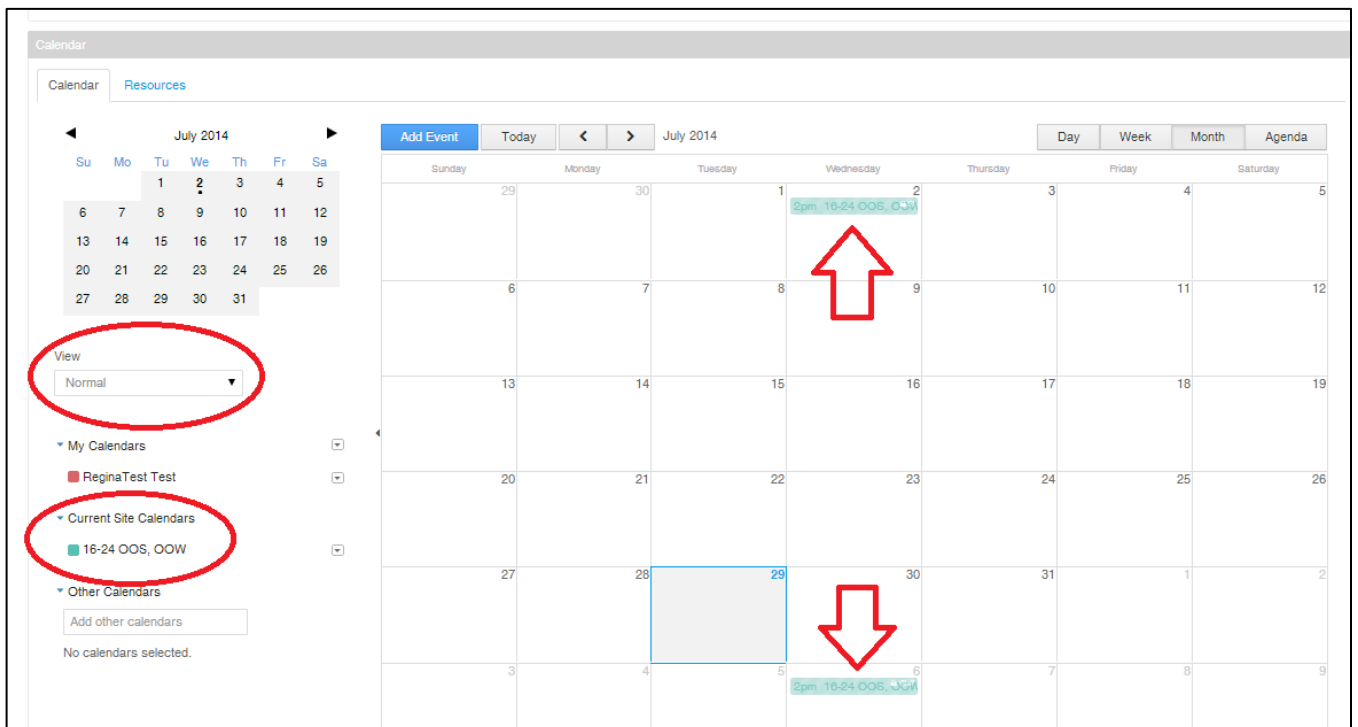


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You can also view calendars from your Alignment Team pages. Once on your site page, under Meeting Collaboration, choose **Events**.



The calendar will default to **Normal** view, and display the **Current Site Calendar** – in this case, the calendar is only displaying events for 16-24 Out of School, Out of Work since this is the Team page.





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When the **View** is changed to **All my calendars**, events for all Alignment Teams in which the user is a member of will be displayed.

The screenshot shows the Alignment USA calendar interface. At the top, there is a navigation bar with the text "16-24 Out of School, Out of Work / Meeting Collaboration / Events" and user options "Admin" and "My Sites". Below this is a "Calendar" header with tabs for "Calendar" and "Resources". The main area displays a calendar for July 2014. On the left side, there is a "View" dropdown menu, which is circled in red and set to "All my calendars". Below the "View" menu, there are sections for "My Calendars" (listing "ReginaTest Test"), "Current Site Calendars" (listing "16-24 OOS, OOW"), and "Other Calendars" (listing "Alignment Nashville", "Guest", "Elementary School", "Adolescent Sexual Responsibility", and "Behavioral Health"). The "Other Calendars" section is also circled in red. The main calendar grid shows several events, including "16-24 OOS, OOW" on Wednesday, August 6th, and "2pm Experimental Lear" on Tuesday, August 21st.

By clicking on the event on the calendar, you can **View Details** and the **Agenda** for the meeting.

The screenshot shows a modal window for an event titled "16-24 OOS, OOW". The window has a close button (X) in the top right corner. Below the title, there are fields for "Attend?" (Yes — Maybe — No), "When:" (Wed, August 06, 2:00pm - 3:30pm), "Users:" (Loading...), and "Resources:" (Loading...). At the bottom of the modal, there are two buttons: "View Details" and "Agenda", both of which are circled in red. The background shows a portion of the calendar grid with the event "16-24 OOS, OOW" highlighted.



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Clicking **View Details** will open an information box along with RSVP buttons. You can click the buttons to verify your attendance for meetings. Attendance status can be changed by returning to the View Details screen and changing selection.

View Event Details

Alignment Jackson Governing Board Meeting

Start Date:
July 25, 2014, 11:30 AM

End Date:
July 25, 2014, 01:00 PM

Resources:
Alignment Jackson

Location:
Greater Jackson Chamber Partnership-Mississippi 201 S. President St. Jackson, MS. 39201

Alignment Jackson Governing Board Meeting will take place on July 25, 2014 from 11:30am-1:00 pm

Accept Maybe Decline

At the main calendar screen, click **Agenda** to view the meeting's agenda. The tasks/agenda items will be displayed for the meeting.

High School Committee / Agenda

Committee Event

Committee Name
High School Committee

Title
High School Committee Meeting

Date
07/22/2014

Time
9:00 AM - 10:30 AM

Location
JPS Professional Development Room

Tasks

Title	Owner(s)	Due Date	Status	Wiki Link
Academies of Jackson/ITP	Lakisha White Boykin	07/23/2014	New	Wiki
Review Tactical Plan	Anthony Johnson	07/22/2014	New	Wiki
Invitation to Participate	Anthony Johnson	07/22/2014	New	Wiki
Career Exploration Fair	Lakisha White Boykin	07/22/2014	New	Wiki