Marking Events And Holidays In CrownSIS

It’s essential to mark events and holidays in the school calendar to keep everyone informed and ensure smooth operations. Here’s a step-by-step tutorial on how to mark events and holidays in CrownSIS.

Step 1: Access the School Calendar

- **Navigate to the Schools Menu:** Start by going to the “Schools” menu in CrownSIS.
- **Select Calendars:** Click on “Calendars” to view the school’s calendar.

Step 2: Add an Event or Holiday

- **Choose a Date:** Click on the specific calendar date on which you want to add the event or holiday.



Step 3: Enter Event Details

- **Title:** Enter the title of the event or holiday to provide a clear and concise description.
- **Start and End Dates:** Set the start and end dates for the event or holiday.
- **Notes:** Add any additional details in the “Notes” section if needed.



Step 4: Customize the Event Appearance

- **Choose Color:** Select a color for the event to make it easily identifiable on the calendar.

Step 5: Set Event Visibility

- **Select Profiles:** Check the profiles whose calendars you wish to mark, such as students, teachers, and staff.
- **Apply to All Schools (Optional):** If you want to apply this event or holiday to all schools, switch on the “Apply to All Schools” option.



Step 6: Save the Event or Holiday

- **Submit:** Finally, click “Submit” to save the event or holiday in the calendar.

By following these steps, you can efficiently mark events and holidays in the CrownSIS calendar, ensuring that all relevant parties are aware of important dates and school activities. With a Holiday and an Event marked on your calendar, it will look like this:



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