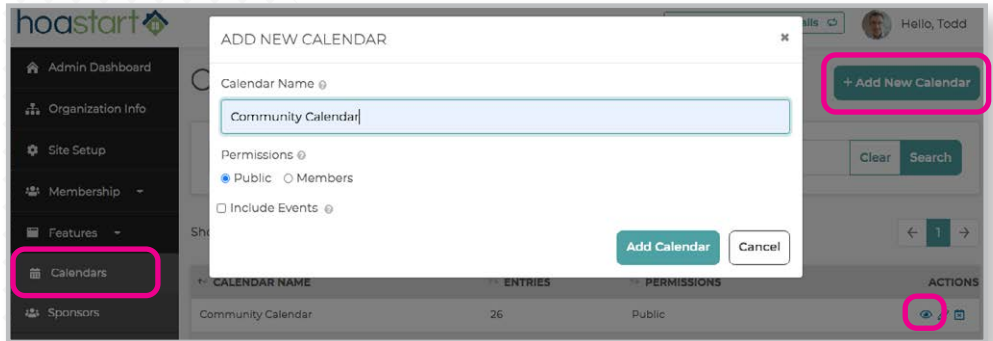


OVERVIEW OF CALENDARS

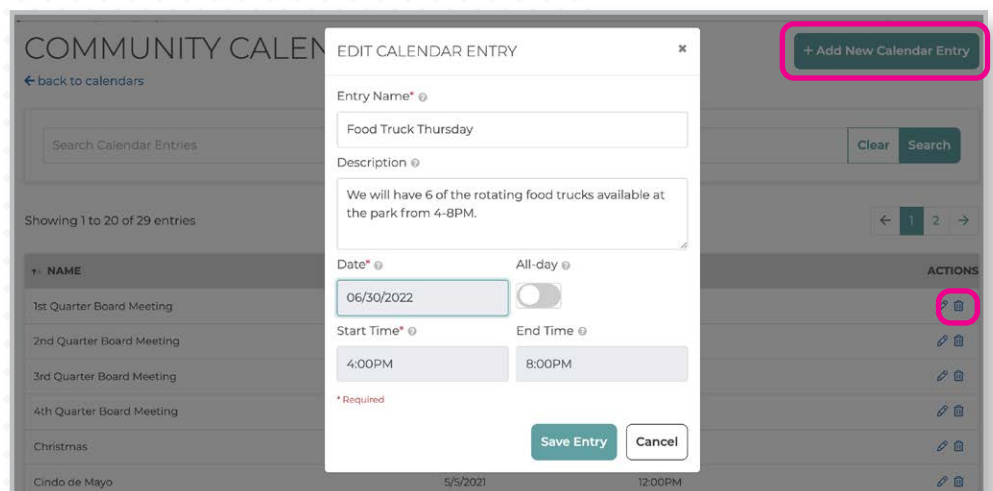
Calendars enable communities to keep their members up to date. They also include the ability to create and display non-reoccurring events such as board and committee meetings, neighborhood garage sales, holidays, and anniversaries. These simple calendar entries can be added by the Admin directly to individual calendars with the event name, a brief description, date, and time of event.

To create and display a calendar on a website, the Admin will first need to visit the Admin Panel and click on “Calendars”, listed under the Features tab. Click on the “+Add New Calendar” button to create a new calendar. Next, name the calendar and assign permissions to make it publicly accessible for all to see or for members only. There is also an option to “Include Events” which pulls information from more complex events generated in the Events feature. These are typically activities that involve registering attendees and collecting money and member data.



Please note that if you need more information regarding the Events feature, review the separate Quick Reference Guide, or visit the [Help Desk](#), on that topic for a more in-depth view.

Once the new calendar has been created, events are ready to be added. Click on the “eyeball” icon to view the calendar itself. Now click on the “+Add New Calendar Entry” which will open the Add Calendar Entry window. Enter the event name and brief description of what the event is about. Select a date from the date box to list when the event will occur. Select All-day or a time to indicate when it will start and end. Be sure to save your entry.



To add additional entries, simply repeat the same process by clicking on the “+Add New Calendar Entry” button. Admins’ can also delete entries by clicking on the “trash can” icon in the Actions column of the calendar window.

OVERVIEW OF CALENDARS - CONTINUED

After a calendar has been created, it is ready to be made visible to the public or members only (depending on permissions selected). Admins' will need to attach the calendar to a calendar specific page on the public side of your website. This is accomplished by adding a calendar template page in Site Setup.

From the Admin Panel, click on the "Site Setup" tab. Once Site Setup is open, add a new page by clicking on the "Add Page" link in the left-hand column to open the New Page window. From the Page Template drop-down menu, select the template for Calendar or Calendar/Events (if your website plan supports the Events feature).

Once a page has been added, click on the name of the newly created page from the left-hand column. From here, the calendar template will need to be linked to the specific calendar. Hover over the body of the calendar widget and click on "Edit Calendar". From the Edit Calendar window, select the appropriate calendar from the drop-down list. This will attach the selected calendar to this page. When completed, remember to Save and Publish the page.

When completed, remember to Save and Publish the page.

Please note that Admins have the option to create multiple calendars. They can include unique event entries and then

these calendars can be assigned to separate calendar pages that are visible on the Public website. Admins' can limit access to certain calendar pages if information should remain private to various committees (for example, a board member-only calendar).

If you have any further questions about creating a Calendar, please visit support.hoastart.com where you can get additional information or open a support ticket.

