



Sharing and Inviting Other to Calendars

The new TownPlanner.com allows our users to create their own Group calendars for family, business or any other special interest. Your Group calendars and any of our Public Special Interest calendars can be followed and consolidated into one view in your Home calendar. At any time you can share your calendars with others. This can be done right from the calendars homepage to a single individual by clicking the link to send the calendar to a friend.



Clicking the red link will open the following simple share form. In the top box fill in your name, the person you wish to send the calendar to, and a short message explaining the calendar or why they would like it.

A screenshot of a web form titled "Share This Calendar With a Friend!". The form has a white background and a red close button in the top right corner. The text inside the form reads: "Share This Calendar With a Friend! If this calendar would interest a friend of yours, pass it on! Please note: the information collected on this form is used solely to identify you to your friend. We will send your friend an email address with your name and greeting, along with a link to this calendar. We will not sell your information, nor will we send any other emails to you or your friend without your express consent." Below the text are three input fields: "your name", "your friend's email", and a larger text area for a message: "if you like, you can include a message to your friend here". At the bottom left of the form is a "Submit" button.

When submitting the above form, your invited guest will receive an email inviting them to this calendar.

There is a much more robust invitation in your console once logged in. To view this go to Calendars and in the drop down box select "Invitations" then click on "send an invitation". You will land on a page like the

one below. It will automatically put in your name and email. You can add a personal message. You can then select the calendar you would like to send. After you select the calendar, you add the recipients by typing in their emails. If you want to send to multiple people, separate email addresses with a comma. When you are ready, click "Send Invitation".

Invite Friends and Family to Your Calendars

Invitation Details

?

?

?



▼

?

Send Invitation

Once you send an Invitation out, the invited guest will receive an email invitation from you. It will include your name, your email, the Calendar you are inviting them to view (and/or follow) and your personal message. In the table on the Invitations page, you will be able to track all your invites as shown below.

Invitations I've Sent

Calendar	Sent On	No. Invited	No. Accepted	View
Town Planner Corporate	2021-10-21 13:52:03	1	1	
Town Planner Corporate	2021-09-24 15:29:04	1	1	
Town Planner Corporate	2021-09-16 17:23:31	8	7	
Town Planner Corporate	2021-09-16 12:16:42	3	3	

In the View column you will be able to see the actions of all your invited guests individually by clicking the blue eye on the far right of the form. This will bring up the table below.

Invitation Delivery Results

Calendar: 57693

Invitation Sent On: 2021-09-16 17:23:31

Resend Options

resend to non-accepted emails resend to accepted emails resend to all emails

Resend	Email	Delivered?	Accepted?	Accepted On
<input type="checkbox"/>	[redacted]@townplanner.com	✓ yes	✓ yes	2021-09-17 10:24:17
<input type="checkbox"/>	[redacted]@townplanner.com	✓ yes	✓ yes	2021-10-21 16:35:48
<input type="checkbox"/>	[redacted]@townplanner.com	✓ yes	✓ yes	2021-09-30 13:52:57
<input type="checkbox"/>	[redacted]@townplanner.com	✓ yes	✓ yes	2021-10-21 16:33:16
<input type="checkbox"/>	[redacted]@townplanner.com	✓ yes	✓ yes	2021-10-21 16:37:31
<input type="checkbox"/>	[redacted]@townplanner.com	✓ yes	✓ yes	2021-10-21 16:32:12
<input type="checkbox"/>	[redacted]@townplanner.com	✓ yes	✗ no	2021-09-16 17:23:31
<input type="checkbox"/>	[redacted]@townplanner.com	✓ yes	✓ yes	2021-10-21 16:35:01

resend invitations

The Resend options make it very easy to send out follow-up invites.

Individual invites can be sent from each calendar page. The above steps allow for group invites and account monitoring.

5/27/22