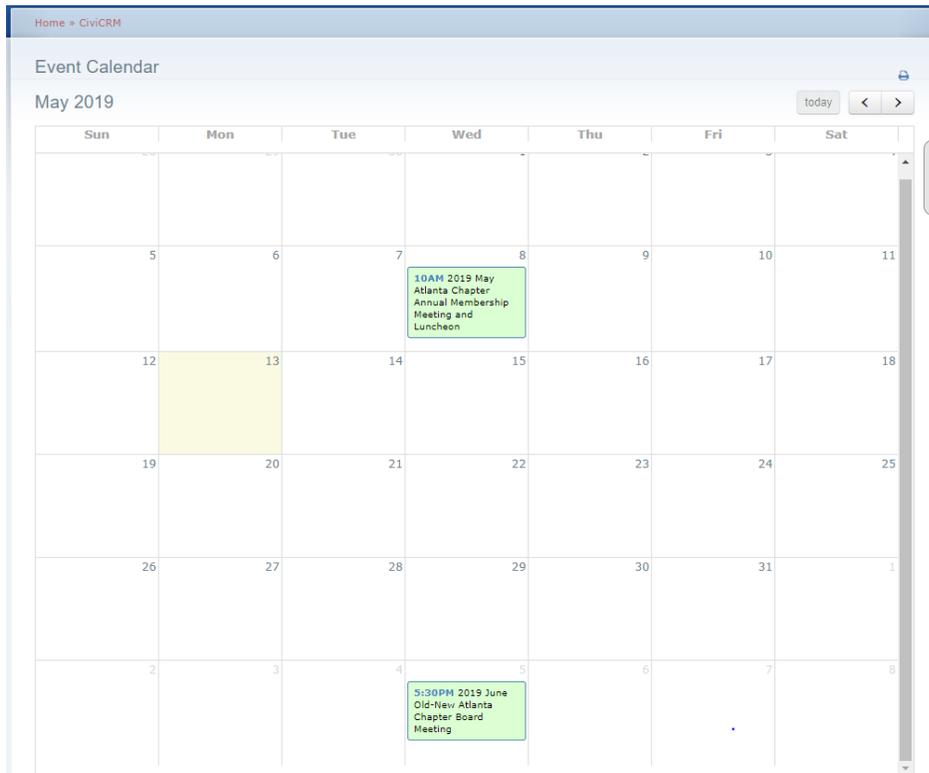


Calendar View of Events

The calendar view of events is available to all members logged into the website. The calendar is available on the “My Portal” page by choosing “Event Calendar” from the left-hand menu. The calendar is a traditional calendar view with navigation from month to month using the < and > keys on the right-hand side of the calendar. Clicking on an event takes you to the Event page for that event.

This is the May 2019 calendar for the Atlanta chapter.



There are several options for the calendar view. These options are selected by using the Event Calendar Settings available by choosing “Administer”, “CiviEvent”, “Event Calendar Settings” from the black bar CiviCRM menu.

These options are self-explanatory except for “Show Public Events”. When this option is set to “Yes” ONLY the public events are shown on the calendar. Since this calendar is only for members, you will want to include all the events, so this options should be set to “No”.

Event Calendar Settings

Calendar Title
Event calendar title.

Show Past Events Yes No
Show past events as well as current/future.

Show End Date Yes No
Show the event with start and end dates on the calendar.

Show Public Events Yes No
Show only public events, or all events.

Events by Month Yes No
Show the month parameter on calendar.

Events timings Yes No
Show the event timings on calendar.

Events from Month
Show events from how many months from current month.

Enable Event types filters Yes No
Show event types filter on calendar.

Conference

Color

The colors of the events are controlled by the type of the event. Click on the event types that you want to include in the calendar and then choose the colors for displaying those event types. If you click on the color a palette will pop up and you can move your cursor around on the palette to choose the color you want.

Conference

Color

Exhibition

Color

Field Trip

Color

Fundraiser

Color

Meeting

Color

Performance

Color

Program

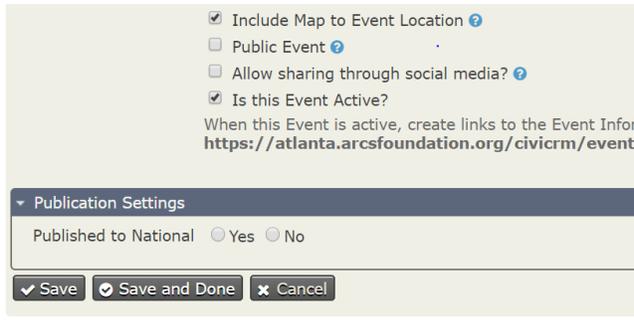
Color

Workshop

Color

Access Keys: [?](#)

When setting up an event you have the option to publish your event to the National site. This option is set on bottom of the “Info and Settings” tab of an event.



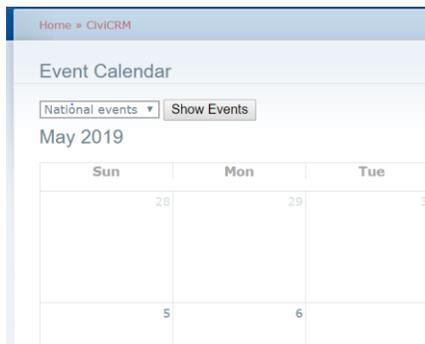
The screenshot shows a form with several checkboxes: Include Map to Event Location, Public Event, Allow sharing through social media?, and Is this Event Active?. Below these is a text field with the URL <https://atlanta.arcsfoundation.org/civCRM/event>. A section titled "Publication Settings" contains the option "Published to National" with radio buttons for "Yes" and "No". At the bottom are buttons for "Save", "Save and Done", and "Cancel".

Any event that is “Published to National” that is a “Public” event will appear on the list of “Upcoming Events” on the National site under “Get Involved” and will appear on the National calendar. Any event that is “Published to National” that is NOT a “Public” event will appear only on the National calendar (available to logged in members with access to National), not on the public website “Upcoming Events” page.

What events should be published to National? For those scheduling National chapter events, knowing what local events are taking place is extremely useful, so please select this option.

Note that the name of your event MUST include your chapter name when published to the National calendar. The national data administrator is responsible for making sure items on the National calendar contain the name of the chapter. If the event does not include the name of the chapter the national data administrator will either edit the name of the event to include it or remove the Publication Setting and notify the local chapter data administrator.

On the National site, there is an additional field at the top of the page that allows the user to switch from seeing just the National site events to seeing all events that have been “Published to National”. Toggle between these views by selecting either “National Events” or “All ARCS Events” and pressing “Show Events”.



The calendar below shows the National Board meeting as well as an event for the Illinois Chapter.

Event Calendar

All ARCS events ▾ Show Events

June 2019

today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13 8:30AM ARCS Illinois Annual Meeting	14	15
16	17	18	19	20 3PM National Board Meeting - Atlanta, GA	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6