
My Calendar

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About My Calendar

My Calendar provides a convenient format for tracking important events, meetings, and appointments. In addition to offering you the opportunity to *enter* upcoming events, My Calendar is linked to Contacts, and all the activities you enter at each contact record display on your calendar. Track *all* aspects of your schedule, with no duplication of effort, at My Calendar.

- Entries can be date-specific, periodic, or occurring over a specified duration. You can [add](#), [revise](#), and [delete](#) entries and [print](#) Day or Month calendar views.
- Customize your agenda by choosing colors for text and backgrounds. Use borders to highlight events. Create pop-ups for event details and add links to associated Web sites. (An underlined event title indicates it has associated details or it is linked to a Web site. Click on the title to reveal details or go to the Web page.)
- Activities entered in a TorontoMLS Contact record are automatically flagged on your calendar. At Month view, activities display with a distinctive yellow background and grey border. Click on the title to display key information about the contact and activity; click on the name to view (and print) the contact record.
- Open Houses in your market areas are automatically flagged on your calendar if you've chosen this option at [Customize My TMLS](#). At Month view, open houses display with a distinctive blue background and grey border. Click Open House to display key information about the event; click on the MLS# to view the [listing report](#).

My Calendar has three key elements; [Month view](#), [Day view](#), and [Event Maintenance view](#).

Using My Calendar

To Open My Calendar

- At **Info Centre** under **My TMLS**, click **My Calendar**. My Calendar opens in Month view, with today's date highlighted.

Month Calendar View

My Calendar opens in Month view, with today's date highlighted. All scheduled events for the month display on the calendar. (For an overview of Calendar functions, see [About My Calendar](#).)

You can:

- Click on any underlined event title for additional details or to link to a related Web page
- Navigate to any other Month
- [Print](#) any Month

Using Month View

To Display Month View

- At **Info Centre** under **My TMLS**, click **My Calendar**. TMLS displays the current Month and highlights today's date for easy identification.
- At Day view, choose **Month View** from the drop-down list at the heading bar.
- At Event Maintenance view and all associated summary pages; choose **Month View**, then click **View Calendar**.

Navigating in Month View

- To view a different month within the same year, click on the month at the top of the calendar.
- To view a month in the previous or next year, click on the month at the top of the calendar, then click on the year.

Changing to Day View

- Click on any date, to access its Day view.
- From the drop-down list (next to your name in the header line), choose **Day View** for today's Day view.

Day Calendar View

Day view provides a summary of the events scheduled for any day. (For an overview of Calendar functions, see [About My Calendar](#).)

From Day view you can:

- View a summary of the day's scheduled events (including details and linked Web site URLs), contact activities, and open houses (if this option is selected)
- Add an event: daily, duration, or periodic
- Edit an event
- Delete an event
- [Print](#) the Day view for any date

CAUTION: From Day view you can edit (and delete) periodic and duration events. Note, however, that *every occurrence* of the event is changed or deleted.

NOTE: Use the Contacts tab to add, edit, or delete a contact activity at My Calendar. (See [Managing Contacts](#).)

Using Day View

To Display Day View

- At Month view, click on a date; or choose **Day View** from the drop-down list at the heading bar for today's Day view.
- At Event Maintenance view or any of its associated summary pages, choose **Day View**, then click **View Calendar**.

To Change to a Different Day

- At the displayed date, click **Prev** or **Next** to navigate to the previous or next day.
- Click on any date at the small monthly calendars on the left side of the page. If necessary, click **Prev** or **Next** to navigate to other months.
- At **Go To Date**, enter a date (in standard form, e.g., MM/DD/YY, or enter a short-cut: T, for today; T+*number*, for today plus a number of days; or T-*number*, for today minus a number of days). Then click **Go To Date**.

To Add an Event

1. In Day Calendar view, at **Add an Event**, choose **Daily** (for an event on the day), **Duration** (for an event spanning several days, or more), or **Periodic** (for a repetitive event) from the drop-down list.
2. Click **Add an Event**. TMLS displays the appropriate data entry page.
3. Enter details for the event (see the corresponding topic for entering [daily](#), [duration](#), or [periodic](#) events).
4. Click **Save**.

To Edit an Event

1. In Day Calendar view, at the listing of the event you want to revise, click **Edit**. TMLS displays the appropriate edit page.
2. Revise text and/or options as required (see the corresponding topic for entering [daily](#), [duration](#), or [periodic](#) events).
3. Click **Save**.

To Delete an Event

1. In Day Calendar view, at the listing of the event you want to delete, click **Edit**. TMLS displays the appropriate edit page.
2. Click **Delete**. Click **OK** to confirm deletion.

To Change to Month View

- At Day view's heading, choose **Month View** from the drop-down list.

Event Maintenance View

Event Maintenance displays all [daily](#), [duration](#), and [periodic](#) events affecting a specific date. (Contact activities and open houses do not display in this view.) Event Maintenance view is identified by the title, "Events that affect *day, date*". (For an overview of Calendar functions, see [About My Calendar](#).)

At Event Maintenance you can:

- View all daily, duration, and periodic events affecting the date
- Add any event type
- Edit any event type
- Delete any event type

You can also display summaries of *all* your daily, duration, and periodic events for your entire calendar. At the summary views, you can perform the same operations (add, edit, delete) as at Event Maintenance.

NOTE: A periodic event may display in Event Maintenance view on a date for which it is not scheduled. This occurs because the date range for the periodic event spans the date in view.

CAUTION: From Event Maintenance view you can edit and delete periodic and duration events; note, however, that *every occurrence* of the event is changed or deleted.

Using Event Maintenance View

To Display Event Maintenance View

- At Day view, click **Event Maintenance**.
- At any summary page (i.e., ALL Daily Events, ALL Duration Events, or ALL Periodic Events), click **Show Selected Day**.

To Display Summary Pages

- At Event Maintenance view, click **Show all Daily**, **Show all Periodic**, or **Show all Duration**, to display the corresponding summary page. (Click **Show Selected Day**, to return to Event Maintenance view.)

To Change to a Different Day

- For a new day in the same month, click on the date.
- For a day in another month, click on the *previous* or *next* month links to navigate to the appropriate month. Then click on the date.

To Add an Event

1. At the event type (Daily, Duration, or Periodic), click **Add An Event**. TMLS displays the appropriate data entry page.

2. Enter details for the event (see the corresponding topic for entering [daily](#), [duration](#), or [periodic](#) events).
3. Click **Save**.

To Edit an Event

1. At the event listing, click **Edit**. TMLS displays the appropriate data entry page.
2. Revise text and/or options as required (see the corresponding topic for entering [daily](#), [duration](#), or [periodic](#) events).
3. Click **Save**.

To Delete an Event

- At the event listing, click **Delete**.

Adding Events to My Calendar

You can schedule [daily](#), [duration](#), and [periodic](#) events.

Adding Events to My Calendar

1. At **Info Centre** under **My TMLS**, click **My Calendar**.
2. At Month view, navigate to your choice of date.
3. Click on the date. TMLS displays the Day view for that date, with events listed.
4. At **Add an Event**, choose **Daily** (for an event on the day), **Duration** (for an event spanning several days, or more), or **Periodic** (for a repetitive event) from the drop-down list. Click **Add an Event**. TMLS displays the appropriate data entry page.
5. Enter details for the event (see the corresponding topic for entering [daily](#), [duration](#), or [periodic](#) events).
6. Click **Save**.

Entering Daily Events

A Daily event is a one time, date specific activity. A meeting with Mrs. Smith from ABC Brokerage, on March 23 at 9 AM, is a Daily event. You can set a start time with or without an end time, or the event can be untimed (i.e., no start or end time).

In Day view you can add a new event to your calendar (see [Adding Events to My Calendar](#)). TorontoMLS displays the data entry page specific to the type of event you want to add (Daily, [Duration](#), or [Periodic](#)).

Data Entry for a New Daily Calendar Event

Field	Definition
Event Title	Enter a short title for the event. This title displays on the calendar. Additional information can be added at the Event Details field.
Select Colors	Blue text on a white background is the is the default for event titles on your calendar. You can choose other colors for text and background for each entry. Click Select Colors to display the available palette. Background choices are shown on the left and text choices on the right. A "Sample Text" box previews your choices. Click Close, when finished, to return to the data entry page.
Border	Select this check box if you want a grey rectangular border to surround the title of this entry on your calendar display.
Event Details or URL Link	Enter any <i>details</i> for the event. This text is stored and displays in a smaller browser window when you click on the event title in Month view. It is also included in Day view. As an alternative, you can enter a <i>URL</i> (Web site address). Once entered, when you click on the event title in Month view, the Web page displays. The URL is listed in Day view. You cannot specify both event details <i>and</i> a URL.
Open link in new window	This option is preselected. As such, when you click on a URL-linked event title the Web page opens in a new browser window. Close the window to return to TMLS. You can cancel this selection. Note, however, that upon clicking the event title you exit TMLS when the Web page displays. (If at the Web page you determine you want to return to TMLS, click the browser's Back button to restore your session. If you close the browser, you close TMLS; see Starting TorontoMLS and Logging Off .)
Start Time am/pm	Choose the starting time and AM or PM designations from the drop-down lists. This time displays in Month and Day views and is used to sort events in chronological order.
End Time am/pm	Choose the ending time and AM or PM designations from the drop-down lists. This time displays in Month and Day views.
Event Date	TMLS displays the date of the Day view (or Event Maintenance view). The

	date can be changed. Choose month, day, and year from the drop-down lists.
Save	Click Save to add this entry to your calendar.
Reset	Click Reset to return all fields to their former value.
(Delete)	Available at Edit page only. Click to Delete this event.
Cancel	Click Cancel to clear the fields of entered data and return to the previous page.

Entering Duration Events

A Duration event is one which occurs over a continuous date range. A conference scheduled from November 4 through 7 is a duration event. The event can be timed (having a start time with or without an end time) or untimed (no start or end time). Start and end times are *daily* times, and display at each date of the event.

In Day view you can add a new event to your calendar (see [Adding Events to My Calendar](#)). TorontoMLS displays the data entry page specific to the type of event you want to add ([Daily](#), [Duration](#), or [Periodic](#)).

Data Entry for a New Duration Calendar Event

Field	Definition
Event Title	Enter a short title for the event. This title displays on the calendar at each day of the event duration. Additional information can be added at the Event Details field.
Select Colors	Blue text on a white background is the default for event titles on your calendar. You can choose other colors for text and background for each entry. Click Select Colors to display the available palette. Background choices are shown on the left and text choices on the right. A "Sample Text" box previews your choices. Click Close, when finished, to return to the data entry page.
Border	Select this check box if you want a grey rectangular border to surround the title of this entry on your calendar display.
Event Details or URL Link	<p>Enter any <i>details</i> for the event. This text is stored and displays in a smaller browser window when you click on the event title in Month view. It is also included in Day view.</p> <p>As an alternative, you can enter a <i>URL</i> (Web site address). Once entered, when you click on the event title in Month view, the Web page displays. The URL is listed in Day view.</p> <p>You cannot specify both event details <i>and</i> a URL.</p>
Open link in new window	<p>This option is preselected. As such, when you click on a URL-linked event title the Web page opens in a new browser window. Close the window to return to TMLS.</p> <p>You can cancel this selection. Note, however, that upon clicking the event title you exit TMLS when the Web page displays. (If at the Web page you determine you want to return to TMLS, click the browser's Back button to restore your session. If you close the browser, you close TMLS; see Starting TorontoMLS and Logging Off.)</p>
Start Time am/pm	Choose the starting time and AM or PM designations from the drop-down lists. This is the <i>daily</i> start time and is displayed at each date of the event. This time displays in Month and Day views and is used to sort events in chronological order.
End Time am/pm	Choose the ending time and AM or PM designations from the drop-down

	lists. This is the <i>daily</i> end time and is displayed at each date of the event. This time displays in Month and Day views.
Starting Date	Choose month, day, and year from the drop-down lists for the starting date of the event.
Ending Date	Choose month, day, and year from the drop-down lists for the ending date of the event.
Skip Weekends	Select this option if the event does not occur on the weekend. (E.g., a conference may run Thursday through Tuesday; however, no meetings are scheduled on Saturday or Sunday.)
Save	Click Save to add this entry to your calendar.
Reset	Click Reset to return all fields to their former value.
(Delete)	Available at Edit page only. Click to Delete this event.
Cancel	Click Cancel to clear the fields of entered data and return to the previous page.

Entering Periodic Events

A Periodic event is one which repeats. You may need to prepare a status report on the 1st day of each month, or go to a class every Tuesday, Wednesday, and Thursday for a few weeks. These are periodic events.

Periodic events require a start date, end date, and repeat definition. The start and end dates identify the *interval* in which the periodic event occurs. The event does not necessarily fall on the start date or the end date. The event can be timed (having a start time with or without an end time) or untimed (no start or end time).

In Day view you can add a new event to your calendar (see [Adding Events to My Calendar](#)). TorontoMLS displays the data entry page specific to the type of event you want to add ([Daily](#), [Duration](#), or [Periodic](#)).

Data Entry for a New Periodic Calendar Event

Field	Definition
Event Title	Enter a short title for the event. This title displays on the calendar at each day the event occurs. Additional information can be added at the Event Details field.
Select Colors	Blue text on a white background is the default for event titles on your calendar. You can choose other colors for text and background for each entry. Click Select Colors to display the available palette. Background choices are shown on the left and text choices on the right. A "Sample Text" box previews your choices. Click Close, when finished, to return to the data entry page.
Border	Select this check box if you want a grey rectangular border to surround the title of this entry on your calendar display.
Event Details or URL Link	<p>Enter any <i>details</i> for the event. This text is stored and displays in a smaller browser window when you click on the event title in Month view. It is also included in Day view.</p> <p>As an alternative, you can enter a <i>URL</i> (Web site address). Once entered, when you click on the event title in Month view, the Web page displays. The URL is listed in Day view.</p> <p>You cannot specify both event details <i>and</i> a URL.</p>
Open link in new window	<p>This option is preselected. As such, when you click on a URL-linked event title the Web page opens in a new browser window. Close the window to return to TMLS.</p> <p>You can cancel this selection. Note, however, that upon clicking the event title you exit TMLS when the Web page displays. (If at the Web page you determine you want to return to TMLS, click the browser's Back button to restore your session. If you close the browser, you close TMLS; see Starting TorontoMLS and Logging Off.)</p>

Start Time am/pm	Choose the starting time and AM or PM designations from the drop-down lists. This time displays in Month and Day views and is used to sort events in chronological order.
End Time am/pm	Choose the ending time and AM or PM designations from the drop-down lists. This time displays in Month and Day views.
Starting Date	Choose month, day, and year from the drop-down lists for the first date of the interval in which the periodic event occurs. (The event does not necessarily occur on the start date. E.g., "Starting January 1, 2006, all progress reports are due on the 5th of each month".)
Ending Date	Choose month, day, and year from the drop-down lists for the last date of the interval in which the periodic event occurs. (The event does not necessarily occur on the end date.)
How to Repeat:	Choose: <i>Every Month</i> (if the event occurs one or more days per month, e.g., an event occurring the 1st and 15th of each month); or <i>Every Year</i> (if the event occurs once a year); or <i>Repeat by Day of Week</i> (if the event follows a pattern such as occurring every Monday and Wednesday, or every other Thursday, or every first Friday of each month).
Date(s)	When you repeat by Every Month or Every Year: choose the date or dates (1-31) for the event to occur. CTRL+Click to select more than one date. (For repeat every year: the month is set to match that of the Day view or Event Maintenance view date).
Weekend Hits OK	Select this option if the occurrence of the event on a Saturday or Sunday is acceptable.
Weekends to Monday	Select this option to move the event to the following Monday if the date falls on Saturday or Sunday.
Weekends to Friday	Select this option to move the event to the previous Friday if the date falls on Saturday or Sunday.
Split to Friday/Monday	Select this option to move the event to the previous Friday if the date falls on Saturday and to the following Monday if the date falls on Sunday.
Day of Week	When you repeat by day of week: choose the day or days from the drop-down list. CTRL+Click to select more than one day.
Repeat	When you repeat by day of week: choose the repeat pattern from <i>Day of Week</i> and <i>Repeat</i> . At Day of Week select one or more days from the list. CTRL+Click to select more than one day. At Repeat, choose from the available patterns.
Save	Click Save to add this entry to your calendar.
Reset	Click Reset to return all fields to their former value.
(Delete)	Available at Edit page only. Click to Delete this event.

Cancel

Click Cancel to clear the fields of entered data and return to the previous page.

Editing and Deleting Calendar Entries

You can edit or delete calendar events that *you have entered* at My Calendar; however, contact activities displayed at My Calendar must be changed or deleted at the contact record (see [Managing Contacts](#)).

To add or remove Open House entries, see [Customize My TMLS](#).

CAUTION: when you edit or delete a duration or periodic event, *every occurrence* of the event is changed or deleted.

Using Calendar Edit and Delete Functions

To Edit a Calendar Entry

1. At Monthly view, navigate to the date of the event you want to change. Click on the date. TMLS displays the Day view for that date.
2. At the entry you want to revise, click **Edit**.
3. Revise text and/or options as required (see the corresponding topic for entering [daily](#), [duration](#), or [periodic](#) events).
4. Click **Save**.


To Delete a Calendar Entry

1. At Monthly view, navigate to the date of the event you want to delete. Click on the date. TMLS displays the Day view for that date.
2. At the entry you want to delete, click **Edit**.
3. At the Edit page, click **Delete**. Click **OK** to confirm deletion.

Printing Calendars

You can print Month and Day views of your calendar.

To Print My Calendar

1. Navigate to the appropriate Month or Day view of My Calendar.
2. Click **Print View**. TMLS displays the calendar in a printable format in a new browser window.
3. Choose **Print** from the browser's **File** menu.
4. Specify the printer options.
5. Click **Print**.
6. Close  the browser window to return to My Calendar.

Tip: You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)