Calendar App User Guide

You can add a calendar to any level of your website – Site Workspace, Subsite Workspace, Channel Workspace, and Section Workspace. You can add events directly to the calendar, import events from an existing calendar, and sync with your Google calendar. You can customize your calendar view so you only see calendar information that is relevant to you!

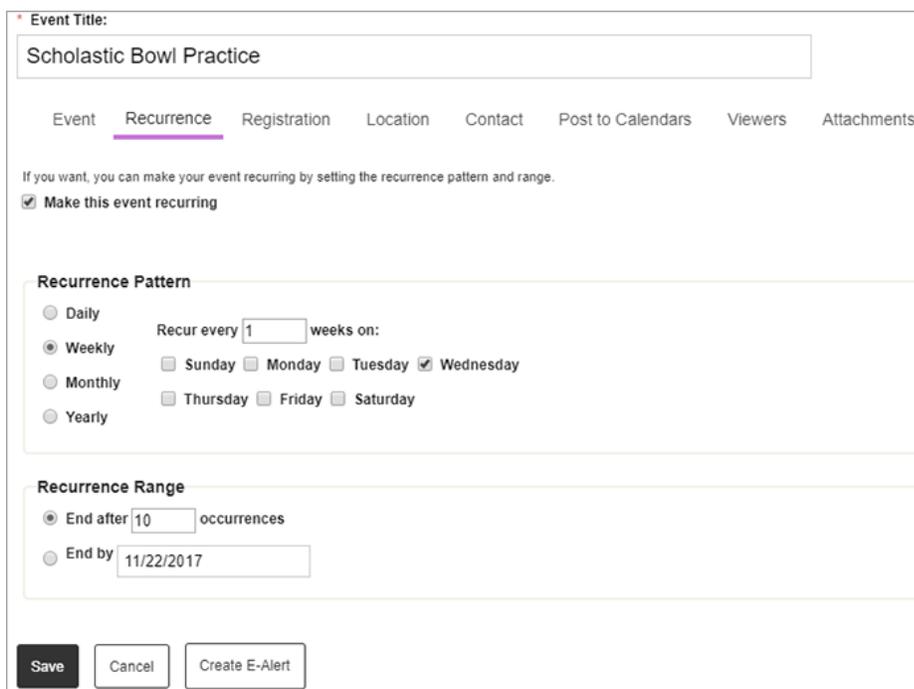## Add a calendar event

Drag the Calendar app onto your page.

1. Enter the *Event Title*.
2. Set the event details, including the *Start Date* and *End Date*.
3. Set the event time or choose *All Day* if the event happens for the duration of the day.
4. Enter the *Description* of the event and select an event *Category*.
5. Select *Save*.

Add a recurring event

Create a recurring event using the *Recurrence* settings. Set how often the event occurs and the last date of the event.

Set an event registration

Allow visitors to register for an event using the *Registration* options. Enter the *Maximum Number of Seats* available, the *Last Day to Register*, and include any *Registration Questions* you want visitors to answer for the registration.

Additional settings

Add or update additional information as needed for your event.
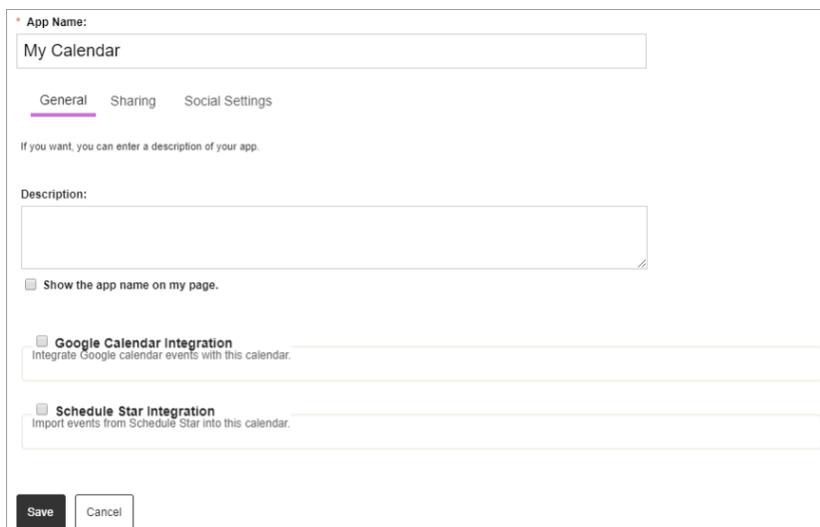

- *Location*: Set the location details, including the address, of the event. You can also *Add a map of this location* to your event.
- *Contact:* Enter the contact information for the event.
- *Post to Calendar:* Post the event to other available calendars.
- *Viewers:* Select specific groups or users to view the event.
- *Attachments:* Add attachments to your event.

Import calendar events

You can import events from a third-party calendar if you save the information as a CSV files. The required columns are event *Start Date* and *Title*, but you can include additional information, like event location, start and end time or if it's an all-day event, the maximum number of seats, if the event is mandatory, and the event contact.

Third-party calendar integrations

1. Select *App Options*.
2. Enter the *App Name, Description,* and select *Show the app name on my page.*
3. Select *Google Calendar Integration* to integrate and sync your calendar with an existing Google calendar.
4. Select *Schedule Star Integration* to integrate with your Schedule Star calendar.
5. Select *Save*.

Add attachments

1. Navigate to *Site Manager* and find your calendar.
2. Create and save an event or edit an existing event on the calendar.

3. Select *Attachments* and *Add Attachments*.
4. Select the file or files you want to attach.
5. Select *Upload*.
6. Select *Save.*