

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.

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 'Schedule' interface. On the left is a navigation menu with options like Schedule, Tasks, Livestock, Plantings, Resources, Accounting, Market, Contacts, Farm Map, Climate, and Reports. The main area displays a calendar for February 2024. At the top of the calendar, there are buttons for 'Add Event', 'Add Task', and a menu icon. Below these are navigation arrows and a 'Today' button. The calendar grid shows events for each day of the month. For example, on Thursday, February 1st, there are several events listed, including 'new notes - Rooster1 - Rooster1', 'Retreat Alternative Therapy - Scottie', 'Roxor Mahindra Side by Side/ UTV m', 'Start seeds for Beets from Beets Bed', and '12p change oil - Roxor Mahindra S'. On Friday, February 2nd, there is an event '11:30p Change the oil in the plow'. On Saturday, February 3rd, there is an event '11:30p Change the oil in the plow'. Other events include '11a Event Logs - Ed The Elk' on Tuesday, February 27th, and '6p Groomin Goats - Goat 01 - Nige' and '11:30p Brush the Alpacas' on Wednesday, February 28th.

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.** 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.

The screenshot shows the Farmbrite calendar interface for May 2024. The calendar is displayed in a monthly view, showing days from Sunday to Saturday. The interface includes a sidebar with navigation options such as Schedule, Tasks, Livestock, Plantings, Resources, Accounting, Market, Contacts, Farm Map, Climate, and Reports. The top navigation bar features a search bar and user settings. The calendar shows several events, including 'Harvest Beets from Beets Beds local' and 'Delivery Expected from Cow 108 - Co'.

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.

The screenshot shows the Farmbrite Schedule interface for May 2024. The calendar is displayed in a monthly view. The left sidebar contains navigation options: Schedule, Tasks, Livestock, Plantings, Resources, Accounting, Market, Contacts, Farm Map, Climate, and Reports. The main area shows a calendar grid for May 2024. The top right has view options: Month, Week, Day, List, Year. The calendar shows the following events:

- Monday, May 6: Harvest Beets from Beets Beds local
- Tuesday, May 7: Harvest Beets from Beets Beds local
- Wednesday, May 8: Harvest Beets from Beets Beds local
- Friday, May 10: Delivery Expected from Cow 108 - Co

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.

The screenshot shows the Farmbrite Schedule interface for February 2024. The calendar is displayed in a monthly view. The left sidebar contains navigation options: Schedule, Tasks, Livestock, Plantings, Resources, Accounting, Market, Contacts, Farm Map, Climate, and Reports. The main area shows a calendar grid for February 2024. The top right has view options: Month, Week, Day, List, Year. The calendar shows the following events:

- Tuesday, Feb 27: 11a Event Logs - Ed The Elk
- Wednesday, Feb 28: Plant Mini Pumpkins in Northwest
- Thursday, Feb 29: New notes - Roster1 - Roster1, 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 5
- Friday, Feb 30: 11:30p Change the oil in the plow
- Monday, Mar 4: Withdrawal Alternative Therapy - Sco
- Monday, Mar 11: Start seeds for Peppers (Hot), Taskse, Start seeds for Peppers (Hot), Taskse, Start seeds for Peppers (Hot), Taskse
- Tuesday, Mar 12: Plant Beets in Beets Beds location, Start seeds for Peppers (Hot), Bam B, Withdrawal Fertilize - Catnip, 6p Groomin Goats - Goat 01 - Nige, 11:30p Brush the Alpacas
- Wednesday, Mar 13: Plant Beets in Beets Beds location, 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
- Thursday, Mar 14: Plant Beets in Beets Beds location, Start seeds for Peppers (Hot), Bam B
- Friday, Mar 15: 11:45p clean pumpkin patch - Bronson Bees

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.

Schedule

Tasks

Livestock

Plantings

Resources

Accounting

Market

Contacts

Farm Map

Climate

Reports

Schedule

Add Event Add Task ...

All Users

March 2024						
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 (CFLS)	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 locat Plant Beets in Beets Beds location Plant Beets in Beets Beds location - B Plant Beets in Beets Beds location - B	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.](#)