Managing Calendar Events

Adding Events to a Calendar
Adding Recurring Event
Updating a Calendar Event
Deleting a Calendar Event

Adding Events to a Calendar

1. In the Navigation pane navigate to the global components folder.
2. Expand the Calendar folder.
3. Navigate to the year and then month you wish to add an event. If the next calendar year is not yet available you will need to create the folder structure for Year/Month.
4. Select the menu and select New Page.
5. Name the event and Select the Event item option.
6. **Select** the Event Date, and then **enter** the Event Title and Event Start Time.
   
   (When choosing the event date, **Do Not** change the time. Your event time will be set in the next screen)

7. **Enter** your event details.

   **Category** (*not required*): This option is currently not being used.

   **More Events Links**: Add additional web links you wish to show within your calendar event. (See *Adding a Document or Web Page to a Calendar Event.*)

   **More Events Text**: List any text you would like to include outside/below the Event Teaser.

   **Event Date**: Automatically populates with the date previously identified.
   
   (Do not change the time.)

   **Event Title**: Automatically populated with the Title previously identified.

   **Event Description**: Leave this area blank the Teaser section will cover the actual Event Description.

   **Event Page**: Do you have a web page associated to the event itself? You can add a link to it here. (See *Adding a Document or Web Page to a Calendar Event.*)

   **Hosted By**: Enter the name of the person who will be hosting this event.

   **Event Location**: Location this event is being held.

   **Event Start Time**: Event start time
   
   (*Example: 2:00 PM*)

   **Event Information continued on next page.**
**Event End Time:** Event end time  
(Example: 3:00 PM)  
**Event End Date:** Select the end date and time in this area.  
(Do not change the time.)  
**Event File:** Is there a file you would like to be made available for the event? You can add a link to it here. (See Adding a Document or Web Page Link to a Calendar Event.)  
**Event Types:** Check all boxes that apply to this event. Other event types can also be made available. (See Adding or Changing an Event Type.)  
**Event Teaser:** Enter information you would like users to see within this event. Text, links and images can be added to this area.

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**Day of Month** - Date of month  
**Day Count of Weekday of Every Month** - use this option if would like to select a particular day of the month.  
**Use day Count of Weekday of a Month** - Check this box only if you intend on using the Day Count option.

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**Month** - Select the month your event will occur  
**Day of Every Month** - Select the date of the month.  
**Use day Count of Weekday of a Month** - Check this box only if you intend on using the Day Count option.  
**Day Count of Weekday of Every Month** - use this option if would like to select a particular day of the month.

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8. **Publish** your Event.
Adding Recurring Calendar Event

1. In the Navigation pane **navigate** to the global components

2. **Expand** the Calendar folder. If the next calendar year is not yet available you will need to create the folder structure for Year/Month.

3. **Expand** the Recurring Events Container folder and **highlight** the interval you wish to use.

   The content editor has the ability to select how the event will recur. Recurring events can be set to span any time duration on Start Date and End Date as specified below:

   **Daily:** 90 days from event start date  
   **Weekly:** 12 weeks from event start date  
   **Monthly:** 12 Months from event start date  
   **Yearly:** 12 Years from event start date

4. **Select** the **New Page** menu and **select** New Page.

5. **Name** your Event and **Select** Suggested Page Type option.
6. **Enter** your Event Title and **Select** the button to choose the Container.

7. **Scroll** to the Global Components folder and **Select** the Events Container.

   **Note:** Always use the Events Container, Never the top level Calendar folder.

8. **Select** OK.

9. The Previous Page will appear, **select** Done.

10. **Enter** the Start and End Dates. **DO NOT CHANGE THE TIMES IN THIS SECTION.**

11. **Enter** your event Details. (See **Enter Event Details** for descriptions of each section.)

12. **Publish** your Event.
Updating a Calendar Event

1. In the Navigation pane **navigate** to the global components.

2. **Expand** the Calendar folder.

3. **Expand** the folder in which you will be updating the calendar event.

4. **Expand** the month that pertains to the calendar event you are changing.

5. **Select** the Event. The Event details will appear.

6. **Update** the Event as needed.

   **Note:** Each field is explained in the [Enter your event information](#) section of this Document.

7. **Publish** your updated calendar event.
Deleting a Calendar Event

1. In the Navigation Pane, **navigate** to the Calendar Event you wish to delete. (Directions Above)
2. **Click** on the Menu Options and **select** Move to Trash.
3. A confirmation window will appear. **Click OK** to move to trash.