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Syndicated Calendar

Configuration and User Guide

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Introduction to the Syndicated Calendar

Overview

The Syndicated Calendar functionality is comprised of a pagetype, a pagelet and a syndicated page and allows you to provide multiple calendar views and share calendar events across your organization's website. It provides functionality for highlighting, featuring or making you events visible to only a certain set of users.

This document describes in detail, how to configure your Calendar settings and build your Events. It also explains how to use the calendar categories and the different mechanisms of the page to control what events appear on your calendar.

This feature is a core feature of ACM but still requires a license. It is not an upgrade of the existing Calendar pagetype but rather a replacement for it. Contact the support team for the license file if you wish to use the Syndicated Calendar. If you have events existing on your old calendar that you wish to move to the new, contact support for a utility to assist with this.

Technical Support

Technical support is available through the online support center at:

support.theactivenetwork.com

In order to use this site you must have a valid user name and password.

Support Telephone: 604.431.4636

Toll free Support: 1.800.663.4991

Support email: acmsupport@active.com

Calendar Categories

The power and flexibility behind the new Syndicated Calendar is in the event Categories. The Categories are a means to tag an event to define a) what the event is about and b) what Calendar(s) the event should or should not appear on. On the main Calendar page, categories are used as search terms to select events to display on the Calendar. This section describes how to use categories to manage the events on your Calendar. Some of the settings described here reside on the Syndicated Event Page, Syndicated Calendar page type and within the Syndicated Page Settings.

Creating Categories

There are two methods to creating categories. They can be created within the Syndication Manager or from edit mode of the Calendar page. In order to create categories, a user must belong to a group that has permissions to the **Syndicated Page Type Settings** and is part of a workflow to edit the Syndicated Calendar page itself. The screen to create new categories is the same in both places with some small variations.

ORDER	CATEGORY	ORIGINATING CALENDAR PAGE	PRIVATE <input checked="" type="checkbox"/>	SYNDICATE <input checked="" type="checkbox"/>	DELETE
1	<input type="text"/>	<< Select Page >>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

1. Click the **Add** button to add a new row in the grid.
2. Type in the name of your **Category**. This is the category name that will appear for selection in both the calendar and calendar events.
3. Click the [<< Select Page >>](#) link to browse to the Calendar page you wish to assign as the Originating Calendar Page. If you are creating this category from edit mode of a Calendar page, this option will auto-populate with that Calendar page. This field works in conjunction with the **Private** check box.
4. If you wish to make this category only usable on a certain Calendar, select the Originating Calendar Page and select the check box in the **Private** column. This category can only be added as a category filter on the specified Calendar.
5. If you wish allow this category to be served via web service so you can share your calendar events across ACM instances, select the check box in the **Syndicate** column. This box must be unchecked if the category is set to private.
6. To remove a category, click the icon in the delete column.

7. Once you have finished creating your categories, click **Save** to save and close the window.

Tip 1.	Plan your categories at the time you intend to implement the Calendar. Creating them at the beginning will make it easier for your event creators and for you as they will less likely need to ask you to create additional categories later on.
Tip 2.	If there is an existing Calendar on your website, it is likely that there are a number of predefined categories already in the system. If any of those categories match the list you created and those categories are not set as Private to that calendar, consider reusing them. There is no reason that two calendars cannot share a category. There are ways described later in this document, to make certain your events do not appear on the other Calendar or vice versa.
Tip 3.	Consider creating a category that is very specific to your calendar. This will allow you to better control which events appear on your calendar when you build it. Setting this category to Private will ensure it is not usable as a filter on any other calendar page.

Calendar Home Page

What will become your Calendar page is a normal ACM page type called the **Syndicated Calendar** page type. This page type can reside anywhere in your ACM site structure and is designed to provide search and display function for your **Syndicated Event** pages.

You can deploy the Calendar page type the same way you would any child page in the system. Once put into place, there are a number of configuration options you can use to customize the Calendar Page. This section describes those settings in detail with accompanying screen shots.

Edit mode of this page type is very large so it may take a few extra seconds to load. However, once your calendar is created, you will rarely need to go into edit mode of this page as most work will be done with the Calendar Events.

Page Summary

The Page Summary section is native to all page types in ACM. For more information on what to enter in the fields and tabs of the Page Summary section, refer to the *Content Publishing Guide*.

General Properties

This section on the Syndicated Calendar page contains only a **Teaser** text area. This is an optional field where you can enter a brief summary of the contents of the current page. You may leave it blank if you wish.

Local Calendar Event Source

This section includes all the settings that allow you to define what events should appear on your calendar from the local instance (the site you are on) of ACM. At points it will reference the **Creating Categories** section above.

LOCAL CALENDAR EVENT SOURCE							
<input checked="" type="checkbox"/> Enable							
Edit Categories		The page must be saved before category edits will be available below					
ORDER	CATEGORY	HIGHLIGHT <input checked="" type="checkbox"/>	COLOR		EVENT MUST HAVE <input checked="" type="checkbox"/>	INCLUDE IN SEARCH <input checked="" type="checkbox"/>	DELETE
<input type="checkbox"/> 1	City Calendar	<input type="checkbox"/>	<input type="text"/>	Choose	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> 2	Civic Events	<input type="checkbox"/>	<input type="text"/>	Choose	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> 3	Conference	<input type="checkbox"/>	<input type="text"/>	Choose	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> 4	Work Parties	<input type="checkbox"/>	<input type="text"/>	Choose	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Add							

1. **Enable** – this checkbox will be selected by default. Its selection indicates that you wish to display events that have been created and reside on the same instance as this Calendar.
2. **Edit Categories** – this button will only appear if the user has the correct permissions to the **Syndicated Page Settings**. When selected, this button will open a window where you can manage the calendar categories. Refer to the **Calendar Categories** section above for information on how to create your categories. The page must be saved before any category edits or additions will appear for use on this calendar.
3. **Categories** – categories added to the Calendar act as search criteria to determine which events should appear on the Calendar. To add categories, click the **Add** button to create a new row in the grid. There are a number of settings you can define for each category.
 - a. **Order** – this defines the order your categories will appear in a view mode search dropdown.
 - b. **Category** – use this dropdown to select any of the previously defined categories available in the system.
 - c. **Highlight** – select this checkbox if you wish to have events tagged with this category highlighted on your calendar.
 - d. **Color** – if you have elected to highlight a category, choose the color for the highlighting.
 - e. **Event Must Have** – check this box to make sure that any events to appear on this calendar must have this category. See the tips below for information on how to use this.
 - f. **Include in Search** – check this box to include the category in the search functions in view mode of this page.
 - g. **Delete** – click this icon to remove the category filter from this Calendar.

Tip 4.	The categories added to the calendar provide a Boolean OR filter for determining the events to be displayed. What that means is that if you have two categories defined, the Calendar will display all events that are tagged as having Category 1 OR Category 2 . This may include some events that were not created by you but were tagged with one of the two categories. If you want
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to make certain that your calendar does not inadvertently display events you did not create, you will want to create a calendar specific category (Tip 3 above). Add this category to your calendar and check the **Event Must Have** checkbox beside the category. You will now have three category filters on your Calendar and the filter will show events with the following assigned categories:

Category 3 (set as “event must have”)

AND

Category 1

OR

Category 2

This allows you to reuse other categories in the system without risk of having other people’s events populate your Calendar because an event will not show up unless it has been categorized as **Category 3**.

Remote Calendar Event Sources

If you wish to display events from another instance of ACM, you can do so by adding a remote calendar event source.

REMOTE CALENDAR EVENT SOURCES			
URL	USERNAME	PASSWORD	CATEGORIES DELETE
<input type="text" value="ji/pagetypes/syndicatedcalendar/SyndicationService.aspx"/>	<input type="text" value="activecm"/>	<input type="password" value="....."/>	Edit 
<input type="button" value="Add"/>			

1. Click **Add** to configure a new remote source.
2. Enter the web service URL of the other ACM instance. It will be in the following format:

http://www.yourdomain.com/cm/webui/pagetypes/syndicatedcalendar/SyndicationService.aspx
3. If you have secured this web service on the other instance, enter a username and password to access this service.
4. Click the **Edit** link to define which categories from the external instance should appear in this instance.
5. Click the delete icon to remove the remote calendar event source.

Calendar Properties

The Calendar Properties is where you define the overarching controls and defaults for this particular Calendar page.

CALENDAR PROPERTIES



Calendar Administrators:	Calendar Administrator
Display Calendar:	<input checked="" type="checkbox"/>
Show Controls:	<input checked="" type="checkbox"/>
Default Display:	<input checked="" type="radio"/> Table Calendar <input type="radio"/> List Calendar
Default View:	<input checked="" type="radio"/> Month <input type="radio"/> Week <input type="radio"/> Day <input type="radio"/> Event Listing
'From' Email Address:	<input type="text"/>
Enable Add to Outlook or iCal:	<input checked="" type="checkbox"/>
	<input type="checkbox"/> From Table Calendar
	<input type="checkbox"/> From List Calendar
	<input checked="" type="checkbox"/> From Event Page
Open Events in a New Window:	<input type="checkbox"/>
Show Recurring Event Icon:	<input checked="" type="checkbox"/>
Show Event Date and Location:	<input checked="" type="checkbox"/>
Show Event Duration:	<input checked="" type="checkbox"/>
Highlight Selected Day:	<input checked="" type="checkbox"/> #99CCFF <input type="button" value="Choose"/>
Show Day View Link:	<input checked="" type="checkbox"/> Link Text: <input type="text" value="Day"/>
Show Week View Link:	<input checked="" type="checkbox"/> Link Text: <input type="text" value="Week"/>
Show Month View Link:	<input checked="" type="checkbox"/> Link Text: <input type="text" value="Month"/>

1. **Calendar Administrator** – define a group whose users will act as the Calendar Administrators. This group will receive all view mode event submission notices and be able to approve or reject them. The Calendar Administrator group does not require any special permission and does not need to be a part of the workflow assigned to the Calendar. In order to assign a group as an admin, the group must be enabled as “Available in external applications or pagetypes” in the group manager.
2. **Display Calendar** – selecting this checkbox will display the calendar on the page.
3. **Show Controls** – selecting this checkbox will enable the display of all the calendar controls in view mode. These controls include the Category Filter, the Day/Week/Month view, the Table/List view and the Jump to control.
4. **Default Display** – this control allows you to define the default format of the Calendar when the visitor browses to the page. There are two options:
 - a. **Table Calendar** – similar to the Graphical view of the old calendar, this setting will render the events in a calendar grid.

- b. **List Calendar** – similar to the Non-graphical view of the old calendar, this setting will render events in a list format.
- 5. **Default View** – this control allows you to define the default view of the Calendar when the visitor browses to the page. There are four options:
 - a. **Month** – the Calendar will show events in the current month.
 - b. **Week** – the Calendar will show events in the current week.
 - c. **Day** – the Calendar will show events on the current day.
 - d. **Event Listing** – this option will only work with the List Calendar format and will display events that meet the parameters defined in the **List Calendar Event Listing View Properties** section explained below.
- 6. **'From' Email Address** – enter an email address you wish to use as a 'from' address when the event submission approval or rejection email is sent to the event submitter.
- 7. **Enable Add to Outlook or iCal** – check this box to allow users to download events as an .ics file that can be saved to outlook or other iCal supported calendars. You can also define where they will be able to perform this:
 - a. **From Table Calendar** – when selected, the Outlook icon will appear beside each event title on your table calendar.
 - b. **From List Calendar** – when selected, the Outlook icon will appear beside each event title on your list calendar.
 - c. **From Event Page** – when selected, a download link will appear at the bottom of each of your event pages.
- 8. **Open Events in a New Window** – when selected, this control will force all events in view mode to open in a new browser window when the event is selected.
- 9. **Show Recurring Event Icon** – if an event is a recurring event, selecting this checkbox will display a recurring event icon beside each of the recurring events.
- 10. **Show Event Date and Location** – for each event, you can specify a date and location, selecting this checkbox will display that information on the event page.
- 11. **Show Event Duration** – selecting this checkbox will display the duration of the event in certain screens.
- 12. **Highlight Selected Day** – when you use the 'Jump to' functionality on the calendar, it will select a specific day. When selected, this checkbox will highlight that day. Use the color picker to define the highlighted color.
- 13. **Show Day View Link** – selecting this checkbox will allow your visitors to drill the calendar down to a specific day. Change the link text using the provided text field.
- 14. **Show Week View Link** – selecting this checkbox will allow your visitors to drill the calendar down to a specific week. Change the link text using the provided text field.
- 15. **Show Month View Link** – selecting this checkbox will allow your visitors to see the month view of your calendar. Change the link text using the provided text field.

Tip 5.	Each of the above settings will take up some real estate on the screen in view mode. You will
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likely want to try a few settings and publish your page to see how things look, then decide whether or not to keep them enabled.

Table Calendar Properties

This section contains settings that are specific to all views of the Table Calendar format.

TABLE CALENDAR PROPERTIES		?
Display List Calendar Button:	<input checked="" type="checkbox"/>	Alt Text: <input type="text" value="Switch to List Calendar"/>

1. **Display List Calendar Button** – selecting this check box will display a button link to the List format of the Calendar. Use the text box to change the alt text of this button.

Table Calendar Day View Properties

This section contains settings that are specific to the Day view of the Table Calendar format.

TABLE CALENDAR DAY VIEW PROPERTIES		?
Start Time:	<input type="text" value="08"/>	▼
End Time:	<input type="text" value="17"/>	▼
Expand View for Out-of-Range Events:	<input checked="" type="checkbox"/>	
Display Event Description:	<input checked="" type="checkbox"/>	Show first <input type="text" value="30"/> words
Display Event Thumbnail Image:	<input checked="" type="checkbox"/>	

1. **Start Time** – select the hour (24 hour clock) at which the day view should start. The default is 8am.
2. **End Time** - select the hour (24 hour clock) at which the day view should end. The default is 5pm.
3. **Expand View for Out-of-Range Events** – selecting this checkbox will automatically grow the day view of the Calendar if events on that day fall outside of the defined start and end time.
4. **Display Event Description** – select this checkbox to include the first X words of the event details in the calendar. You can define X by changing the value in the text field.
5. **Display Event Thumbnail image** – select this checkbox if you wish to display a thumbnail of the image associated with an event. (See the Event creation section for information on associating images with events)

Table Calendar Week View Properties

This section contains settings that are specific to the Week view of the Table Calendar format.

TABLE CALENDAR WEEK VIEW PROPERTIES	
<input checked="" type="radio"/> Show All Days <input type="radio"/> Show Only Days with Events	
Highlight Current Date:	<input checked="" type="checkbox"/> #FFFF99  Choose
Display Event Description:	<input checked="" type="checkbox"/> Show first <input type="text" value="30"/> words
Display Event Thumbnail Image:	<input checked="" type="checkbox"/>

1. **Show All Days/Only Days with Events** – choose how you wish for your week days to appear. If you select “Show All Days”, all days in the week will appear with a note stating “There are no scheduled events on this date” on days where there is no event.
2. **Highlight Current Date** – select this checkbox if you wish to have the current date highlighted. Use the color picker to select the highlight color.
3. **Display Event Description** – select this checkbox to include the first X words of the event details in the calendar. You can define X by changing the value in the text field.
4. **Display Event Thumbnail image** – select this checkbox if you wish to display a thumbnail of the image associated with an event. (See the Event creation section for information on associating images with events)

Table Calendar Month View Properties

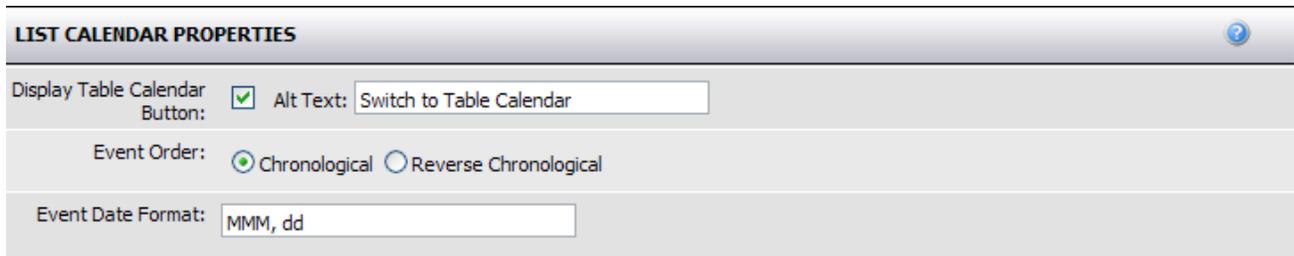
This section contains settings that are specific to the Month view of the Table Calendar format.

TABLE CALENDAR MONTH VIEW PROPERTIES	
Cell Width:	<input type="text" value="88"/> pixels
Cell Height:	<input type="text" value="88"/> pixels
Show Events on Calendar Days:	<input checked="" type="checkbox"/> <input type="radio"/> Show All Events <input checked="" type="radio"/> Show Top <input type="text" value="3"/> Events
View All Events Link Text:	<input type="text" value="View All"/>
Highlight Days Containing Events:	<input checked="" type="checkbox"/> #EEEEEE  Choose
Highlight Current Date:	<input checked="" type="checkbox"/> #FFFF99  Choose
Empty (no date) Cell Color:	<input type="text" value="#666666"/>  Choose

1. **Cell Width** – use this field to define the width of the month view calendar cells in pixels.
2. **Cell Height** – use this field to define the height of the month view calendar cells in pixels
3. **Show Events on Calendar Days** – select this checkbox to display events in the monthly calendar cells. Use the two radio options to either show all events or the first X events on the day. If you choose the latter, a “View All” link will appear in the cell if there are more events on that day than the limit you specified. “View All” will link visitors to the day view of the calendar where they can see all the events for that day.
4. **View All Events Link Text** – use this field to modify the text you wish to have displayed in the calendar cell.
5. **Highlight Days Containing Events** – select this checkbox to highlight the cells for all days that have events. Use the color picker to select your highlight color.
6. **Highlight Current Date** – select this checkbox is you wish to have the current date highlighted. Use the color picker to select the highlight color.
7. **Empty (no date) Cell Color** – when a calendar grid is rendered, there will be a few cells at the beginning and end of the month in which there is no date. Use the color picker to define the color of these cells.

List Calendar Properties

This section contains settings that are specific to all views of the List Calendar format.



The screenshot shows a settings panel titled "LIST CALENDAR PROPERTIES" with a help icon. It contains three sections: "Display Table Calendar Button" with a checked checkbox and an "Alt Text" field containing "Switch to Table Calendar"; "Event Order" with two radio buttons, "Chronological" (selected) and "Reverse Chronological"; and "Event Date Format" with a text field containing "MMM, dd".

1. **Display Table Calendar Button** – selecting this check box will display a button link to the Table format of the Calendar. Use the text box to change the alt text of this button.
2. **Event Order** – choose the order in which your events should be listed. Chronological is from morning to night and reverse chronological is from night to morning.
3. **Event Date Format** – define the event date format for the calendar.

List Calendar Day View Properties

This section contains settings that are specific to the Day view of the List Calendar format.

LIST CALENDAR DAY VIEW PROPERTIES



Display Event Description: Show first words

Display Event Thumbnail Image:

1. **Display Event Description** – select this checkbox to include the first X words of the event details in the calendar. You can define X by changing the value in the text field.
2. **Display Event Thumbnail image** – select this checkbox if you wish to display a thumbnail of the image associated with an event. (See the Event creation section for information on associating images with events)

List Calendar Week View Properties

This section contains settings that are specific to the Week view of the List Calendar format.

LIST CALENDAR WEEK VIEW PROPERTIES



Show All Days Show Only Days with Events

Group by Date:

Highlight Current Date: [Choose](#)

Display Event Description: Show first words

Display Event Thumbnail Image:

1. **Show All Days/Only Days with Events** – choose how you wish for your week days to appear. If you select “Show All Days”, all days in the week will appear with a note stating “There are no scheduled events on this date” on days where there is no event.
2. **Group by Date** – select this checkbox to group all events on the same date under a single date header.
3. **Highlight Current Date** – select this checkbox if you wish to have the current date highlighted. Use the color picker to select the highlight color.
4. **Display Event Description** – select this checkbox to include the first X words of the event details in the calendar. You can define X by changing the value in the text field.
5. **Display Event Thumbnail image** – select this checkbox if you wish to display a thumbnail of the image associated with an event. (See the Event creation section for information on associating images with events)

List Calendar Month View Properties

This section contains settings that are specific to the Month view of the List Calendar format.

LIST CALENDAR MONTH VIEW PROPERTIES



Show All Days Show Only Days with Events

Group by Date:

Highlight Current Date: #FFFF99  [Choose](#)

Display Event Description: Show first words

Display Event Thumbnail Image:

1. **Show All Days/Only Days with Events** – choose how you wish for your week days to appear. If you select “Show All Days”, all days in the week will appear with a note stating “There are no scheduled events on this date” on days where there is no event.
2. **Group by Date** – select this checkbox to group all events on the same date under a single date header.
3. **Highlight Current Date** – select this checkbox if you wish to have the current date highlighted. Use the color picker to select the highlight color.
4. **Display Event Description** – select this checkbox to include the first X words of the event details in the calendar. You can define X by changing the value in the text field.
5. **Display Event Thumbnail image** – select this checkbox if you wish to display a thumbnail of the image associated with an event. (See the Event creation section for information on associating images with events)

List Calendar Event Listing View Properties

This section contains settings that are specific to the Event Listing view of the List Calendar format.

LIST CALENDAR EVENT LISTING VIEW PROPERTIES



Group by Date:

Display Event Description: Show first words

Display Next: Events on Calendar

Hide Events: On Event Day
 On Event Day and Time
 Day(s) Before Event

1. **Group by Date** – select this checkbox to group all events on the same date under a single date header.
2. **Display Event Description** – select this checkbox to include the first X words of the event details in the calendar. You can define X by changing the value in the text field.

3. **Display Next** – enter a numeric value to display the next X events on the calendar.
4. **Hide Events** – choose the option you would like to use to remove events from the event listing.
 - a. **On Event Day** – this option will remove the event from the listing at 12:00 am on the day of the event.
 - b. **On Event Day and Time** – this option will remove the event from the listing at the start time of the event on the day of the event.
 - c. **X Day(s) Before the Event** – this option will allow you to remove the event from the listing X days before the event date.

Tip 6.	The event listing view is a perfect way to display a list of your most up and coming events. By allowing the hiding of events, you can make sure that only your upcoming events are displayed.
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Featured Event Properties

When creating calendar events, you can flag them as featured events in order to bring some prominence to them. This section contains the settings for how your featured events should be displayed on the Calendar page.

FEATURED EVENT PROPERTIES ?	
Display Featured Events:	<input type="checkbox"/>
Section Header Text:	<input type="text" value="Featured Events"/>
Display Next Featured Event:	<input checked="" type="radio"/> In a Slide Show with <input type="text" value="3"/> Second Intervals <input checked="" type="checkbox"/> Show Controls <input type="radio"/> On Each Reload <input type="radio"/> List All
Display Event Description:	<input checked="" type="checkbox"/> Show first <input type="text" value="30"/> words
Display Event Thumbnail Image:	<input checked="" type="checkbox"/>
Event Date Format:	<input type="text" value="MMM, d, yy"/>

1. **Display Featured Events** – selecting this checkbox will include a featured events section at the top of your calendar page.
2. **Section Header Text** – enter the text you wish to display above the featured event section.
3. **Display Next Featured Event** – choose the manner in which you wish to display your featured events. There are three options:
 - a. **In a Slide Show with X second intervals** – selecting this option will allow you to have your featured events cycle every X seconds on your calendar page. Define the interval with a numeric value in the text field and choose whether or not to show slideshow controls.

- b. **On Each Reload** – select this option if you wish for a different featured event to appear each time the calendar page reloads or is revisited.
 - c. **List All** – select this option to list all the featured events.
4. **Display Event Description** – select this checkbox to include the first X words of the event details in the calendar. You can define X by changing the value in the text field.
 5. **Display Event Thumbnail image** – select this checkbox if you wish to display a thumbnail of the image associated with an event. (See the Event creation section for information on associating images with events).
 6. **Event Date Format** – define the event date format for the calendar.

Tip 7.	In some cases you may just want to have a page that shows your featured events. You can do this by enabling the featured event section and deselecting the “Display Calendar” checkbox in the Calendar Properties section. Your calendar will be hidden and only featured events will be displayed.
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Calendar Search Properties

This section contains settings that are specific to the search and results settings of the Calendar.

CALENDAR SEARCH PROPERTIES ?

Display Keyword Search:

Display Advanced Search Link: Link Text:

Results per Page:

Default Result Ordering:

- Relevance
- Title
- Event Date and Time

Display Event Description: Show first words

Display Event Thumbnail Image:

1. **Display Keyword Search** – select this checkbox to enable a keyword search field in view mode of the calendar. The keyword search will search the title and the details of each event.
2. **Display Advanced Search Link** – selecting this checkbox will enabled an advanced search function where visitors will be able to enter a keyword, multi-select calendar categories and define a date range for search. You can modify the advanced search link text in the text box provided.
3. **Results per Page** – enter the number of results to display per search results page. Additional results will be paginated.

4. **Default Result Ordering** – select the option for the default sort order for search results. Options include:
 - a. **Relevance** – display results closest to the search criteria at the top.
 - b. **Title** – display results alphabetically by title.
 - c. **Event Date and Time** – display results in order of date and time.
5. **Display Event Description** – select this checkbox to include the first X words of the event details in the calendar. You can define X by changing the value in the text field.
6. **Display Event Thumbnail image** – select this checkbox if you wish to display a thumbnail of the image associated with an event. (See the Event creation section for information on associating images with events).

View Mode Properties

This section contains settings that are specific to actions that you wish to allow in view mode of the Calendar.

VIEW MODE PROPERTIES ?	
Allow Users to Email Events:	<input checked="" type="checkbox"/>
Allow Event Creation from View Mode:	<input checked="" type="checkbox"/>
Include a CAPTCHA:	<input checked="" type="checkbox"/>
Display CAPTCHA for:	<input checked="" type="radio"/> All Users <input type="radio"/> Anonymous Users
CAPTCHA Introduction Text:	<input type="text" value="Please enter the characters you see in the picture:"/>
CAPTCHA Error Text:	<input type="text" value="The number you entered does not match the image, please re-enter."/>

1. **Allow Users to Email Events** – select this box to allow site visitors to email an event from the event page.
2. **Allow Event Creation from View Mode** – selecting this checkbox will allow users with permissions to create new events directly from view mode of the Calendar. Selecting this option makes it a lot easier to manage your events as events created from view mode of the calendar will inherit the categories of that calendar.
3. **Include a CAPTCHA** – select this checkbox to display a captcha for emailing of events.
4. **Display CAPTCHA for** – choose to have the captcha appear for all users or only anonymous users.

5. **CAPTCHA Text** – enter or modify the text to appear for the captcha intro text and error text.

End User Properties

This section contains settings that are specific to actions that you wish to allow end users to perform in view mode of the Calendar. All submissions, edit and deletions of events will be send to the Calendar Administrator for approval.

END USER PROPERTIES ?

Login Page: [Login Page](#)

Allow Event Submission: Link Text:
Message Text:

Allow Event Edit: Link Text:
Message Text:

Allow Event Removal: Link Text:
Message Text:

1. **Login Page** – in order to submit an event to the Calendar a visitor must create a user account and login. Specify the login page to which the user should be directed. This can be a public user login page. Login is required because these users have the ability to manage their events after submission.
2. **Allow Event Submission** – check this box if wish to allow visitors to submit events to the calendar. Edit the link text and the submission text using the fields provided.
3. **Allow Event Edit** – check this box if wish to allow visitors who submitted events to come back later and edit those events. Edit the link text and the submission text using the fields provided.
4. **Allow Event Removal** – check this box if wish to allow visitors who submitted events to come back later and delete those events. Edit the link text and the submission text using the fields provided.

Introduction

This section contains a standard HTML editor where you can enter introduction text to appear above your calendar in view mode.

Conclusion

This section contains a standard HTML editor where you can enter conclusion text to appear below your calendar in view mode.

Syndicated Page Settings

The Syndicated Page Settings is where you can manage event Categories through the syndication manager. To access these settings, you will need permissions to the **Syndication Manager – Pages** and **Syndicated Page Settings** tools in the group manager. You can also access these settings through edit mode of the Calendar page if you have these permissions.

1. From the Admin Toolbar, select System > Syndication Manager.
2. In the **Syndication Type** dropdown, select **Pages**.
3. Click the **Manage Syndicated Page Settings** button.
4. Select **Syndicated Event** from the list of options.
5. You will be presented with the Edit Categories screen described in the Calendar Categories section of this document. For instructions on creating categories and what the different fields mean, review that section.

Creating your Calendar Events

This section describes the process for creating and categorizing your syndicated Calendar events. In order to be able to create or edit Syndicated Event pages, a user must belong to a group that is a provider in a workflow that is assigned to the root Syndicated page and all child pages in the Syndication Manager.

Options for Event Creation

There are two places from which a Calendar Event can be created. This section gives a brief overview of these options and how to use them.

Syndication Manager

Similar to Pagelets, Syndicated Pages are created in the Syndication Manager. To create a Syndicated Event Page, follow the steps below.

1. From the Admin Toolbar, select System > Syndication Manager.
2. In the **Syndication Type** dropdown, select **Pages**.
3. Beside the **Syndicated Pages** root, click the edit button to go into edit mode of the root page.

The screenshot shows the 'PAGE SUMMARY' section of the Syndication Manager. It includes the following fields and controls:

- Title:** REQUIRED, value: Syndicated Pages
- Active:** checked (checkbox)
- HTML Title:** (empty field)
- Location:** Admin Center > Syndication Manager > Syndicated Pages
- Page Type:** Category (with a help icon)
- Page ID:** 2
- Site ID:** 2
- Child Pages** (tab)
- Workflow** (tab)
- Meta Data** (tab)
- Page History** (tab)
- CREATE:** New (dropdown menu)
- SEARCH:** (empty field)
- FIND ALL** (button)
- CLEAR SEARCH** (button)

4. Mouse over the **New** button to display a list of Syndicated Pages.
5. Select the **Syndicated Event** option to open edit mode of a Calendar Event.
6. Edit mode of the Calendar Event page is described in detail further down in this document.

View Mode of the Calendar Page

If users have the correct permissions, they can create a Calendar Event directly from view mode of the Calendar.

1. On the Calendar Page, click the **Add a New Event** link to jump directly in to edit mode of a new event page.

Filter: All Categories

Search Calendar: [Advanced](#)

[Day](#) | [Week](#) | [Month](#) [Add a New Event](#)

Jump To:

October 2009 [Previous](#) | [Next](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<u>1</u>	<u>2</u>	<u>3</u>

2. Edit mode of the Calendar Event page is described in detail further down in this document.

Edit Mode of the Calendar Event

This section contains a description of all the settings in edit mode of the Calendar Event Page. It is important to note that a Calendar Event page has no view mode. It is rendered within the Syndicated Calendar page that is on your website.

Page Summary

The Page Summary section is native to all page types in ACM. For more information on what to enter in the fields and tabs of the Page Summary section, refer to the *Content Publishing Guide*. For Syndicated pages there is one additional field to note.

Do NOT serve content to external sources

Since syndicated pages can be served through a web service to other instances of ACM, you are provided with the option at an event by event level to decide if you want this particular event to be shared on the web service. By default the event will not be shared but if you wish to share it, you can simply uncheck this checkbox.

General Properties

This section on the Syndicated Event page contains only a **Teaser** text area. This is an optional field where you can enter a brief summary of the contents of the current page. You may leave it blank if you wish.

Event Properties

This section contains settings that are specific to this Calendar Event.

EVENT PROPERTIES	
Event Start:	<input type="text" value="October 7 2009"/> <input type="button" value="Calendar"/> <input type="text" value="03"/> : <input type="text" value="00"/> <input type="text" value="PM"/>
Event End:	<input type="text" value="October 7 2009"/> <input type="button" value="Calendar"/> <input type="text" value="04"/> : <input type="text" value="00"/> <input type="text" value="PM"/>
Location:	<input type="text" value="White House"/>
Address:	<input type="text" value="1600 Pennsylvania Avenue"/>
City:	<input type="text" value="Washington"/>
State/Province:	<input type="text" value="DC"/>
Featured Event:	<input checked="" type="checkbox"/> <input checked="" type="radio"/> Until Event Date <input type="radio"/> Until Selected Date <input type="text" value="October 7 2009"/> <input type="button" value="Calendar"/> <input type="text" value="03"/> : <input type="text" value="38"/> <input type="text" value="PM"/>
Background Color:	<input type="text"/> <input type="button" value="Choose"/>
Private Event:	<input checked="" type="checkbox"/> << Select Users or Groups >>
Event Image/Logo:	 << Select Digital Asset >>

1. **Event Start** – use the date picker and time selector to define the start date and time of your event.
2. **Event End** - use the date picker and time selector to define the end date and time of your event.
3. **Location** – if your event is at a specific location, enter it here.
4. **Address** – if your event is at a specific street address enter it here.
5. **City** – if your event is in a specific city, enter it here.
6. **State/Province** – enter the state or province of the above address.

Note	If you enter an address, a link to Google Maps will be generated in event page in view mode.
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7. **Featured Event** – select this checkbox if you wish to make this event a featured event. Featured events will show up in the featured event section of your calendar page. If you choose to feature this event, you will be able to define the amount of time it should be featured with two options:
 - a. **Until event date** – this option will uncheck the featured event checkbox at 12:00 am on the day of the event.
 - b. **Until selected date** - this option will uncheck the featured event checkbox on the date and time specified
8. **Background Color** – if you wish to add a background color to this specific event, you can define the background color using the color picker.
9. **Private Event** – check this box if you wish to only display this event to a select set of users or groups. The event will only appear on the calendar for those individuals.

10. **Event Image/Logo** – though you can certainly include images in the event details section, by attaching an image here, the image will be used for thumbnail image display on your Calendar page.

Tip 8.	Create a set of images that match some of the categories you have created for your calendar. By associating those images and categories to the event, calendar viewers will be able to identify the type of event by the image associated with the event. For example, if you have a category called Council Meeting, consider attaching a City Seal to any events categorized as a council meeting.
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Event Categories

This section describes how to associate event categories with your events to make them appear on the desired calendar.

EVENT CATEGORIES ?			
ORDER			DELETE
1	Category:	City Calendar	
2	Category:	Civic Events	
3	Category:	Conference	
4	Category:	Work Parties	
<input type="button" value="Add"/>			

When you create an Event from view mode of the Calendar, the event will automatically inherit the Categories defined in edit mode of the Calendar page. This will ensure that your event will show up on the Calendar. However, you should consider paring down the list of categories to values appropriate to the Event.

EVENT CATEGORIES ?			
ORDER			DELETE
1	Category:	City Calendar	
2	Category:	Conference	
<input type="button" value="Add"/>			

If you are creating the event from the Syndication Manager, no categories will be defined by default. To add categories:

1. Click the **Add** button to add a new row.
2. From the dropdown select a category for this event.
3. Repeat to add additional categories.

Event Details

This section contains a standard HTML editor where you can enter a description of your event.

Event Recurrence

If you wish to create a recurring event, select the check box in this section to configure your recurrence options. Recurrence options include Daily, Weekly, Monthly and Yearly.

Exception Dates

When you create a recurrence pattern but would like to exclude certain days in that pattern, you can define those days use the exception dates section. Click the **Add** button to add exception dates to your recurring event.

Calendar Pagelet

The Syndicated Calendar Pagelet points at a Calendar page in order to display events. You must build a Calendar page before you can build the pagelet. If you have already created the page, browse to the Syndication Manager and create a new Syndicated Calendar Pagelet. This section describes the settings in Edit Mode.

Calendar Event Source

This section describes the settings used to configure the Calendar Event Source and categories.

CALENDAR EVENT SOURCE

Source Calendar: [Syndicated Calendar](#)

Calendar Event Categories: All Filter

- Civic Events
- Conference
- Work Parties

1. **Source Calendar** – click the link to open a window where you can browse your site to select your calendar page from which events will be pulled and displayed on the pagelet. As noted above, you must create a calendar page before you can create the pagelet.
2. **Calendar Event Categories** – choose to use all the categories defined on the Calendar page to display events in the pagelet or select a subset of those categories to return a lesser list of events to be displayed on the pagelet.

Calendar Properties – Table View

This section describes the settings that are displayed when the Pagelet View is set to “Table”. This view will output a small table calendar as a pagelet.

CALENDAR PROPERTIES	
Display link to Source Calendar:	<input checked="" type="checkbox"/> Link Text: <input type="text" value="View Full Size Calendar"/>
Pagelet View:	<input checked="" type="radio"/> Table <input type="radio"/> Event Listing <input type="radio"/> Featured Events
Cell Width:	<input type="text" value="35"/> pixels
Cell Height:	<input type="text" value="35"/> pixels
Highlight Days Containing Events:	<input checked="" type="checkbox"/> <input type="text" value="#EEEEEE"/> Choose
Highlight Current Date:	<input checked="" type="checkbox"/> <input type="text" value="#FFFF99"/> Choose
Empty (no date) Cell Color:	<input type="text" value="#666666"/> Choose
Cell links to calendar day view:	<input checked="" type="checkbox"/>

1. **Display link to Source Calendar** – select this checkbox if you want to provide a link to the source calendar in view mode. Edit the link text in the field provided.
2. **Pagelet View** – the option selected here will determine what fields are displayed in this section. This section of this document describes the fields when the “Table” option is selected.
3. **Cell Width** - use this field to define the width of the month view calendar cells in pixels.
4. **Cell Height** – use this field to define the height of the month view calendar cells in pixels.
5. **Highlight Days Containing Events** – select this checkbox to highlight the cells for all days that have events. Use the color picker to select your highlight color.
6. **Highlight Current Date** – select this checkbox is you wish to have the current date highlighted. Use the color picker to select the highlight color.
7. **Empty (no date) Cell Color** – when a calendar grid is rendered, there will be a few cells at the beginning and end of the month in which there is no date. Use the color picker to define the color of these cells.
8. **Cell links to calendar day view** – select this check box if you wish for the calendar cell to link to the day view of the source calendar.

Calendar Properties – Event Listing View

This section describes the settings that are displayed when the Pagelet View is set to “Event Listing”. This view will output a list of upcoming events as a pagelet.

CALENDAR PROPERTIES



Display link to Source Calendar:	<input checked="" type="checkbox"/>	Link Text: <input type="text" value="View Full Size Calendar"/>	
Pagelet View:	<input type="radio"/> Table	<input checked="" type="radio"/> Event Listing	<input type="radio"/> Featured Events
Group by Date:	<input checked="" type="checkbox"/>		
Display Event Description:	<input checked="" type="checkbox"/>	Show first <input type="text" value="30"/> words	
Display Next:	<input type="text" value="10"/>	Events on Calendar	
Show Events:	<input checked="" type="radio"/> After Current Day	<input type="radio"/> After Current Day and Time	<input type="radio"/> From <input type="text" value="0"/> days after current date until <input type="text" value="30"/> days after current date
Event Order:	<input checked="" type="radio"/> Chronological	<input type="radio"/> Reverse Chronological	
Event Date Format:	<input type="text" value="MMM, dd"/>		

1. **Display link to Source Calendar** – select this checkbox if you want to provide a link to the source calendar in view mode. Edit the link text in the field provided.
2. **Pagelet View** – the option selected here will determine what fields are displayed in this section. This section of this document describes the fields when the “Event Listing” option is selected.
3. **Group by Date** – select this checkbox to group all events on the same date under a single date header.
4. **Display Event Description** – select this checkbox to include the first X words of the event details in the calendar. You can define X by changing the value in the text field.
5. **Display Next** – enter a numeric value to display the next X events on the calendar.
6. **Show Events** – choose the option you would like to use to determine which events are listed
 - a. **After Current Day** – this option will show all events after the current date up to the value defined in the **Display Next** field.
 - b. **After Current Day and Time** – this option will show all events after the current day and time, up to the value defined in the **Display Next** field.
 - c. **From X days after the current date until Y days after current date** – this option allows you to define a range of days whose events should be displayed.
7. **Event Order** – choose the order in which your events should be listed. Chronological is from morning to night and reverse chronological is from night to morning.
8. **Event Date Format** – define the event date format for the calendar.

Calendar Properties – Featured Events View

This section describes the settings that are displayed when the Pagelet View is set to “Featured Events”. This view will output a list of featured events as a pagelet.

CALENDAR PROPERTIES		?
Display link to Source Calendar:	<input checked="" type="checkbox"/> Link Text: <input type="text" value="View Full Size Calendar"/>	
Pagelet View:	<input type="radio"/> Table <input type="radio"/> Event Listing <input checked="" type="radio"/> Featured Events	
Display Next Featured Event:	<input checked="" type="radio"/> In a Slide Show with <input type="text" value="3"/> Second Intervals <input checked="" type="checkbox"/> Show Controls <input type="radio"/> On Each Reload <input type="radio"/> List All	
Display Event Description:	<input checked="" type="checkbox"/> Show first <input type="text" value="30"/> words	
Display Event Thumbnail Image:	<input checked="" type="checkbox"/>	
Event Date Format:	<input type="text" value="MMM, d, yy"/>	

1. **Display link to Source Calendar** – select this checkbox if you want to provide a link to the source calendar in view mode. Edit the link text in the field provided.
2. **Pagelet View** – the option selected here will determine what fields are displayed in this section. This section of this document describes the fields when the “Featured Events” option is selected.
3. **Display Next Featured Event** – choose the manner in which you wish to display your featured events. There are three options:
 - a. **In a Slide Show with X second intervals** – selecting this option will allow you to have your featured events cycle every X seconds on your calendar page. Define the interval with a numeric value in the text field and choose whether or not to show slideshow controls.
 - b. **On Each Reload** – select this option if you wish for a different featured event to appear each time the calendar page reloads or is revisited.
 - c. **List All** – select this option to list all the featured events.
4. **Display Event Description** – select this checkbox to include the first X words of the event details in the calendar. You can define X by changing the value in the text field.
5. **Display Event Thumbnail image** – select this checkbox if you wish to display a thumbnail of the image associated with an event. (See the Event creation section for information on associating images with events).
6. **Event Date Format** – define the event date format for the calendar.

Introduction

This section contains a standard HTML editor where you can enter introduction text to appear above your pagelet in view mode.

Conclusion

This section contains a standard HTML editor where you can enter conclusion text to appear below your pagelet in view mode.