

## When to Use

**Site Availability:** Dynamic and Hybrid.

Use the Calendar page type to create a calendar of events on your site. Events are added to the calendar by creating Calendar Event child pages on the Calendar page.

### Examples of when to use

- ▶ A Community Center swimming pool schedule, gym class schedule, etc.
- ▶ A schedule of Government meetings for the public to view.
- ▶ A Public Events calendar where Community Groups can submit their events.
- ▶ Use the non-graphical format to list News Stories, or Press Releases by date.

## Calendar Page Sections & Fields

<i>Page Section</i>	<i>Field Name/Item</i>	<i>Description of usage</i>
<b>Calendar Properties</b>	<b>Calendar Type</b>	Select graphical if you want a graphical representation of your calendar. Select non-graphical if you want a text-only calendar with events listed in date order going down the page.
	<b>Allow Adding Events to Outlook from Calendar Page</b>	Check this option if you want to display an Outlook icon on the calendar page by the event name. When visitors view the calendar, clicking on the Outlook icon will open a download file window, allowing the event to be saved to a local Outlook Calendar.
	<b>Allow Adding Events to Outlook from Event Page</b>	Check this option if you want to display an "Add Event to Outlook" button on the event page below the event details. When visitors view a calendar event, clicking on the button will open a download file window, allowing the event to be saved to a local Outlook Calendar.
	<b>Open Events in New Window</b>	This new setting (added in the 8.4 ACM release) provides the ability to have all calendar events display in a new window. When this setting is enabled, you will have the ability to set the window properties by entering the pixel height and width for the initial window size. The browser used to visit the page will affect the ability to size the new window.
<b>Graphical Calendar Properties</b>	<b>Default View</b>	Defines the initial view of the calendar when site visitors go to the page. (Month, Week, Day)
	<b>Day View</b>	Defines the time range displayed when the calendar is viewed by Day. (Default is 9:00 AM to 5:30 PM)

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	<b>Week View</b>	Allows the week view to be displayed in one or two columns.																							
	<b>Month View</b>	Controls the width and height of the monthly calendar to ensure the calendar fits within your content area.																							
	<b>Available Views</b>	Restricts your site visitor's ability to view all calendar modes. The text for the view buttons can be edited.																							
	<b>Default</b>	Pertaining to the graphical calendar, "previous" and "next" controls, selecting this option will maintain the existing controls in view mode.																							
	<b>Images</b>	These fields allow you to define images that you wish to use for the "previous" and "next" calendar controls. Images must reside in the digital asset manager.																							
	<b>Custom Text</b>	These fields allow you to define custom text to be used for the "previous" and "next" calendar controls.																							
<b>Non-Graphical Calendar Properties</b>	<b>Event Order</b>	The order in which to display events. Select Chronological to have events display in order from January to December.																							
	<b>Presentation</b>	The type of calendar display you want - the year on one page or clicking through month-by-month.																							
	<b>Month Header Date</b>	The date display style to be used for displaying the month name.																							
	<b>Event date format</b>	<p>The display format for the events dates. For Example:</p> <p>dddd, MMMM dd, yyyy    Monday, December 29<sup>th</sup>, 2006            MM/dd/yyyy                12/29/2006            MMM dd yyyy              Dec 12 2006</p> <p>Available date codes:</p> <table border="1"> <thead> <tr> <th>Picture</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>d</td> <td>Day of the month as digits with no leading zero for single-digit days.</td> </tr> <tr> <td>dd</td> <td>Day of the month as digits with leading zero for single-digit days.</td> </tr> <tr> <td>ddd</td> <td>Day of the week as an abbreviation. The function uses the LOCALE_SABBREVDAYNAME value associated with the specified locale.</td> </tr> <tr> <td>dddd</td> <td>Day of the week as its full name. The function uses the LOCALE_SDAYNAME value associated with the specified locale.</td> </tr> <tr> <td>M</td> <td>Month as digits with no leading zero for single-digit months.</td> </tr> <tr> <td>MM</td> <td>Month as digits with leading zero for single-digit months.</td> </tr> <tr> <td>MMM</td> <td>Month as an abbreviation. The function uses the LOCALE_SABBRVMONTHNAME value associated with the specified locale.</td> </tr> <tr> <td>MMMM</td> <td>Month as its full name. The function uses the LOCALE_SMONTHNAME value associated with the specified locale.</td> </tr> <tr> <td>y</td> <td>Year as last two digits, but with no leading zero for years less than 10.</td> </tr> <tr> <td>yy</td> <td>Year as last two digits, but with leading zero for years less than 10.</td> </tr> <tr> <td>yyyy</td> <td>Year represented by full four digits.</td> </tr> </tbody> </table>	Picture	Meaning	d	Day of the month as digits with no leading zero for single-digit days.	dd	Day of the month as digits with leading zero for single-digit days.	ddd	Day of the week as an abbreviation. The function uses the LOCALE_SABBREVDAYNAME value associated with the specified locale.	dddd	Day of the week as its full name. The function uses the LOCALE_SDAYNAME value associated with the specified locale.	M	Month as digits with no leading zero for single-digit months.	MM	Month as digits with leading zero for single-digit months.	MMM	Month as an abbreviation. The function uses the LOCALE_SABBRVMONTHNAME value associated with the specified locale.	MMMM	Month as its full name. The function uses the LOCALE_SMONTHNAME value associated with the specified locale.	y	Year as last two digits, but with no leading zero for years less than 10.	yy	Year as last two digits, but with leading zero for years less than 10.	yyyy
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<b>Page Section</b>	<b>Field Name/Item</b>	<b>Description of usage</b>
<b>Categories</b>	n/a	<ul style="list-style-type: none"> <li>▶ Are used for categorizing calendar events</li> <li>▶ Are displayed in alphabetical order regardless of the order in which you create them</li> <li>▶ Add a new category by clicking the Add button, and clicking in the grey area beside the * symbol.</li> <li>▶ Edit a category by clicking on the category name.</li> <li>▶ Delete a category by clicking the category name, and then click the Delete button.</li> </ul>
<b>End User Properties</b>	<b>Events</b>	Check this box to allow site visitors the ability to add, edit or delete calendar events.
	<b>Add Event</b>	Check this box to provide site visitors the ability to submit events to the calendar.
	<b>Add Event – Button Text</b>	This text is displayed on the button your site visitors click to add an event.
	<b>Add Event – Message Text</b>	<p>When site visitors submit events, the system sends a confirmation email which provides them with the ability to confirm or cancel the event submission. If the event is confirmed, they will see the text entered here.</p> <p>The event page then requires the regular workflow approval before it is published on the calendar page.</p>
	<b>Edit Event</b>	Check this box to provide site visitors the ability to edit events on the calendar.
	<b>Edit Event – Button Text</b>	This text is displayed on the button your site visitors click to edit an event.
	<b>Edit Event – Message Text</b>	<p>When site visitors submit edits to an event, the system sends a confirmation email to the event author that provides the author with the ability to confirm or cancel the edit. If the edit is confirmed, they will see the text entered here.</p> <p>The event page is then submitted to the regular approval process before being published on the calendar.</p>
	<b>Remove Event</b>	Check this box to provide site visitors the ability to remove events from the calendar.
	<b>Remove Event – Button Text</b>	This text is displayed on the button your site visitors click to remove an event.

<i>Page Section</i>	<i>Field Name/Item</i>	<i>Description of usage</i>
	<b>Remove Event – Message Text</b>	<p>When site visitors submit an event removal, the system sends a confirmation email to the event author that provides the author with the ability to confirm or cancel the removal of the event. If the removal is confirmed, they will see the text entered here.</p> <p>Once they confirm deletion, the event is submitted to the regular workflow for approval prior to being removed.</p>

<b>Introduction Text</b>	<b>n/a</b>	<ul style="list-style-type: none"> <li>▶ The text entered here appears above the calendar of events</li> <li>▶ Can include introductory information and instructions for using the calendar</li> </ul>
<b>Conclusion Text</b>	<b>n/a</b>	<ul style="list-style-type: none"> <li>▶ Text entered here appears below the calendar</li> </ul>

## Special Features

### Events submitted by visitors to your site

You can set your calendar to allow visitors to your site to submit events for the calendar. When visitors add events, a confirmation is sent to the email account they provide. They must confirm that they wish to add the event. Once they have confirmed the event, a Child page is created on the Calendar page's Child Pages tab and the page goes through the regular approval workflow.

## Calendar Page Tips!

- ▶ **Save Changes** – make sure to save changes on the Calendar Page before adding Events on the Child Pages tab
- ▶ **Protecting Event Entries** - When creating the event page type, make sure you uncheck the **Allow user to edit** and **Allow user to remove** checkboxes.
- ▶ **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.
- ▶ **Open Events in New Window** - if using this setting for your calendar events, remember to create a new template for the events to display in that has limited to no navigation.
- ▶ The **Non-Graphical Calendar** publishes with navigation to move forward and back through years. The navigation will only be enabled when there are events in either previous years, or in future years.