

GenKro , LLC
masterKal Calendar Application
User Guide

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Introduction

Welcome to the masterKal Calendar application developed by GenKro, LLC. masterKal allows you to keep up-to-date with events of interest happening at participating schools, churches, or other organizations where you or your family are members.

This manual explains the features and how to get the most out of the application.

Support

Please contact your local organization with any questions in regards to events or the application.

Application Access

Most organizations will provide a link on their website directly to their calendar, you may also access the application by visiting <http://calendar.masterkal.com/>.

The web application is desktop, tablet, and mobile friendly. You will also have the opportunity to download events directly to your calendar software if preferred.

Calendar

The calendar offers two ways to view events. You can view events in a list view or as a traditional calendar.

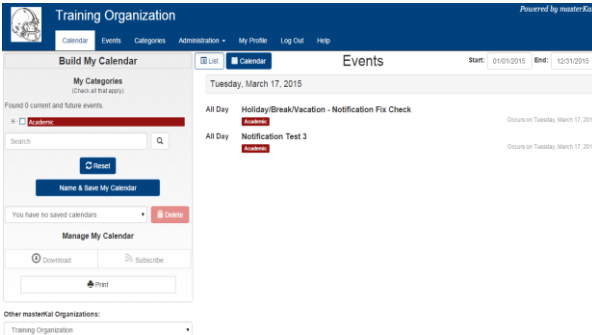


Figure 1, List View

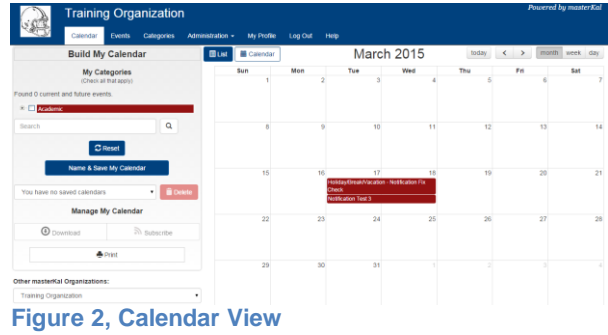


Figure 2, Calendar View

Features

Calendars can be viewed by anyone, but registration has its benefits.

Key Features of the Calendar	Guest User	Registered User
View Events as a List	✓	✓
View Events as a Calendar	✓	✓
Print Calendar	✓ (Based on Organization Configuration)	✓
Download Calendar	✓ (Based on Organization Configuration)	✓
Subscribe to Calendar	✓ (Based on Organization Configuration)	✓
View Event Attachments	✓ (Based on Organization Configuration)	✓
Search for Events	✓	✓
Filter on Categories	✓	✓
Remove Events from View and Download	✓	✓
Save Search Preferences		✓
Email and SMS Notification of New, Updated and Cancelled Events		✓

Viewing Events as a List

Click or tap on the List View button to view the events as a list of days. If events occur within the selected date range they will be listed.

The date range will initially be set to view the next 7 days, you can adjust the date range by clicking or tapping the dates above the events list.

You may select a date from the calendar or type in a date. The event list will update once the change is complete



Figure 3, List View Button

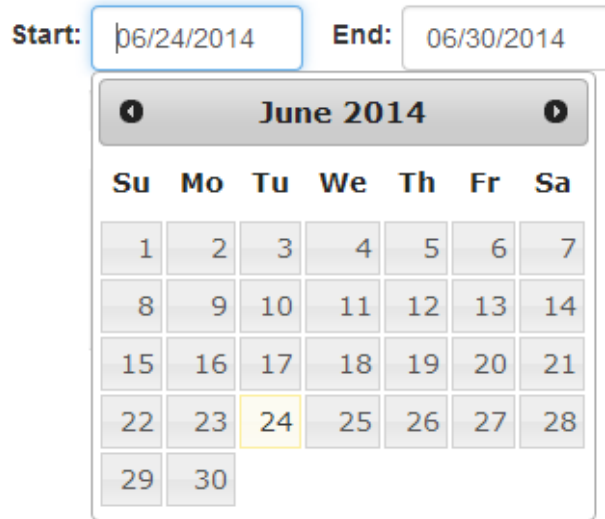


Figure 4, List View Date Range

Viewing Events as a Calendar

Click or tap on the Calendar View button to view the events as a monthly, weekly or daily calendar.

Use the calendar view controls to switch between the different views and to move the date range backwards or forwards.



Figure 5, Calendar View Button



Figure 6, Calendar View Controls

Viewing other organizations calendars

You can easily switch to other organizations' calendars you may be interested in by selecting them from the drop down.

Note: This feature is not available for all organizations.

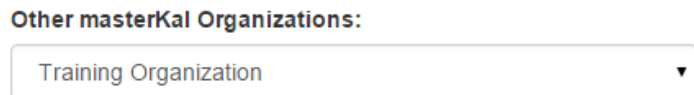



Figure 7, Organization Switcher

Build My Calendar

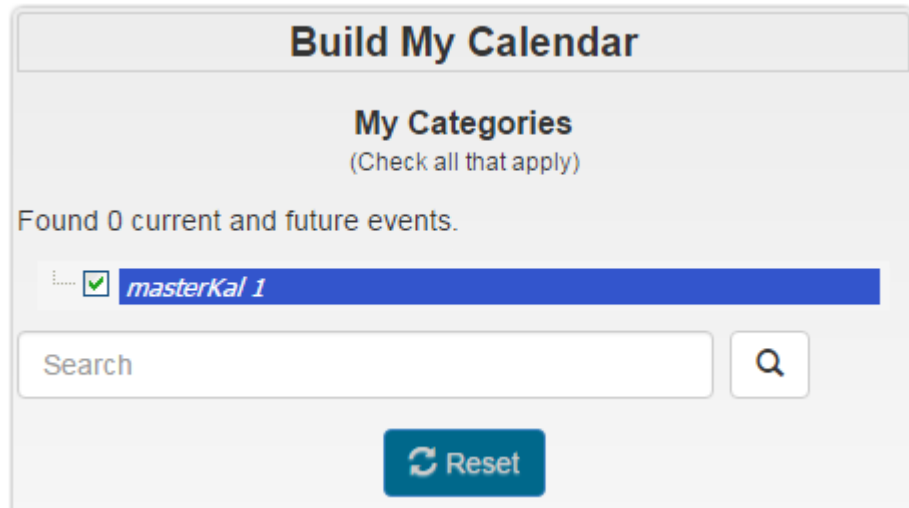
Build My Calendar allows you to limit the number of events displayed by selecting categories, applying keyword searches, and removing events from view and download.

Filtering Events by Keyword or Categories

You can limit the number of events returned by applying a keyword search and/or category filter.

Enter the search criteria and click on the search button () to perform a keyword search. Event names, descriptions, categories, and locations can be searched.

Select one or more categories to limit the results to only selected categories.



The screenshot shows a web interface titled "Build My Calendar". Below the title is a section labeled "My Categories" with the instruction "(Check all that apply)". Below this, it says "Found 0 current and future events." There is a search bar with the text "Search" and a magnifying glass icon. Below the search bar is a "Reset" button with a circular arrow icon. A category filter is visible, showing a checked checkbox and the text "masterKal 1".

Figure 8, Event Filters

Saving Personal Calendars

If you have registered, you will have the option to name and save your selections as a Saved Calendar. Saved Calendars can be quickly accessed using the drop down.

To save a search preference, Click on Name and Save My Calendar. The Saved Calendar Dialog will open allowing you to assign a name to the Calendar. Select 'Make this my default calendar' if you would like the search to be applied automatically when you log in to the calendar. Click Save when finished.

Remove unwanted preferences with the Delete button.

If your notification preferences are set to yes, you will be notified of changes to any events which are included in at least one of your saved calendars via email and/or SMS.

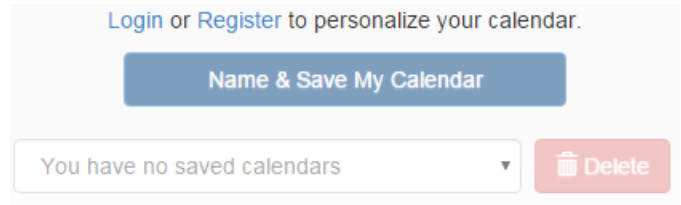


Figure 9, Name and Save My Calendar

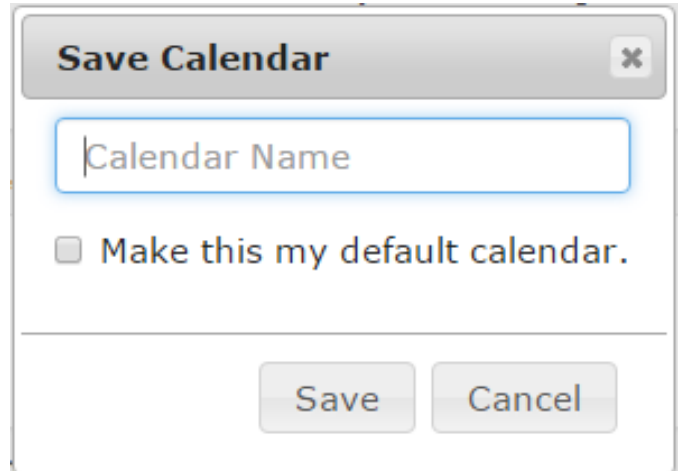



Figure 10, Save Preference Dialog

View Event Details

Clicking on an event will open the Event Details Dialog. All available information for the event will be displayed in the dialog including the name, description, location, date and time, and categories. Additional information, such as event attachments will also be displayed if available for the selected event.

There is also an option to remove the event from your download which is explained in more detail below.

Click the close button () when finished.

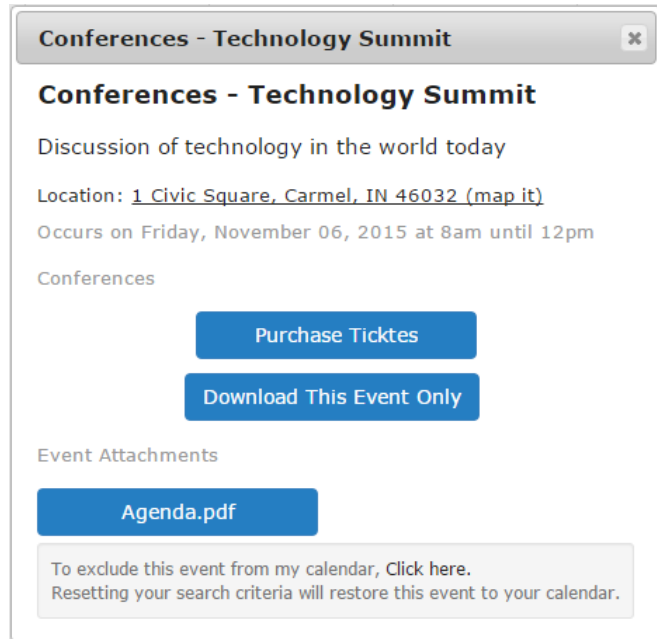



Figure 11, Event Details Dialog

Removing Events from View and Download

When viewing the event details you have the option to exclude the event from your calendar. Clicking on the provided link will hide the event from view and will prevent it from being included in the download or subscription.

Saving your calendar after hiding events will ensure that they are also hidden anytime the saved calendar is selected.

You can restore hidden events at any time by clicking the reset button ().

Manage My Calendar

Manage My Calendar allows you to print events, download events and sync masterKal to your other Internet calendars by using the masterKal subscription option.

Printing Events

Click the Print Button to print the current events view.

Note: Not all tablets or mobile devices support printing.

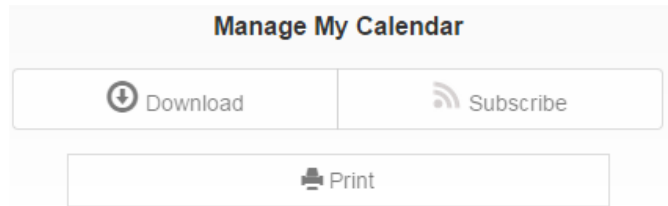


Figure 12, Print and Download Buttons

Downloading Events

Click or tap the download button to start the download process.

Only events matching the user's current search or filter criteria will be included in the download or subscription.

Users have the ability to download events in the ics/ical format. Select Download File to begin the download.

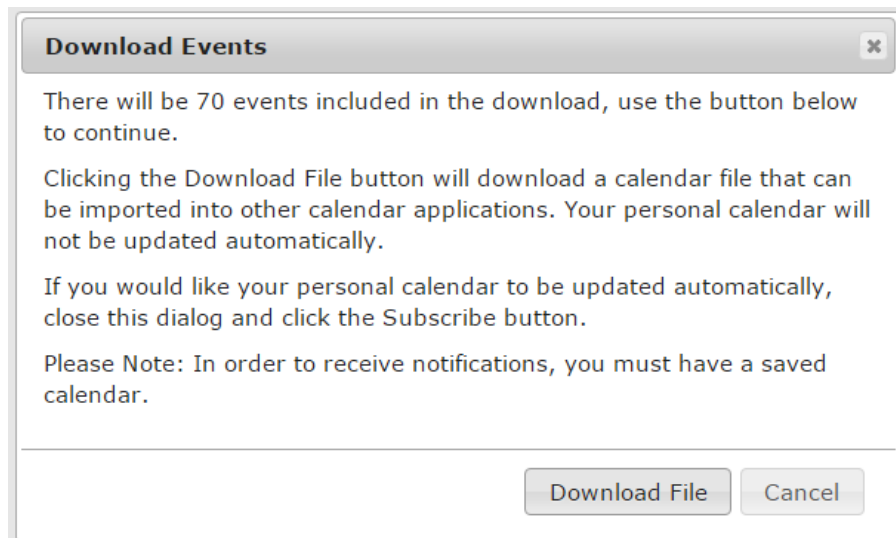


Figure 13, Event Download & Subscription

Registered users also have the ability to subscribe to get new events and updates automatically. Please refer to your calendar software's user guide to determine if it supports subscriptions and how to configure them.

See Also: Removing Events from View and Download

Subscription

Click the subscribe button to start the subscription process.

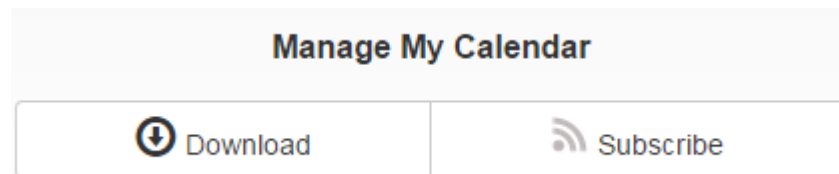


Figure 14, Subscribe

All registered users have the ability to subscribe to get new events and updates automatically. Guest users may also have the ability to subscribe to get new events and updates automatically dependent upon the organization configuration setting. Please refer to your calendar software's user guide to determine if it supports subscriptions and how to configure them.

Log In / Registration

Registering an account with the organization(s) you are interested in is encouraged and will give you access to advanced features. See Calendar – Features for additional information. After your initial registration, you will be automatically associated with a new organization when you save a personal calendar with the selected organization. Alternatively, you can register for additional organizations by completing the registration form with the desired organization selected.

The following explains the registration and log in processes.

Register

Registration is a two-step process.

Step 1

Complete the registration form by entering your name and email address.

Click on Register and then check the email you registered for a confirmation email to complete the next step.

Step 2

Click on the link provided in the email to confirm your email address and to setup your password.

Complete your registration by entering and confirming a password on the account activation form.

Log In

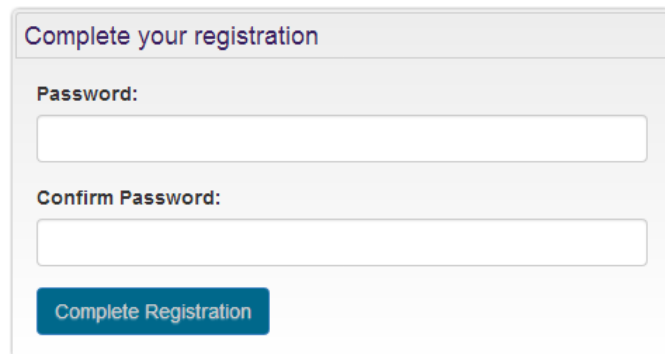
Once you've registered you will be able to log in to access your saved preferences and manage your profile.

Enter the email address you registered with and your password. Click the Login button to complete the process.



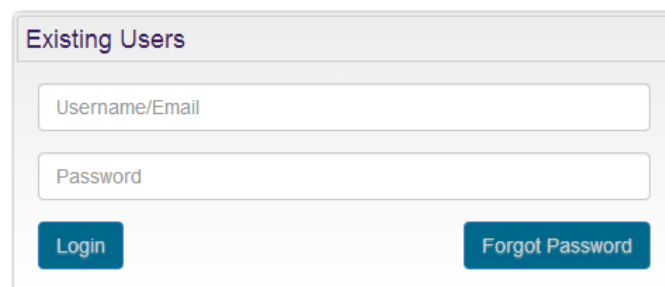
The registration form is titled "New to masterKal? Register Here". It contains three input fields: "First Name", "Last Name", and "Email". Below the fields is a blue "Register" button.

Figure 15, Registration Form



The account activation form is titled "Complete your registration". It contains two input fields: "Password:" and "Confirm Password:". Below the fields is a blue "Complete Registration" button.

Figure 16, Account Activation



The login form is titled "Existing Users". It contains two input fields: "Username/Email" and "Password". Below the fields are two buttons: a blue "Login" button and a blue "Forgot Password" button.

Figure 17, Log In Form

Forgot Password

If you have forgotten your password, click the Forgot Password Button to open the Forgot Password Dialog.

Enter the email address that you registered with to begin the process.

Click on Reset Password and check your email for a password reset email to complete the next step.

Complete the Password Reset Form to reset the password on your account. Once complete you will be able to log in using the new password.

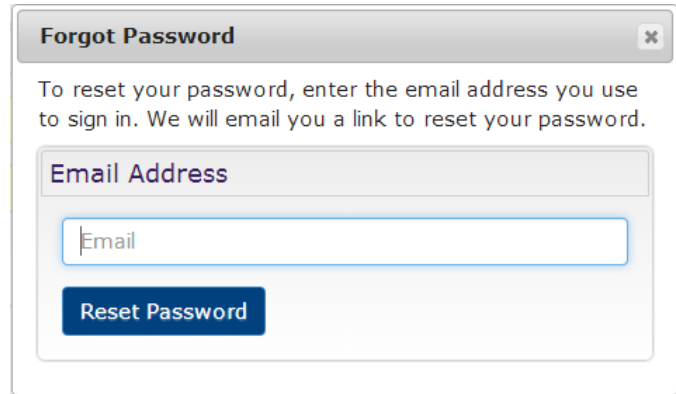


Figure 18, Forgot Password Dialog

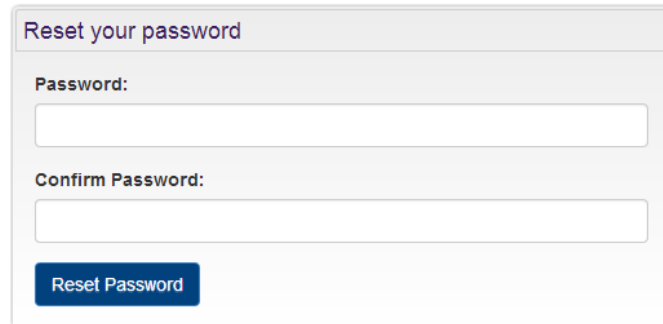


Figure 19, Password Reset Form

My Profile

Contact Information

The contact information section allows you to keep your contact information up to date.

When making updates you should only enter a value in the password field if you want to change it, if you do not enter a value your current password will be retained.



The screenshot shows a form titled "Contact Information" with four input fields. The "First Name" field contains "John Doe", the "Last Name" field contains "John Doe", and the "Email" field contains "JohnDoe@gmail.com". The "Password" field is empty. Below the password field, there is a small text note: "Leave password blank if you do not wish to change it."

Figure 20, Contact Information

Notification Preferences

The notification preferences section allows you to opt-in or opt-out of notifications, and also allows you to manage the email or mobile phone number notifications are sent to.

Email Notifications

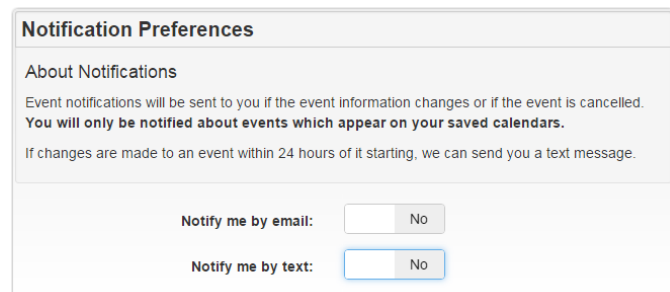
You can opt-in to Email Notifications by clicking or sliding the yes/no control to the yes position.

A field will be displayed allowing you to enter the email address to send notifications to. This can be the same email that you registered with or any other valid email address.

You can opt-out of Email Notifications by changing the yes/no control to the no position.

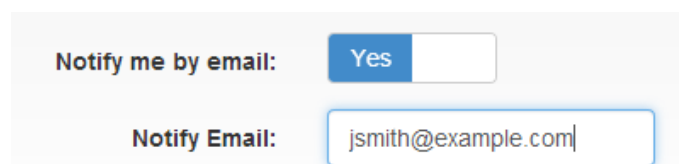
Text (SMS) Notifications

You can opt-in to Text Notifications by clicking or sliding the yes/no control to the yes position. Text Notifications are



The screenshot shows a form titled "Notification Preferences". Under the heading "About Notifications", there is explanatory text: "Event notifications will be sent to you if the event information changes or if the event is cancelled. You will only be notified about events which appear on your saved calendars. If changes are made to an event within 24 hours of it starting, we can send you a text message." Below this text are two toggle controls. The first is "Notify me by email:" with a slider currently set to "No". The second is "Notify me by text:" with a slider also currently set to "No".

Figure 21, Notification Preferences



The screenshot shows a form titled "Email Notification Preferences". The "Notify me by email:" toggle is now set to "Yes". Below it, the "Notify Email:" field contains the text "jsmith@example.com".

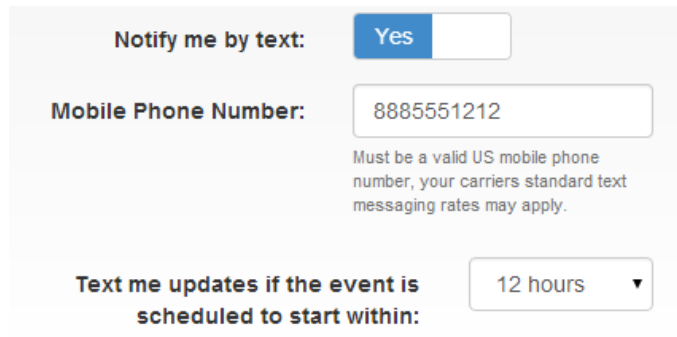
Figure 22, Email Notification Preferences

only sent for time sensitive event updates.

Two fields will be displayed. Enter the mobile number that you want the texts to be sent to.

Text updates will only be sent if an event is scheduled to start within 24 hours, you can adjust the earliest that a text update should be sent to you by adjusting the provided drop down.

You can opt-out of Text Notifications by changing the yes/no control to the no position.



The screenshot shows a settings form for text notifications. It includes three main sections: 1. A toggle for 'Notify me by text:' with a blue 'Yes' button selected. 2. A 'Mobile Phone Number:' field containing '8885551212', with a note below stating 'Must be a valid US mobile phone number, your carriers standard text messaging rates may apply.' 3. A 'Text me updates if the event is scheduled to start within:' section with a dropdown menu currently set to '12 hours'.

Figure 23, Text Notifications