

Site - Administration Calendar

Overview

The Calendar section of the administration panel displays approved submissions plotted on a monthly calendar grid based on their event date. Only submissions with a status of **Approved** will appear on the calendar, making it easy to see scheduled and confirmed events at a glance.

Navigating the Calendar

The calendar displays one month at a time with the current month shown by default. Use the ← **Prev** and **Next** → buttons at the top of the calendar to navigate between months. The month and year are displayed in the center between the navigation buttons.

Calendar Events

Each day cell on the calendar will display any approved submissions that fall on that date. Each event shows:

- **Organization or submitter name** displayed in uppercase
- **Start time and end time** of the event

Clicking on an event will take you directly to the full record view for that submission where you can review the details, update the status, export a PDF, or leave notes.

Today

The current date is highlighted on the calendar so you can quickly identify today relative to other scheduled events.

Notes

- Only submissions with an **Approved** status will appear on the calendar. Pending, Denied, Under Review, and Cancelled submissions are not displayed.
- If no approved submissions exist for a given month the calendar will display empty day cells with no events.

- To approve a pending submission navigate to the **Intake** section, open the record and update the status to **Approved**.
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Revision #2

Created 16 May 2026 01:14:41 by SEYGOV

Updated 16 May 2026 01:36:35 by SEYGOV