

Site Event Calendar

Set Up
Step 1

Set Up
Step 2

Add Specific
Events

Calendar
Feature Box

The site event calendar appears as a feature box on the home page. It holds events added from all or selected catalogs and can be automated

Topics:

How do I set up the event calendar?

What if don't want past events to appear on the calendar?

What shows on the calendar if there are no scheduled events?

How do I automate adding events from catalogs to the home page calendar?

How do I add specific events to the calendar?

How do I set up the calendar feature box?

The Site Event Calendar

Setting Up the Site Event Calendar

From Home Page Options, select Event Calendar, then Set Up Calendar. Turn the calendar on and select if the events will be added from catalogs manually or automatically. Select to remove or keep past events on the calendar. Click Next to set up automation.

The screenshot shows the 'Event Calendar Setup' form with three steps: Step 1 (Setup, required), Step 2 (Add Catalogs, required), and Step 3 (Confirm & Save, required). A blue box contains instructions: 'Turn the home page calendar on or off. Turn automation on to automatically add events from selected catalogs. Keep or remove past events from the calendar. (You can still add events manually even if automation is on)'. Below this are three sections: 'Turn Calendar On or Off' with 'On' selected; 'Set Automation Options' with 'Automation On' selected; and 'Remove Events from Calendar' with 'Keep all past events on the calendar' selected. 'Cancel' and 'Next' buttons are at the bottom right.

What if I don't want past events to appear on the calendar?

In order to hide past events, turn automation on, then select "Remove past events" from the menu in Step 1 of Calendar Setup.

What shows on the calendar if there are no scheduled events?

You can create a custom message that will appear if there are no upcoming events. Do this when you set up the calendar feature box.



QUICK
TIP

Calendars can also appear on a page rather than in the feature box. A sample message that appears when there are no events is: "Check back for upcoming events."

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Step 2 – Automating Adding Events from Catalogs

After automation is turned on in Step 1, select "next". In Step 2 select the catalogs that will have their events automatically added to the home page calendar.

The screenshot shows the 'Event Calendar Setup' interface. At the top, there are three steps: Step 1 Setup (required), Step 2 Add Catalogs (required), and Step 3 Confirm & Save (required). Step 2 is currently active. Below the steps, there is a blue instruction box: 'Select the catalogs that will automatically have their events added to the home page event calendar.' Underneath is a search bar with the placeholder 'Enter catalog name' and a search icon. Below the search bar is a row of buttons for each letter of the alphabet (A-Z) and 'All'. Below that is a 'Show' dropdown menu set to '10 records'. At the bottom is a table with three columns: 'Catalog Name', 'Add to Calendar', and 'Featured'. The table contains three rows of data.

Catalog Name	Add to Calendar	Featured
123Net	<input type="checkbox"/>	
1Source International	<input type="checkbox"/>	
2016 Cloud Conventions	<input type="checkbox"/>	

How do I add specific events to the site calendar?

Select "Manage Event Calendar" from the left navigation bar, then find events by filtering them by date, catalogs, or searching by title. Click the select box to add to the calendar and select feature box to have it display in the homepage feature box.



Featured events will display on the site feature box and will rotate so that viewers will see a variety of events before they open up the event calendar.

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Manage Event Calendar

Add or remove events from the home page calendar. Only events added to the calendar can be "featured". A future featured event will be displayed in the calendar feature box on the home page.

Filter Events
Select month or date range (uses *EDT (UTC-4.00) New York* time zone)

Select Month: From: To:

Filter by Catalog

Select Specific Events
Enter event name or keyword

All

Show records

Event Name	Catalog Name	Start Date	End Date	Time Zone	<input type="checkbox"/> Add Event	<input type="checkbox"/> Featured
Making Money in the Cloud with ClickCloud founder, Dan Shapero	TelePaci...	05/19/2016	05/19/2016	America/...	<input type="checkbox"/>	<input type="checkbox"/>
** Special Event ** Intro to Marketing Automation	Velis4; 4 ...	04/13/2016	04/13/2016	America/...	<input type="checkbox"/>	<input type="checkbox"/>
2016 VAR Partner Webinar	Moment...	02/23/2016	02/23/2016	America/...	<input type="checkbox"/>	<input type="checkbox"/>

Adding Specific Events to the Site Calendar

Select "manage event calendar", then filter events by date, catalogs, or search by title. Click the select box to add to the calendar and select feature box to have it display in the homepage feature box.



Turn automation off and add the specific events you want to the site calendar. Turn automation on to make adding events from catalogs an automated process.

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Setting Up the Calendar Feature Box

From Manage Site, select Home Page Options, then Feature Boxes. Choose any of the available boxes and select "Calendar" from the type drop down box. Add a title, choose a background and text color and short message if there are no scheduled events.

The screenshot shows the 'Customize Feature Boxes' interface with three columns of configuration options. Each column has a 'Move Box' and 'Merge' button at the top. The first column is for a 'Calendar' type with the title 'Upcoming Events'. It has a 'Background color' selector with a 'Match backgrounds' checkbox checked and a 'None' option. The 'Text color' selector also has 'Match text' checked. Under 'Box specific options', there is a text area with 'Check back for upcoming events.' and an 'Upload & Manage' button. The second column is for a 'Video/Graphic' type with the title 'Convey Launches Align'. It has similar 'Background color' and 'Text color' options. Under 'Box specific options', there is a text area with 'Here you can upload file and managed them after.' and an 'Upload & Manage' button. The third column is for a 'Video/Graphic' type with the title 'Convey Classroom'. It also has similar 'Background color' and 'Text color' options. Under 'Box specific options', there is a text area with 'Here you can upload file and managed them after.' and an 'Upload & Manage' button. At the bottom of the third column, there is a thumbnail for 'Videos, Tips, Hints & User Guides'.



The Feature Box for Calendars appears on the site home page and can be positioned to the left, right or center of the screen. Combine 2 boxes together to form a large calendar box if you want to the calendar to stand out.