

## PAGE DETAIL – CALENDAR OF EVENTS

Once a page has been created, a Calendar of Events can be added to the page. This calendar will display the desired events from the main master calendar.

### ADD A CALENDAR OF EVENTS TO A PAGE:

- 1) Click on the Navigation Builder Home link on the administration toolbar to open the Navigation Builder.
- 2) Find the page to which you want to add a calendar. Click the Detail link for this page. The Page Detail page will appear.

Fine Arts Calendar [< Back to Pages](#) [Right Side Bar](#)

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**Main Body:**

Add Tool to this page:  after

- Calendar of Events
- Interactive Forms
- Links
- Photo Gallery
- Profiles
- Resources/News
- Slide Show
- Text/Graphic Editor

- 3) Choose Calendar of Events from the tools drop-down box and click the Go button. The Edit Calendar page will appear.

**Edit Calendar**

**Default View:**

**Default Date Range:** (applies to List View only)

Current Month

-OR-

All Events

-OR-

Date Range

**From:**  Today  Date:  (m/d/yyyy)

**To:**  Today  Date:  (m/d/yyyy)

**Calendar Categories:**

Academics  Athletics

Fine Arts

- 4) Choose the options to obtain the desired calendar.
  - a. Default View: Choose either Calendar View of List View as the view that your Web site users will see.
    - i. Calendar View: This view shows a monthly view of the calendar.
    - ii. List View: This view will display the events with one event per row.
  - b. Default Date Range: This will allow you to dictate how many events appear on the screen at one time. Since the Calendar view will always show exactly one month, this only applies to List View.

- i. Current Month: The calendar will show only events for the current month.
    - ii. All Events: The calendar will show all past, present and future events in the calendar. This is useful for an athletics schedule.
    - iii. Date Range: The calendar will show all the events between the specified dates.
  - c. Calendar Categories: Check all the categories of events that you want to pull from the master calendar. You can select any number of categories.
- 5) Once all the fields have been filled out properly, click on the Update button at the bottom of the page.
- 6) To verify that the calendar was set up properly, click on the Preview link at the bottom of the page.
- 7) Remember, you can add additional Detail items to this page. (See the Getting Started Help Manual)

## EDIT A CALENDAR OF EVENTS:

- 1) Click on the Navigation Builder Home link on the administration toolbar to open the Navigation Builder.
- 2) Find the page containing the calendar of events that you want to update. Click the Detail link for this page to see the Calendar of Events Detail (this is assuming that you already added a Calendar of Events to this page.)

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Fine Arts Calendar [← Back to Pages](#) [Right Side Bar](#)

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**Main Body:**

Add Tool to this page:  after

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**1. Calendar of Events**

**Default View:** Calendar View  
**Categories Displayed:** Fine Arts

[Edit This Detail's Properties](#)  
 [Calendars](#)  
 [Edit Locations](#)  
 [Edit Categories](#)

[Preview](#)  
 [Delete](#)

- 3) Edit This Detail's Properties: Click on this link to change the Default View, Default Date Range and/or Calendar Categories.
- 4) Calendars: Click on this link to go to the master calendar that is found in the administrative toolbar. You will need to Add/Update/Delete events from the master calendar. (See the Calendar Help Manual)
- 5) Edit Locations: Click on this link to add/update/delete locations.
- 6) Edit Categories: Click on this link to add/update/delete categories.

- 7) Preview: Click on this link to see open a new browser to the user side of this page.
- 8) Delete: Click on this link to erase this calendar off the current page.