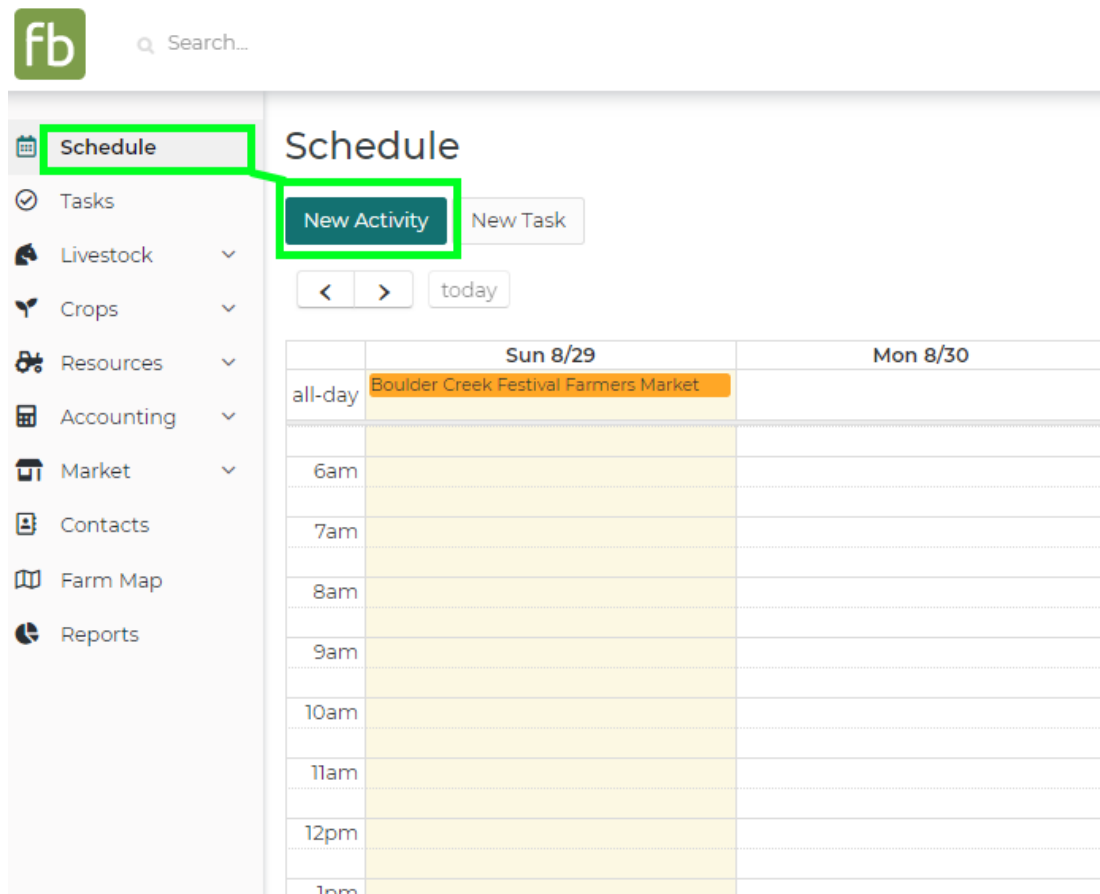


Activities and Events

Last Modified on 05/03/2024 12:15 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

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
- ☐ Pack Boxes and load delivery van
- ☐ Ensure booth coverage
- ☐ Pack up and donate unsold perishables
- ☐ Run sales reports

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

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

Close Create

farmbrite

Schedule

Tasks: New Activity New Task

Livestock Crops Resources Accounting Market Contacts Farm Map Reports

Sun 7/25

all-day Denver Stock Show

6am 7am 8am 9am 10am 11am

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

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 screenshot shows a 'New Event' form with the following fields and options:

- 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 points to this field)
- Associate To:** Search bar
- Checklist:** (Annotation B points to this section)
 - ☐ 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 points to this section) A row of 16 color swatches, with the 10th swatch (light green) selected.
- Repeats:** Does not repeat (dropdown menu)
- 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:

Starting: Mountain Time (US & Canada)

Ending:

☐ All Day ☐ Track as a Task

Description:

Associate To:

Checklist:

Color:

Repeats:

Repeats:

Every: week

Repeat Until: Maximum of 100 Recurrences

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.](#)