



Events Calendar

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Description

The event calendar makes publishing upcoming events a breeze. The website administrator can create an unlimited number of events and event categories that can be searched on the frontend. Website users can also submit events which, once approved, will appear side by side with the other events on the calendar.

ProFusion UIS | View Website **ProFusion** Website Backend | Profile | Quick Links | Logout

CONTENT

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ADVANCED FEATURES

- Events Calendar
- Form Builder
- Survey Manager

Welcome to the backend of JuneQss3

Please follow the links on the left column to proceed

The Date and Time on the servers is currently 7/7/2011 2:04:58 PM

Storage

Free Space	Used Space
1025.24 MB	24.76 MB
File System : 979.3 MB	File System : 20.7 MB
Database : 45.94 MB	Database : 4.06 MB

Quick Links

General Help	Editor Help
User Manuals and Product Videos	Editor Template Variables
Support Center	License Agreement

Finding the Module

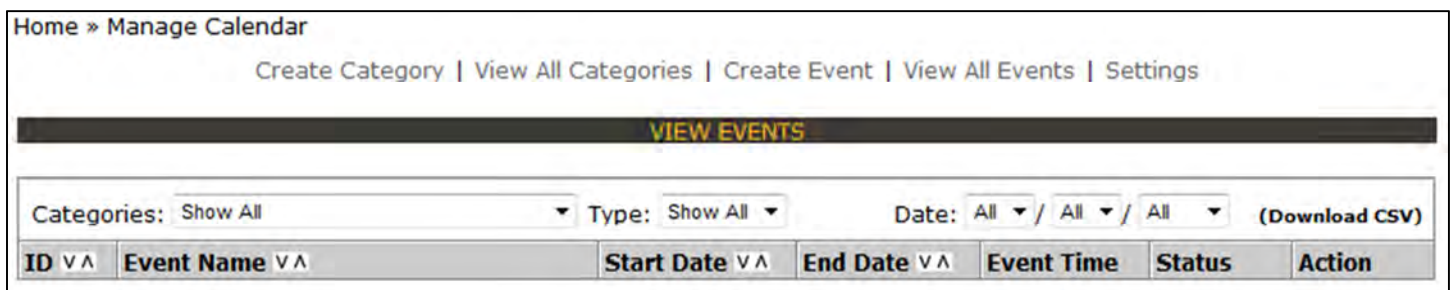
At the bottom of the main administrative page on the left side is the Advanced Features section under which all ProFusion Ultra IS add-on modules are listed like you can see in the figure above.

Create Category

The ProFusion Ultra IS Events Calendar module comes with a “Default” category. The default category can be used as a catch-all until other, more specific categories are created.

1. Click on Events Calendar link under Advanced Features section heading from the main admin page screen.
2. This action takes you to the Manage Calendar main page screen which looks something like the figure below.

Figure 1.1



Home » Manage Calendar

Create Category | View All Categories | Create Event | View All Events | Settings

VIEW EVENTS

Categories: Show All Type: Show All Date: All / All / All (Download CSV)

ID	Event Name	Start Date	End Date	Event Time	Status	Action
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3. Click Create Category link that you see above the View Events section. This action opens up the Create Event Category section (see figure below) where you can create your event category.



Home » Manage Calendar

Create Category | View All Categories | Create Event | View All Events

Create Event Category

* Category Name: Social

* Status: Active

Submit

4. **Category Name** – The category name would be displayed in the calendar on your website as well as on the backend. **Type** in a name for the category you wish to create. For this tutorial, let us create a category named “Social.”

5. **Status** – **Select** the status for your category from the dropdown menu as appropriate. If Active is selected, all events under this category will be displayed. Conversely, if “Disabled” is selected, all events under this category will not be displayed on the calendar. We will **Select** “Active” for this category.
6. Click **Submit** button to save your category.
7. To create more categories, simply **Repeat** steps 3 through 6.

Edit Category

To view, edit, and/or delete a category, from the Manage Calendar main page screen (figure 1.1) **Click** View All Categories which takes you to the View Categories page screen which should now look something like the one below displaying the recently created “Social” category.

Home » Manage Calendar				
Create Category View All Categories Create Event View All Events				
View Event Categories				
				Viewing Page 1 of 1
				1 Showing 1 - 2 of 2 Records
#	ID	Name <small>v ^</small>	Status	Action
1	3	Default	Active	-- Jump To --- <small>v</small>
2	4	Social	Active	-- Jump To --- <small>v</small>

Click **Name v ^** as appropriate to sort the categories to display in the alphabetical or reverse alphabetical order. To edit a category, **Click** -- Jump To --- v blue drop arrow of the corresponding category and **Select** “Edit” from the drop down menu or simply **Click** on the category name which takes you to the edit category screen. To delete a category, **Select** Delete from the drop down of the corresponding category.

Create Event

1. Click Create Event link from the Manage Calendar page screen, see [figure 1.1](#).
2. This takes you to the Details tab on an Add Event/Event Details page like the one below.

Note: This is the screen you would use to add or edit an event. You will see these tabs: **Details** **Contact** **Notes** **Review** **Delete** on an event after it has been created.

Figure 1.2

Home » Manage Calendar
Create Category | View All Categories | Create Event | View All Events | Settings

ADD EVENT

Details

EVENT DETAILS

NOTE: Start by creating an event with this form. You can then later add other information to the record through the tabs above.

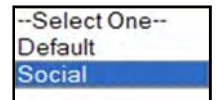
* Event Name:	<input type="text"/>
* Status:	Active ▾
* Category:	--Select One-- ▾
* Start Date:	<input type="text"/> <input type="button" value="Calendar"/>
End Date:	<input type="text"/> <input type="button" value="Calendar"/>
Time:	<input type="text"/> (hh:mm AM/PM)
Recurring Event:	<input checked="" type="checkbox"/>
Repeat Every:	<input type="text"/> Day(s)
City:	<input type="text"/>
State:	<input type="text"/>
Location:	<input type="text"/>
Details:*	<input type="text"/>

Template Variables | Forms | Galleries | Content Rotators | Surveys | Banner Zone | News | Tabs

This content editor area has been condensed in this image to save space.

3. **Event Name** – The event name would be displayed in the calendar on your website. **Type** in the name of the event you wish to create. In this case, let us create an event named “Weekend Socials.”

4. **Status** – **Select** Active from the drop down menu for it to display in the calendar. If you select Disabled then the event will not display on your website.



5. **Category** – You need to assign the event to a category in a calendar. From the previously created categories, **Select** a category as appropriate from this drop down menu. We will select “Social” category in this case.

6. **Start Date** – In order for the event to display in the calendar, you need to specify the start date. **Click** on calendar  icon placed next to the field. This opens up a calendar pop-up window with the current date preselected. Choosing from the month and year drop down, **Select** the event start date. In this case, we will select July 18, 2008 as the event date.



7. **End Date** – This is an optional field wherein you can specify an end date for your event. Simply repeat the previous (start date) step if you wish to give an end date for the event.

8. **Time** – You can specify the time of the event by **Typing** in the time in this field. We will type “5 p.m.” in this case.

9. **Recurring Event** – Clicking this check box allows you to make an event repeat. You can specify the number of days. This removes the need to enter event info repeatedly.

10. **City** – **Type** in the name of the city where your event is to be held. Let us type “Bellingham” in this field.

11. **State** – **Type** in the name of the state where your event is to be held. Now we will type WA as the state name in this field.

12. **Location** – **Type** in the exact location where your event is to be held. For this example, we will type “Club Premises.”

13. **Details** – **Type** in a short description describing the event details. In this case, we will type “Informal get-together of club members” as the event details.

14. **Click** **Submit** button to save the event. You can create more events by simply **Repeating** these steps.

Edit Events

To view, add, and/or delete an event, from the Manage Calendar main page screen (figure 1.1) Click View All Events which takes you to the View Events page screen which should now look something like the one below displaying the recently created event “Weekend Socials.”

Home » Manage Calendar						
Create Category View All Categories Create Event View All Events Settings						
VIEW EVENTS						
						Viewing Page 1 of 1 Showing 1 - 1 of 1 Records
Categories: Show All		Type: Show All		Date: All / All / All		(Download CSV)
ID	Event Name	Start Date	End Date	Event Time	Status	Action
1	Weekend Socials	06/25/2011	06/25/2011	5 pm	Active	-- Jump To --

To sort the events by categories, **Select** Show All from the Categories drop down. Similarly to sort the events by type, **Select** Show All from the Type drop down and to sort the event by date, **Select** from Date: All / All / All drop down list. To import the event details, **Click (download CSV)** link placed next to the sort by date field through which you can download a CSV file and save it to your hard drive. **Click ID** to sort and display the events in a numeric or reverse numeric order. Similarly, **Click Event** to sort and display the events in an alphabetical or in reverse alphabetical order and **Date** to sort events by the earliest or the latest date. To edit an event, simply **Select** Jump To from the drop down. This will take you to the Edit Event page screen where you can edit the event.

Place Calendar

1. **Navigate** to the page on your site where you want the calendar to appear. For this tutorial, we will **Select** Events page. This takes you to the Events page edit screen (see [figure 1.3](#)).
2. **Position** the cursor inside the text area and **Select** Events Calendar from the Template Variables drop down menu. You will see something like [TPL_CALENDAR] inside the page editor area. This command instructs the system to merge in the events calendar you have just placed on the page. The page editor area should now look something like the one shown below.

Figure 1.3

The screenshot displays the 'CONTENT' editor interface. At the top, there are fields for 'Section Title*' (containing 'Events') and 'Short Name*' (containing 'events'). Below these are options for 'External Link' and 'Page Content'. The 'Page Content' section is active, showing a large text area with the template variable '[TPL_CALENDAR]' inserted. Above the text area is a toolbar with various editing tools and a dropdown menu for 'Template Variables'. At the bottom, there are buttons for 'Save', 'Save and Continue', and 'Cancel', along with an 'Active' status indicator and radio buttons for 'Yes' and 'No'.

3. Click **Save** button to save the page edits.

You have now successfully created an events calendar and placed it on your web page.

Frontend Calendar

The events calendar that you placed on your web page would look like the figure below. You will notice that the event date is highlighted in green and also the number of events for that particular date.

<May 2011>		June 2011					>July 2011
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2	3	4	
5	6	7	8	9	10	11 <u>Pet Training Session</u> (12:00pm)	
12	13	14	15 <u>Half Price Nail</u> <u>Trimming!</u> (9:00am)	16	17	18	
19	20	21	22	23	24	25 <u>4 Events</u>	
26	27	28	29	30			

[See All Events in June 2011](#) Filter Events By: [Submit Event](#)

View Events

Clicking on the event link takes you to the Events Details page, where all the events for a particular date will be displayed. In this case, there will be only one event, namely, June 11th (see figure below). From this page, you can view the detailed description for a particular event by **Clicking** on the event or by searching for an event using any of the search options.

Event : Pet Training Session

Category: Pet Training Sessions
Start Date: 6/11/2011
End Date: 6/11/2011
Time: 12:00pm
Location: Fuzzy Butts Pet Grooming
Details: Come to a free three-hour training session for you and your dog!

[See All Events](#) [Submit an Event](#)

Search By

Search For

Month

Start Date

End Date

When there are 4 or more events on a single day, like on June 25th, **Clicking** on the “4 Events” link on the calendar takes you to a special page where all of the events for the day are listed (see below).

[Home](#) > [About Us](#)

Search Results for 6/25/2011 Viewing Page 1 of 1
Showing 1 - 4 of 4 Records

Filter Events By

Start Date	Start Time	Event Title	Category	City	State
6/25/2011	9:00 am	Pet Training Session	Social	Bellingham	WA
6/25/2011	2:00 pm	Family Picnic	Social	Bellingham	WA
6/25/2011	5:00 pm	Weekend Socials	Social	Bellingham	WA
6/25/2011	11:00 pm	Cosmic Bowling	Social	Bellingham	WA

[See All Events in June 2011](#) [Monthly Calendar](#)

Submit Events

Using the ProFusion Ultra IS Events Calendar module, you can have website users submit events subject to approval by the admin.

1. The user will have to **Click** on the “Submit an Event” link placed on the Events Details page.
2. This action opens up an event information form pop-up window with input fields to be filled in by the user like this figure shown here.
3. The user needs to **Enter** the details for an event. Let us submit an event for this tutorial, namely Fishing Basics dated July 22, 2008.
4. After completing the details, the user will have to **Click** the “Submit Event” link placed at the bottom to submit the event details to the admin.

The screenshot shows a web form for submitting an event. It is divided into two main sections: 'Event Information' and 'Contact Information'.
Event Information:
- Event Name: Fishing Basics
- Category: Social (dropdown)
- Start Date: 7/22/2008 (mm/dd/yyyy)
- End Date: 7/22/2008 (mm/dd/yyyy)
- Time: 11:00 (hh:mm)
- City: Bellingham
- State: Washington (dropdown)
- Location: Lake Whatcom Falls Park,
- Details: Fishing lessons to educate the general public on how to fish safely. (Max Limit 250 Characters)
Contact Information:
- First Name: Gloria
- Last Name: Bennett
- Email: Gloria.L.Bennett@dodgit.c
- Phone: 217-578-6468
- Fax: (empty field)
- Website: (empty field)
At the bottom of the form are two buttons: 'Submit Event' and 'Close'.

Review Events

When a website user submits an event using the events calendar on your website, the event gets submitted to the admin section where the admin user can review the event and either approve or decline it.

1. **Click** Events Calendar link under the Advanced Features section.
2. This action takes you to the Manage Calendar page screen which lists all events. The “Fishing Basics” event which was previously submitted by the user can be seen listed here. The status of a user submitted event initially will be “Disabled” until it has been reviewed by the administrator as shown in this figure below.

Figure 1.4

Home » Manage Calendar

View Events
View All Events | Create Event

Viewing Page 1 of 1
1
Showing 1 - 2 of 2 Records

Categories: Show All ▾ Type: Show All ▾ Date: All ▾ / All ▾ / All ▾ (download CSV)

#	ID	Event	Date	Status	Action
1	3	Fishing Basics	07/22/2008	Disabled	- Jump To - ▾
2	2	Weekend Socials	07/18/2008	Active	- Jump To - ▾

- To view the details of a user submitted event, either **Click** on the event name or choose Edit from the Jump To option.
- This action takes you to the Event Details page screen. Using the various tabs, you can view, edit, review, and/or delete the event.

Note: By clicking the Contact tab you can see the contact information of the user who has submitted the event.

- Click Review tab. This opens up a review section as shown in the figure below.

Details | Contact | Notes | **Review** | Delete

Review Event

Event Name:	Fishing Basics
Status:	Disabled
Category:	Social
Start Date:	7/22/2008
End Date:	7/22/2008
Time:	11:00
City:	Bellingham
State:	WA
Location:	Lake Whatcom Falls Park, 1401 Electric Avenue, Bellingham, WA 98226
Details:	Fishing lessons to educate the general public on how to fish safely.
Contact Name:	Gloria
Contact Email:	Gloria.L.Bennett@dodgit.com
Reason:	<div style="border: 1px solid gray; height: 100px;"></div>

Approve Decline

- You will see “Approve” and “Decline” buttons located at the bottom of the page. In this case, let us **Click** the “Approve” button for this event.

7. Approving/declining an event takes you to a new page screen where you can choose to send email notification to the user. **Type** in the email details and **Click** [Send Email](#) should you wish to send email notification.
8. When a user submitted event is approved after review, the status of the event changes from “Disabled” to “Active” on the Manage Calendar main page screen as shown in the figure below.

Note: Compare this figure with the previous Manage Calendar page screen (see [figure 1.4](#)). This event will now be displayed on the calendar on your website as well.

#	ID	Event	Date	Status	Action
1	3	Fishing Basics	07/22/2008	Active	-- Jump To --
2	2	Weekend Socials	07/18/2008	Active	-- Jump To --

Place Calendar Icon

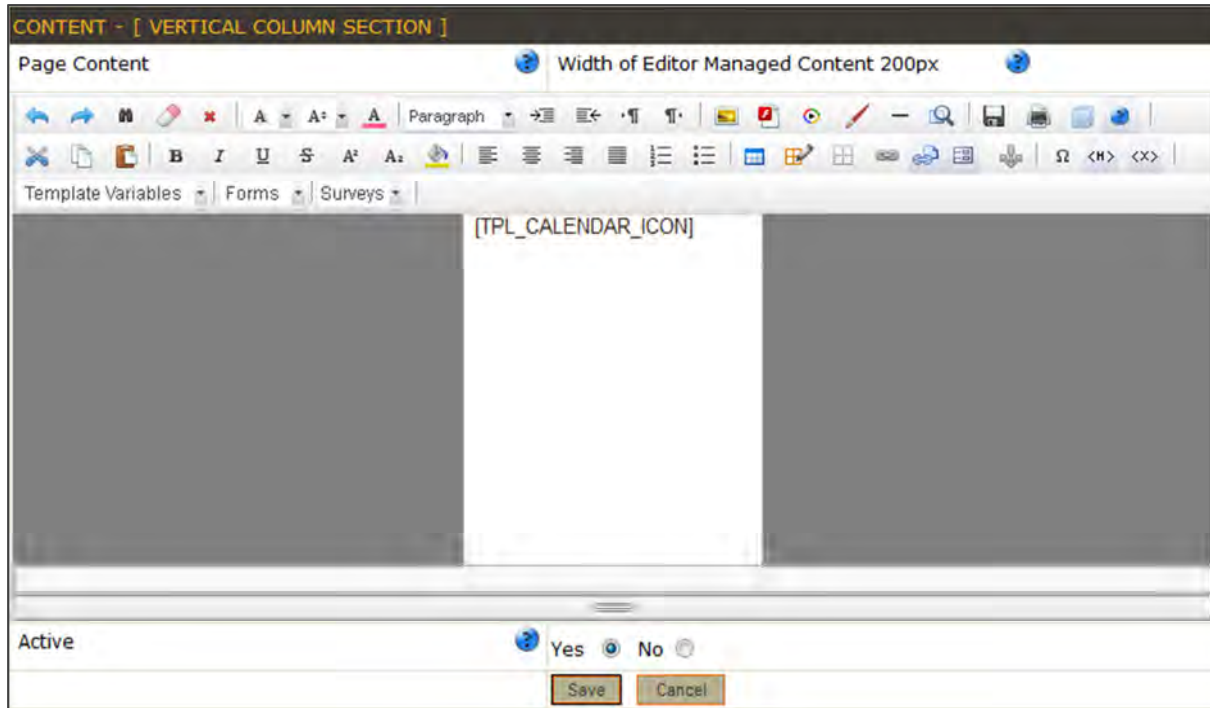
In addition to having an events calendar on your website, you can now also have an events calendar icon placed on your website. The events calendar icon displays all event dates circled and highlighted.

Note: Although you can have an events calendar icon placed anywhere on your web page, it is recommended to place it on the Vertical Column Section page for the best possible visual appeal.

1. **Click** Vertical Column Section link under the Content section on the admin panel.
2. This action takes you to the Vertical Column Section page edit screen, see [figure 1.5](#). **Position** the cursor inside the text area and **Select** Events Calendar Icon from the Template Variables drop down menu.

- Now you will see something like [TPL_CALENDAR_ICON] inside the page editor area. This command instructs the system to merge in the events calendar icon you have just placed on the page.

Figure 1.5



- Click **Save** button to save the page edits.

You have now successfully placed an events calendar icon on your web page. Shown below is an example of how your events calendar icon will display on your website.

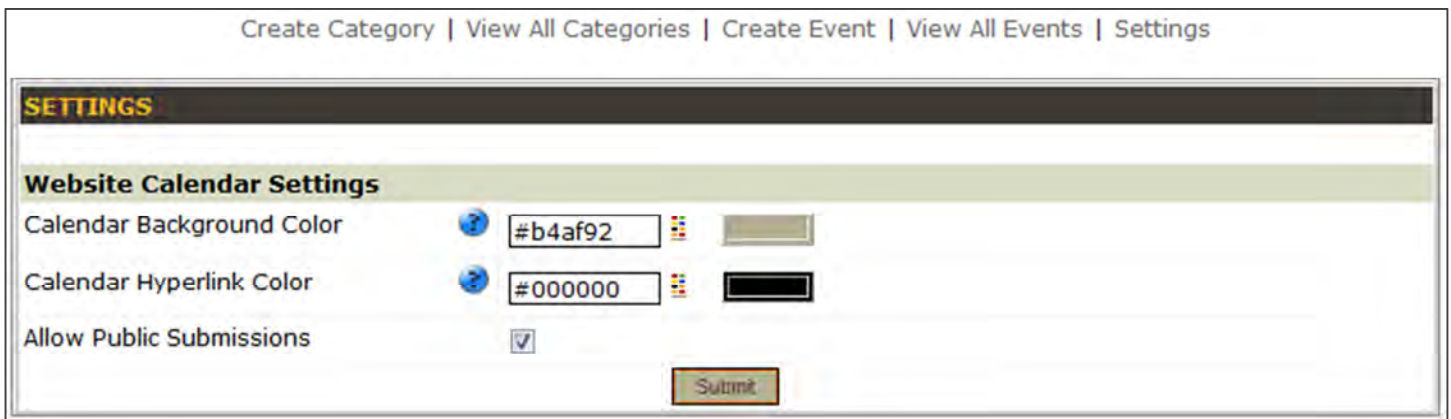
Note: By placing the events calendar icon on the Vertical Column section page, you can have it display on all pages of your website. The event dates will be highlighted in the icon as well as the main calendar.

Home Services Events Classified Ads Our History Contact Us						
Home > Events						
<div style="display: flex; justify-content: space-between;"> << May 2011 JUL Jul 2011 >> < May 2011 > June 2011 < July 2011 > </div>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
See All Events in June 2011 Filter Events By --Select Category--						

Note: You cannot place only the calendar icon on a website; you must place the full calendar as well. The events calendar icon will not display events properly because there is nothing to link to when clicking on an event.

Settings

You can access the events calendar settings by clicking on the [Settings](#) link on the top right of the page. This will take you to a page which looks like the one below.



Create Category | View All Categories | Create Event | View All Events | Settings

SETTINGS

Website Calendar Settings

Calendar Background Color

Calendar Hyperlink Color

Allow Public Submissions

Submit

From this page, you can control:

1. **Calendar Background Color** – This controls the background color for the calendar and calendar icons. It has no effect on any of the detail views of the calendar.
2. **Calendar Hyperlink Color** – This controls the color of the event hyperlinks on the full calendar. This color should contrast highly with the calendar background color in order to aid readability.
3. **Allow Public Submissions** – This controls the option of allowing non-administrators to enter events through the frontend of the site.