

EPiSERVER Content Management System

Managing Calendar Events

Adding Events to a Calendar Adding Recurring Event Updating a Calendar Event Deleting a Calendar Event

Adding Events to a Calendar

- 1. In the Navigation pane **navigate** to the global components folder.
- 2. Expand the Calendar folder.
- 3. **Navigate** to the year and then month you wish to add an event. If the next calendar year is not yet available you will need to create the folder structure for Year/Month.



4. Select the = menu and select New Page.



5. Name the event and Select the Event item option.



6. Select the Event Date, and then enter the Event Title and Event Start Time.(When choosing the event date, Do Not change the time. Your event time will be set in the next screen)

New Event 10/15 Enter the required information below Content Event Date Event Title Event Start Time	Create a new page from Event									
Enter the required information below Content Event Date Event Title Event Start Time	New Event 10/15	ne					_	-		
Content Event Date Event Title Event Start Time			5	6	7	8	9	10	11	
Event Date Event Title Event Start Time	Enter the required information below	. (12	13	14	15	16	17	18	
Event Title 2 3 4 5 6 7 8 Event Start Time 0 </td <td>Content</td> <td></td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td></td>	Content		19	20	21	22	23	24	25	
Event little 2013 2014 2015 Event Start Time	Event Date		26	27	28	29	30	31	1	
Event Start Time	Event Title									
			2013			2014			2015	
	Event Start Time			G) 12	:00 A	M	1 Do	not ch	ange ti
Done	Done							<u> </u>		

7. Enter your event details.

Category (*not required*): This option is currently not being used.

More Events Links: Add additional web links you wish to show within your calendar event. (See Adding a Document or Web Page to a Calendar Event.) More Events Text: List any text you would like to include outside/below the Event Teaser.

Event Date: Automatically populates with the date previously identified.

(Do not change the time.)

Event Title: Automatically populated with the Title previously identified.

Event Description: Leave this area blank the Teaser section will cover the actual Event Description.

Event Page: Do you have a web page associated to the event itself? You can add a link to it here. (*See Adding a Document or Web Page to a Calendar Event.*)

Hosted By: Enter the name of the person who will be hosting this event.

Event Location: Location this event is being held. Event Start Time: Event start time (Example: 2:00 PM)

Event Information continued on next page.

Category	Add one or more categories +
MoreEventsLinks	
MoreEventsText	
Event Date	11/19/2014, 12:00 AM
Event Title	Lucy

Event Description	
	Path: p
Event Page	
Hosted By	
Event Location	
Event Start Time	1:00 PM

Event End Time: Event end time	Event End Time				
(Example: 3:00 PM)	Event End Date				
Event End Date: Select the end					
date and time in this area.	Event File				
(Do not change the time.)	Event Types	Ν	Academic Event	EPiServer Basics Training	Seminar
Event File: Is there a file you	1	48	Brown Bag	EPiServer Targeted Trainings	Staff Meeting
would like to be made available			Coordinator Meeting	Party	StaffMtg

for the event? You can add a link to it here. (See *Adding a Document or Web Page Link to a Calendar Event*.) **Event Types:** Check all boxes that apply to this event. Other event types can also be made available. (See *Adding or Changing an Event Type*.)

Event Teaser: Enter information you would like users to see within this event. Text, links and images can be added to this area.

Event Teaser		
	Path: p	

(This item will only appear if creating a Monthly Recurrence)

Day of Month - Date of month
Day Count of Weekday of Every Month - use this option if would like to select a particular day of the month.
Use day Count of Weekday of a Month - Check this box only if you intend on using the Day Count option.

Monthly Recurrence Options		
Content		
Day of Every Month	10 -	
Day Count of Weekday of Every Month	First Monday 👻	
Use Day Count of Weekday of a Month		

(This item will only appear if creating a Yearly Recurrence)

Month - Select the month your event will occur
Day of Every Month - Select the date of the month.
Use day Count of Weekday of a Month - Check this box only if you intend on using the Day Count option.
Day Count of Weekday of Every Month - use this option if would like to select a particular day of the month.

8. Publish your Event.



Yearly Recurren	ice Options
Content	
Month	-
Day of Every Month	1 -
Use Day Count of Weekday of a Month	
Day Count of Weekday of Every Month	First Monday 👻

Adding Recurring Calendar Event

- 1. In the Navigation pane **navigate** to the global components
- 2. **Expand** the Calendar folder. If the next calendar year is not yet available you will need to create the folder structure for Year/Month.
- 3. **Expand** the Recurring Events Container folder and **highlight** the interval you wish to use.

The content editor has the ability to select how the event will recur. Recurring events can be set to span any time duration on Start Date and End Date as specified below:

Daily: 90 days from event start date Weekly: 12 weeks from event start date Monthly: 12 Months from event start date Yearly: 12 Years from event start date

- 4. Select the = menu and select New Page.
- 5. Name your Event and Select Suggested Page Type option.

New Page	Global Components > Calendar > Recurrin	ng Events Container > Daily Recurring Events Container >	
Name New Page			Cancel
Suggested Pa	age Types		
1 Q Oct Scrum	² Daily Recurring Event		
Q Oct Scrum	Create an event that reccurs daily, monthly or yearly.		
Crock scrum			





- 6. **Enter** your Event Title and **Select** the ... button to choose the Container.
- 7. Scroll to the Global Components folder and Select the Events Container.

Note: Always use the Events Container, Never the top level Calendar folder.

Select Page		
🗉 🕒 Ranjana Test Pages		
🗉 🕒 Blog		
🖪 🕒 Display Pages		
Global Components		
🖬 🕒 Navigations		
🗉 🕒 Footer Sections		
🗉 🕒 FAQs		
🗉 🕒 Hero Sliders Container		
🗉 🕒 Faculty List Container		
🗉 🕒 Image Gallery Container		
Calendar		
🗉 📄 Events Container		
Event Types		
Recurring Events Container		
🕒 Generic Listings		
🗅 Faculty Listing Training Test-RV		
2		•
	OK Cancel]

- 8. Select OK.
- 9. The Previous Page will appear, select Done.
- 10. Enter the Start and End Dates. DO NOT CHANGE THE TIMES IN THIS SECTION.



11. Enter your event Details. (See Enter Event Details for descriptions of each section.)



Updating a Calendar Event

- In the Navigation pane **navigate** to the global components 1.
- Expand the Calendar folder. 2.
- 3. Expand the folder in which you will be updating the calendar event.
- 4. Expand the month that pertains to the calendar event you are changing.
- 5

5.	5. Select the Event. The Event details will appear.				December	
A						November
	Name	Psychiatry Grand Rounds - !	Visible to	Everyone Manage		October
	Name in URL	Psychiatry-Grand-Rounds Change	Languages ID, Type	en 29498, Recurring Event		September
	Simple address	Change	то, туре			August
	Display in navigation					July
	Content Settings					June
1	Category Add one or more categories + Psychiat				Psychiat	
Event Date 5/29/2014, 12:00 PM -				Psychiat		
	Event Title Psychiatry Grand Rounds					Psychiat
Event Description					Psychiat	
		B I I∃∃ Styles ▼ ∽ ∩ Q				Departm
6.	6. Update the Event as needed.				May	
	🖬 🚍 April					April
	Note: Each field is explained in the Enter your event information section				March	
	of this Document.					

🗉 🔲 Global Components 🗉 🗐 Navigations

🗉 🗐 Hero Sliders Container 🗉 🗐 Faculty List Container

🗉 🗐 Events Container 🗉 🗐 Event Types

Image Gallery Container

🗉 🗐 Recurring Events Cont...

🗆 🔲 Calendar

2014

Events Container

FAQs

🗆 🗐 Calendar

7. **Publish** your updated calendar event.

Not published yet Publish? V

Deleting a Calendar Event

- 1. In the Navigation Pane, **navigate** to the Calendar Event you wish to delete. (Directions Above)
- 2. Click on the Menu Options and select Move to Trash.
- 3. A confirmation window will appear. **Click** OK to move to trash.

5	Move Page to Trash ×
C	The page will not be visible on the site anymore.
	OK Cancel

≡	
	🗅 New Page
	Сору
	Cut
	Dive to Trash