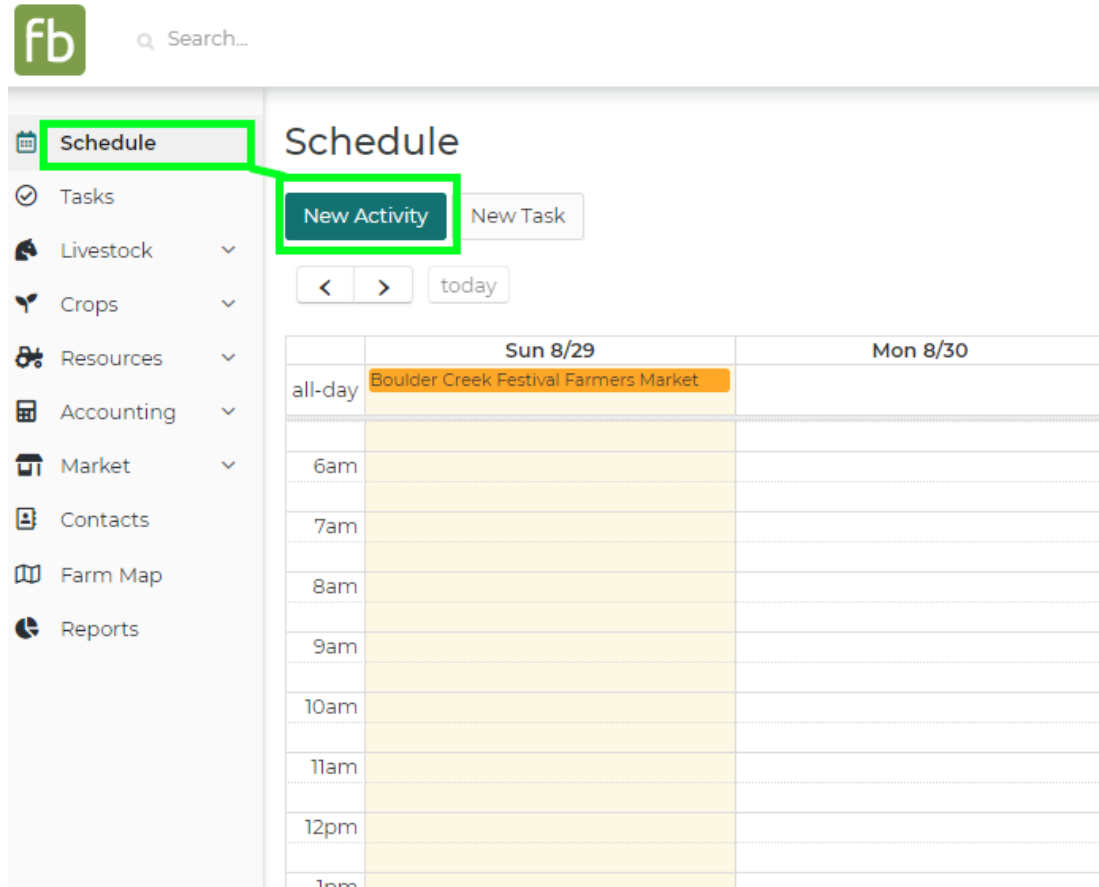


Activities and Events

Last Modified on 08/29/2021 3:44 pm MDT

Creating a Calendar Event

To create a new Activity/Event, select Schedule from the left navigation menu, and then click **New Activity** in the upper left of your Calendar.



A new window will be displayed; use it to supply information about this new activity. In the example below we're creating a calendar reminder for an event - a farmers market booth we're setting up for a local festival.

New Event [Close]

Title: Special Event: Boulder Farmers Market

Starting: July 31, 2021 07 AM : 00 Mountain Time (US & Canada)

Ending: July 31, 2021 04 PM : 30

All Day Track as a Task

Description: Boulder Farmers Market special event for Boulder Creek Festival

Associate To: [Search]

Checklist:

- Record Inventory [X]
- Pack Boxes and load delivery van [X]
- Ensure booth coverage [X]
- Pack up and donate unsold perishables [X]
- Run sales reports [X]

Add Checklist Item

Color: [Color palette]

Repeats: Does not repeat

[Close] [Create]

You'll be able to provide many details for this task, but note that **only a title and date/time are required - all other fields are optional.**

If the activity occurs for the full day, use the **All Day Checkbox** to note that - the activity will be displayed on the header of your calendar.

New Event [Close] [Create]

Title: Denver Stock Show

Starting: July 25, 2021 07 PM : 00 Mountain Time (US & Canada)

All Day Track as a Task

Description: Booth rental and exhibition at the Western Stock Show

Associate To: [Search]

Checklist: Add Checklist Item

Color: [Color palette]

Repeats: Does not repeat

farmbrite

Schedule

Tasks: [New Activity] [New Task]

today

Sun 7/25

all-day Denver Stock Show

6am

7am

8am

9am

10am

11am

9:00a - 10:00a Feed Pepper Plan

You're able to **(A) provide a description of the event** for your to reference later, and **(B) associate an equipment resource, animal, or growing location** with the task. Use the associate ability if the Activity is

pertinent to something specific around your farm. You can also (C) add a checklist of subtasks to help you prepare for the activity, and customize this event by (D) selecting what color you'd like it to be displayed as on your calendar. This can help you distinguish certain tasks at a glance; perhaps you might make livestock chores blue, and garden chores green.

The image shows a 'New Event' form with the following fields and annotations:

- Title:** Special Event: Boulder Farmers Market
- Starting:** July 31, 2021, 07 AM : 00 Mountain Time (US & Canada)
- Ending:** July 31, 2021, 04 PM : 30
- All Day Track as a Task
- Description:** Boulder Farmers Market special event for Boulder Creek Festival (Annotation A)
- Associate To:** Search field
- Checklist:** (Annotation B)
 - Record Inventory
 - Pack Boxes and load delivery van
 - Ensure booth coverage
 - Pack up and donate unsold perishables
 - Run sales reports
- Add Checklist Item:** Button
- Color:** (Annotation C) A row of 16 color swatches, with the 11th swatch (green) selected.
- Repeats:** Does not repeat
- Buttons:** Close, Create

You can also set the activity to repeat as a series of events on your calendar - our farmers market event recurs weekly during the summer. *Note that there is a limit of 100 Daily Recurring Tasks that you can create.*

New Event

Title: Boulder Farmers Market

Starting: May 25, 2021 08 AM Mountain Time (US & Canada)

Ending: May 25, 2021 04 PM

All Day Track as a Task

Description: Booth Rental at Boulder Farmers Market

Associate To: [Search]

Checklist: Add Checklist Item

Color: [Color palette]

Repeats: [Dropdown menu with options: Does not repeat, Daily, Weekly, Monthly, Yearly]

Repeats: Weekly

Every: 1 week

Repeat Until: 09/30/2021 Maximum of 100 Recurrences

Close Create

Once you've supplied your Activity information, be sure to **click Create** to add it to your schedule.

If you've enabled schedule reminders you should receive a daily email from Farmbrite summarizing the upcoming calendar events as well as the top tasks that are assigned to you (if any).

Still need help? [Contact us here.](#)
