Setting Master Calendar Permissions to allow certain individuals to add/delete events

- Click on the bar behind the Master Calendar

- Click Calendar Tab
- Click List Settings

- Select Permissions for this list
DO NOT REMOVE ANY SHAREPOINT GROUP THAT DOES NOT HAVE YOUR SCHOOL SITE NAME IN FRONT OF IT. SHAREPOINT REQUIRES THESE ROLES TO OPERATE AND YOU MAY BREAK YOUR SITE IF YOU REMOVE THE ROLES.

ALSO NEVER REMOVE ANY ROLES WITH OWNER IN THE NAME. THIS WILL PREVENT SITE ADMINS FROM BEING ABLE TO PROVIDE ASSISTANCE OR THE ABILITY TO MANAGE THE SUB SITE.*

*NOTE: IN THE ADMIN OR LEADERSHIP SECTION OF A SCHOOL YOU MAY REMOVE THE SCHOOL OWNER GROUP IF YOU DO NOT WANT ALL SITE ADMINS TO HAVE ACCESS TO THAT AREA. IT IS IMPORTANT TO FIRST GRANT PERMISSIONS TO THE FEW PEOPLE IN THE BUILDING THAT SHOULD HAVE ACCESS BEFORE YOU REMOVE THIS GROUP.

- Example: Limit the staff that can contribute to the Master Calendar, but allow all staff to view. This can also be applied to the Master Announcements.
Alert will appear
• Click OK

At the moment we are allowing all Site Owners to still contribute, but we want to add a couple of other staff members such as the secretary that need to add calendar events before we remove rights for contributing to the Master Calendar.

• Choose Grant Permissions
• Type in the specific staff members you want to give rights to that are not already Owners
• Select SHOW OPTIONS
• Uncheck Send an email invitation
• Keep the EDIT permission level
• Select Share

Type in specific staff
Removing Permissions for all Certified and Classified Staff to contribute to the Master Calendar Events. The screenshot shows the school name Members have Contribute permissions, and the school name Visitors have Read Permissions.

Only certain individuals may add events while others have Read Only permissions. In other words we would like to remove permissions for all Certified and Classified staff to contribute to the Master Calendar, but allow them to be VISITORS so they can view them.

- Check mark the School Members group (this group has Contribute rights)
- Select Remove Permissions
• Select Remove Permissions

This may also be applied to the Master Announcements, or any web part.