

When to Use

Site Availability: Dynamic and Hybrid.

Use the Calendar Event page type to schedule events on your calendar pages and to manage events submitted to your calendar by your site's users.

Events are created in one of two ways:

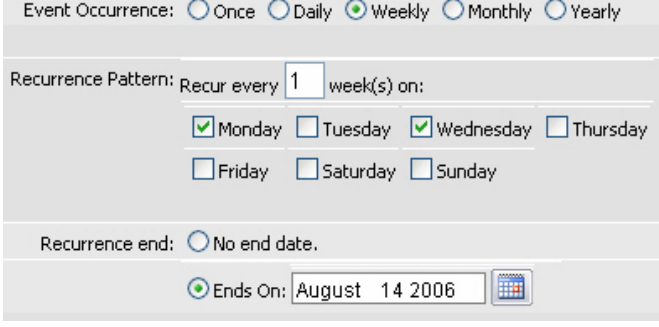
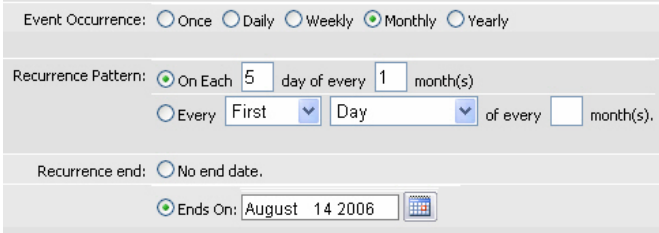
- ▶ Adding a Calendar Event page on the Child Pages tab of the Calendar page;
- ▶ Allowing visitors to your site to add events (also creates an event child page)

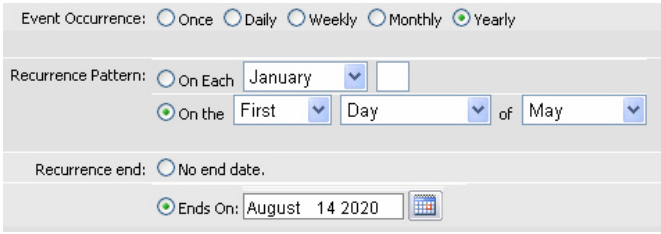
Examples of when to use

- ▶ Use this page type to create events for your calendar.

Calendar Event Page Sections & Fields

<i>Page Section</i>	<i>Field Name/Item</i>	<i>Description of usage</i>
Event Properties	Event Start Date	Select the date from the calendar.
	Start Time	Start time for the event.
	No end time	Select this option if there is no specific end time for the event. The End time and All day event fields are removed if you select this option.
	End Time	Enter the end time for the event. If the No end time checkbox is checked, this field is not displayed.
	All day event	If the event is an all day event, check this checkbox. The Start and End times are inactivated once this option is selected. The time for the event is set to 12:00am – 11:59pm for the day selected in the Event Start Date field. If the No end time checkbox is checked, this field is not displayed.
	Display time label	Check to display the event date and time/duration information on the top of the event page. A sample time label appears as follows: Event date: Sunday, May 14, 2006, from 4:32 PM to 4:32 PM
	Location	A new field introduced in the 8.4 ACM release, this field allows you to enter the location of your event so that when published, all event locations will appear in a standard location on the event pages.

	Author email	Defaults to your email address as entered in your User Account. Email is sent to this address to confirm the event submission.
	Allow user to edit	Check this to allow site users to edit events. When an edit is made to an event, an email is sent to the event author for approval.
	Allow user to remove	Check this to allow site users to remove an event from the calendar. When an attempt is made to remove an event, an email is sent to the event author for approval.
Recurrence Properties	Event Occurrence - once	Select this option for one-time events.
	Event Occurrence - daily	Select this option if the event occurs every day, for two or more days.
	Event Occurrence - weekly	Select this option for events occurring on one or more days, for two or more consecutive weeks. 
	Event Occurrence - monthly	Select this option when the event occurs on the same day or date of each month, for more than one month. 

	<p>Event Occurrence - yearly</p>	<p>Select this option if you have an event that occurs on the same day or date each year and occurs for two or more consecutive years.</p> 
<p>Event Description</p>		<p>The content entered here provides detailed information about an event.</p>

Calendar Event Page Tips!

- ▶ **Protecting your events** from edits and deletions. When creating the event page type, make sure you uncheck the **Allow user to edit** and **Allow user to remove** checkboxes.
- ▶ Circular black arrows listed with an event indicate that the event is a recurring one.
- ▶ When users edit an event that they did not originally create, an email is sent to the original author of the event. The author must approve the change before the change appears on the calendar.
- ▶ **Date fields** are divided into three sections: Month, Day, Year. You cannot use the tab key to move through these sections. Use the Arrows or the Mouse to access each section of the date field.