EPiSERVER Content Management System

Managing Calendar Events

Adding Events to a Calendar
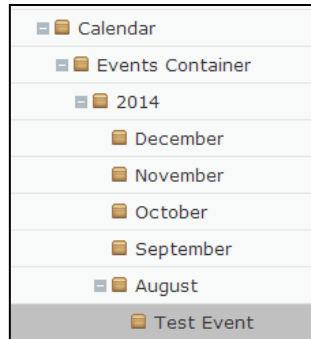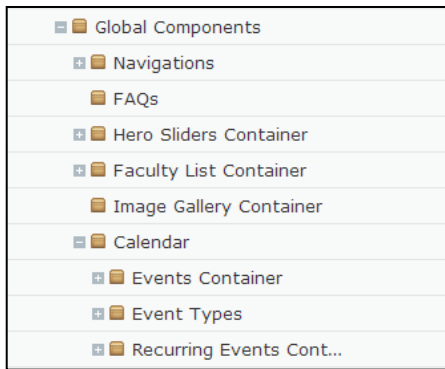
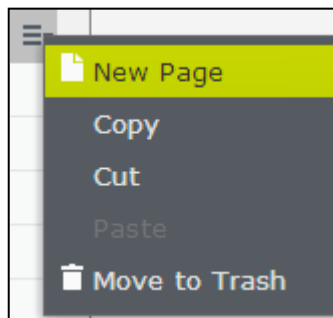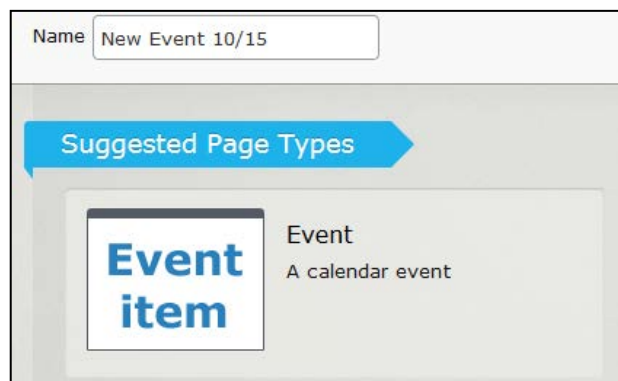1. In the Navigation pane **navigate** to the global components folder.
2. **Expand** the Calendar folder.
3. **Navigate** to the year and then month you wish to add an event. If the next calendar year is not yet available you will need to create the folder structure for Year/Month.

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)

Create a new page from Event
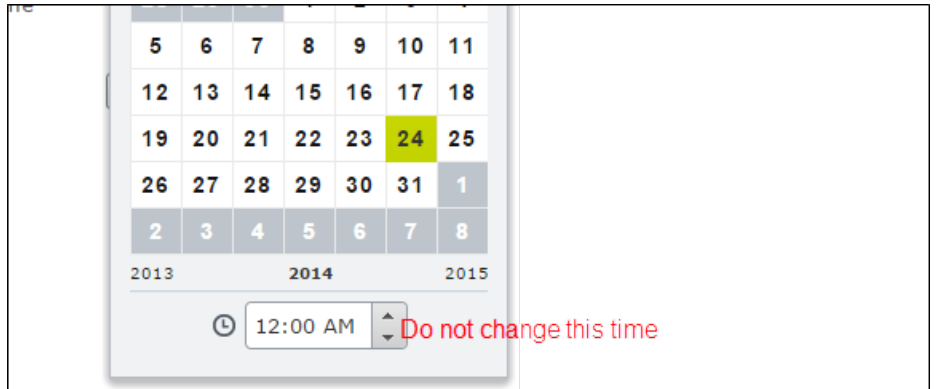New Event 10/15

Enter the required information below

Content

Event Date

Event Title

Event Start Time

Done

Do not change this time

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.

Category — Add one or more categories +

MoreEventsLinks — ...

MoreEventsText

Event Date — 11/19/2014, 12:00 AM

Event Title — Lucy

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 Description

Path: p

Event Page — ...

Hosted By

Event Location

Event Start Time — 1:00 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

Event End Time			
Event End Date			
Event File	[...]		
Event Types	☐ Academic Event	☐ EPiServer Basics Training	☐ Seminar
	☐ Brown Bag	☐ EPiServer Targeted Trainings	☐ Staff Meeting
	☐ Coordinator Meeting	☐ Party	☐ StaffMtg

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.

(This item will only appear if creating a Monthly Recurrence)

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.

Monthly Recurrence Options

Content

Day of Every Month — 10

Day Count of Weekday of Every Month — First Monday

Use Day Count of Weekday of a Month — ☐

(This item will only appear if creating a Yearly Recurrence)

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.

Yearly Recurrence Options

Content

Month —

Day of Every Month — 1

Use Day Count of Weekday of a Month — ☐

Day Count of Weekday of Every Month — First Monday

8. **Publish** your Event. Publish? ∨

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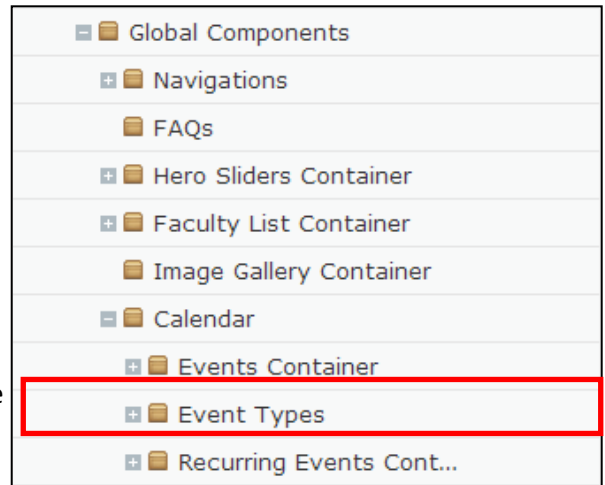
   The content editor has the ability to select how the event will recur. Recurring events can be set to span any time duration on Start Date and End Date as specified below:

   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 ▤▾ menu and **select** New Page.

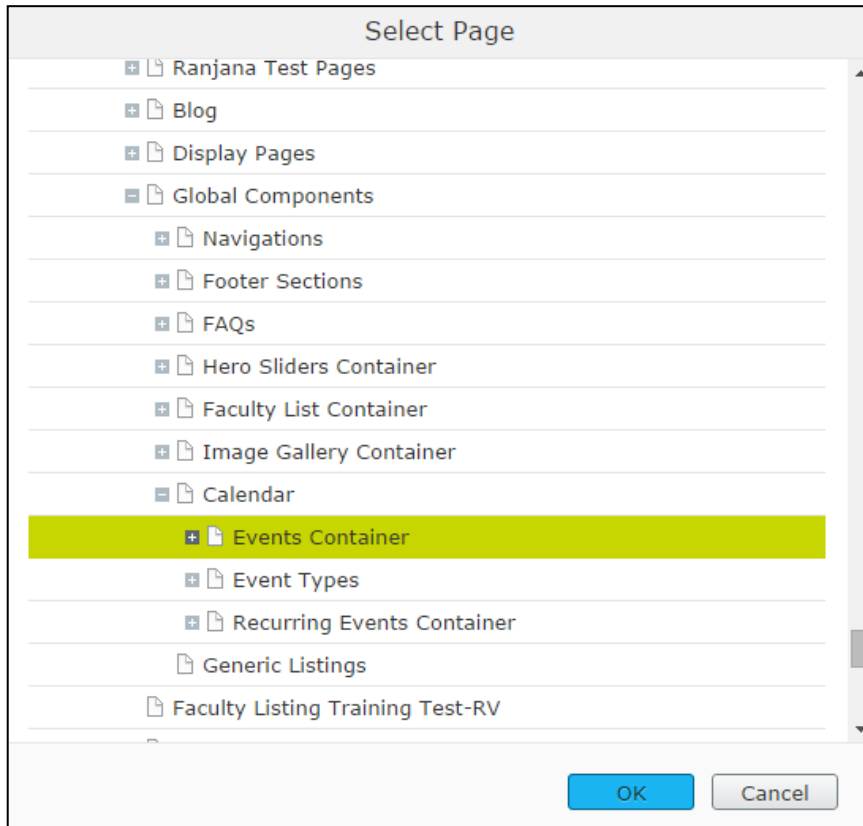5. **Name** your Event and **Select** Suggested Page Type option.

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.

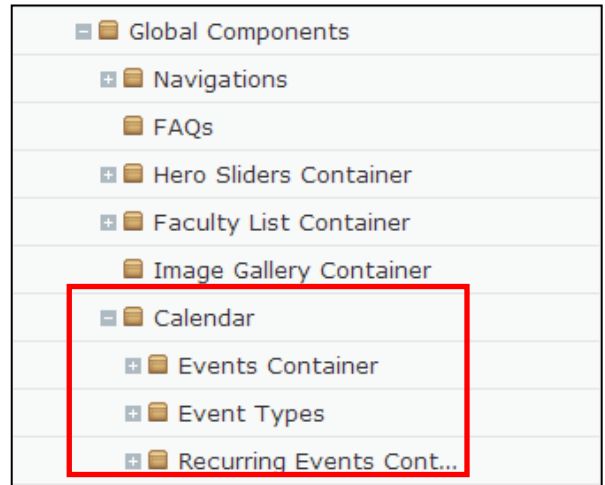10. **Enter** the Start and End Dates. **DO NOT CHANGE THE TIMES IN THIS SECTION.**

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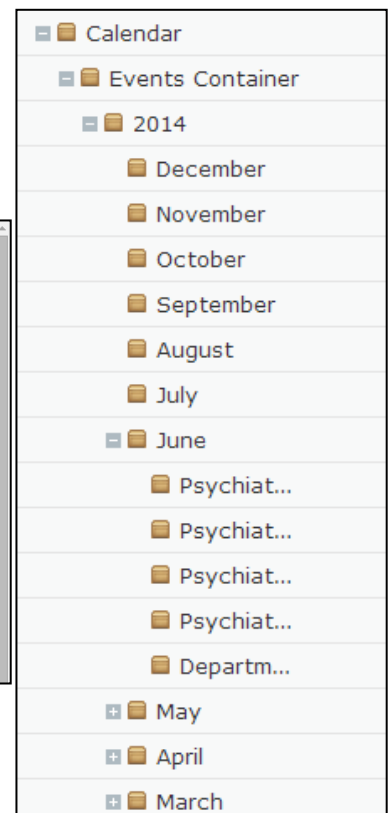
12. **Publish** your Event.

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.