

## **EPiSERVER Content Management System**

## Adding or Changing a Calendar Event Type

- 1. Locate your Calendar Event Types on the Navigation Pane.
- (Micro Sites Landing Page > Global Components folder > Calendar Folder> Events Types> )
- 3. Click the soutton next to the Event Types Folder.
- 4. Select New Page.
- 5. Enter the name you wish to add to the Event Types.
- 6. **Click Event Type** under Suggested page type. The following screen will appear:

Create a new Test Type	page from Event Type		
Enter the required information below			
Content			
Event Type Name	Done		



Global Components

New Page				
Homepage $\rangle$ Renal Medicine $\rangle$ Global Components $\rangle$ Calendar $\rangle$ Event Types $\rangle$				
Name New Page				
Suggested Page Types				
Event Type	Event Type Create a an event type to tag your events			
Other Page Types				

- 7. Enter the Event Type Name again and select Done.
- 8. **Publish** the event type. You will now see the new Event Type located under the Event Types in the Toggle pane and the Events window.

Event Types			
🗐 Test Type			
Seminar			
Event Types	Brown Bag	Seminar Seminar	Test Event
	Lecture Series	Staff Meeting	Workshop

- 9. To Change an Event Type Name:
  - a) Select the Event Type.
  - b) Change the name.
  - c) Publish.

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