

OVERVIEW OF CALENDARS

Calendars enable communities to keep their members up to date. They also include the ability to create and display simple non-recurring events such as board and committee meetings, neighborhood garage sales, holidays, and anniversaries. Admins can add these simple entries directly to individual calendars, complete with the event name, date, time, and a brief description.

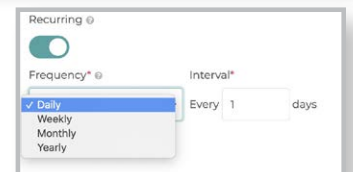
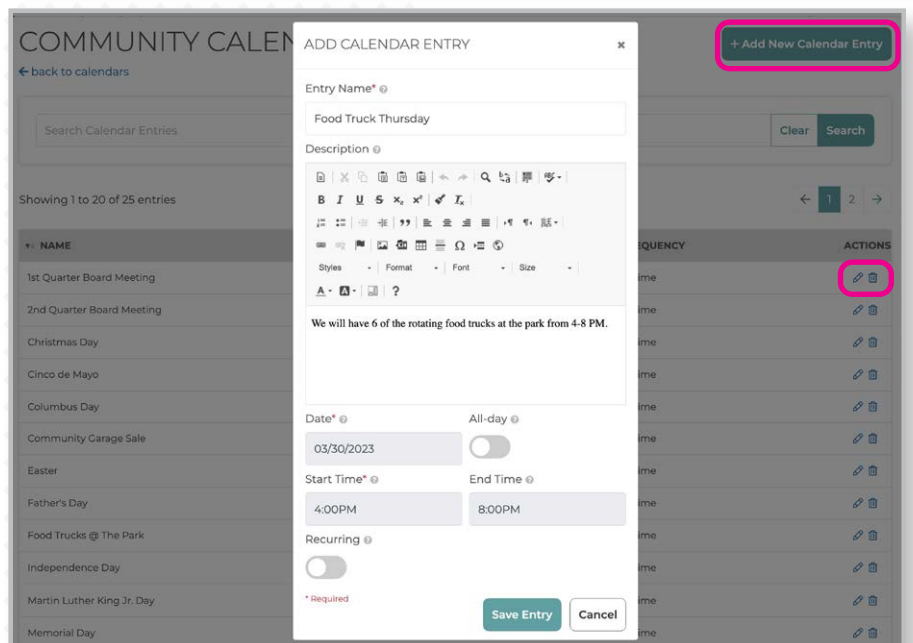
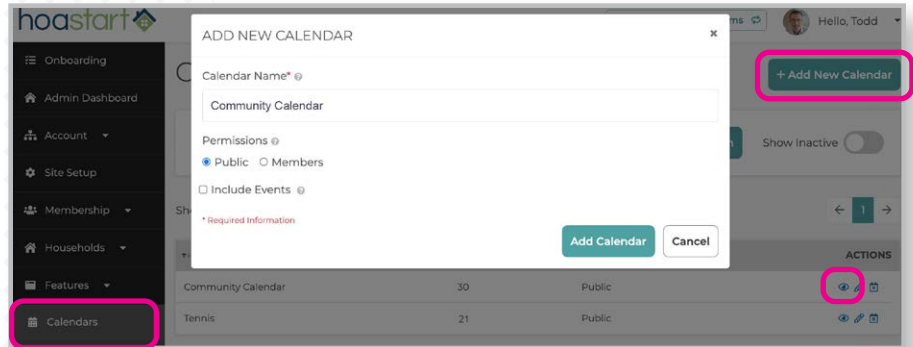
To create and display a calendar on a website, begin on the Admin Dashboard with the “Features” tab’s “Calendars” item. Click on the “+Add New Calendar” button, name the calendar, and assign permissions to make it publicly accessible or for members only. Activate the option to “Include Events” so the calendar displays the more-complex events generated in the Events feature, typically activities that involve attendee registrations and ticket sales.

Once you create your new calendar, you can add events to it. Click on the “eyeball” icon to view the calendar itself. Now click on the “+Add New Calendar Entry,” button to open the “Add Calendar Entry” window.

Enter the event name and a brief description. Select the date, and choose “All-day” or include start and end times, depending on the event duration. If you’re creating a event that recurs, such as an annual holiday or monthly meeting, set the event to repeat daily, weekly, monthly, or yearly, and indicate the interval between recurrences. For example, a daily event can recur every seventh day, or a monthly event can take place every three months.

To add more entries, simply repeat the same process, beginning with the “+Add New Calendar Entry” button. Admins also can click on the appropriate icons in the Actions column of the calendar window to edit or delete existing entries.

After you create a calendar and add events to it, make it visible to the public or only to your community members. To do that, go to Site Setup and attach the calendar to a website page based on the Calendar template.

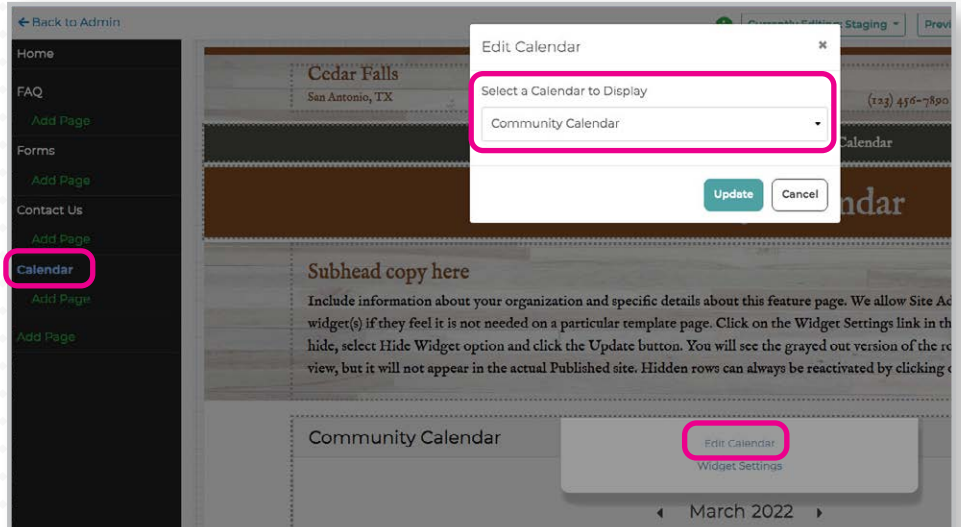
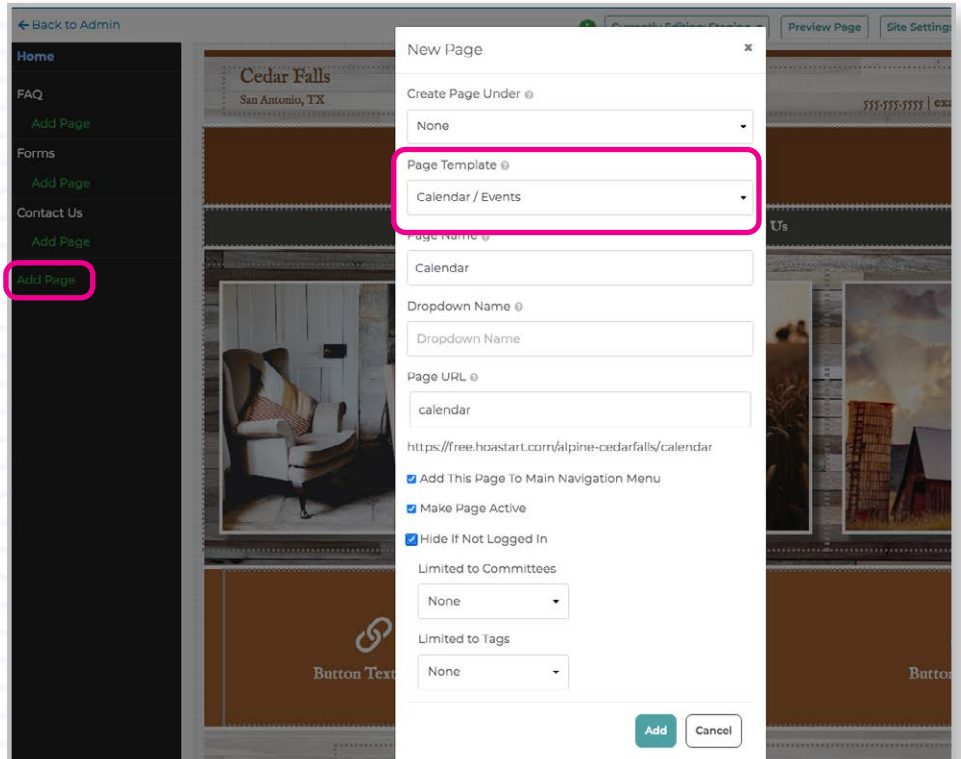


OVERVIEW OF CALENDARS - CONTINUED

To reach Site Setup from the Admin Dashboard, click on the “Site Setup” tab. Click on the “Add Page” link in the vertical menu to open the New Page window. From the Page Template drop-down menu, select the template for Calendar or Calendar/Events. The Calendar template is designed to present an introduction and a calendar, whereas the Calendar/Events template also includes the ability to review and sign up for full-scale Events (if your website plan supports the Events feature).

Once you’ve added a calendar template page, click on its name in the vertical menu to edit the page so you can link your calendar to it. Place your cursor over the Calendar widget and click on “Edit Calendar.” In the Edit Calendar window, select the appropriate calendar from the drop-down menu and click on the “Update” button to attach the selected calendar to the page.

Now that you’ve created your calendar, added a website page for it, and attached it to the page, remember to Save and Publish your changes in Site Setup before you return to the Admin Dashboard or sign out. Otherwise, Site Setup will abandon your changes.



- ◆ Admins can create multiple calendars, each with unique event entries, and assign these calendars to individual website pages to support specific goals or purposes. Admins can limit access to individual calendar pages if information should remain visible only to certain people (for example, a calendar only for Board members).



If you have additional questions about the Calendars feature, please visit the Support Desk through your Admin Dashboard and open a support ticket.