

SharePoint Training Manual – Events Calendar

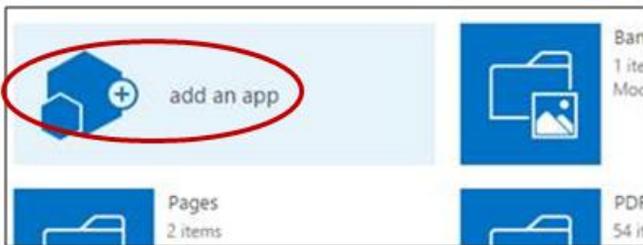
Events Calendar

Creating an Events Calendar and Events

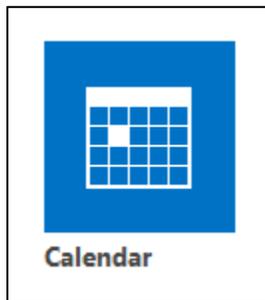
1. Click on the Gear Button drop-down menu located at the top right hand side of the page.



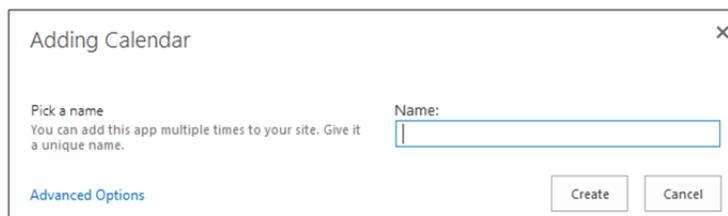
2. Select **Site contents** from the drop-down menu.
3. On the site contents page, click on **add an app** button.



4. The **Apps you can add** list appears. To create the calendar list that stores the events, click on the **Calendar** icon.

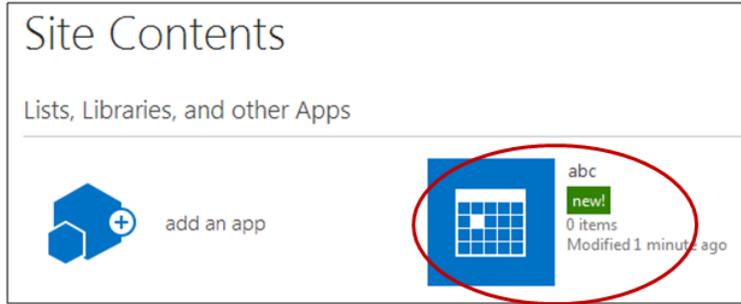


5. A dialog box will display. Enter the name that will identify this list and click **OK**. Keep in mind that the name could be helpful if it identifies what is stored in this calendar.

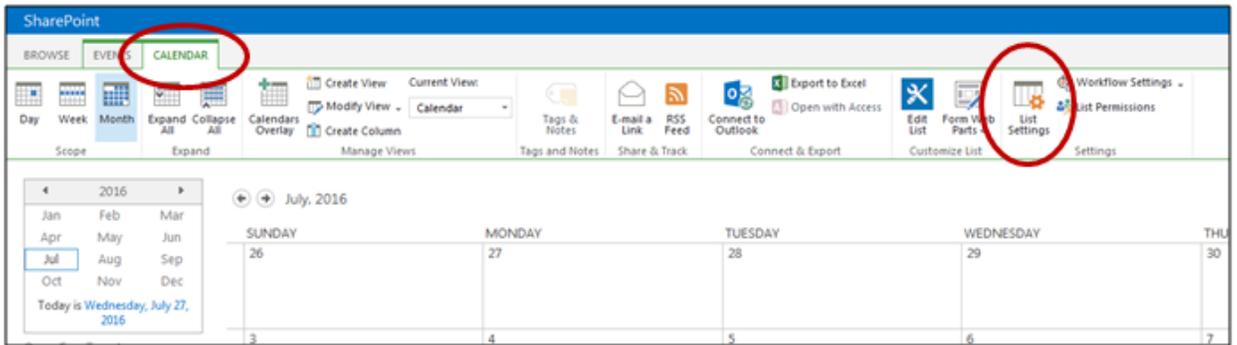


6. You will be redirected back to the Site Contents page with the new Events Calendar icon that displays **new!** below the title. Click on the new calendar item .

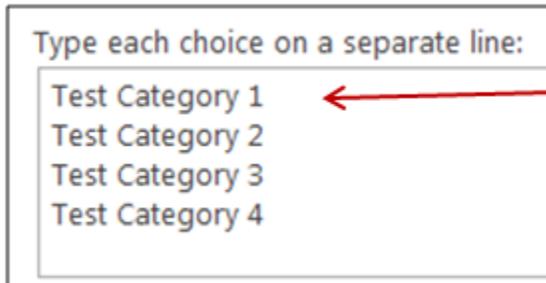
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7. Before adding events to the calendar, event categories must be created (if needed). Click on **CALENDAR** tab in the ribbon bar at the top of the page. Then click on **List Settings**.

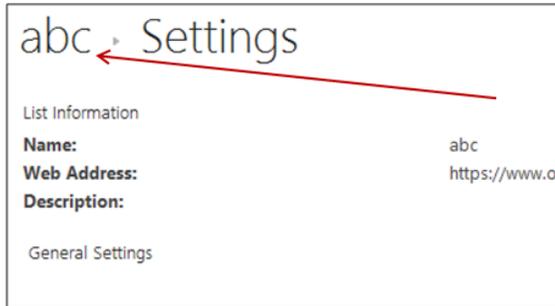


8. Scroll to the **Columns** section and click on **Category**.
9. On the Edit Column page, enter all Category names in the **Type each choice on a separate line** edit box, scroll to the bottom and click **OK**.



10. The calendar Settings page will reappear. Click on the calendar name to be directed back to your list.

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11. The Calendar is now displayed and is ready to create events.
To add an event, hover the bottom right of the date for the event.
Click the **+Add** link and a **New Item** dialog box will appear.



12. Complete all the required fields along with any additional information desired.
When complete, click **Save**.
Repeat the process to create all events needed.

Add Event Calendar to a Page

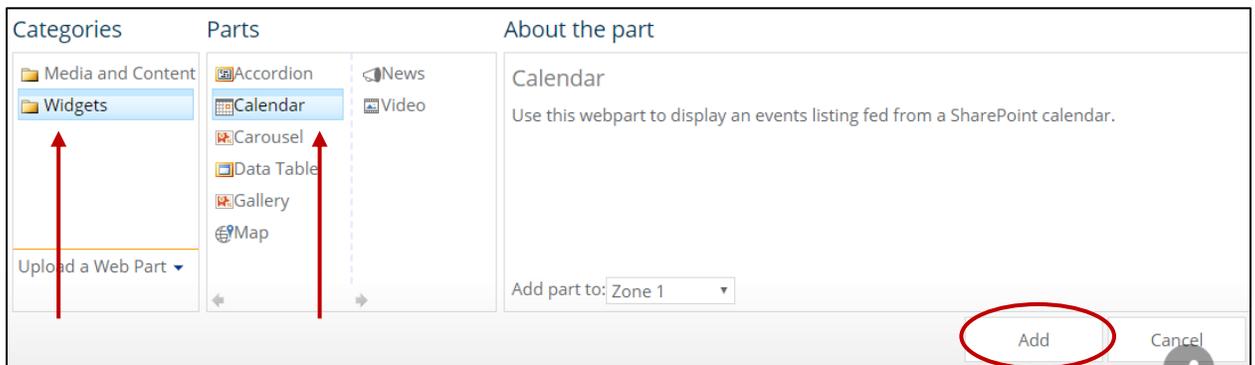
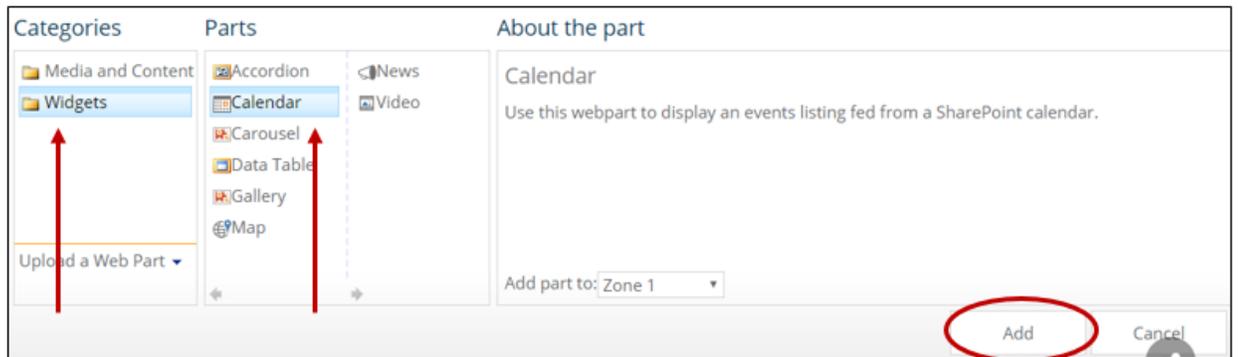
1. Navigate to the page on which the Calendar will be placed.
2. Edit the page by clicking **Edit** in the ribbon bar. Once the page is in edit mode, locate one web part zone where the Calendar will be located. Within the zone, click **Add a Web Part**. A web part section will display at the top of the page.



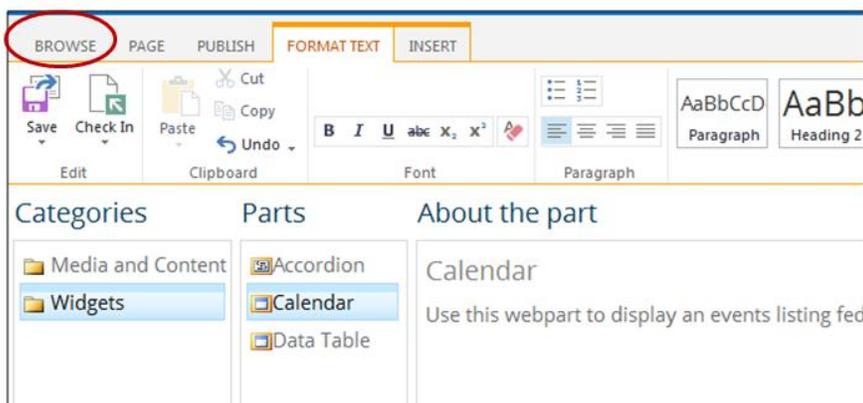
3. Click on the following and then click **Add** in the lower right hand corner of this display.

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- Categories: Widgets
- Parts: Calendar

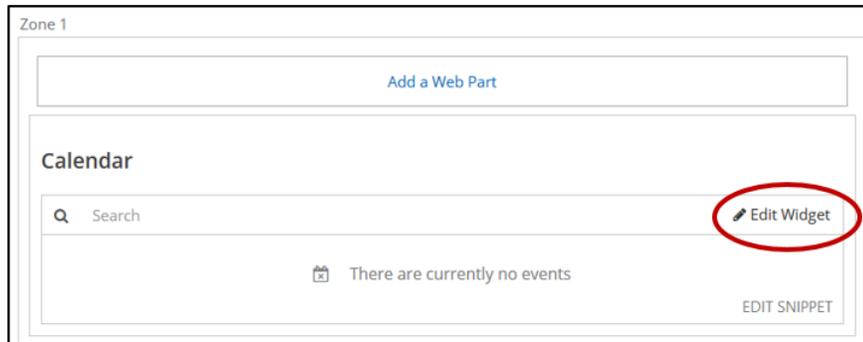


- Note: If the **Add** button is not visible, click on the **Browse** tab in the ribbon at the top left . The page will be refreshed and the Calendar will be added to the page.

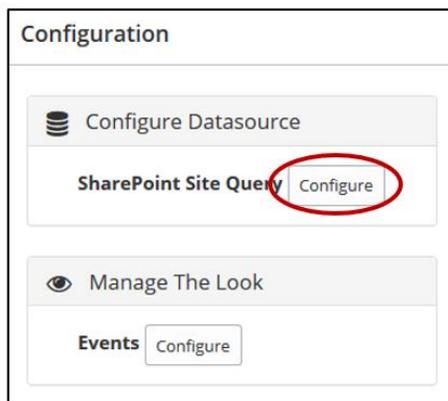


4. The page will then refresh and the new Calendar will be visible within the zone.
5. It is now necessary to connect the web part to the calendar list (that stores the events created). Be sure to be in Edit mode and click on the **Edit Widget** button in the toolbar of the new Calendar app.

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6. This will open the Configuration properties panel. Click on the Configure Datasource - Configure button. The data source panel will open for the Calendar list.



7. The Calendar Options window appears.

Select List Scope options:

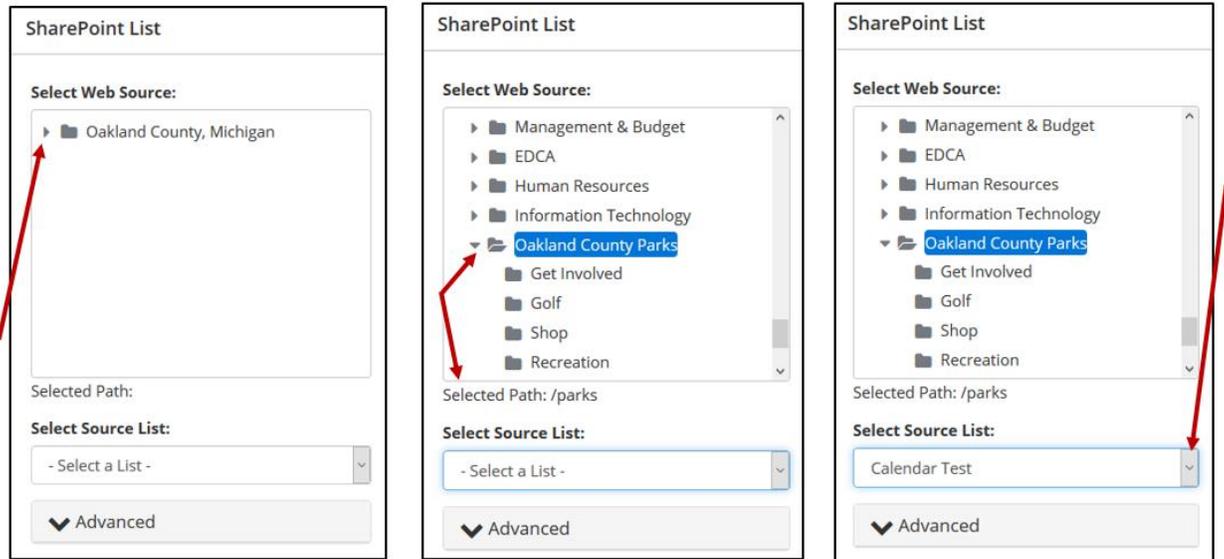
Specific List (default) – this option will connect (and display) to one specific calendar that you select.

All Lists based on a List Template – this option is an advanced feature that will connect (and roll up and combine) **all** calendars and should only be touched by the power user that has had advanced instruction.

8. **Select Web Source** options:

To find the Calendar list, select the web source by expanding the site. Click on the location of the web source.

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Immediately below this selection, verify the Selected Path is correct. If not, return to Select Web Source above and reselect.

Then, scroll to select the **Calendar Widget** item from the dropdown **Select Source List**.

Click **OK** on this panel and **OK** on the Configuration properties panel to save changes.

9. **Save** the page to see the Calendar appear on the page.

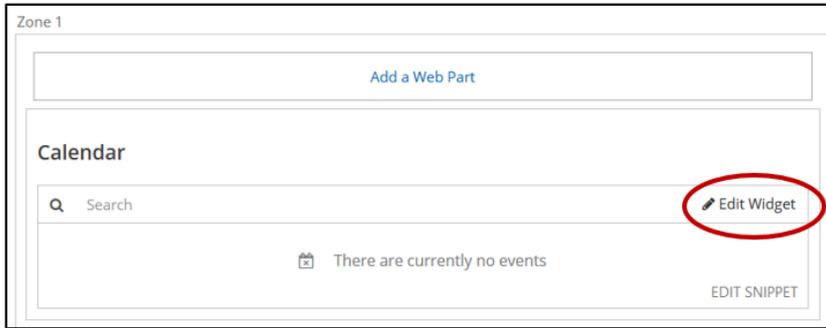
If the connection has been completed, the events will be listed on the page. Clicking on the title of an event will display additional information about that event.

Events			
4 Feb	Youth Abilities - Saturday Sports Special	Saturday Sports Special! For children with disabilities ages 6-18. Activities include parachute games, floor hockey...	
4 Feb	Scout Badge Days - Tigers	Elective Adventure - sky's the Limit Two sessions each date: 10 a.m.-noon or 2-4 p.m. Pre-registration is required...	Red Oaks
4 Feb	Cross-Country Ski School	Ski rental is included or bring your own gear if you wish. Programs are for all abilities. Adaptive equipment is...	Independence Oaks
4 Feb	Owl Prowl	Some of the most beautiful moments in nature can only be viewed by the light of the moon. Join us on a search for...	Independence Oaks
8 Feb	Detroit Camper & RV Show	Admission: \$10 Adults (13 years and older) \$9 Seniors Children 12 years and younger get in free Parking Fee: \$5	
9 Feb	Detroit Camper & RV Show	Admission: \$10 Adults (13 years and older) \$9 Seniors Children 12 years and younger get in free Parking Fee: \$5	

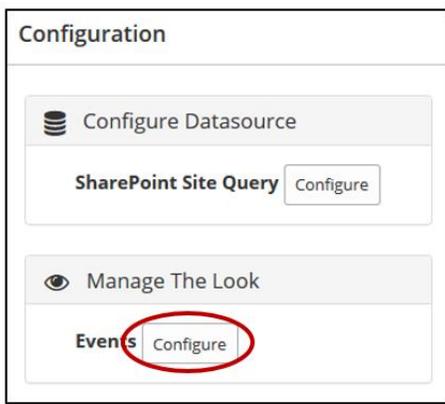
Manage the Look of the Event Calendar

1. Be sure to be in Edit mode and click on the **Edit Widget** button in the toolbar of the new Calendar app.

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- This will open the Configuration properties panel. Click on the **Manage The Look** - Configure button. The Events panel will open for the Calendar list.



Event Paging Options	Description (what will appear if this field is checked)
Show Headings	Headings above the events will be displayed on the calendar list.
Show Categories	If categories are defined and selected for an event, it will appear on the calendar list.
Show Description	If a description is entered for an event, it will display on the calendar list.
Show Paging Buttons	Pagination will appear below the calendar list.
Rows Per Page Option	Description
Rows Per Page	Selection for the number of events

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	that will appear in the calendar list for each page displayed.
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Click **OK** on this panel and **OK** on the Configuration properties panel to save changes.

- **Note:** 'Connections' is an advanced section that will configure data elements and should only be touched by the power user that has had advanced instruction.

Sample of a Calendar list:

Start Date	Title	Description	Category
17 Jul	Sample Calendar Item 1	This event is open to the public.	Sample 1
24 Jul	Sample Calendar Item 2	This event is open to the public.	Test Category

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