Contents

Logging in to the Bedework Administration Interface

1. Open the Bedework administration interface at https://calendar.mtmary.edu/caladmin. You can also click the **Manage Events** link in the main calendar left navigation.
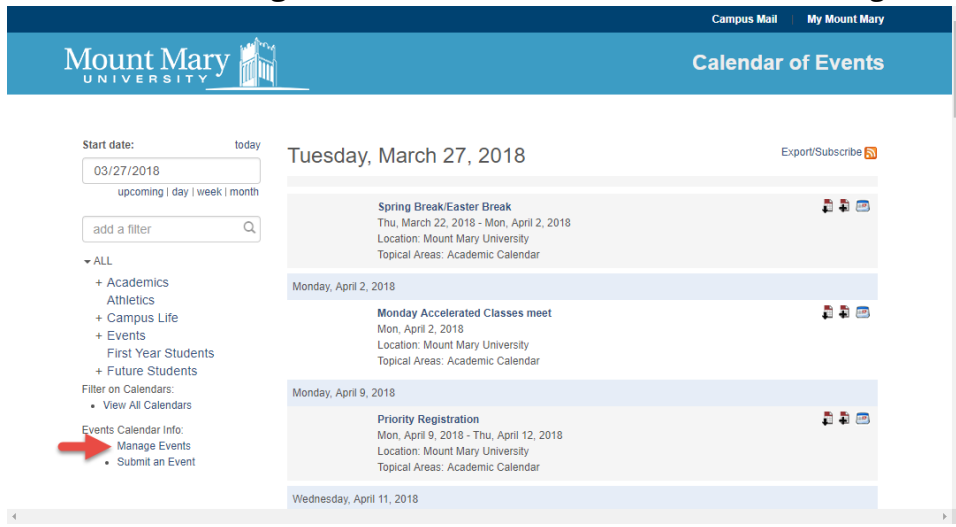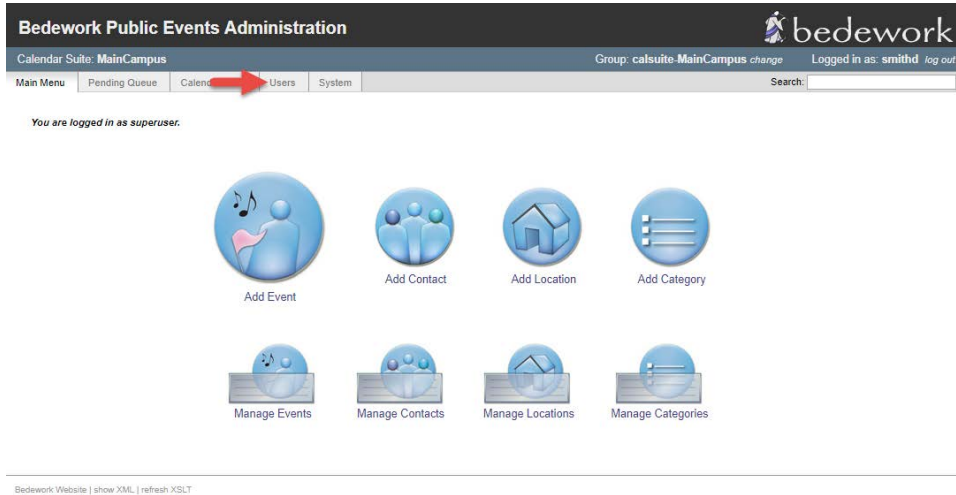

2. Enter your Bedework username in the **Username** field (1), and your password in the **Password** field (2). Then press the **login** button (3).
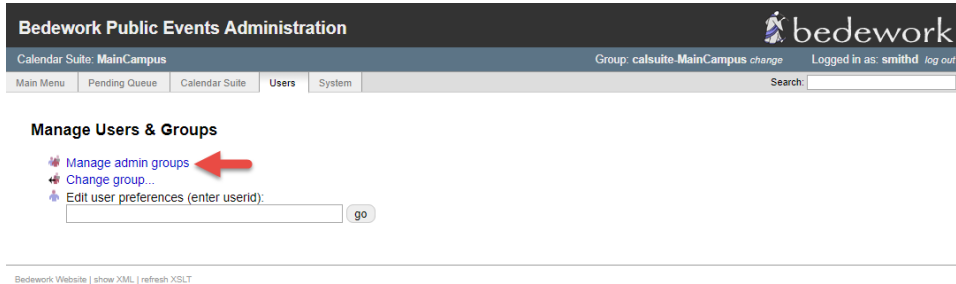
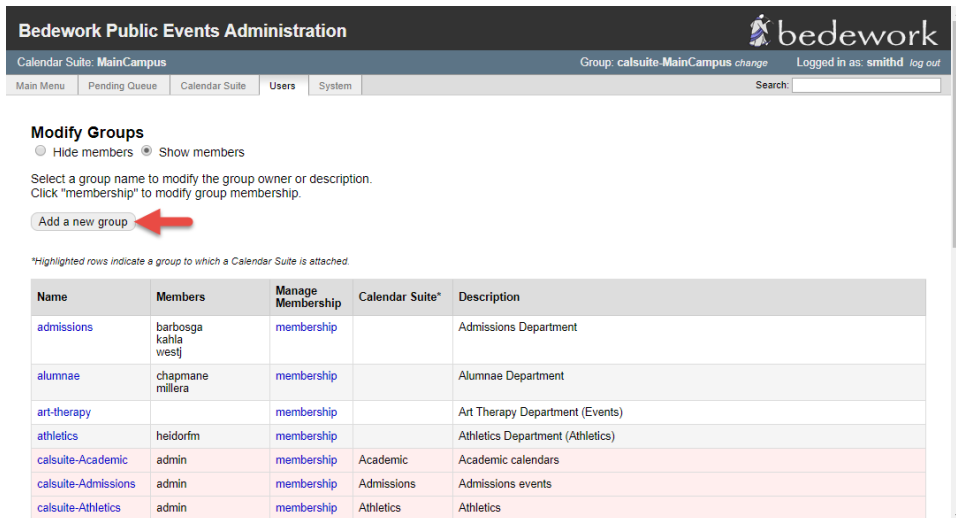# Adding a Department to the Calendar

1. Log in to the Bedework administration interface following the steps in the **Logging in to the Bedework Administration Interface** section of this document.

2. Click on the **Users** tab.

3. Click on the **Manage admin groups** link.

4. Click the **Add a new group** button.

5. Enter the name of the department in the **Name** field (1), using all lower-case letters, replacing spaces with hyphens (-), and omitting all other punctuation. Enter a description for the department in the **Description** field (2). Then press the **Add Admin Group** button (3).

Warning: The **Group owner** field should automatically populate. If it does not, be sure to enter **/principals/users/public-user** exactly as it appears here before clicking the add button.

6. You will be taken back to the group list. Click on the **membership** link in the row for the **calsuite-MainCampus** group.

7. Enter the name of the department group you created above in the **Add member** field (1). Change the radio button to **group** (2). Then click the **Add** button (3).

Deleting a Department from the Calendar

1. Log in to the Bedework administration interface following the steps in the **Logging in to the Bedework Administration Interface** section of this document.

2. Click on the **Users** tab.
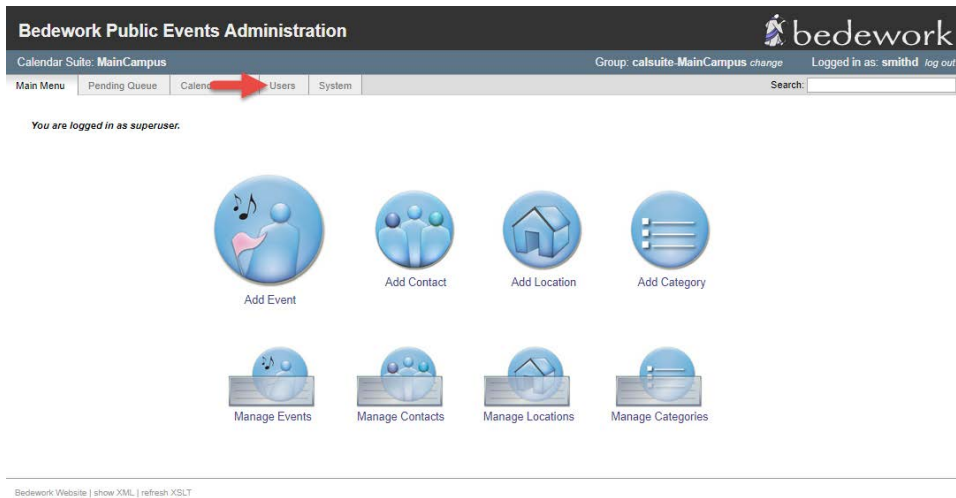
3. Click on the **Manage admin groups** link.

4. Click on the **membership** link in the row for the **calsuite-MainCampus** group.

5. Click on the trash can icon next to the name of the department you wish to delete.

6. Click the **Return to Admin Group listing** button.

7. Click on the name of the department you wish to delete.

8. Click on the **Delete** button.

9. Confirm that the correct department is about to be deleted. Then click the **Yes: Delete!** button.

If you have any questions or experience any issues, please contact the IT Services Helpdesk at (414) 930-3048 or mmu-helpdesk@mtmary.edu.

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