

# Using Your Schedule to Keep Track of Events

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We know that it can sometimes be difficult to keep track of special events or upcoming appointments for your business. Was the vet coming by Thursday or Friday? What time is the farmer's market supposed to start? When are you scheduled to make this weeks CSA delivery? Farmbrite has a solution that will help you stay organized - while the Schedule may look like a simple calendar at first glance, it has many unique selections and abilities that can help you organize your work and manage your business operations.

*A note about your calendar layout - You'll see a different layout and time display based on your location. Farmbrite uses your browser's location setting to determine what day of the week the calendar should start on, and whether to use a 12 or 24 clock to display the time. Your experience might look slightly different from the screenshots below based on this. You can also change what day starts your week in your [Settings](#).*

## Creating a Calendar Event

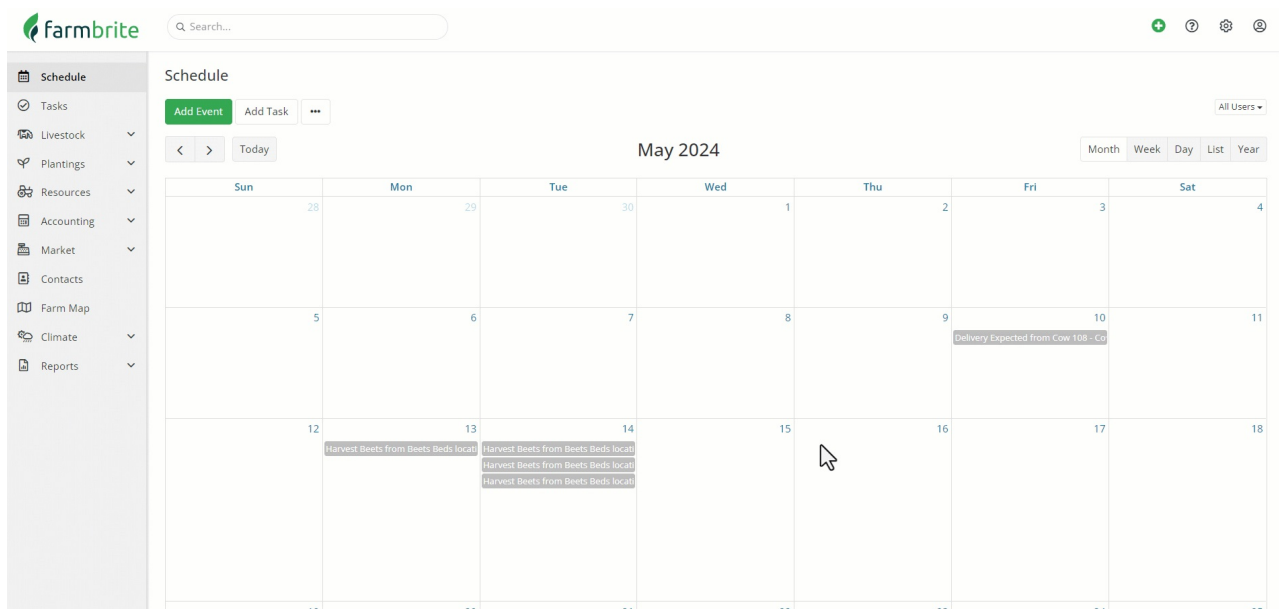
**You can find the calendar under the Schedule tab in your navigation menu.** To create a new event, click Add Event in the upper left of your Calendar. A new window will be displayed; use it to supply information about this new event. You'll be able to provide many details for this event, but note that **only a title and date/time are required - all other fields are optional.** In the example below we're creating a calendar reminder for a farmers market booth we're setting up for a local festival.

The screenshot shows the Farmbrite web application interface. On the left is a navigation menu with icons and labels for Schedule, Tasks, Livestock, Plantings, Resources, Accounting, Market, Contacts, Farm Map, Climate, and Reports. The main area is titled 'Schedule' and features a search bar, 'Add Event', 'Add Task', and a menu icon. Below this is a calendar for February 2024, with tabs for Month, Week, Day, List, and Year. The calendar grid shows events for various dates: February 29 (11a Event Logs - Ed The Elk), February 30 (Plant Mini Pumpkins in Northwest Farm), February 1 (new notes - Rooster1 - Rooster1, Retreat Alternative Therapy - Scottie, Roxor Mahindra Side by Side/ UTV m, Start seeds for Beets from Beets Bed, Start seeds for Beets from Beets Bed, 12p change oil - Roxor Mahindra S), February 2 (11:30p Change the oil in the plow), February 4 (Withdrawal Alternative Therapy - Sco), February 5 (Withdrawal Alternative Therapy - Sco), February 6 (Withdrawal Alternative Therapy - Sco), February 7 (Retreat Fertilize - Catnip), February 8 (Retreat Fertilize - Catnip), February 9 (Retreat Fertilize - Catnip), February 10 (Retreat Fertilize - Catnip), February 11 (Start seeds for Peppers (Hot), Tasko, Start seeds for Peppers (Hot), Tasko, Start seeds for Peppers (Hot), Tasko), February 12 (Start seeds for Peppers (Hot), Tasko, Start seeds for Peppers (Hot), Tasko, Withdrawal Fertilize - Catnip, 6p Groomin Goats - Goat 01 - Nig, 11:30p Brush the Alpacas), February 13 (Plant Beets in Beets Beds location, Start seeds for Peppers (Hot), Bam B), February 14 (Plant Beets in Beets Beds location, Plant Beets in Beets Beds location, Plant Beets in Beets Beds location, Start seeds for Beets from Beets Bed, Start seeds for Beets from Beets Bed, Start seeds for Beets from Beets Bed), February 15 (Start seeds for Peppers (Hot), Bam B), February 16 (11:45p clean pumpkin patch - Bronson Bees), and February 17 (11:45p clean pumpkin patch - Bronson Bees).

## Additional Event Details

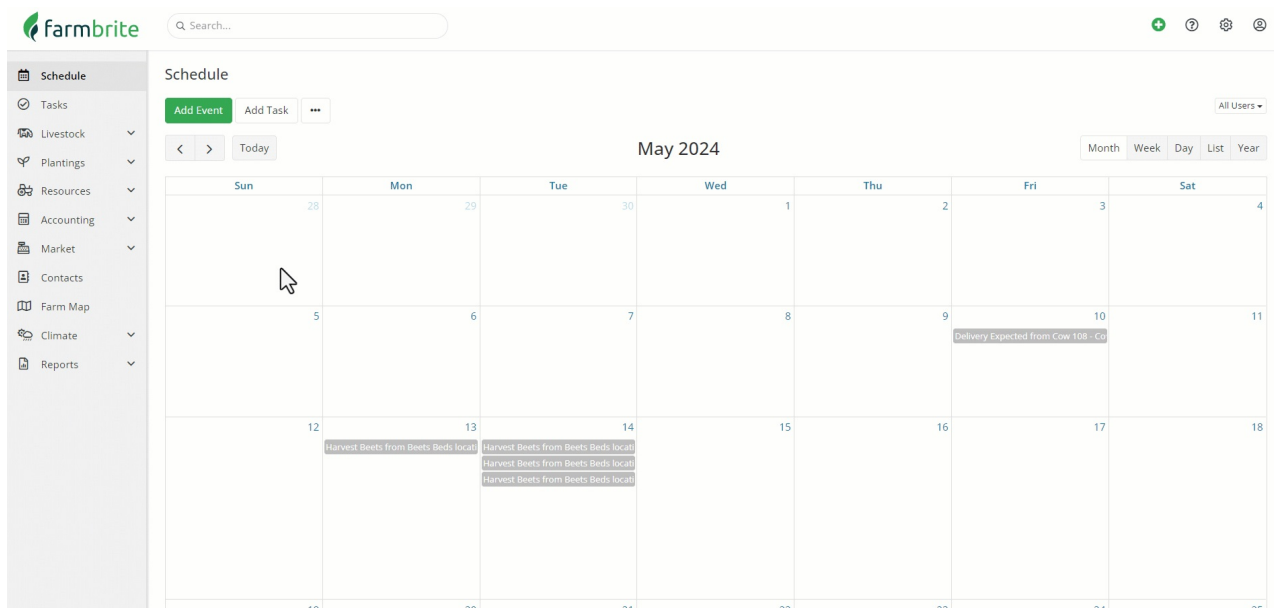
The basic event we added above can help you remember what's taking place that day, but there are a lot more features and capabilities for your events as well. **You can supply these details when creating the event, and events can be edited to add more information later.** Perhaps in this we wanted to make sure we got the Farmers Market on the schedule, but later received additional details from the event organizer.

- **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. Since we have prep work and clean up for the event, we'll mark the farmers market as all day.
- **You're able to provide a description of the event for you to reference later.** In this case we recently got more information from the organizer, so we added the address and booth number for our farmers market.
- **You can associate equipment, animals, plants, and grow locations with the event.** If the event is related to something around your farm, you can link it here. In our example, we want to make sure we remember the farmers market equipment, so we have associated it with the event. We won't forget those chairs to take a seat during the lunch break.
- **Scheduled events can be assigned to a user or team.** If someone at your farm is responsible for the events, you can assign it to them here and make sure they are aware of it.
- **You can also customize this event by selecting what color you'd like it to be displayed as on your calendar.** This can help you distinguish certain events at a glance; perhaps you might make livestock events blue, and garden events green. Our farmers market is a special event, so we used orange below to highlight it and catch our eyes.



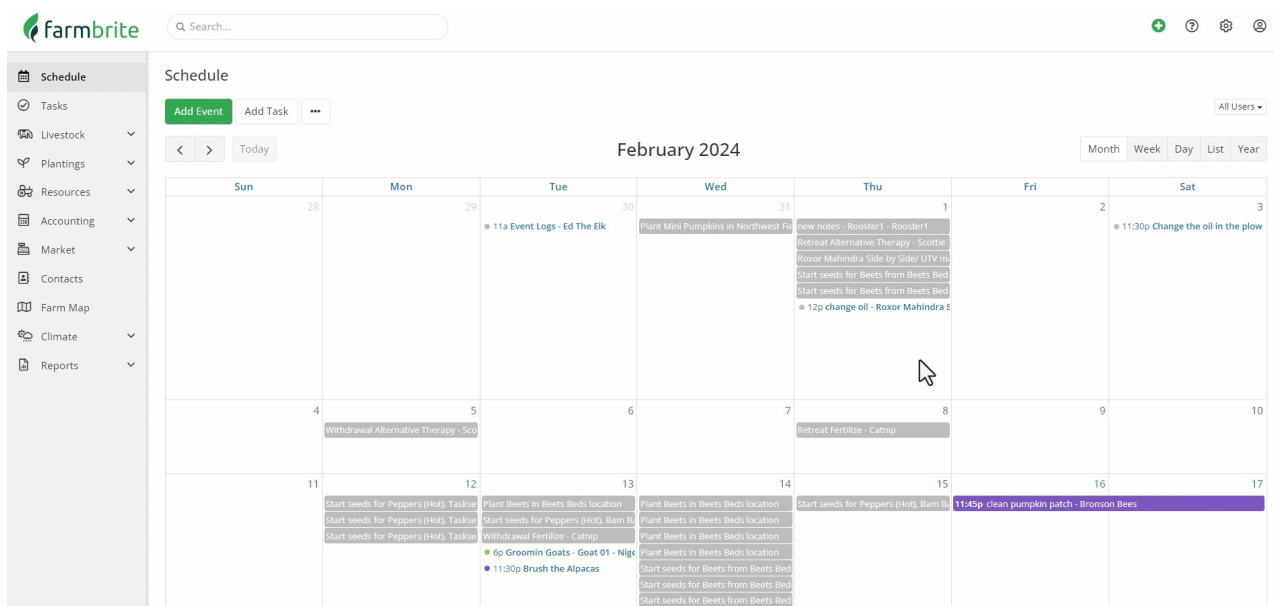
## Repeated Events

**You can also set the event to repeat as a series of events on your calendar.** In our example below, we're repeating the bi-weekly supplies delivery that comes by every other Tuesday afternoon. You can repeat daily, weekly, monthly, and yearly tasks, and then set the interval as well. This lets you repeat an event every 3 months, or 2 years, or whatever you need.



## Views

If you'd like to see the calendar over a different period of time, you'll find selections for day, week, month, and year in the upper right.



## Adding Tasks to Your Schedule

You'll also find an option to add Tasks to your Farmbrite schedule. A task is similar to an event, but you'll have additional fields to track time spent, add map locations, and create sub-tasks in a checklist. You can [read all about creating tasks in this help article](#) for a full walkthrough. Overall, it's up to you if you'd like to use events, tasks, or a combination of both on your Schedule.

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Schedule

Tasks

Livestock

Plantings

Resources

Accounting

Market

Contacts

Farm Map

Climate

Reports

Schedule

Add Event

Add Task

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Today

March 2024

Month

Week

Day

List

Year

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26 Start seeds for Broccoli from Northw Start seeds for Broccoli from Northw	27 Retreat Alternative Therapy - Ducky S 2p Supplies Delivery	28	29	1	2
3	4 Withdrawal Medication - Cow 3 (CLS)	5	6	7	8	9
10	11 2p Supplies Delivery	12	13	14 Plant Beets in Beets Beds location Start seeds for Beets from Beets Bed Start seeds for Beets from Beets Bed	15 Harvest Beets from Beets Beds local Plant Beets in Beets Beds location Plant Beets in Beets Beds location Plant Beets in Beets Beds location	16
17	18	19	20	21	22 Delivery Expected from Goat 03 - Nig	23

# Sync your calendar

You Farmbrite calendar can be synced with your Google, Apple, or Microsoft calendars. [You can read all about how to do that here.](#) This sync can be manual, where you download your Farmbrite events and then upload them to your other calendar, or can be connected and integrated to display all events automatically.

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

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