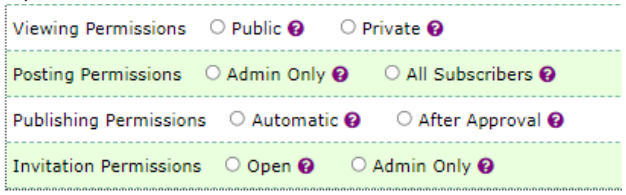
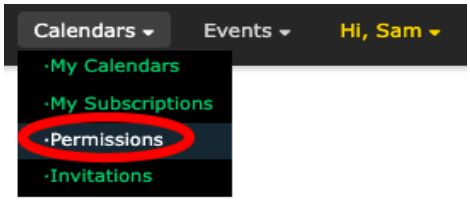
Creating Permissions for Your Group Calendars

The new TownPlanner.com allows users to create their own Group calendars for family, business or special interests. Group calendars and any of the Public Special Interest calendars can be followed and consolidated into one view in your Home calendar. In this document we will show you how to create permissions for your group calendars.

First when creating your Group calendars, you can establish Permissions for each of them which will pertain to all you invite to your calendars. You can also override the Group settings for individual users. We will show both of these examples here. On your Group Calendar creation form you will see the following settings at the bottom of the form. They are all self-explanatory and include a (?) icon for additional information. You can also see our manual of creating a group calendar to gain further explanation.

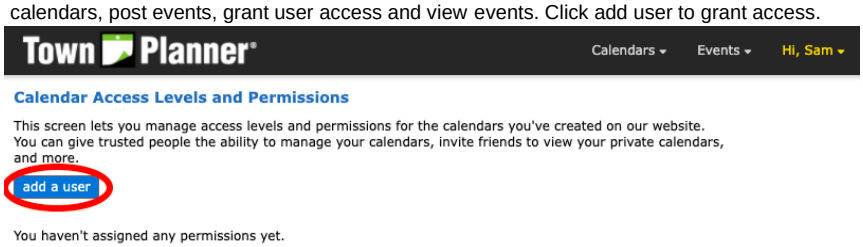


Any setting you select on the Group Calendar form can be changed later with a simple edit. In the Permissions tab you can override the Calendar permissions for individual users. To do this, login and follow these steps. Start by going to the “Calendars” drop down box in the top right and click on Permissions.



After clicking on Permissions, you will be redirected to the “Calendar Access Levels and Permissions” page. This allows you to manage access levels and permissions for the calendars you’ve created on our website. You can give individuals the ability to manage your calendars, invite friends to view your private

calendars, post events, grant user access and view events. Click add user to grant access.



Once you click “add a user” you will be able to give individuals the ability and access to the Permissions you select for the calendars you select. There will be a form titled “Assign User ID and Permissions. First type in the selected person’s email address. Next indicate which calendars you want to assign permissions to. You will be able to give an individual multiple permissions to a single calendar but you will only be able to select one calendar at a time. You will be able to set up the same or different permissions for the other calendars afterward.

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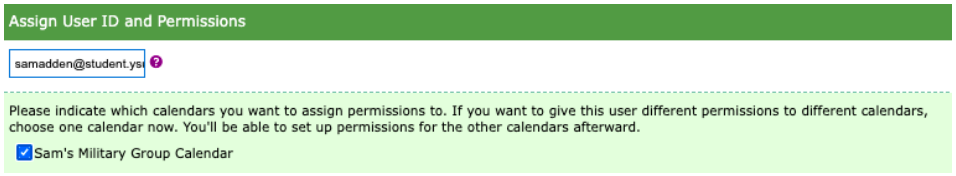
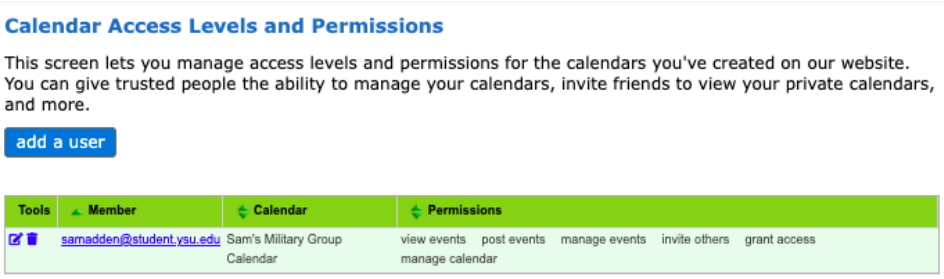


Below that are the set permissions available. Please click on the icon for additional info on each permission.

Once you have entered the selected information click “Save Permissions”. After you click Save, an email will be sent to the person that you have granted permissions to. The email will inform them of the permissions that they have been granted, along with the calendar(s) that they have been granted access to. If you wish to re-enter information or start over please click “Reset Form”. If you want to back out and go back click “Close Form”. If you selected Save Permissions you will be redirected to the “Calendar Access Levels and Permissions” page. Here you will be able to add users and see the users that have been granted permissions. You can always edit and delete that form if you want to make any changes in the future.



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