

1. Home	3
1.1 Frequently Asked Questions (FAQ)	3
1.1.1 Remove Calendar Ads	8
1.1.2 Why is my calendar cut off on the bottom	9
1.2 Overview of the localendar menu	9
1.3 Entering and Editing Events	11
1.3.1 Adding New Events	12
1.3.1.1 Add Links in an Event Description	15
1.3.2 Editing Existing Events	16
1.3.3 Preview an Event	16
1.3.4 Adding Clipart to an Event	17
1.3.5 Uploading your own Images	20
1.3.6 Repeating Events	23
1.3.7 Entering a Multi-Day Event	27
1.3.8 Entering a Multi-Day Event that Repeats	29
1.3.9 Setting up Reminders	32
1.3.10 Custom HTML in Events	32
1.3.11 Tips and Tricks for Events	33
1.3.12 Creating Events that Accept RSVPs, Payments, and More	34
1.3.13 Attaching files to Events	36
1.4 Deleting Events	38
1.5 Publishing a Calendar	38
1.5.1 Common Publishing Questions	39
1.5.2 Gallery of Calendar Styles	40
1.5.2.1 Timeline View	44
1.5.3 Your Calendar's URL and Parameters	46
1.5.4 The Publish Wizard	47
1.6 Customizing your localendar	48
1.6.1 General Options	49
1.6.1.1 Additional General Options	51
1.6.1.2 Using an Email Group for Reminders	52
1.6.1.3 Visitor-Submitted Events	52
1.6.2 Event Options	52
1.6.3 Colors and Backgrounds	53
1.6.4 Account Settings	58
1.6.5 Advanced Customizations	58
1.6.5.1 Adding a Hit Counter to your public calendar	58
1.6.5.2 Adding custom Javascript	59
1.6.5.3 Adding your own ads to a calendar	60
1.6.5.4 Repositioning the Arrows	60
1.6.6 Custom Categories	61
1.6.7 Transitions and Special Effects	62
1.7 Importing and Exporting from localendar	63
1.7.1 Understanding localendar support of the iCalendar format	64
1.7.2 Exporting localendar to a CSV file	64
1.7.3 Exporting to Google Calendar	65
1.7.4 Exporting to Microsoft Outlook	66
1.7.5 Exporting to Yahoo Calendar	66
1.7.6 Importing iCalendar into your localendar	67
1.7.7 Importing from Google Calendar into localendar	68
1.7.8 Importing from Facebook into localendar	69
1.7.9 Importing from Yahoo Calendar into localendar	69
1.7.10 Importing a CSV into localendar	69
1.7.11 localendar and the Wyncs browser plug-in	70
1.8 Security	70
1.8.1 Adding Other Users as Calendar Administrators	70
1.8.2 Changing your Email Address	71
1.8.3 Changing your Member Logon Name	71
1.8.4 Changing your Password	71
1.8.5 Password-protecting your localendar	72
1.9 Subscriptions	72
1.9.1 Why Stripe is secure for payments	74
1.10 Group Calendars	74
1.11 Cobranding	75
1.11.1 Customizing your Cobrander Administration Account	76
1.12 Merging Calendars	77
1.13 WordPress Plugin	78
1.13.1 Installing the WordPress Plugin	78
1.13.2 Using the WordPress Plugin	79
1.13.3 Common Issues	80
1.14 Tips and Tricks	81
1.14.1 Making your calendar responsive	81

1.14.2 Custom Calendar CSS	82
1.14.3 Dynamic links to multiple calendar months	84
1.14.4 Dynamic replacement of month name or number	86
1.14.5 Hide the RSS and iCal links	86
1.14.6 Hiding the Event Time and Title on the Event Details Pop-up	86
1.14.7 Hiding the Save To section on the Event Details pop-up	87
1.14.8 Repositioning the Date labels on the Today+Happening Soon view	88
1.14.9 Using custom images for the calendar forward and back arrows	90
1.14.10 Moving the Category Legend to the top of your calendar	91
1.15 Twitter Integration	91
1.16 Facebook Integration	92
1.17 Discussion Forums	95
1.18 Task Editor	96
1.19 Resource Scheduling	97

Home

localendar Help and Docs

Please browse the Table of Contents on the left menu, or use the Search box in the upper-right to learn more about using localendar.

The [Frequently Asked Questions \(FAQ\)](#) page contains answers to many common questions.

You can download the documentation as a PDF by clicking [this link](#)

Support Forums

Don't forget to check the localendar [Support Forums](#), where many common issues and questions have already been addressed.

Frequently Asked Questions (FAQ)

Most Common Questions

Why don't I see my events on my published calendar?
Why does my public calendar show Google Ads?
Why is my calendar cut off on the bottom?
When Does my Subscription Expire?
How long until changes I've made to an event are shown on my public calendar?
How can I sync my Outlook or Google calendar with localendar?
Can I add a link from localendar back to my site?

Publishing your Calendar

Do I need web page to share my calendar with others?
What is the URL of my calendar?
How can I add a link to my calendar?
How can I put my calendar in a frame?
Can I change the format and style of the calendar on my web page?
Can I have multiple calendars?
How can I have my calendar display events for a specific date?

Events

How do I change or delete an event?
How do I enter a multi-day event?
How do I enter a multi-day event that repeats?
Why do I need to supply a location and category for Published events?
Can anyone else see my private events?
Can I send multiple reminders for an event?
Can I send reminders to multiple e-mail addresses?
Can I let visitors add events to a public calendar?
Can I change the size of the pop-up Event Details window?

Email

[Why didn't I get an email for X?](#) (event reminders, visitor-added event, forgotten password, etc)

Calendar Style

Can I add a title to my calendar?
How do I change the colors of my calendar?
How do I change the colors of my events?
Can I include HTML in my calendar?
Can I customize my Public Calendar's CSS?

Can I view an Event's title and description at the same time (like a Newspaper view)?
How can I include pictures in my calendar?
Can I add a hit counter to my calendar?

Group Calendars

How can I organize my Group's calendar?
Can others in my group maintain our calendar?
Can my group calendar have public and private events?

Cobranding

Where can I find out about cobranding localendar ?
When do my cobranding color preferences take effect ?

Security

How do I change my account password ?
How do I change my localendar member name ?

Most Common Questions

Why don't I see my events on my published calendar?

Were they marked as Private on the Event Editor? Only events marked as Public will be shown on your public calendar view. Double-check the events setting from the Event Editor. If you want all new events you add to default to either Public or Private, you can change this setting under Options on the [Events](#) tab.

Another reason you may not see events you have recently added (even if they have been saved as Public) is because your web browser might be caching an old version of the page. You can try pressing Ctrl+F5 to force your browser to reload the page, or you can clear your browser's cache by following [these instructions](#).

Why does my public calendar show Google Ads?

Free subscriptions are supported by Google ads which appear on the various public calendar views. Any [subscription](#) removes all ads from your public calendar. A small 'powered by localendar.com' label always appears at the bottom of public calendars. (also see, [Remove Calendar Ads](#))

When Does my Subscription Expire?

The subscription expiration date of your calendar is always displayed on the [localendar menu](#).

How long until changes I've made to an event are shown on my public calendar?

This happens instantly. If you make changes to an event and don't see the update immediately, you may wish to try clearing your browser's cache (<http://www.wikihow.com/Clear-Your-Browser's-Cache>).

How can I sync my Outlook or Google calendar with localendar?

Please see the documentation on [Importing and Exporting from localendar](#)

Can I add a link from localendar back to my site?

Yes; you can add custom HTML to your calendar's title or footer (set under [General Options](#)) to do this.

For example:

```
<a href="http://www.google.com">Go to Google</a>
```

Sharing a Calendar

Do I need web page to share my calendar with others?

Not at all. You can create a calendar on our site, and distribute the address of the calendar to as many people as you want. For example, many clubs maintain a calendar on [localendar.com](#) and publish [its url](#) on their newsletters for anyone to view.

What is the URL of my calendar?

Please refer to the page, [Your Calendar's URL and Parameters](#)

How can I add a link to my calendar?

If you want to add a link to your calendar from your web page, you can modify the following HTML example:

```
<a href="http://www.localendar.com/public/membersname">Click here to go to  
view my calendar</a>
```

If you want the calendar to open in a different window, then the HTML is slightly different:

```
<a href="http://www.localendar.com/public/membersname" target="_blank">Click  
here to go to view my calendar</a>
```

For more url options, please refer to [Your Calendar's URL and Parameters](#)

How can I put my calendar in a frame?

In the HTML page where you specify your Frameset, you need to add the address of your calendar as the source of the frame where you want it to display. For example, to put your calendar in the Frame called "main", you would use the following HTML:

```
<frame name="main" src="http://www.localendar.com/public/membersname">
```

You can also use the localendar [Publish Wizard](#) to generate the HTML for using your calendar in an <iframe>

Can I change the format and style of the calendar on my web page?

Please refer to [Your Calendar's URL and Parameters](#). You may also want to check out the [Custom Calendar CSS](#) page.

Can I have multiple calendars?

You can create as many calendars as you want. You just need to create a different Sign-On for each one from the localendar homepage. You can

also combine multiple calendars using our [Merge functionality](#).

How can I have my calendar display events for a specific date?

You can specify a starting date for displaying events on your calendar. To do this, you just need to add a `start_date` parameter. For example: http://www.localendar.com/sample?style=M1&start_date=12/1/2015

Events

How do I change or delete an event?

Please see the [Adding New Events](#) and [Editing Existing Events](#) pages. Everything you need to know about working with events is on the [Entering and Editing Events](#) page.

How do I enter a multi-day event?

Please see the instructions on [this page](#).

How do I enter a multi-day event that repeats?

Please see the instructions on [this page](#).

Why do I need to supply a location and category for "Published" events?

A *Public* event is visible to anyone who looks at your [public calendar view](#).

When you mark an event as *Published*, it is also added to the searchable localendar database. When people come to localendar and perform a search, the location and category of your event helps us tell them what kinds of events are happening near them.

If you are marking an event as Published, make sure to provide enough information (directions, cost, etc) in your description so that people can find your event! Writing something like "By the big tree" won't help someone who is unfamiliar with your location know how to find you.

Can anyone else see my private events?

No. Events that you designate as private can only be viewed after signing in with the member name and password you selected when you joined localendar.

Can I send multiple reminders for an event?

While you can [send a reminder](#) to multiple addresses, you can only send them for a single time. You cannot, for example, be reminded of a meeting 1 day before and then 15 minutes before it occurs.

Can I send reminders to multiple e-mail addresses?

Yes. Please read the instructions for [Setting up Reminders](#).

Can I let visitors add events to a public calendar?

Yes; you can configure this feature under [Options, General](#).

Can I change the size of the pop-up Event Details window?

The pop-up does have a default size, but you can change that with a little script. You can only change it for all of the pop-ups; you cannot have different sized windows for different events.

Add the following code to the Common Event Information under [Options, Events](#)

```
<script>self.resizeTo(400,400)</script>
```

That will make the pop-up window re-size when it's opened. You can customize the numbers in the script to suit your needs.

Email

Why didn't I get an email for X?

The most common reason for not receiving an email is because it was mistakenly sent to your spam/junk folder. Always check their first if you are missing an email from [@localendar.com](#)

If you don't see the message there, you may also want to check with your ISP to make sure they are not filtering email from [localendar.com](#) for any reason.

Calendar Style

Can I add a title to my calendar?

You can add a title or footer to your calendar under [Options, General](#).

How do I change the colors of my calendar?

You can add a title or footer to your calendar under [Options, Colors](#).

How do I change the colors of my events?

The Event Editor lets you [specify a background color](#). You can use custom [CSS](#) or [HTML](#) to change how events look.

Can I include HTML in my calendar?

Yes. See the [Tips and Tricks](#) for Events page for some examples.

Can I view an Event's title and description at the same time (like a Newspaper view)?

Yes. Several calendar view styles support this format. Please check out the [Gallery of Calendar Styles](#).

How can I include pictures in my calendar?

There are several places you can include images in localendar:

- [On your own Events](#)
- As part of your [calendar's background](#).
- In your [calendar's title](#) or footer (using custom HTML)

Can I add a hit counter to my calendar?

Yes, you can use many of the [freely available hit counters](#) on your calendar. Just take the HTML they generate and paste it into your calendar's [Title](#) or [Footer](#)

Group Calendars

How can I organize my Group's calendar?

A Group calendar is just like a normal calendar. First, create a member name for your group and then add and edit events. The members of your group can access that calendar at your [public address](#), or you can [publish the calendar](#) to your group's web page. We are currently developing additional options for people who want to allow different members of the group to have different privileges.

Can others in my group maintain our calendar?

Only people who know your localendar member name and password can sign-on and edit your calendar. If you share this information with members of your group, they will be able to maintain your calendar.

Some members choose to let each contributor have *their own* individual localendar account and then merge these separate accounts into a single view. [Click here](#) to learn more about merging calendars.

Can my group calendar have public and private events?

Yes, a group calendar can contain both types of events. Keep in mind that only public events are shown when you access a calendar by [its address](#). You must always sign-in to view Private events.

Cobranding

Where can I found out about cobranding localendar ?

Cobranding will let you give visitors to [your site](#) the ability to create and edit their own personal calendars. Learn more about it on [this page](#).

When do my cobranding color preferences take effect ?

In order to provide the fastest response time for your cobranded members, localendar loads your cobranding color preferences only once, when each of your visitors first arrives at the site. It then "remembers" these settings until the user closes their browser. If you've recently changed your cobranding color preferences and they don't seem to be taking effect immediately, close your browser and then reopen it.

Security

How do I change my account password ?

Please refer to the [Changing your Password](#) page.

How do I change my localendar member name ?

Please refer to the [Changing your Member Logon Name](#) page

Remove Calendar Ads

About localendar ads

Our free service is supported by ads displayed on published calendars, which may contain one or more small ad sections provided by Google. These ads are customized by Google based on your calendar content.

With any [premium subscription](#) option, all ads are removed. The result is that you'll have a faster, more enjoyable experience from our service.

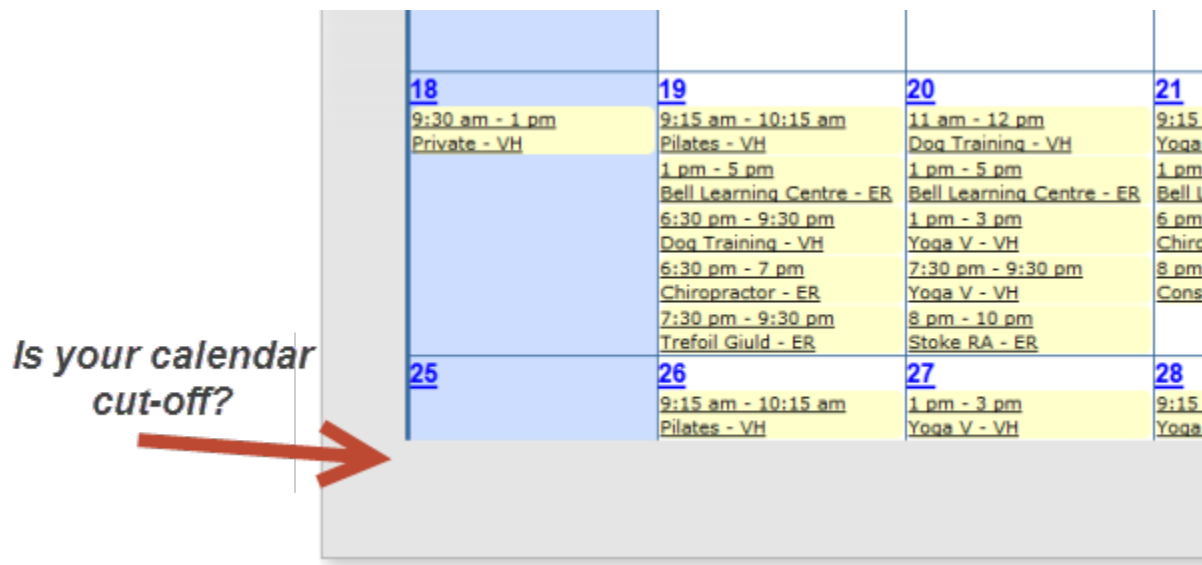
The URL of your published calendar is:

<http://www.localendar.com/public/yourmembername>

Please note that our small "powered by localendar" message will still appear on the bottom of published calendars at all subscription levels below Cobrand Ultra.

Why is my calendar cut off on the bottom

Have you published a calendar on your web page, and on certain months the calendar appears "cut-off" at the bottom?



The most common answer is that you are publishing your calendar inside an `<iframe>` and the height of the iframe isn't big enough to show everything on your calendar. There 4 **different** solutions you can choose from:

1. (Best) Switch to the "responsive iframe" style. The HTML will make sure to always set the height of your calendar to exactly what it needs to display all of the events, no matter what device (desktop, tablet, phone) is being used
2. (Better) Switch to the "fully interactive embedded calendar" style. You can generate the HTML for this calendar using the Publish Wizard. The HTML will make sure to always set the height of your calendar to exactly what it needs to display all of the events
3. (Good) Increase the "height" value on the HTML you pasted onto your sight. For example, change this:

```
<iframe src="http://www.localendar.com/public/sample" height=600 width=700 marginheight=0 marginwidth=0 scrolling=no frameborder=0 border=0></iframe>
```

to this

```
<iframe src="http://www.localendar.com/public/sample" height=1500 width=700 marginheight=0 marginwidth=0 scrolling=no frameborder=0 border=0></iframe>
```

The drawback is, the iframe will always be 1500 pixels high, even when the calendar doesn't need that much room.

4. (Good) Add scrollbars to your iframe so that visitors can scroll down to see the rest of the calendar.

For example, change this:

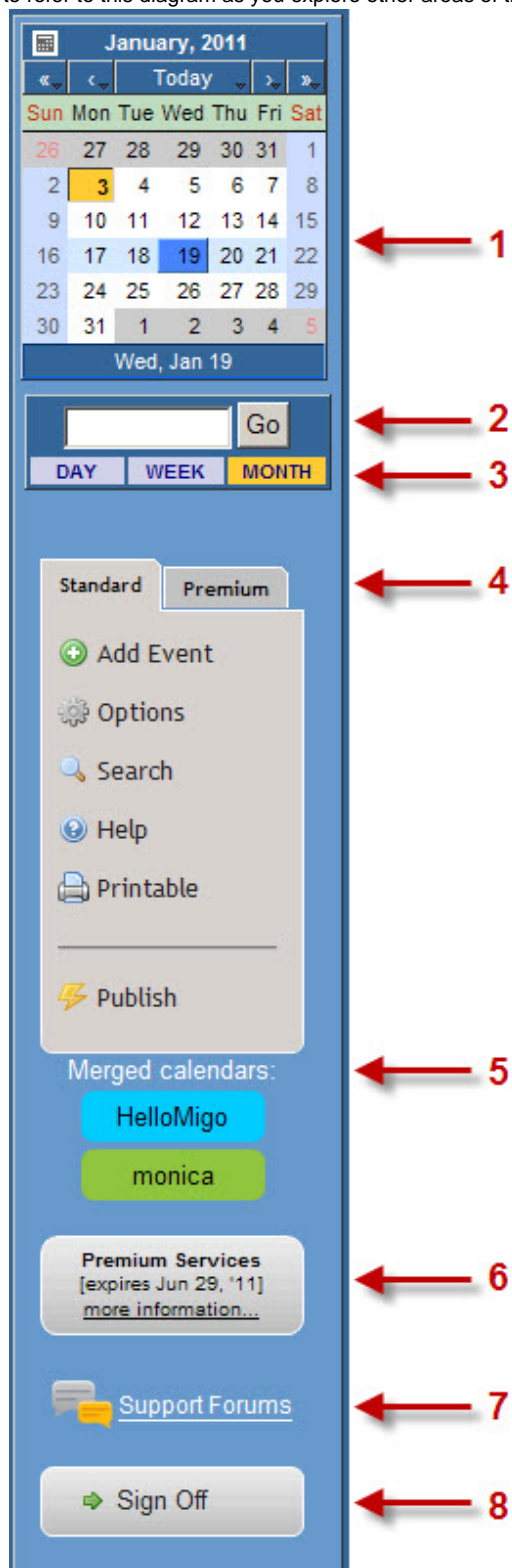
```
<iframe src="http://www.localendar.com/public/sample" height=600 width=700 marginheight=0 marginwidth=0 scrolling=no frameborder=0 border=0></iframe>
```

to this

```
<iframe src="http://www.localendar.com/public/sample" height=600 width=700 marginheight=0 marginwidth=0 scrolling=yes frameborder=0 border=0></iframe>
```

Overview of the localendar menu

This page provides a simple explanation of the left-nav menu displayed when a member is signed into the localendar.com website. You may wish to refer to this diagram as you explore other areas of the documentation.



1. Mini Navigation Calendar

This mini calendar can be used to navigate to different days on your calendar. Clicking on a day before or after the current month will jump the calendar to the previous or next month, respectively. You can hold down the mouse button on the single arrows (to either side of the Today label) to jump to a specific month. Similarly, the holding the mouse button down on one of the double arrows will let you jump to a particular year.

2. Jump Box

Use this box to quickly jump to a particular day or month by entering text in this box and clicking "Go". The text you enter will determine what type of calendar view localendar returns.

For example, if you enter a specific date like "12/1/2011", localendar will display the day-view for Dec 1, 2011. If you enter "Dec 2011", localendar will display the month-view for Dec 2011.

3. View Selector

Clicking Day, Week, or Month alternates between the respective views. By default, localendar will use a "list-style" view for Day and Week, and a "block-style" view for Month. You can change the default view styles for Day, Week, and Month as explained on [this page](#).

4. Activity Buttons

This menu provides access to the main features of localendar. Note the two tabs across the top: Standard and Premium. The functions on the Standard menu tab are available to all localendar users free of charge. The functions on the Premium menu tab require a Premium subscription. More information about subscription features is available on [this page](#).

Standard Functions

[Add Event](#)

[Options](#)

[Search](#)

[Help](#) : Brings you here!

[Printable](#)

[Publish](#)

Premium Functions

[Discussion Forums](#)

[Task Editor](#)

[Merge](#)

[Sharing](#)

[Special Effects](#)

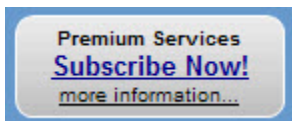
[Import and Export](#)

5. Merged Calendar List

If you are [merging multiple calendars](#) onto the current calendar, a list of those calendars appears in this area.

6. Premium Services expiration date

If you have purchased a [Premium Subscription](#), then the renewal date for this service is displayed in this box. Otherwise, you will see this image:



7. Support Forums

This link will take you directly to the [localendar support forums](#)

8. Sign Off

This button will sign you out of localendar.

Entering and Editing Events

Entering events is the core functionality you will use on localendar. Events may range from simple, one time occurrences to more complicated multi-day events with multiple occurrences. You may want to customize events by adding your own images or HTML. Since the localendar Event Editor is so important, we've broken this documentation down into multiple parts to make understanding it easier.

[Adding New Events](#)

[Editing Existing Events](#)

[Repeating Events](#)

[Entering a Multi-Day Event](#)

[Entering a Multi-Day Event that Repeats](#)

[Adding Clipart to an Event](#)

[Attaching files to Events](#)

[Uploading your own Images](#)

[Setting up Reminders](#)

[Custom HTML in Events](#)

[Preview an Event](#)

[Tips and Tricks for Events](#)

[Creating Events that Accept RSVPs, Payments, and More](#)

Adding New Events

To add a new Event to your calendar, click the Add Event button on the [left menu](#)

The Event Editor will be displayed:

Add Event

Title:

Description:

Formats ▾ Font Sizes ▾

B *I* U

Background Color:

Enter HTML hex color code #

Location: (optional)

Information:

Street Address:

Location valid

Date: May ▾ 18 ▾ 2015 ▾

Time:

☐ Start 9 ▾ :00 ▾ PM ▾ (GMT-05:00) Eastern Time - New York ▾
 Duration 1 ▾ hour(s) 00 ▾ minute(s)

☒ All Day Event

Sharing: ([What's this?](#))

☒ Private ☐ Show as Busy
☐ Public ☐ Publish as Local Event

Category: General ▾ [Edit categories](#)

Add an image to this event

This event repeats

Schedule a reminder email or tweet

Explanation of Fields

Title

The Event title. You can enter custom HTML directly in this field if you wish

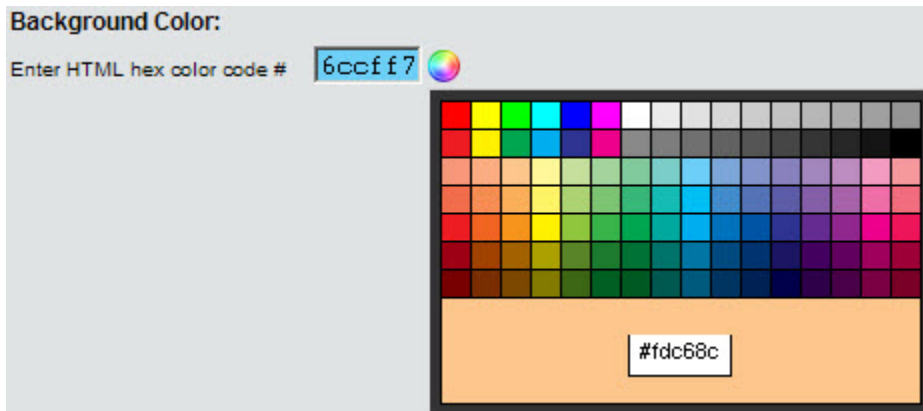
Description

This rich-text editor allows you to enter text, add images, and perform other formatting operations (bold text, create bulleted lists, [add links](#), etc).

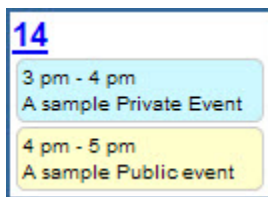
If all your events share common information, localendar supports entering text that will be [automatically added to each event's description](#).

Background Color

You can directly enter a 6 character HTML color code in this box ([samples](#)), or select from a palette of predefined colors by clicking the color wheel icon:

The image shows a web form for selecting a background color. It has a label "Background Color:" followed by a text input field containing "6ccff7" and a small color wheel icon. Below the input field is a large grid of color swatches. At the bottom of the grid is a text box containing the hex code "#fdc68c".

Note: If you don't choose a background color for an Event, localendar will default to either Yellow (for Public Events) or Blue (for Private Events)

The image shows a vertical list of event time slots. The first slot is labeled "14" in blue, followed by "3 pm - 4 pm" and "A sample Private Event". The second slot is labeled "4 pm - 5 pm" and "A sample Public event".

Location

Information:

This is **general information** about where the event takes place. Use it to help visitors find your event.

Examples:

- Bob's Big Steakhouse
 - Behind the old brick church
 - Conference Room C
 - Tri County Fairgrounds
 - Ring lower bell for entry
- You can set a default for this field under Options->Events"

Street Address:

We use this location to provide a **map and directons** to your event

Examples:

- 123 Main Street, Bennington VT
 - Edmonton,9743 19TH AVENUE NW
 - Bahnhofstrasse 77 Zürich, Switzerland
 - São Paulo, AV HIGIENOPOLIS 618
- You can set a default for this field under Options->Events

Date

The Month, Day, and Year when your event occurs (or *first occurs*, if this is a repeating event). You can click the small calendar icon to the right to make selecting a date and time easier.

Time

The time of day that your event starts. You enter the duration of the event in this section also. If this is an All Day event (no Start or End time), select the radio button for All Day Event.

You can also choose from a list of timezones determined by the country you have configured under Options->Security

Tip: If you want an event to show a Start time, but no End time, just select a Duration of 0 hours and 0 minutes.

Sharing

You can [configure your localendar](#) to default new events to be either Public or Private.

Private

Private events are visible only by you, when you sign on to localendar. No one else can see them, and they do not appear on your published calendar.

What does the "Show as Busy" checkbox do?

When you want people to know you are busy or booked during a certain time, you can check this box to also block the time on your public calendar view without sharing the details of the event.

Public

Only public events are visible on your "published" calendar.

What does the "Publish as Local Event" checkbox do?

If your Public Event is open to anyone, check this box. This will add your event to the global localendar database. Anyone who does a search for your area will find out about your event.

Please make sure to include enough information about your event so people will know what it's about, where it's located, and any costs, age limitations, etc.

Add an image to this event

Please refer to [Adding Clipart to an Event](#) and [Uploading your own Images](#)

This event repeats

Please refer to [Repeating Events](#), [Entering a Multi-Day Event](#), and [Entering a Multi-Day Event that Repeats](#)

Set a reminder

Please refer to [Setting up Reminders](#)

Saving Your Event

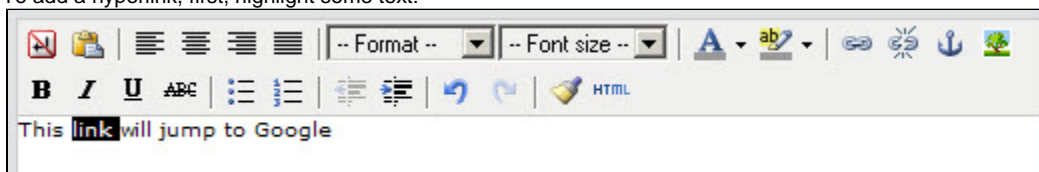
When you have finished entering information, you can click the Save button on the Event Editor. If you have more events to add, clicking Save and Add Another will return you to a fresh Editor screen.

Tip

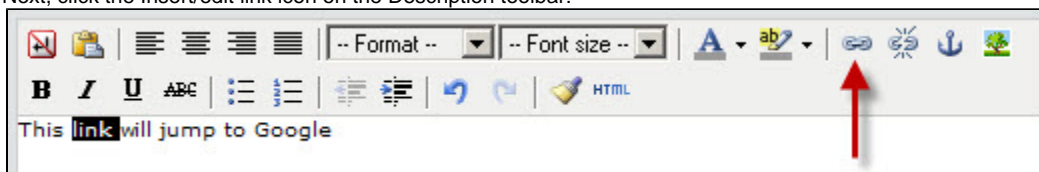
If you have several events to enter that are very similar, you can save the event, [open it for editing](#), and then make your changes and save it as a copy.

Add Links in an Event Description

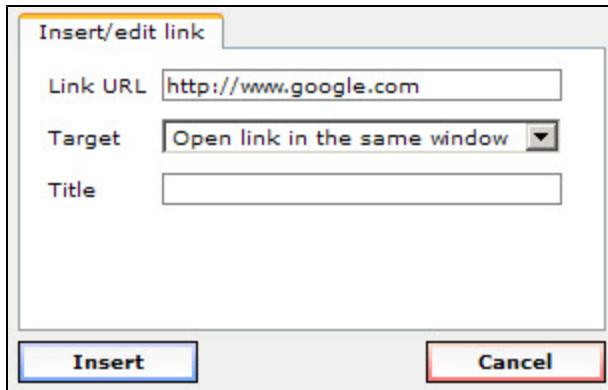
To add a hyperlink, first, highlight some text:



Next, click the Insert/edit link icon on the Description toolbar:



A pop-up appears where you can add a link:



Insert/edit link

Link URL

Target

Title

Insert Cancel

Editing Existing Events

Editing an event is a straightforward process:

1. First, make sure you are signed into localendar. You cannot edit events from a [published calendar view](#).
2. Click on an Event's title to open it in the Event Editor
3. Make the desired changes, and click the Update button on the Event Editor

Tip

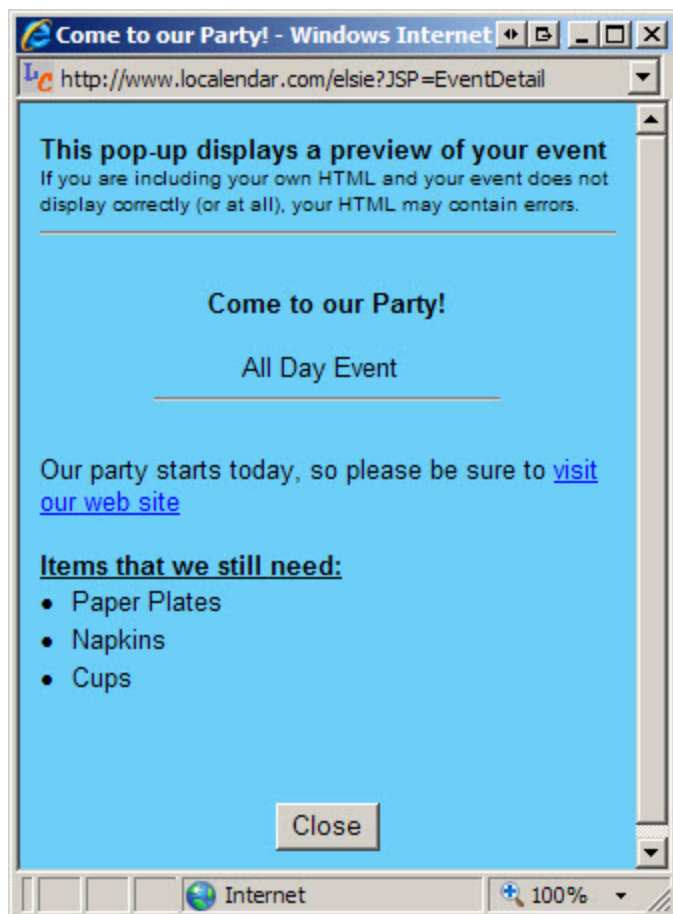
You can use an existing Event as a starting point for a new one. Just open the current event for editing, make your changes, and then click the Save as Copy button on the Event Editor.

Preview an Event

When you add a public event to your calendar, it will be *instantly* visible for anyone to see. That's why it's important to Preview an event before you save it to make sure it looks the way you want (don't worry; if you need to edit an event after you've saved it, you can still [update](#) it)

Previewing is especially important if you are using custom HTML on your event. The ability to add your own HTML is a powerful way to customize localendar, but it can be dangerous, too. If you add poorly-formed or buggy HTML to an event there is a good chance that the event won't be displayed properly. Even worse, your entire calendar might be shown incorrectly (or not at all!). This is why we strongly recommend Previewing any event that has custom HTML before saving it.

To Preview an event before saving it, just click the Preview button at either the top or bottom of the Event Editor. Your information will be displayed in a pop-up similar to what a visitor will see:



If you don't see any information in the window when you click Preview and you've used custom HTML, then your HTML might contain errors or incorrect syntax. Close the Preview window, double-check your entry, and click Preview again.

Adding Clipart to an Event

This section covers using the clip-art library provided by localendar. For information about uploading your own images, refer to the section [Uploading your own Images](#)

localendar contains dozens of clip-art images that can be used to enhance your events. Here is a sample of what's available:

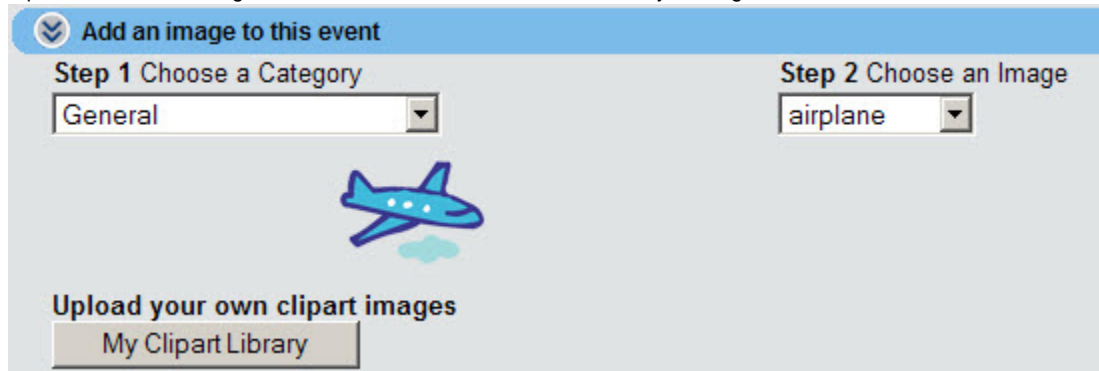


Clip-art can be added to an event in two places:

- The Title
- The Event Description

Adding Clip-art to an Event Title

Expand the "Add an Image to this event" section of the Event Editor by clicking on its title:



1. Select the type of image you would like by choosing a Category (Step 1)
2. Select a specific image from the list (Step 2)

After you save an event, the image will be displayed as part of the title. Here are some examples:



Removing Clip-art from the Event Title

Close the "Add an Image to this event" section of the Event Editor by clicking on its title:

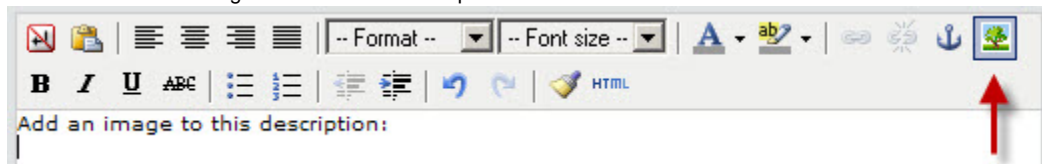


After you Update the event, it will no longer display the image.

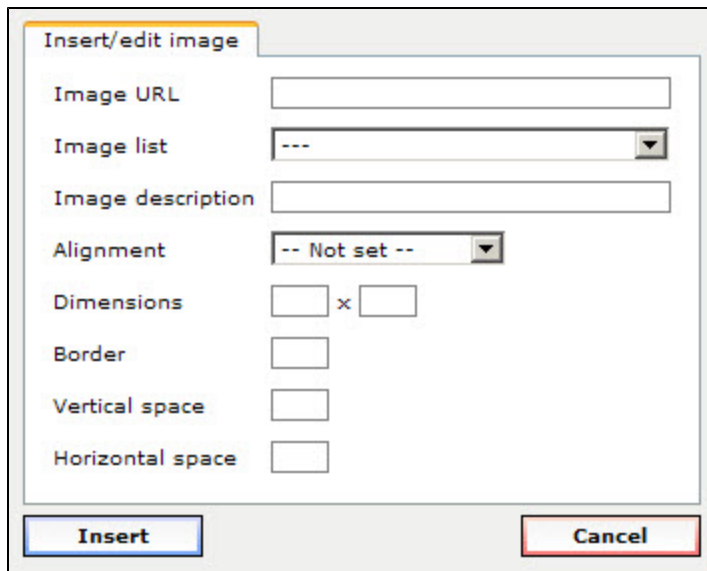
Adding Clip-art to an Event Description

You can add multiple clip-art images to an event's description.

1. Click the "Insert/edit image" button on the Description toolbar:



2. A pop-up window is displayed:



The dialog box is titled "Insert/edit image". It contains the following fields and controls:

- Image URL:** A text input field.
- Image list:** A dropdown menu showing "---".
- Image description:** A text input field.
- Alignment:** A dropdown menu showing "-- Not set --".
- Dimensions:** Two text input fields separated by an "x" symbol.
- Border:** A text input field.
- Vertical space:** A text input field.
- Horizontal space:** A text input field.
- Buttons:** "Insert" and "Cancel" buttons at the bottom.

You can select a piece of localendar clip-art from the Image list and click Insert

Optional: You can set the image dimensions, alignment, and padding (space) using the other fields on this popup.

Tip

If you wish to use an image hosted on someplace other than localendar.com, you can enter the URL to the image on this form.

There are many free services that will host custom images for you. Try a Google search for "[Free Image Hosting](#)"

Sample Clip-art added to an Event Description:



Removing Clip-art from the Event Description

1. Click on the image to select it:



2. Press the Delete key

Tips

- You can add as many images as you want to the Description
- You can move an image around in the Description field by dragging it with your mouse
- To edit an image in the Description: Click to select it, then click the "Insert/Edit Image" button on the toolbar

Uploading your own Images

Subscription Required

This feature requires a [Premium](#) subscription. This feature is not enabled during the free trial period.

This section covers uploading your own images for events. For information about using the default clip-art library built into localendar, refer to the section [Adding Clipart to an Event](#)

Image Library

Accessing your Image Library

There are two places on localendar where you can access your personal image library.

The first is on the Event Editor, in the "Add an image to this event" section

The second is on the Colors Editor (select Options on the left menu, then choose the Colors tab)

Browsing your Existing Images

The "My Clipart Library" window will display all the images you have currently uploaded, along with how much space they consume (and how much space you have remaining for new uploads)




Upload an image to your personal Clip Art Library

Please specify the file (gif, png, jpg):

(Our Terms of Service prohibits members from uploading copyrighted material)

firstplace.jpg uploaded successfully.

Clip Art Library Contents:

<input type="checkbox"/>	b9-3.jpg 2 KB	
<input type="checkbox"/>	firstplace.jpg 3 KB	
<input type="checkbox"/>	ribbon.jpg 1 KB	

Amount of space allocated to your account: 5 MB
 Total space in use: 7 KB
 Space remaining for additional uploads: 5235536 bytes

Uploading a New Image

From the "My Clipart Library" window, you can Browse for an image stored locally on your computer and click Upload to store it on localendar

Upload an image to your personal Clip Art Library

Please specify the file (gif, png, jpg):

(Our Terms of Service prohibits members from uploading copyrighted material)

If you upload an image with the same name as an existing image in the library, the old image will be replaced with the new one.

Removing an Image

You can remove images from the library by selecting the checkbox next to the image(s) and clicking the "Delete Checked Files" button

Using your Images

There are two places you can use your uploaded images: On Events, and on your calendar's background

Tip

All of the images you upload have their own URL. The basic format is: <http://www.localendar.com/upload/<your member name>/<image>


filename>

Adding an Uploaded image to an Event

Event Title

1. Click the "Add an image to this event" header in the Event Editor to expand this section
2. Select the category, "Uploaded Images"
3. Select your uploaded images from the "Choose an Image" dropdown:

Add an image to this event

Step 1 Choose a Category
Uploaded Images


Step 2 Choose an Image
b9-3.jpg
b9-3.jpg
firstplace.jpg
ribbon.jpg

Upload your own clipart images
My Clipart Library

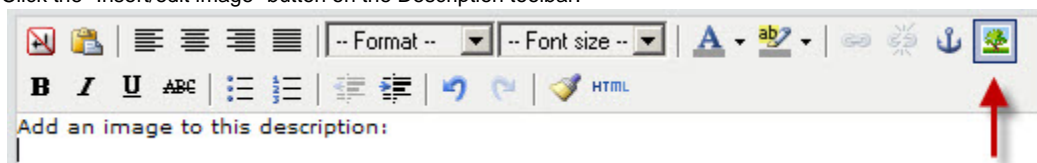
After you save an event, the image will be displayed as part of the title. Here is an example:



Event Description

You can add multiple clip-art images to an event's description.

1. Click the "Insert/edit image" button on the Description toolbar:



2. A pop-up window is displayed:

Insert/edit image

Image URL

Image list

Image description

Alignment

Dimensions x

Border

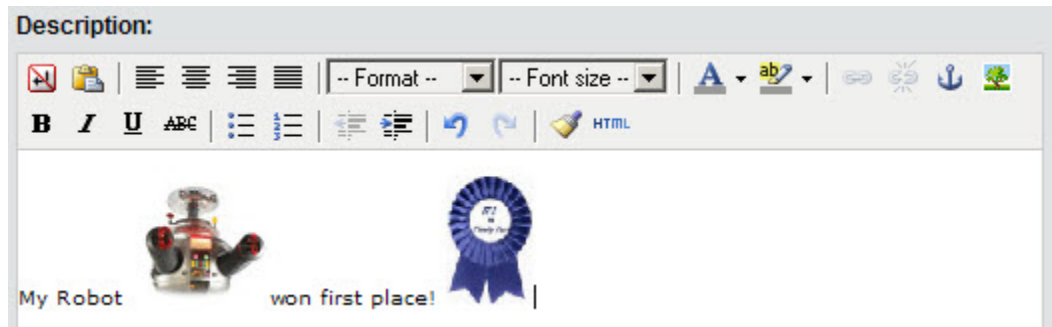
Vertical space

Horizontal space

Insert Cancel

Your uploaded images are available at the top of the Image list (followed by the [default](#) localendar Clip-art library). Select your image and click Insert

Optional: You can set the image dimensions, alignment, and padding (space) using the other fields on this popup.



Calendar Background

Please consult the [Colors and Backgrounds](#) section for help on this topic.

Space Allotment for Uploaded Images

The space available to upload images depends on your subscription level:

Subscription Level	Space Allocation
Premium Personal	1 megabyte
Premium Webmaster	5 megabytes
Premium Cobrander (for the Cobranding admin account)	5 megabytes
Cobrander Ultra (for the Cobranding admin account and 5M for each sub-account)	5 megabytes

Tips

If you are using custom HTML on your calendar, you can also access your uploaded images at:

`http://www.localendar.com//upload/yourmembername/uploadedfilename`

where "yourmembername" is your localendar logon, and "uploadedfilename" is the name of the file you have uploaded

Repeating Events

How Repeating Events are Displayed

Under the default Month-Block style, a repeating event is displayed as a series of individual occurrences:

10 4 pm - 5 pm Repeating Event	11 4 pm - 5 pm Repeating Event	12 4 pm - 5 pm Repeating Event	13 4 pm - 5 pm Repeating Event
--	--	--	--

But localendar can also display them as one contiguous block:

10	11	12	13
4 pm - 5 pm Repeating Event			

Learn more about selecting your calendar's [default display styles](#).

If your event will occur more than once, expand the "This event repeats" section of the Event Editor by clicking on its title:

This event repeats

Repeat Until

☒ Repeat Daily (until date above)

☐ Every Month

☐ Every Year

☐ By Day of Week

Optional:
Skip occurrences that fall on specific dates (8 maximum)

Current skip-list:

[Remove Selected Date](#)
[Remove All Dates](#)

You have four separate options for configuring a repeating event Repeat Daily, Every Month, Every Year, and By Day of Week. The Event Editor may display additional options depending on which radio button you select.

A Note about Start Times

A repeating event will be either an All Day event, or an event that starts/stops at a specific time. If you select All Day in the Time section of the Event Editor, then each recurrence of your event will be All Day. If you supplied a Start Time and Duration, then each recurrence will start/stop at the same time.

Repeat Until

No matter which repeat option you choose, the Repeat Until field is very important. It basically sets an end date for event to know when to stop repeating. The initial value of this field is one year from your event's Start Date.

Repeat Daily

Select this option if your event happens on every day until it's over (for example, a 3-day conference or a 2-day movie marathon). The event will start on the Date/Time you entered in the main section of the Event Editor, and repeat each day until the Date you enter in the Repeat Until field.

Every Month

Select this option if your event happens every month on the same day you entered in the Date section. For example, if you have a meeting that happens on the 15th of every month. You have the option to let localendar move the event to the preceding Friday or following Monday if it falls on a weekend.

This event repeats

Repeat Until

☐ Repeat Daily (until date above)

☒ Every Month

☐ Every Year

☐ By Day of Week

What if the event falls on a weekend?

☒ Do Nothing


☐ Move to Monday

☐ Move to Friday

Every Year

Select this option if your event happens on the same Date every year. This option is commonly used for birthdays and anniversaries. You have the option to let localendar move the event to the preceding Friday or following Monday if it falls on a weekend.

This event repeats

Repeat Until January 14 2012 

☐ Repeat Daily (until date above)
 ☐ Every Month
 ☒ Every Year
 ☐ By Day of Week


What if the event falls on a weekend?

☒ Do Nothing
 ☐ Move to Monday
 ☐ Move to Friday

By Day of Week

The most sophisticated and flexible recurrence functionality is supported with this option.

This event repeats

Repeat Until January 14 2012 

☐ Repeat Daily (until date above)
 ☐ Every Month
 ☐ Every Year
 ☒ By Day of Week

Select Day(s)	Select Frequency
<input type="checkbox"/> Weekdays	<input checked="" type="checkbox"/> Weekly
<input type="checkbox"/> Weekend	<input type="checkbox"/> Every Other Week
<input type="checkbox"/> Sunday	<input type="checkbox"/> 1st Occurrence of the Month
<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> 2nd Occurrence of the Month
<input type="checkbox"/> Tuesday	<input type="checkbox"/> 3rd Occurrence of the Month
<input type="checkbox"/> Wednesday	<input type="checkbox"/> 4th Occurrence of the Month
<input type="checkbox"/> Thursday	<input type="checkbox"/> 5th Occurrence (if present)
<input type="checkbox"/> Friday	<input type="checkbox"/> Last Occurrence of the Month
<input type="checkbox"/> Saturday	

Selecting this option reveals two additional columns of checkboxes.

- The left column is used to select the Days when your event repeats. This can be Weekdays, Weekends, or any combination of days that you choose.
- The right column selects the Frequency of the recurrence. You can select any combination of options.

Avoiding conflicting combos

localendar help you prevent selecting combinations that don't make sense. For example, selecting "Weekly" and "Every Other Week" as a frequency.

Here are some simple event descriptions, and how you would enter their recurrence details:

A Meeting that occurs the first and last Monday of the month

☐ Repeat Daily (until date above)
 ☐ Every Month
 ☐ Every Year
 ☒ By Day of Week

Select Day(s)	Select Frequency
<input type="checkbox"/> Weekdays	<input type="checkbox"/> Weekly
<input type="checkbox"/> Weekend	<input type="checkbox"/> Every Other Week
<input type="checkbox"/> Sunday	<input checked="" type="checkbox"/> 1st Occurrence of the Month
<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> 2nd Occurrence of the Month
<input type="checkbox"/> Tuesday	<input type="checkbox"/> 3rd Occurrence of the Month
<input type="checkbox"/> Wednesday	<input type="checkbox"/> 4th Occurrence of the Month
<input type="checkbox"/> Thursday	<input type="checkbox"/> 5th Occurrence (if present)
<input type="checkbox"/> Friday	<input checked="" type="checkbox"/> Last Occurrence of the Month
<input type="checkbox"/> Saturday	

A Church gathering that occurs every Sunday

<input type="radio"/> Repeat Daily (until date above) <input type="radio"/> Every Month <input type="radio"/> Every Year <input checked="" type="radio"/> By Day of Week	Select Day(s) <input type="checkbox"/> Weekdays <input type="checkbox"/> Weekend <input checked="" type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	Select Frequency <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Every Other Week <input type="checkbox"/> 1st Occurrence of the Month <input type="checkbox"/> 2nd Occurrence of the Month <input type="checkbox"/> 3rd Occurrence of the Month <input type="checkbox"/> 4th Occurrence of the Month <input type="checkbox"/> 5th Occurrence (if present) <input type="checkbox"/> Last Occurrence of the Month
---	---	---

Soccer practice every Monday, Thursday, and Saturday

<input type="radio"/> Repeat Daily (until date above) <input type="radio"/> Every Month <input type="radio"/> Every Year <input checked="" type="radio"/> By Day of Week	Select Day(s) <input type="checkbox"/> Weekdays <input type="checkbox"/> Weekend <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday	Select Frequency <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Every Other Week <input type="checkbox"/> 1st Occurrence of the Month <input type="checkbox"/> 2nd Occurrence of the Month <input type="checkbox"/> 3rd Occurrence of the Month <input type="checkbox"/> 4th Occurrence of the Month <input type="checkbox"/> 5th Occurrence (if present) <input type="checkbox"/> Last Occurrence of the Month
---	---	---

A reminder to pick up the kids from school every weekday

<input type="radio"/> Repeat Daily (until date above) <input type="radio"/> Every Month <input type="radio"/> Every Year <input checked="" type="radio"/> By Day of Week	Select Day(s) <input checked="" type="checkbox"/> Weekdays <input type="checkbox"/> Weekend <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	Select Frequency <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Every Other Week <input type="checkbox"/> 1st Occurrence of the Month <input type="checkbox"/> 2nd Occurrence of the Month <input type="checkbox"/> 3rd Occurrence of the Month <input type="checkbox"/> 4th Occurrence of the Month <input type="checkbox"/> 5th Occurrence (if present) <input type="checkbox"/> Last Occurrence of the Month
---	---	---

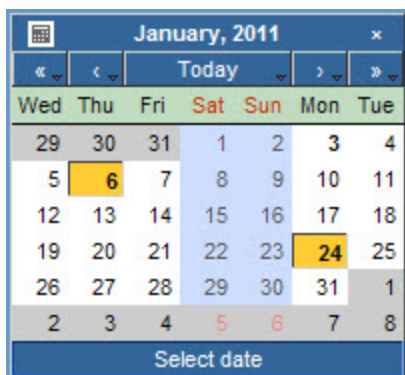
Skipping Occurrences (optional)

Sometimes, you might want to skip an occurrence that happens on a specific day. Perhaps the event is canceled, or maybe the details for a particular date have changed so much that you need to enter a completely different event for that day.

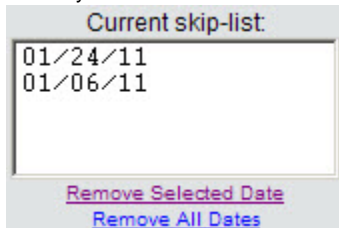
This section of the Editor lets you suppress the display of an Event for a particular date.

Optional: Skip occurrences that fall on specific dates (8 maximum)	Current skip-list: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
<input type="button" value="Select dates to skip"/>	Remove Selected Date Remove All Dates

1. Click the **Select dates to skip** button
2. When the pop-up calendar appears, select up to 8 dates to skip by clicking on them



- Click anywhere outside the calendar to close it. Your selected dates are shown in the Current skip-list



After you save the event, it will not be displayed on any of the dates in the Skip-list

Editing the Repeats Skip-list

There are 3 methods for editing the skip-list:

- Click the **Select dates to skip** button to display the mini skip calendar. Existing skip-dates you have selected will be highlighted. Un-select an existing skip date by clicking it. Add a new skip date by clicking on a day.
- To clear all dates in the skip-list, click the "Remove All Dates" link
- To clear a single date, select it in the skip-list, then click the "Remove Selected Date" link

What if I need to skip more than 8 occurrences?

localendar currently allows a maximum of 8 occurrences to be skipped. If you need more, one option is to remove existing skip-dates once they are in the past. Or, you can limit the "Repeats Until" date of your event to a shorter period.

How Do I Remove Repeat Functionality from an Event?

Close the "This event repeats" section of the Event Editor by clicking on its title:



After you Update the event, it will no longer repeat.

Entering a Multi-Day Event

Entering a multi-day event isn't that much different than entering a [repeating event](#).

The key concept to keep in mind is that a multi-day event is just a regular event that repeats for a certain number of days.


Here are some examples, along with how they were configured in the Event Editor:

A 3-day, all-day off-site meeting (Mon-Wed)


How it is displayed:

24	25	26
Off-site meeting	Off-site meeting	Off-site meeting

How it was configured on the Event Editor:

Date: 

☒ This event repeats

Repeat Until 


☒ Repeat Daily (until date above)
☐ Every Month
☐ Every Year
☐ By Day of Week

A ping-pong tournament over a weekend (2pm-4pm each day)


How it is displayed:

16	17 Martin Luther King, Jr. Day	18	19	20	21	22 2 pm - 4 pm Ping Pong!
23 2 pm - 4 pm Ping Pong!	24	25	26	27	28	29

How it was configured on the Event Editor:

Date: 

☒ This event repeats

Repeat Until 

☒ Repeat Daily (until date above)
☐ Every Month
☐ Every Year
☐ By Day of Week

A 1 week Carnival

How it is displayed:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	June 1	2	3	4
 Carnival!	 Carnival!	 Carnival!	 Carnival!	 Carnival!	 Carnival!	 Carnival!

How it was configured on the Event Editor:

Date: May 29 2011

This event repeats

Repeat Until June 4 2011

- ☒ Repeat Daily (until date above)
- ☐ Every Month
- ☐ Every Year
- ☐ By Day of Week

Tip

You can also have the multiple event boxes automatically combined by selecting a different calendar view style:



Entering a Multi-Day Event that Repeats

Building upon the explanation and examples from the [Repeating Events](#) and [Entering a Multi-Day Event](#) pages, we will now see how simple it is to create a multi-day event that repeats.

The key concepts to keep in mind for this type of event are:

- You choose the Days of the week that an event repeats
- Next you select the Frequency for the Days you have selected

Here are some examples, along with how they were configured in the Event Editor:

A project check-point meeting that occurs every other Monday and Friday

How it is displayed:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	February 1	2	3	4 9 am - 10 am Check-point meeting	5
6	7	8	9	10	11	12
13	14 9 am - 10 am Check-point meeting	15	16	17	18 9 am - 10 am Check-point meeting	19
20	21	22	23	24	25	26
27	28 9 am - 10 am Check-point meeting	1	2	3	4 9 am - 10 am Check-point meeting	5
Sun	Mon	Tue	Wed	Thu	Fri	Sat

How it was configured on the Event Editor:

Date: February 1 2011

This event repeats

Repeat Until February 1 2012



☐ Repeat Daily (until date above)
☐ Every Month
☐ Every Year
☒ By Day of Week

Select Day(s)
☐ Weekdays
☐ Weekend
☐ Sunday
☒ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☒ Friday
☐ Saturday

Select Frequency
☐ Weekly
☒ Every Other Week
☐ 1st Occurrence of the Month
☐ 2nd Occurrence of the Month
☐ 3rd Occurrence of the Month
☐ 4th Occurrence of the Month
☐ 5th Occurrence (if present)
☐ Last Occurrence of the Month

A 2-night (Friday/Saturday) film festival that occurs the last weekend of every Month

How it is displayed:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	February 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 7 pm - 8 pm  Film Festival	26 7 pm - 8 pm  Film Festival
27	28	1	2	3	4	5
Sun	Mon	Tue	Wed	Thu	Fri	Sat

How it was configured on the Event Editor:

Date: February 1 2011

This event repeats

Repeat Until February 1 2012

☐ Repeat Daily (until date above)
☐ Every Month
☐ Every Year
☒ By Day of Week

Select Day(s)
☐ Weekdays
☐ Weekend
☐ Sunday
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☒ Friday
☒ Saturday

Select Frequency
☐ Weekly
☐ Every Other Week
☐ 1st Occurrence of the Month
☐ 2nd Occurrence of the Month
☐ 3rd Occurrence of the Month
☐ 4th Occurrence of the Month
☐ 5th Occurrence (if present)
☒ Last Occurrence of the Month

A 3-day Scout Jamboree that occurs the 3rd weekend of June, July, and August

How it is displayed:



How it was configured on the Event Editor:

Date: June 1 2011

This event repeats

Repeat Until September 1 2011

☐ Repeat Daily (until date above)
☐ Every Month
☐ Every Year
☒ By Day of Week

Select Day(s)
☐ Weekdays
☒ Weekend
☐ Sunday
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday

Select Frequency
☐ Weekly
☐ Every Other Week
☐ 1st Occurrence of the Month
☐ 2nd Occurrence of the Month
☒ 3rd Occurrence of the Month
☐ 4th Occurrence of the Month
☐ 5th Occurrence (if present)
☐ Last Occurrence of the Month

Tip

You can also have the multiple event boxes automatically combined by selecting a different calendar view style:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	February 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	March 1	2	3	4	5
Sun	Mon	Tue	Wed	Thu	Fri	Sat

The calendar shows a grid of dates from February 30 to March 5. A green event box labeled "Film Festival" is shown on Friday, March 25, from 7 pm to 8 pm. The event box is positioned over the date 25 in the Friday column.

Setting up Reminders

If you want to send a reminder about an event, expand the "Set a reminder" section of the Event Editor by clicking on its title:

Set a reminder

Send a reminder

15 minutes

 before the event to:

☒ Email List 1:

someuser@somewhere.com, anotheruser@somewhere.com

☐ Email List 2:

Use the drop-down box to choose when you want the reminder to be sent. Options range from 15 minutes to 2 weeks prior to the event.

The default Email Address used for reminders is set to the email address you supplied when you joined localendar. Instructions for changing it are located [here](#).

What is the Difference between the Email List 1 and Email List 2 Fields?

There isn't one! Both fields work as placeholders for entering email addresses that will be used to send reminders. You can add multiple addresses to each field by separating them with a comma.

Sending Reminders to a Large Group of Recipients

If you have tried to enter more than 6 or 7 email addresses into the Reminder fields, you'll find that you have run out of room. But what if you have to send reminders to a large group of people? How can this be accomplished?

Even if we made the field larger, you probably don't want to enter a bunch of email addresses on a single event. What you really want is a *single* email address that will automatically go out to your entire group. This way, you can use that single address on multiple events. If someone joins or leaves your group, you just edit the group membership *instead of* updating all of your events.

Fortunately, there are free resources on the web that will allow you to create and manage an email group. Two of the more popular ones are [Yahoo Groups](#) and [Google Groups](#).

How Do I Remove All Reminders from an Event?

Close the "Set a reminder" section of the Event Editor by clicking on its title:

Set a reminder

After you Update the event, it will no longer send any reminders.

Custom HTML in Events

You can enter custom HTML into events in two fields: Title and Description

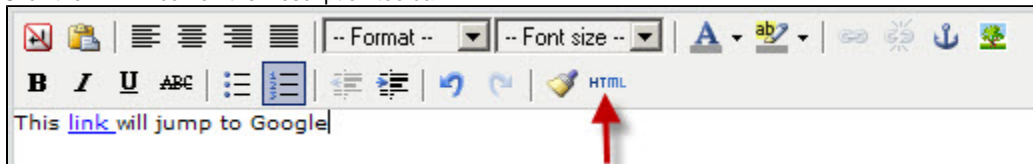
Title

You may enter HTML directly into the field. You may want to add links, change the text size, or include your own images. See the [Tips and Tricks for Events](#) page to learn how an HTML-only title can be used to jump directly to a web page outside localendar.com.

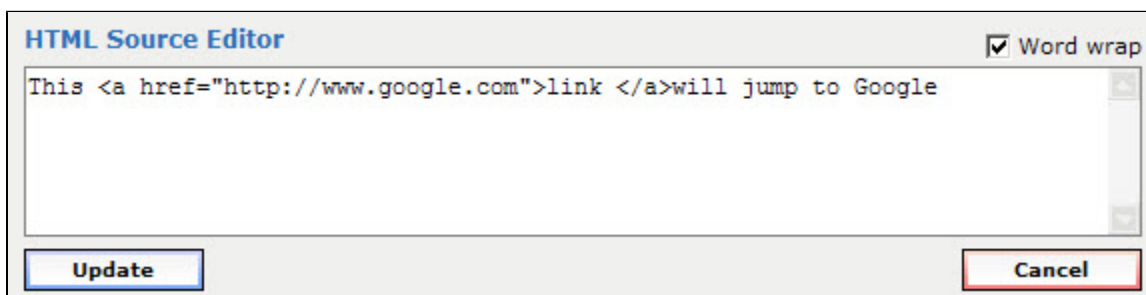
Description

The Description box does not accept HTML directly, but you can navigate to a pop-up that will let you work in pure HTML.

Click the HTML icon on the Description toolbar:



Edit your HTML in the pop-up window and click Update when you are finished:



An Important Note about Custom HTML

The ability to add your own HTML is a powerful way to customize localendar, but it can be dangerous, too. If you add poorly-formed or buggy HTML to an event there is a good chance that the event won't be displayed properly. Even worse, your entire calendar might be shown incorrectly (or not at all!). This is why we strongly recommend [Previewing](#) any event that has custom HTML *before* saving it.

Tips and Tricks for Events

An event title can jump directly to a different web page



For example, you can enter this text in the title field:

```
<a href="http://www.google.com">Go to Google</a>
```

When you are *signed in* to localendar, this link will be disabled so that you can click on the event to edit it. On the *public view* of your calendar, the link will be *active* and take users directly to Google.

This feature is useful if you want a localendar Event to redirect to a specific web page instead of displaying a pop-up description.

Adding custom HTML to an Event Title

If you aren't comfortable using CSS for advanced customization of Events, you can specify HTML directly in the Event Title field.

For example, if you wanted to make the title text of a particular event display in red, you could use this HTML:

```
<span style="color:red">This title is red!</span>
```

Or perhaps you want red and bold:

```
<span style="color:red;font-weight:bold">This title is bold red!</span>
```

How's about a bigger font?

```
<span style="color:red;font-weight:bold;font-size:20px;">Big red!</span>
```

You can use almost any HTML in the Title field. Be careful and make sure to [Preview your Event](#) before saving it. Otherwise, if your HTML has problems your calendar may not be displayed correctly.

Creating Events that Accept RSVPs, Payments, and More

Creating Feature-rich Events

Sometimes, you may wish to collect additional information on your events. Some examples include:

- Collecting RSVPs for an important event
- Selling tickets (and collecting)
- Taking a survey
- Accepting document or photo submissions

Here's an example form for purchasing tickets integrated into a localendar event:

Maker Faire!
Jan 5, 2016
(General)

Purchase Maker Faire tickets using the form below:

Tickets

☒ Individual Ticket \$ 14.95 USD
3 Quantity

☐ Family Pack \$ 39.95 USD
0 Quantity

Total: \$ 44.85 USD

Purchase

(click to zoom)

localendar supports these features via our integration with JotForm. JotForm is a web-based form builder. Its intuitive drag and drop user interface makes form building a breeze. Using JotForm, you can create forms, integrate them into your localendar events, and receive responses by email.

Getting Started with JotForm

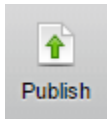
Head over to the [JotForm](https://www.jotform.com) website. You don't need to create an account, but it will make keeping track of your forms and submissions a lot easier. Most users can do without their paid plan.

Next, watch the simple tutorial below, or visit <https://www.jotform.com/help/> to get started.

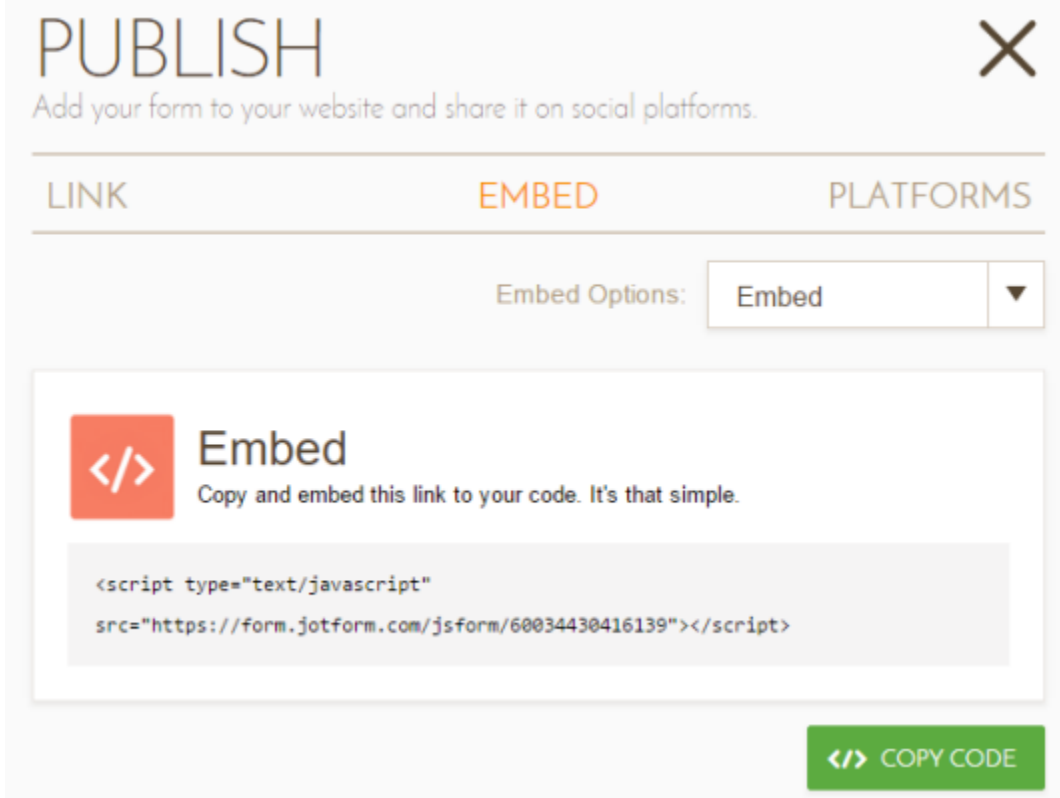
Now, build your form!

Adding Your Form to localendar

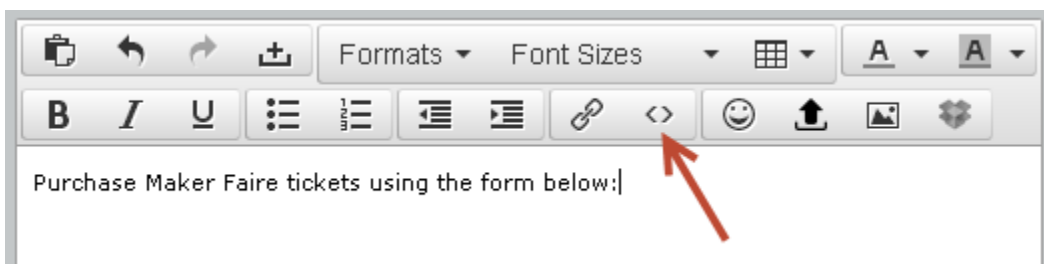
Once you have created your form, click Publish on the JotForm toolbar:



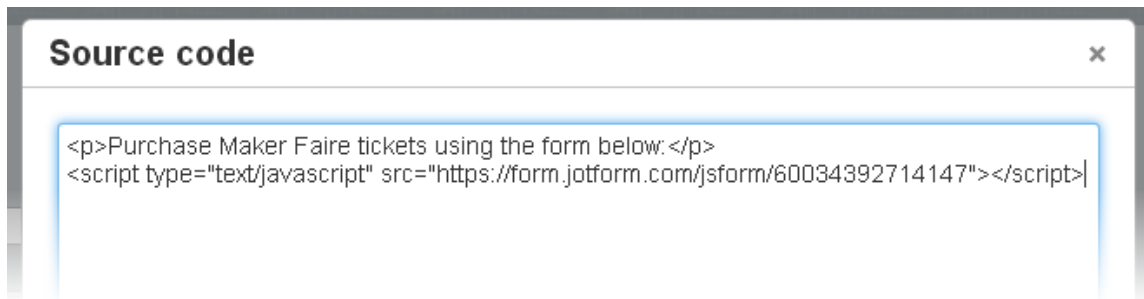
Select the "EMBED" option, then the "Copy Code" button to copy the HTML script for your JotForm to your clipboard.



Now, go to the event in localendar where you'd like to include your form. Edit your event's description. When you are ready to include your form, click the "Source Code" button on the Event Description toolbar



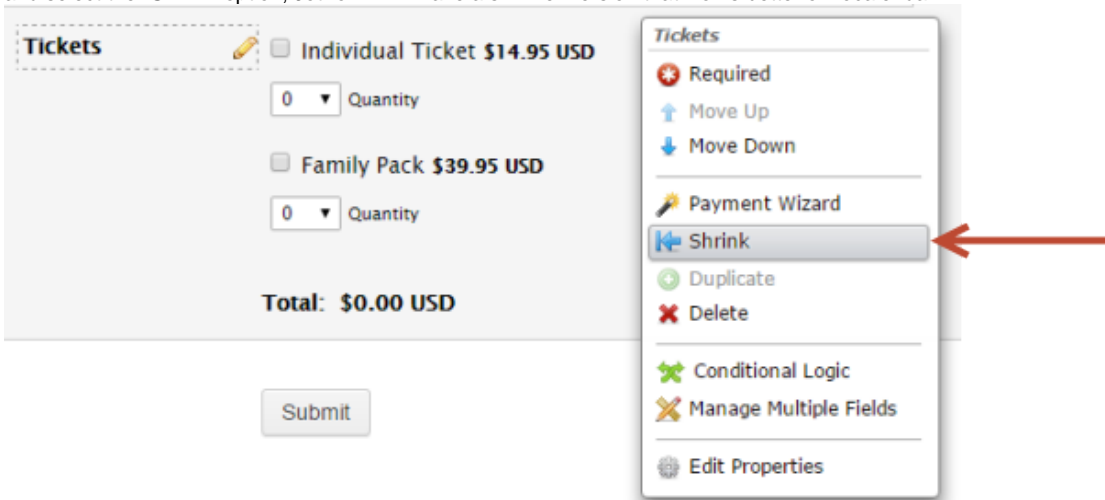
Paste the HTML you just copied from JotForm, and click OK to close the Source Code popup.



You're all set! You can click the Preview button at the top of the Event Editor to see what your form will look like in your event.

Tips

- **Make sure to only paste the JotForm HTML once.** JotForm may not work/display properly if you paste the HTML multiple times.
- JotForm tends to make wide forms (which might require a viewer to re-size the localendar event pop-up). If you right-click on your form and select the "Shrink" option, JotForm will make a skinnier version that works better on localendar:



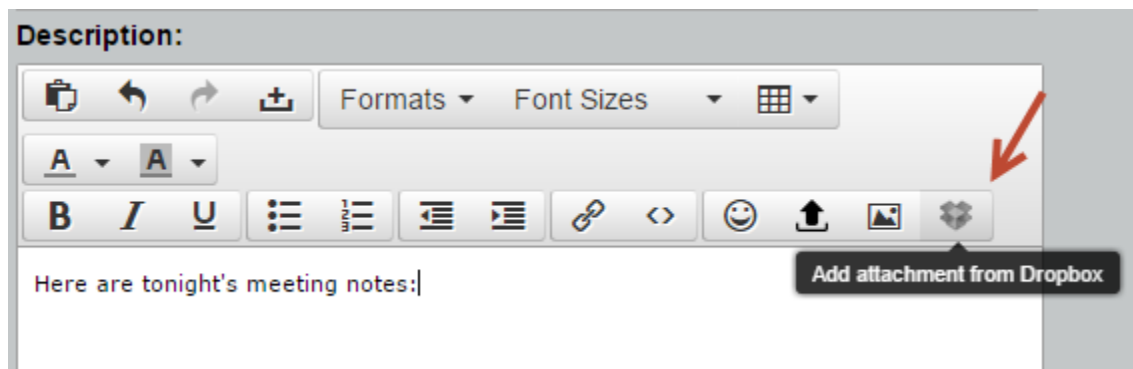
- User re-sizing may still be necessary in some cases. We're working with JotForm to help localendar event pop-ups auto-fit to the form automatically.
- You can include JotForm scripts directly into your calendar's Title and Footer under Options->General.
- You can include JotForm scripts directly into your Common Event Information field under Options->Events

Attaching files to Events


Dropbox is a popular website for storing files online. You can create an account for free.

You can automatically include links to files (docs, pdfs, photos, music, etc) in your dropbox on the Event Editor.

First, click the dropbox icon on the Description field toolbar




Next, sign into your dropbox account if requested:



Your photos, videos and docs anywhere

- Always have access to your stuff
- Share easily with your friends and family



Sign in to Dropbox

Email

Password


☒ Remember me

Sign in

or [create an account](#)

Cancel

Finally, browse to the file you want to attach, and select it:



Search

Recent files

Files

Photos

Dropbox > iPhone Applications

Upload

Andrew_response.docx

iPhoneLayout.png

MobileHIG.pdf

mockups2.pptx

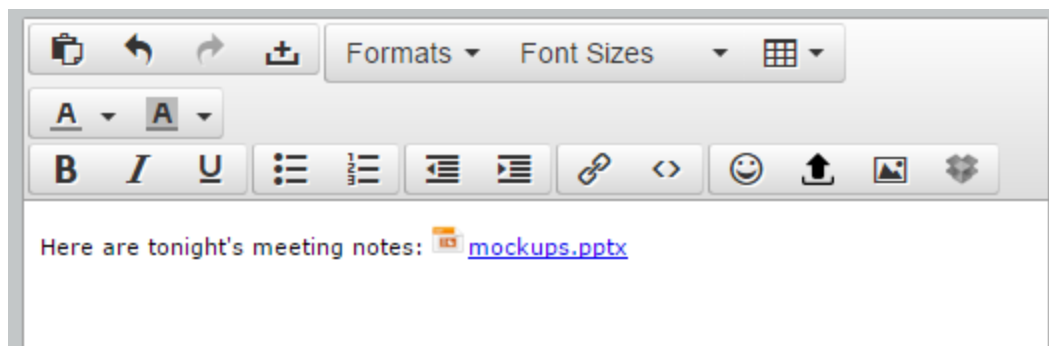
mockups.pptx

NDA_Agreement_02242009a.docx

Choose

Cancel

That's it! A link to your file will be included, along with a small icon:



Deleting Events

Deleting an Individual Event

Deleting an individual event is a straightforward process:

1. First, make sure you are signed into localendar. You cannot delete events via a [published calendar view](#).
2. Click on an Event's title to open it in the Event Editor
3. Click the Delete button on the Event Editor

Deleting all Events within a Date Range

1. Click "Options" on the [localendar menu](#), then select the Events tab
2. Click the link under "Clear Calendar Events":

Clear Calendar Events

To clear your calendar for a specified date range, [click here](#)



3. Enter the date range you would like to clear

Clear Calendar Events

Warning: This is a destructive action!
To erase all events on your calendar within a specific date range, please supply a date range in MM/DD/YYYY format and press the Clear Events button

Clear events from to

What is not Deleted

Clearing a date range will not delete:

- Events being [merged](#) in from another calendar or [iCalendar feed](#)
- A subset of a repeating event's occurrences that falls within the date range

A note regarding Repeating events

If your date range includes **the first occurrence** of a Repeating Event, when that event is deleted all future occurrences are also removed (even if they fall outside the date range you specified)

Deleting a Specific Instance of a Recurring Event

If you want to prevent a specific instance of a recurring event from being displayed, you should use the Event Editor's [Skip-list functionality](#)

Publishing a Calendar

Although many members use localendar for their own personal calendar solution, perhaps its greatest value is for Webmasters.

With localendar you can add a free calendar to your website or blog. Your calendar is completely [customizable](#) to fit your site's aesthetic and your style. You can even [upload](#) your own images or use our built-in [clipart](#) library.

Once you've built the perfect calendar, how do you include it on your site? The links below will give you all the details:

- [Your Calendar's URL and Parameters](#)
- [Gallery of Calendar Styles](#)
- [The Publish Wizard](#)
- [Common Publishing Questions](#)

Common Publishing Questions

Do I need a webpage to share my calendar with others?

Not at all. Your public calendar has its own web address:

```
http://www.localendar.com/public/yourmembername
```

Many groups, churches, schools, etc choose to publish this direct address in their newsletters and flyers.

localendar will default to displaying a "month-block" style view at that URL, unless you [select a different format](#).

Why aren't there Arrows on my Web Site?

Whether or not you see the arrows on your published calendar depends on *how* you have chosen to publish it. If you have selected the "fully interactive embedded calendar" from the Publish Wizard, your calendar will have the arrows. However, since this style relies on an [inline frame](#) within your page, it is possible that the calendar could be "cut-off" if it contains a lot of information (see the question below). The non-interactive (static) embedded calendar works differently. It doesn't use an inline frame, and it will always automatically expand or contract to fit the size of your calendar's data perfectly. However, with this view style, visitors cannot move between different periods.

Why is my Calendar "cut off"? (on the sides or bottom)

This situation occurs when you have published a calendar using the "my calendar in an <iframe>" embedded style. This style relies on an [inline frame](#) (iframe) to display your calendar. This frame has a fixed size, and if your calendar exceeds this size, it will be clipped or "cut-off" at the bottom or sides. There are a few remedies you can take:

- Remove information to make your calendar shorter (for example, holidays or weather forecasts)
- Increase the "height" and "width" settings on the HTML you pasted. Here is sample HTML for an embedded calendar:

```
<iframe src="http://www.localendar.com/public/sample" height=600
width=700
marginheight=0 marginwidth=0 scrolling=no frameborder=0
border=0></iframe>
```

Note the default height and width values of 600 and 700, respectively. You can increase these values until the iframe is large enough to display your calendar correctly.

- Add scrollbars to your calendar. On the HTML above, note the section "scrolling=no". If you change that to "scrolling=yes", whenever your calendar's size exceeds the size of the inline frame, scroll bars will be added automatically.

Which method is right for you? It all depends on the design of your site, so please experiment and use the solution you like best.

May we also suggest using our new **Responsive iframe** option? It's a great way to include your calendar on your site since the height and width are set correctly automatically.

Why am I seeing HTML on my page instead of the calendar?

In you are seeing something on your site like this...

```
<script type="text/javascript"
src="//localendar.com/js/PublishedResponsiveIframe.js"></script>
<iframe style="width:100%"; id="localendar-iframe"
src="//localendar.com/public/sample"></iframe>
```

..instead of your calendar, then most likely you are using some type of Web Builder program or site, and when you paste in the code from localendar, it's being treated as text instead of HTML.

The solution to this problem varies from program to program, but basically you need to understand how your particular application lets you paste Custom HTML into your pages. Consult your web builder's help for more information. Sometimes this topic is also referred to as "Custom Script", "Custom JavaScript", or "Adding Custom HTML". We can't provide support for every external website builder application out there, so you should also check with your program's provider.

Why does a particular calendar view not work on my site (Wordpress, Blogger, etc)?

Additionally, if you are using a third-party service to host your site (aka, a "Sitebuilder" tool), these services also sometimes impose custom CSS rules or Javascript that can mess up what localendar is trying to do.

We hear this question asked most often in connection with the Dynamic Mini-Calendar. That's one of our most complicated view-styles and it relies on a lot of Javascript and CSS.

What's the solution? If the site is totally under your control, make sure you are following a few best practices. If you are using jQuery, make sure it's the latest version (otherwise, you might be clobbering the version localendar uses). If you have written some custom CSS, make sure you are not applying blanket styles across the board.

Bad CSS

```
.table {background:red;}
```

and then later...

```
<table>
<tr><td>This table has a red background!</td></tr>
</table>
```

Good CSS

```
.table redbg {background:red;}
```

and then later...

```
<table class="redbg">
<tr><td>This table has a red background!</td></tr>
</table>
```

Gallery of Calendar Styles

localendar gives you a variety of styles to choose from when publishing your calendar. You can select the particular view to use from the [Publish Wizard](#).

Tips

- You can play with live examples of many of the styles in our [online gallery](#)
- If you want to use one of these views when you're signed in, you can set this under [Options](#).

[Click on the thumbnails below to see a full-size image](#)

Month Views

Month Block View

February 2011						
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 CINCO DE MAYO Holiday Day	31 Groundhog Day	February 1 Groundhog Day	2 Groundhog Day	3 Groundhog Day	4 Groundhog Day	5 Groundhog Day
6 Groundhog Day	7 Groundhog Day	8 Groundhog Day	9 Groundhog Day	10 Groundhog Day	11 Groundhog Day	12 Groundhog Day
13 Groundhog Day	14 Groundhog Day	15 Groundhog Day	16 Groundhog Day	17 Groundhog Day	18 Groundhog Day	19 Groundhog Day
20 Groundhog Day	21 Groundhog Day	22 Groundhog Day	23 Groundhog Day	24 Groundhog Day	25 Groundhog Day	26 Groundhog Day
27 Groundhog Day	28 Groundhog Day	1 Groundhog Day	2 Groundhog Day	3 Groundhog Day	4 Groundhog Day	5 Groundhog Day
Sun	Mon	Tue	Wed	Thu	Fri	Sat

Month Block View with Identical Events combined

December 2010						
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	December 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	January 1
Sun	Mon	Tue	Wed	Thu	Fri	Sat

Month List-View

This view shows the title and description for all events this month



Week Views

Standard Week View



Week List-View

This view shows the title and description for all the events of the week



Day Views

Standard Day View (adjust hours displayed under your Preferences)



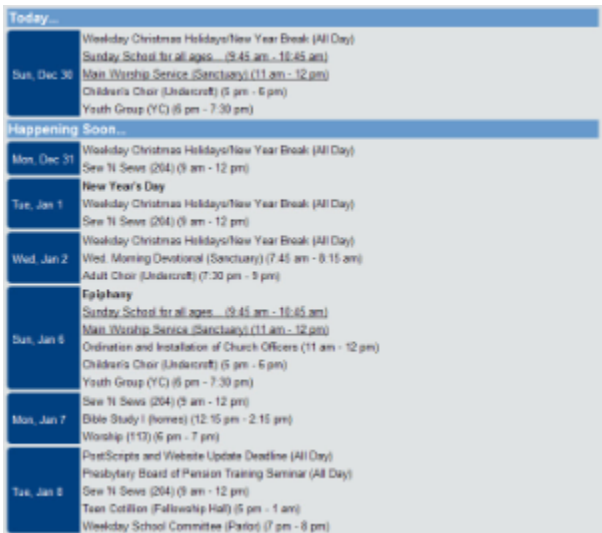
Day List View

This view shows the title and description for each of the Day's events



Today + Happening Soon

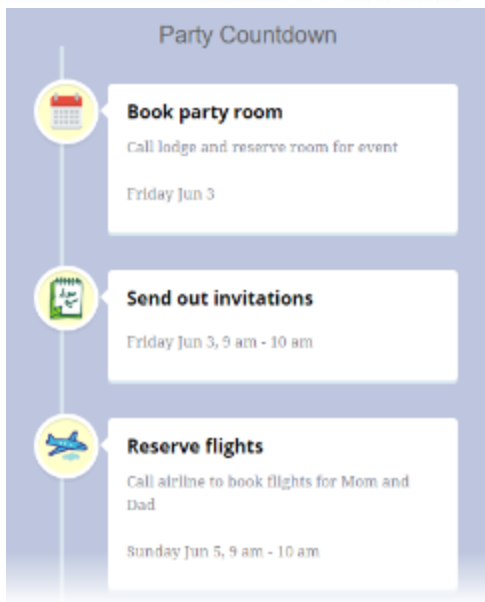
This view shows any events happening Today, and separately any events happening over the next 10 days (you can learn more about changing the date range and other settings for this view on our Additional General Options page:



Click here to learn about positioning the Date labels on this view

Timeline View

This view uses the same "look-ahead" settings as the Today+Happening Soon view to show you upcoming events. By default, it displays events happening over the next 10 days (you can learn more about changing the date range and other settings for this view on our Additional General Options page. It's also responsive and will dynamically adjust to smaller screen sizes:



Mini-Calendar View



Timeline View

The Timeline view is based on the "Today+Happening Soon" view style, and uses some of the same underlying settings. This view style is fully responsive, and will automatically adjust to various screen sizes.

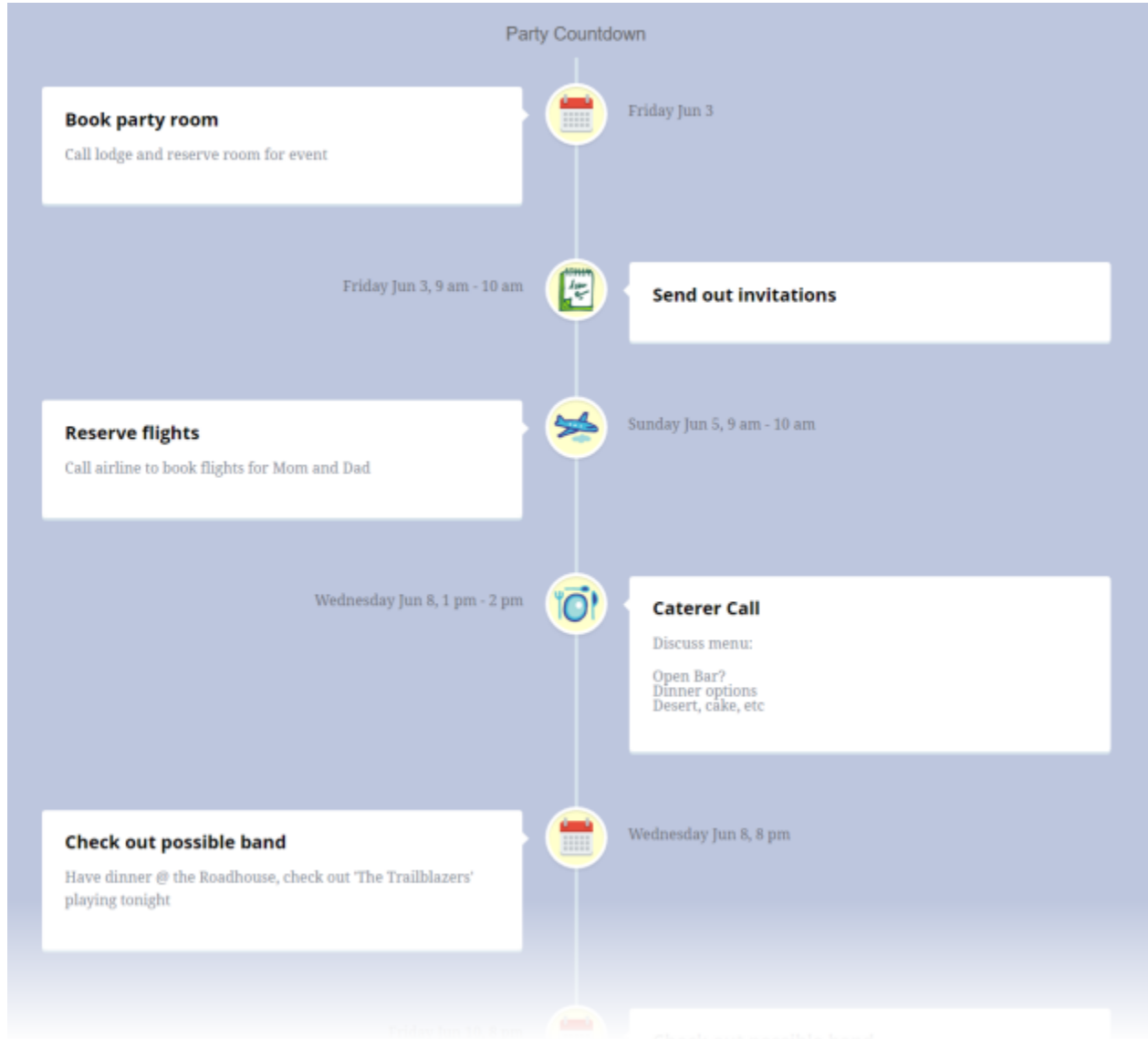
Customize this view

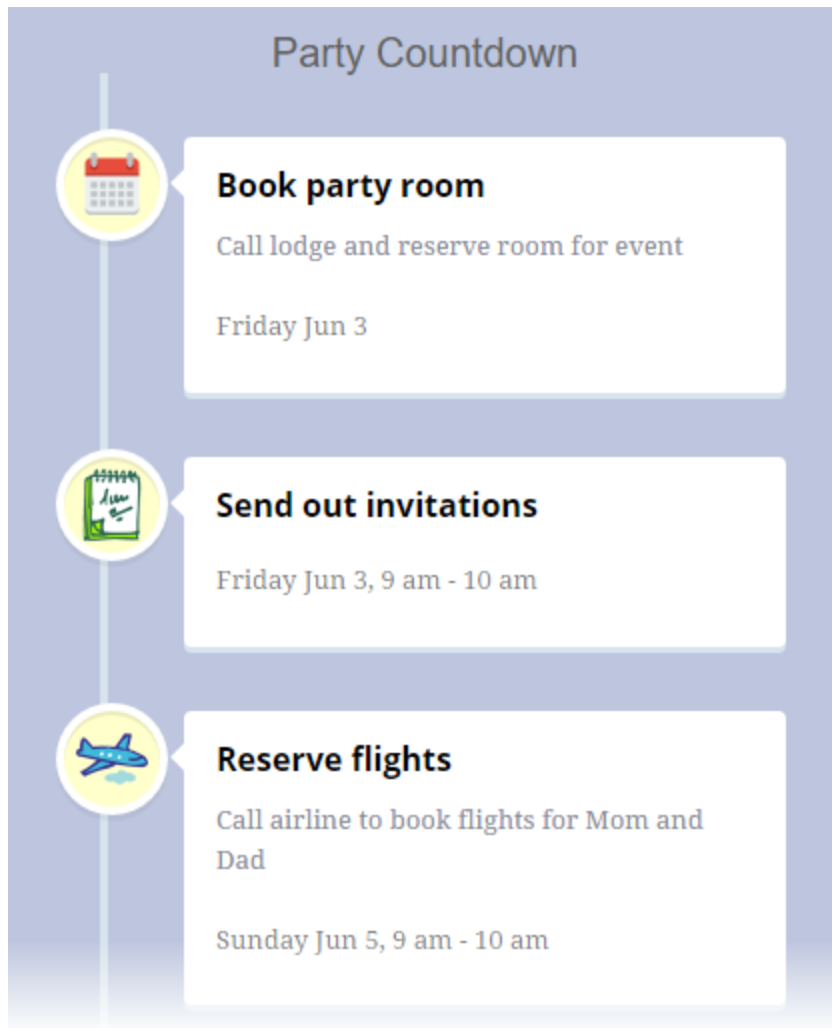
This view style shows events starting from today's date, and looking ahead 10 days into the future. You can change the "look-ahead" period using the on the [Additional General Options](#) page

The colors for this calendar (background, title, time labels) come from your [settings for the calendar List View](#).

Examples

Play with a live sample here: http://localendar.com/public/timelinedemo?style=D5&start_date=6/1/16





Your Calendar's URL and Parameters

All calendars in localendar have a public url. The format is:

http://www.localendar.com/public/*yourmembername*

When you click this url, the default behavior is to display a full-page month-block view of your calendar. Here's a sample:

<http://www.localendar.com/public/sample>

You can change the default month view style to one of the [other available formats](#) by editing your [calendar preferences](#).

Customizing the URL

There are a variety of parameters you can use to customize your calendar via the url. When you add parameters to a url, the format is:

http://www.localendar.com/public/*yourmembername*?parameter1¶meter2¶meter3...

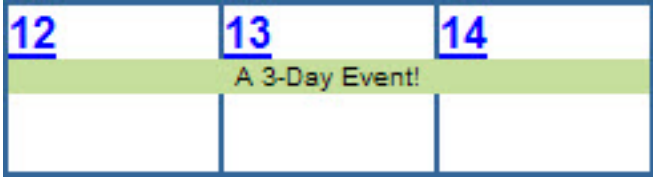
So the first parameter starts with a **?**, and every parameter after that starts with a **&**. Got it? Like this:

http://www.localendar.com/public/sample?style=M1&start_date=3/1/2011

(Show the month-list style calendar for March, 2011)

URL Parameters

Parameter Setting	What it Does
style=M0	Displays the calendar in month-block format

style=M1	Displays the calendar in month-list format (like a Newspaper listing)
style=M3	An RSS Feed for the current month
style=M4	<p>Displays the calendar in month-block format, but with adjacent events combined into a single block. Example:</p> 
style=M6	Displays a monthly Pinboard-style view
style=W0	Displays the calendar in week-view block format
style=W1	Displays the calendar in week-view list format
style=W3	An RSS Feed for the current week
style=W6	Displays a weekly Pinboard-style view
style=D0	Displays the calendar in day-view block format
style=D1	Displays the calendar in day-view list format
style=D2	<p>"Today + Happening Soon" view. Shows events for Today (if any) and the next 10 day's events under "Happening Soon..." Click here to learn about positioning the Date labels on this view</p>
style=D3	An RSS Feed for the current day
style=D4	An RSS Feed for the Today+Happening Soon view
style=D5	A responsive Timeline view based on the Today+Happening Soon view
style=D6	Displays a daily Pinboard-style view
start_date=MM/DD/YYYY	Show the view (defaults to Month if not supplied) calendar for a specific date.
style=X2	An iCalendar-format feed of the entire calendar
rss_link=false	Hides the small RSS and iCal links at the bottom of a published calendar

The Publish Wizard

The Publish Wizard makes it easy to make your calendar a dynamic part of your own web site. You can either include your calendar as part of an existing page, or link to a full-page interactive calendar (or put it in a frame). You can also preview what your published calendar will look like. Get started by clicking the Publish button on the [left-hand menu](#).

Step 1: Choose the type of published calendar

There are different ways to publish your calendar, and each has its advantages and limitations.

A link to a full-page calendar view

This is the simplest way to publish your calendar; the Publish Wizard will create the HTML for a link to a [full-page view](#).

Static (non-interactive) View

This style is different than the full-page view in two ways

1. The calendar will not display the forward/back arrows. It **always** shows the current period (Month/week/day) you select in Step 2
2. The calendar is not a "full page view". The HTML generated can be pasted into *an existing page*. This style works well when you want

your calendar to be part of another page

Interactive mini-calendar

This calendar style is very useful for web sites that have restricted space. A small calendar appears on your site, and any dates that have events are highlighted in a different color. When the user clicks a highlighted date, a pop-up window displays more information. Look at the HTML generated for this view style to learn about more customization

This style is one of the more advanced but technically demanding ways to publish a calendar. If your web page contains poorly written CSS or javascript, this view may not work correctly.

For our more technical members

- This "non-interactive" calendar style generates its output using Javascript. If you place it in a table cell or <div>, the page will expand or shrink to fit the calendar's content. This flexibility comes at a cost; this type of calendar will not have the forward/backward arrows.
- The "fully interactive embedded calendar style" which uses a <iframe> with fixed height/width settings. If you don't adjust the height/width settings to fit your calendar, you might find that portions become "cut-off" when the calendar has a lot of events. On the positive side, this calendar style **does** display the month forward/background arrows

Each style has its advantages under certain circumstances. You should experiment with both to see what works best with your site.

Including Published Events

If you want to publish a calendar that contains a list of all events within a given range of a US zip code, check this setting. This is useful if you have a site where you want include local content, but you don't want to enter events yourself. It relies on all of the public events entered by other nearby localendar users.

Step 2: Choose the style for your published calendar

You've already chosen *how* to include localendar on your site.. but *what* will your visitors see? A month-block view? A list of events "Happening Soon?". Use the drop-down to make your selection from a variety of [calendar styles](#).

The Preview Area

This area shows a preview of what your published calendar will look like, based on the option you selected in Step 2.

Note

The Preview **only** reflects the calendar style you selected in Step 2; it does not reflect the selection you made in Step 1. The exception is if you selected the "Mini-calendar" view style.

Step 3: Generated HTML

The text box in Step 3 represents the HTML generated by localendar based on your choices in steps 1 and 2. You should copy this HTML onto your website's page where you want your localendar (or link to it) to appear.

Please refer to [Common Publishing Questions](#) for further information.

Customizing your localendar

Background

There are literally dozens of ways for you to customize your localendar. Is the weather displayed? How does it look? What default holidays are shown? Do all of your events share a common description? What's the title of your calendar? What colors or images should it use? This section explains all of the features that are available.

[General Options](#)

[Event Options](#)

[Custom Categories](#)

[Colors and Backgrounds](#)

[Account Settings](#)

Transitions and Special Effects

Advanced Customizations

General Options

Click Options on the [left menu](#) to access the General options for your account:

There are additional Additional [General Options](#) which you can also set from this page. Click [here](#) to learn more.

General **Events** Colors Security Cobranding

Time Format ☒ 12 Hour ☐ 24 Hour

Language Settings
Member language: (Coming soon)
Calendar language: [Beta]

Calendar Title

Calendar Footer

Default Calendar Display Styles
Day: Week: Month:

Home Page URL
If you are adding your calendar to a web site, enter that site's address here

Discussion board [Premium Service, expires Jun 29, '11]
☐ Include Discussion Board links

Allow Visitors to Add Calendar Events ([more information...](#)) [Premium Service, expires Jun 29, '11]

☒ Notify me of new events via email

"Printable View" button on Public Calendar [Premium Service, expires Jun 29, '11]
☐ Include "Printable View" button on my Public Calendar

Hours Shown on Day-View
From: To:

Default Event Timezone
 ☐ Show timezone on calendar events

Reminder defaults (separate multiple entries with a comma)
Email address 1:
Email address 2:

12 or 24-hour time

This setting determines if event times are shown according to a 12 clock (with AM/PM indicator) or in 24 hour format

Display language

Support for changing the language on your [public calendar view](#) is currently available from this section. This will determine the language used for month names, abbreviations, etc.

Calendar Title

If you would like a custom title shown above the Month Name on your calendar, enter the text in this box. You can also use this field to enter custom HTML and CSS (See [Custom Calendar CSS](#))

Adding your own images

If you would like to add a custom image or logo to your calendar, you can use HTML in this field (and also the Calendar Footer). For example:

```

```

is sample HTML syntax for adding a custom graphic. Refer also to [Uploading your own Images](#)

Adding your own links

If you would like to add a custom link (for example, from your calendar back to your main website), you can use HTML in this field (and also the Calendar Footer). For example:

```
<a href="http://mywebsite.com">Return to main site</a>
```

Calendar Footer

If you would like a custom footer shown below your calendar, enter your text in this box. You can also use this field to enter custom HTML and CSS (See [Custom Calendar CSS](#))

Default Display Styles

The section allows you to select the default display style used whenever a Day, Week, or Month view is presented on your calendar. For examples of the different styles available, refer to the [Gallery of Calendar Styles](#).

Homepage URL

If you are adding your calendar to a web site, you should enter the site's homepage in this field. This will help visitors who find any of your public calendar events via a Search Engine to track the event back to your site for more information.

Allow Visitors to Add Events

Subscription Required

This feature requires at least a [Premium Webmaster](#) subscription

Normally, events on your calendar are added exclusively by you - the calendar owner. This setting allows visitors to your public calendar view to contribute new events to your calendar. Use this option to enable visitors to your published calendar to add their own events. There are three choices for this option:

Not Allowed

Visitors to your public calendar will not be allowed to add events.

Visitors may add Public events (immediately visible)

An "Add Event" link will be displayed at the bottom of your public calendar. Visitors may click on this link to enter a new event. The event will be created as a Public event on your calendar, and will be immediately visible to everyone.

Visitors may add Private events (not visible until you approve)

An "Add Event" link will be displayed at the bottom of your public calendar. Visitors may click on this link to enter a new event. The event will be created as a Private event on your calendar. This event will not be visible to anyone else until you sign in to localendar, open the

event, and switch it from Private to Public (you may also change/delete it).

You can also view all events submitted to your calendar by signing in and navigating to <https://localendar.com/calendar/submitted>. This page makes it easy to approve/reject events in bulk ([view sample](#))

Email Notifications

If you check "Notify me of new events via email", localendar will send you a message when a new event has been created by a visitor. This email serves as a reminder to check an event that was just added (and switch it to Public, if necessary). These emails will come from the account "calendar_monitor@localendar.com". Make sure this account is not blocked by your spam filter.

Regardless of the setting you choose, you are always able to Edit or Delete visitor-added events.

Printable View Button

Subscription Required

This feature requires at least a [Premium Webmaster](#) subscription

You always have an option to generate a Printable view of your calendar when you are signed in. This setting determines if a Printable View button will be shown at the bottom of your [Public calendar view](#).

Hours Shown on Day-View

Use the From and To drop-downs to control what hours of the day are shown on your calendar's Day View.

Default Event Timezone

If you intend to [send out reminders](#) for your events, you should select your timezone from this drop-down. This ensures that your reminder emails are scheduled for delivery based on your local time.

My timezone isn't listed! Now what do I do?

If your timezone isn't in the drop-down, don't check the "Show timezone" box. Timezone is only used if you are sending out [event reminders](#). You should not use reminders if your timezone isn't listed. If you leave the timezone display off, visitors will just assume all events are shown in their local time.

Reminder Defaults

If most of your reminders are sent to the same email addresses, you can enter the defaults in this box. This does not configure your events to automatically send reminders to these addresses. That setting is managed from each event using the [Event Editor](#). This field just pre-populates the Email field(s) on the editor so that you don't have to type the same addresses over and over.

You can always override the default values on the Event Editor when needed. If you have a lot of recipients for reminders, we recommend setting up an [email group](#)

Additional General Options

Go to Options->General and click "Show More" near the bottom of the page. Select the "Across the Top" option for "On the "Today+Happening Soon" view, show Dates" setting:

[Show Less <<](#)

"Week Jump" shortcut

☐ On the "Month View", display links to jump to each "Week View"

"Today" label (For the "Today + Happening Soon" view)
 Optionally change "Today" to say "Tonight's Gigs", "Today's Specials", etc.

Today...

"Happening Soon" label (For the "Today + Happening Soon" view)
 Optionally change "Happening Soon" to say "Upcoming Concerts", "Future Events", etc.

Happening Soon...

"Happening Soon" looks ahead 10 day(s)

☐ Include Event Descriptions on the "Today+Happening Soon" view

On the "Today+Happening Soon" view, show Dates: ☒ Across the top ☐ Down the left side

[Save General Preferences](#) [Reset all](#)

Using an Email Group for Reminders

For more than a few recipients, we recommend members set up a free account at a site like <http://groups.yahoo.com> or <http://groups.google.com>

When you create a group using one of these (or similar) services You get a **single** email address for all the members. You can dynamically add/remove people from the email list without having to update each event on your calendar.

Visitor-Submitted Events

This is a sample of the page for managing Events submitted by your visitors. Events are only added to this page if you have set your preference on submitted events to **Visitors may add Private events (not visible until I approve)**

Unprocessed Submitted Events						
Your current setting for visitor-submitted events is: Visitors may add Private events (not visible unless you act on them) (change)						
This table below lists Private events that have been recently submitted to your calendar, but not yet acted upon.						
<input type="checkbox"/> Delete <input type="checkbox"/> Mark as processed <input type="checkbox"/> Switch to Public <input type="checkbox"/> Switch to Private (Hidden) <input type="checkbox"/> Switch to Private (Show as Busy)						
Start Date	Repeats?	Visibility	Entered By	Title	Description	
<input type="checkbox"/> Feb 04, 2017 8:00 PM	No	Private	firehouse@town.gov	Community Bingo	Get your dabbers ready, it's Bingo time! \$1 buy-in per card	
<input type="checkbox"/> Jan 04, 2017 5:00 PM	Yes (see event for details)	Private	person@somewhere.com	Trail maintenance and cleanup	Join us the first Wed of every month as we hike and maintain the local trail system	

Event Options

Click Options on the [left menu](#) to access the General options for your account. Then click the Events tab at the top of the page:

[?](#) Unknown Attachment

Clearing a Range of Events

Please refer to [this page](#) in the documentation.

Default Event Type

This field determines the default Sharing setting for new events added to your localendar.

Available Options:

Private

Private events are visible only by you, when you sign on to localendar. No one else can see them, and they do not appear on your published calendar.

Public

Public events are visible on your [published](#) calendar and when you are signed in. If you are creating a calendar for a web site, you should select this option

(Public is the default setting for new localendar members)

Note

You can override this setting for individual events in the Event Editor's [Sharing](#) section

Common Event Information

The text you enter in this field is [added](#) after any description you enter on individual events. If all of your events have something in common (like a contact phone #, or a web site address) you can use this field instead. Plus, if the information changes, you only need to edit it in one place.

Common Event Location

If all of your events take place in the same location (perhaps a lodge, school, or church) you can enter that information here. localendar will try and display the information using a Google Map, which works only if you supply a physical address. If the map isn't important to you, it's perfectly fine to include a text like "at the lodge" or "Dave's place".

Defaults for Public events

If your events usually take place in a particular US zip code, or generally have the same category, you can select default values. The information is used if you check the [Publish](#) box on the Event Editor.

Note

We are phasing out support for this US-specific section in favor of the previous "Common Event Location" field.

Local Weather

If you supplied a geographic location when you joined localendar, your calendar can display a local weather forecast. You can select either a forecast image, text, or both.

Missing Forecast

"I've checked both weather boxes, but sometimes I don't see a forecast"

localendar receives its weather feed via various sources. Sometimes, one of these services will not supply its information in the proper format, or in a timely manner. Usually, the problem resolves itself in a day or two when the external service supplies correct/timely forecast information.

Holidays to Include

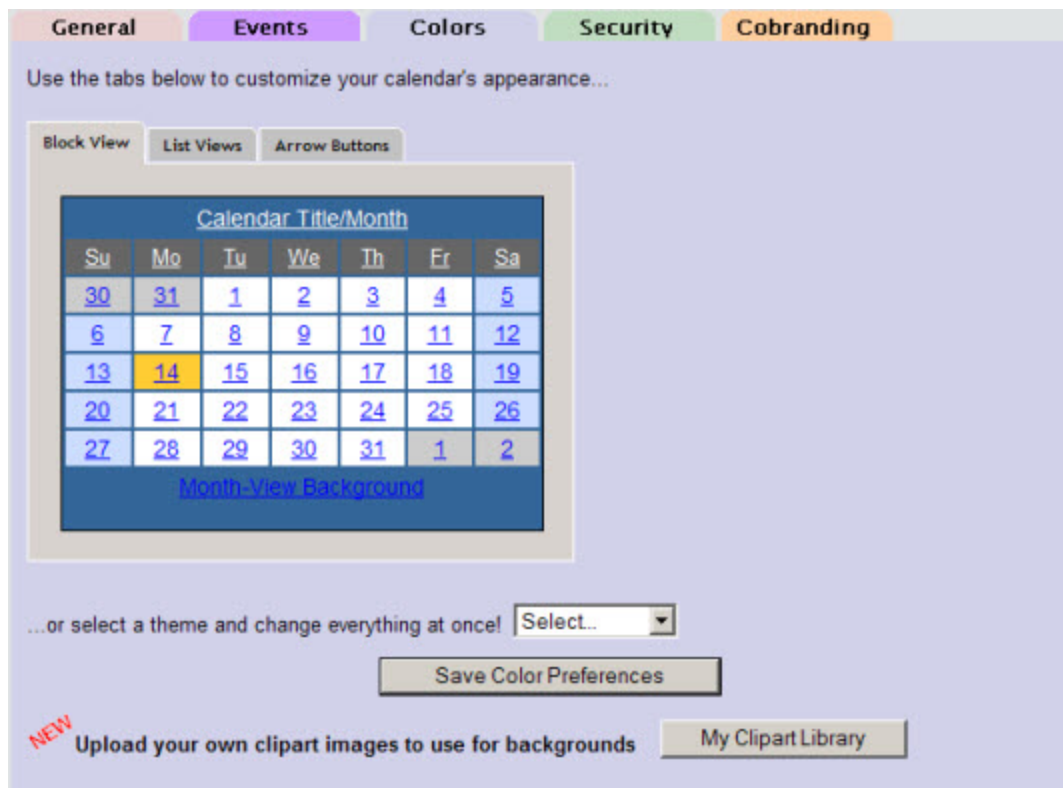
A variety of holiday categories are included with localendar. Some of these holidays have images associated with them (for example, a Christmas Tree on Dec 25). You can choose to display the holiday text and/or image.

"What if I want more holidays, events, sports schedules, etc?"

If you want other holidays or events, localendar's support for merging in iCalendar feeds is the answer. [Click here](#) to learn more.

Colors and Backgrounds

Click Options on the [left menu](#) to access the General options for your account. Then click the Colors tab at the top of the page:



The Color Editor

The Color Preferences editor is a powerful and easy way to dynamically customize your calendar's appearance. The editor functionality is split across 3 tabs: Block View, List Views, and Arrow Buttons

Webmasters: To make localendar seamlessly fit into your site, you'll want to change the calendar palette to match what you're using on your existing web pages.

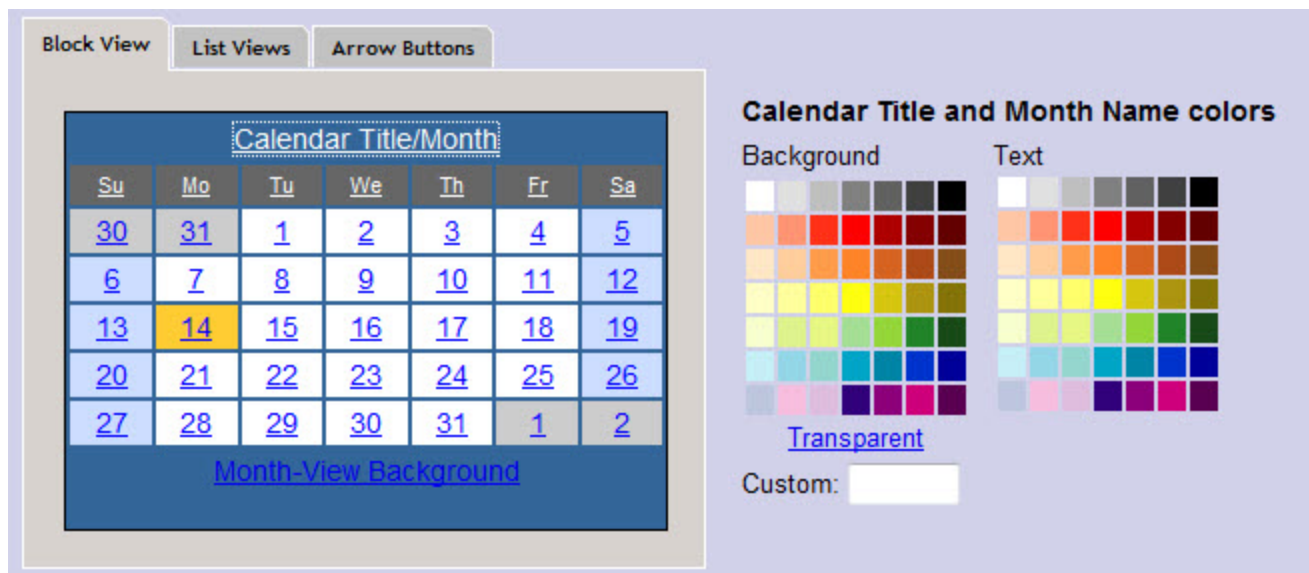
If you want to make more sophisticated changes, you can use the [CSS hooks](#) localendar provides.

Block View

This is the view used by the default localendar Month display. You can customize the following features:

1. Calendar Title (if you supplied one) and the Month Name
2. Weekday Names
3. Previous/Next Month days
4. Weekdays
5. Weekends
6. Month-view Background

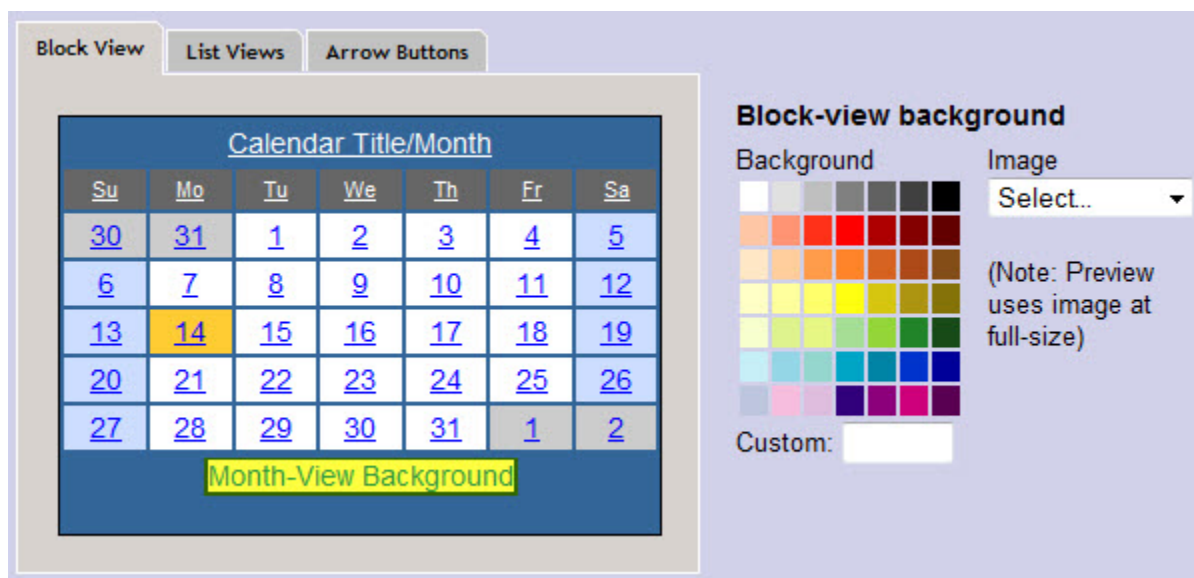
When you click on a Block View feature, an Options Palette appears to the right:



Click the foreground and/or background colors to customize the element. You can also enter a custom color value or make the background transparent for some elements.

Using an image on the Block View background

When you select the Month-View background, the Options palette includes a drop-down list of images. This list contains some default background images provided by localendar, and any images you have uploaded.

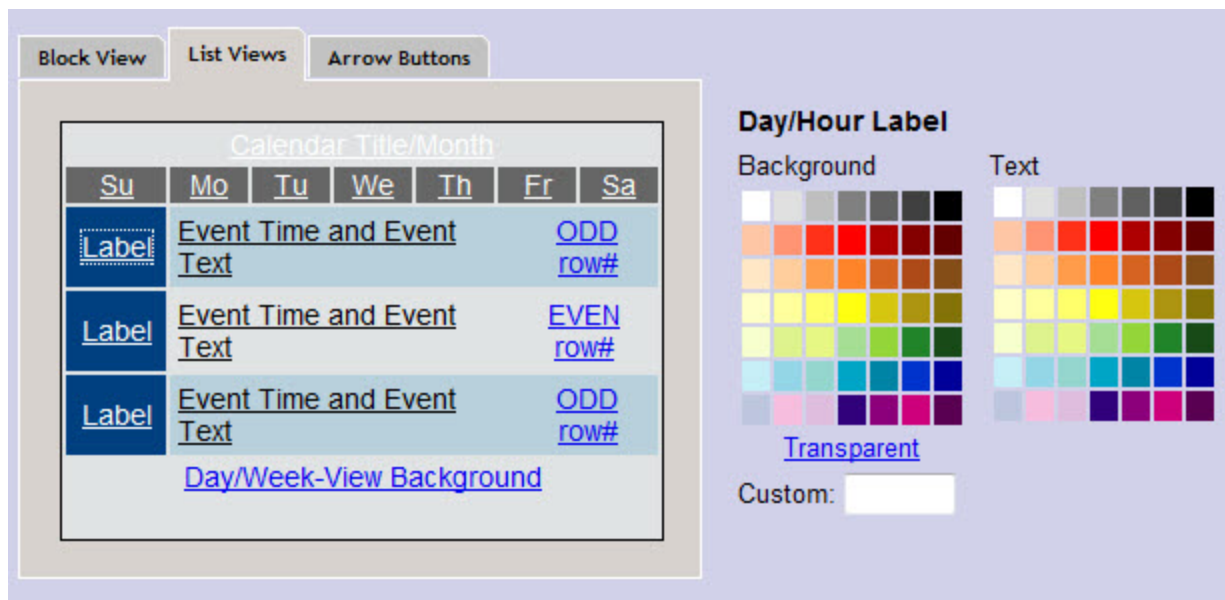


Page Refresh Required

If you upload your own image for the calendar background, you'll need to refresh your page before it appears in the dropdown list. Make sure to save any other color changes you have made before refreshing the page or they will be lost.

List Views

The list views are used by several of the localendar view styles. By default, your calendar's Day and Week views are configured as List views. It is also possible to set your default Month view to be a List view as well (under [General Options](#)).



You can customize the following features:

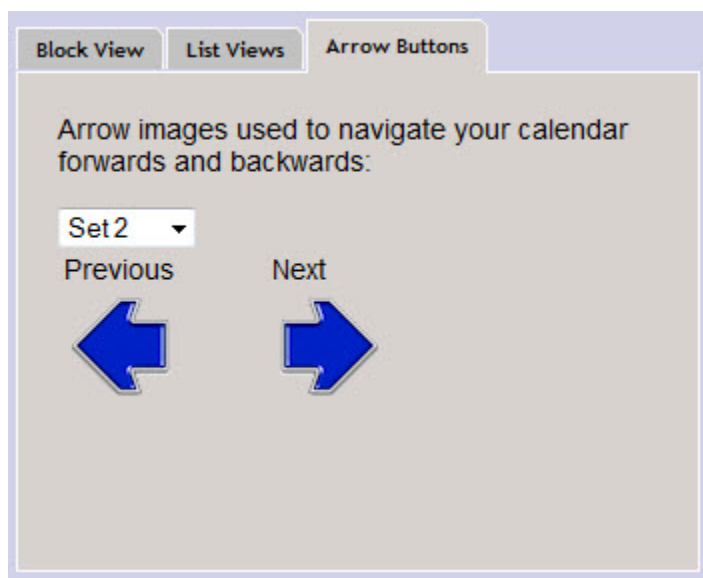
1. Calendar Title (if you supplied one) and the Month Name
2. Label (Hour of Day on the Day View, Day of Week on the Week View)
3. Event Time and Text
4. Odd Row background color
5. Even Row background color
6. Day/Week-view Background

Using an image on the List View background

As with the Block View, you can use an image for this view's background. localendar provides some options, or you can [upload your own](#).

Arrow Buttons

The arrow buttons are used to move forwards/backwards to different days, weeks, or months (depending on your current calendar view). You can choose the arrow set to use from the drop-down list on this tab.



Themes

localendar has a collection of predefined colors settings called Themes (also known as "skins"). If you don't want to pick out your own color settings but you want a different look to your calendar, you can use one of these themes. Or, you can use a theme as a starting point and make

your own changes from there.



July

Su	Mo	Tu	We	Th	Fr	Sa
30	31	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



February

Su	Mo	Tu	We	Th	Fr	Sa
30	31	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



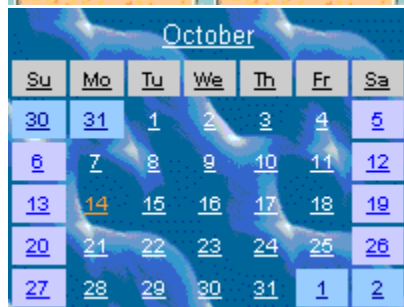
March

Su	Mo	Tu	We	Th	Fr	Sa
30	31	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



September

Su	Mo	Tu	We	Th	Fr	Sa
30	31	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



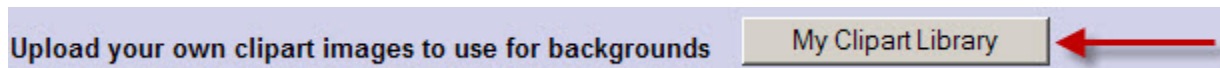
October

Su	Mo	Tu	We	Th	Fr	Sa
30	31	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



Upload custom clip-art

You can access your [personal clip-art library](#) by clicking the "My Clipart Library" button on the Color Editor:



Account Settings

Click Options on the [left menu|Overview of the localendar menu] to access the General options for your account. Then click the Security tab at the top of the page:

!securitytab.jpg!

This tab lets you change your localendar member name (which will also alter your public calendar url), your password, and your email address.

Advanced Customizations

See also: [Tips and Tricks](#)

- Using your own CSS [on the calendar](#) and/or [on events](#)
- Adding a Hit Counter to your public calendar
- Adding your own ads to a calendar
- Adding custom Javascript
- Repositioning the Arrows on a calendar

Adding a Hit Counter to your public calendar

Adding a Hit Counter to your calendar's title (or footer) is easy. Although localendar doesn't offer built-in counters, it's easy to add them to your page using a little bit of custom HTML.

Find a Counter

The first thing you'll need to do is find a Web Counter on the web. Try a Google Search for "[Free Web Counter](#)" or "[Free Web Counter No Ads](#)". For this example, we're using the free counter from [GuestsCounter.com](#). This particular counter records [unique visitors](#) to a site. Other counters record the number of times a page has been viewed.

Get the HTML

GuestsCounter needs almost no information to get started. Select a calendar style and optional "starting number", and then click Get Code.

The site will return some HTML for the counter:

```
<a href="http://guestscounter.com">
</a><br>
<a href="http://guestscounter.com" style="font-size:9px;">hit counter</a>
```

Paste the HTML on your calendar

Sign into your localendar account and go to the [Options/General page](#).

There are fields for [Calendar Title](#) and [Calendar Footer](#). You can paste the HTML into either (or both!) fields, depending on where you want it to

appear.

The Title and Footer fields don't let you paste multi-line text. You might need to paste your HTML someplace else (like Notepad) first and remove the line breaks before pasting it into localendar.

Click "Save General Preferences", and you're done.

Success!

Your counter will now appear on your public calendar view. A live example is embedded below:

Adding custom Javascript

In the same way that you can add custom HTML to a calendar [title](#), [footer](#), or [event](#), you can add custom JavaScript as well. Just make sure to wrap your code in between some `<script>` and `</script>` tags.

In this extremely annoying example, here is how to make a calendar display a JavaScript alert box every time the page is loaded.

Step 1: Copy the Code

The JavaScript for this example is below:

```
<script>alert("Greetings, visitor!");</script>
```

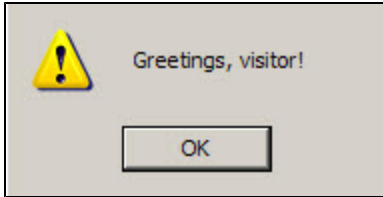
Step 2: Paste the code

For this exercise, we paste it into the [calendar Title](#).

The screenshot shows the 'Events' tab selected in the settings interface. The 'Calendar Title' field contains the JavaScript code: `<script>alert("Greetings, visitor!");</script>`. Other visible settings include 'Time Format' set to '12 Hour', 'Language Settings' for 'English (US)', and 'Default Calendar Display Styles' with 'Day' set to 'Default', 'Week' set to 'Default', and 'Month' set to 'Default (Bloc'.

The Title and Footer fields don't let you paste multi-line text. You might need to paste your JavaScript someplace else (like Notepad) first and remove the line breaks before pasting it into localendar.

Success!



This is a simple example, but there are almost limitless applications for using your own JavaScript (usage tracking, advanced UI customizations, browser detection, Google Analytics tracking, etc.)

Adding your own ads to a calendar

It is possible to add your own advertisements to a calendar or specific events.

If you are using an ad service (like Google AdWords), the site will provide you with custom HTML to paste onto your site.

You can paste this HTML into your calendar [Title](#) or [Footer](#), or you could also paste it into your [Event descriptions](#).

Tip

To add your custom ad HTML to all of your calendar's events in one easy step, paste the text into the [Common Event Information](#) field.

We don't recommend putting ads into Event Titles, unless you can control the size of the text or image. Otherwise, you may find the ad disrupts the formatting of the entire calendar.

Repositioning the Arrows

This is kind of a crazy one. A user once asked, "I don't like the arrows on the left and right side of my calendar. Is there any way I can have them next to each other?"

We thought about it for a bit, and realized, "Yeah! You can do that!". This customization relies on the ability to put custom HTML on your calendar, and the [CSS hooks](#) that localendar exposes. Here are the details:

Step 1: Arrows? What Arrows?

From the [Custom Calendar CSS](#) page, we know that the Month-view left and right arrows are assigned the `.mal-usr` and `.mar-usr` classes, respectively.

Let's say we want to move the right arrow (`.mar-usr`) next to the left one (`.mal-usr`).

Step 2: A little jQuery magic...

localendar uses the [jQuery](#) library internally, and you can access it in your custom HTML, too.

Here's the jQuery code to identify the right arrow by its CSS class, and move it over to the right a fixed number of pixels:

```
<script>$(document).ready(function()  
{$('.mar-usr').css('position','absolute').css('left','100px');});</script>
```

That's a little complicated, so let's look at what's going on...

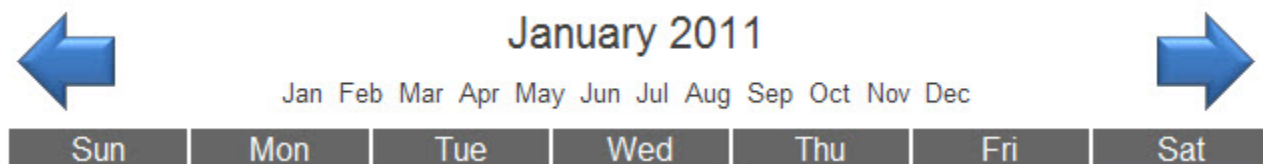
The first thing is the `$(document).ready` bit. This tells jQuery not to execute the rest of the JavaScript until the entire page is loaded. We need this because otherwise we might be trying to move the arrows before the page has been completely parsed.

The next bit of HTML changes the CSS of the `.mar-usr` class to force the image to appear exactly 100 pixels in from the left margin.

Step 3: Paste the code

We paste the jQuery script into the calendar's [Title field](#). When the month view is loaded, the right arrow will be in its new location.

Before:



After:



January 2011

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Sun

Mon

Tue

Wed

Thu

Fri

Sat

You might have to adjust the exact pixel value to use based on how you are publishing the calendar on your site.

Custom Categories

Creating Custom Categories

localendar offers a set of *default* event categories (General, Education, Entertainment, etc) to classify your events. But you can create *your own* categories to help organize your events.

You access the Custom Category screen from the Event Editor, or by clicking Options, followed by the Events tab, where you will find an Edit categories link.

Sharing: [\(What's this?\)](#)








☒ **Private**

☐ **Public** ☐ **Publish as Local Event in zip code**

Category: [\(Edit categories\)](#)

Once you've clicked that link, the Category Editor will be displayed:

Custom Categories

Category Name	Color	Actions
Section 6	 39b778	Edit Delete
Section 5	 ef6ea8	Edit Delete
Section 4	 f68e54	Edit Delete
Section 3	 acd372	Edit Delete
Section 2	 5e5ca7	Edit Delete
Section 1	 00bff3	Edit Delete
Free Section	 a0a0a0	Edit Delete

Add Category

Name

Color



Save

Cancel

- ☒ Include a category legend on your public calendar
- ☒ Hide default localendar categories on the Event Editor

Note: Deleting a category will move all that category's events to the localendar "General" category.

The functionality is straightforward:

- To **add** a new category, just type in the Name and (optionally) select a color for this category. Then click Save.
- To **edit** a category, click the Edit link next to the category's name. The form below the category list will change to say "Edit Category". Make your changes and click Save
- To **delete** a category, click the Delete link next to the category's name. When you remove a category, and events in that category will be moved to the localendar "General" category.

By default, your public calendar will include a color-coded legend for your categories at the bottom of your calendar page. If you don't want this legend displayed, uncheck the "Include a category legend..." box. You don't need to click Save. localendar will record your action immediately.

If you only want your categories displayed on the Event Editor, check the "Hide default localendar categories.." box. Again, you do not need to click Save to have this preference recorded.

Example

Here is a [sample teacher calendar](#) that uses custom categories. The teacher teaches the same class multiple times a week to different sections. The sections meet at different times each day. To keep track of this schedule, the teacher has created a custom category for each section and color-coded them. This makes it easy to tell what sections meet on a particular day.

Other ideas for using custom categories include:

- Tracking what conference rooms are booked
- Keeping track of different committee meetings
- Categorizing free/busy/vacation times
- Differentiating between performances and rehearsals

Transitions and Special Effects

Subscription Required

This feature requires a [Premium Subscription](#)

What's a "Transition"?

A transition is what happens when you change the time-period on your calendar. For example, clicking the Forward/Backward arrow from the Month view will transition you to a new month.

Most transitions are nothing more than a simple page refresh. You click, the browser window blinks, and a new page appears. **Boring!**

Spice things up!

localendar lets you make things more interesting with custom transition effects as you move between periods. Try them out below! These examples also have some crazy calendar [themes](#) and [custom colors](#).

Choose effect to preview:

Sideways Slide Fade Vertical Slide and Fade Zoom In Bounce Right Curtain Fading Sideways Sideways Slide Sideways Clip

The default effects include:

- Fade
- Vertical Slide and Fade
- Bounce Up
- Zoom In
- Bounce Right
- Curtain
- Sideways Slide
- Fading Sideways Sideways Slide
- Sideways Clip

You can access the "Special Effects" menu from the Premium tab of the [left menu](#).

Cross-browser Compability

Some browsers may display effects slightly differently depending on their native capabilities.

Importing and Exporting from localendar

Background

Although this section is called "Importing and Exporting", what most people really want is a **live sync** of all of their calendar data in one place. No one wants to have to periodically go through the manual process of importing and exporting events across different systems.

localendar supports this type of dynamic, automatic merging using the popular (and open) [iCalendar format](#).

[Understanding localendar support of the iCalendar format](#)

Exports:

[Exporting to Google Calendar](#)
[Exporting to Microsoft Outlook](#)
[Exporting to Yahoo Calendar](#)

Imports:

[Importing iCalendar into your localendar](#)
[Importing from Google Calendar into localendar](#)
[Importing from Facebook into localendar](#)
[Importing from Yahoo Calendar into localendar](#)

Other Export/Import Options

Older Stuff

localendar and the Wyncs browser plug-in

Understanding localendar support of the iCalendar format

Background

The iCalendar format contains information about a collection of events. On localendar, the iCalendar feed consists of the time and recurrence information for every single event on your calendar. Creating an iCalendar feed for a subset of events is not supported.

Each event time is accompanied by information on the time zone in which it occurs. The time zone information is crucial because you (or others) may be syncing your calendar across time zones, and because not all time zones handle Daylight Saving Time in the same manner. By supplying the time zone information with an event, the local rules for that time zone can be applied dynamically.

A calendar application typically exposes an iCalendar feed in either (or both) of two ways:

1. As a URL to an iCalendar feed
2. As a text file which contains iCalendar information

Similarly, a calendar application may either import iCalendar data from either a URL feed or a file.

localendar iCalendar Support

localendar exports your calendar events as a URL. If you are using a program that can only load from a file, then you can save the contents of the web page from the URL to your local storage.

localendar imports events only from an iCalendar URL. Support for loading events from an uploaded iCalendar file is planned for a future release.

Syncing your calendar between applications or devices by using a URL is preferable to importing/exporting a file. If you are using a URL, then most applications can be configured to stay in sync without further user action. Using files requires you to regularly upload and download files between systems to keep your calendars in sync.

Exporting localendar to a CSV file

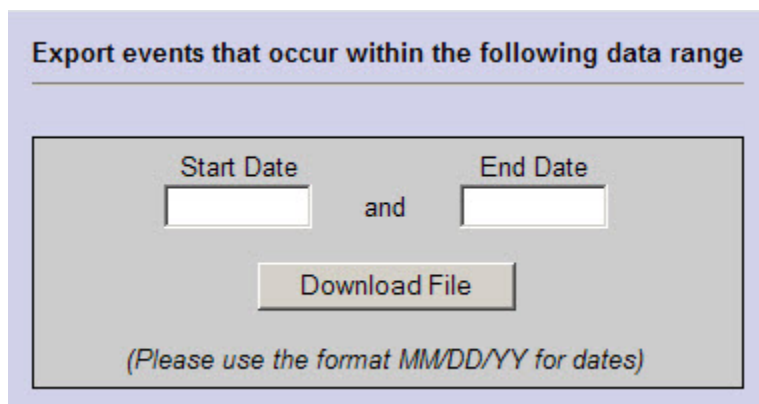
Subscription Required

This feature requires a [Premium subscription](#)

Step 1: Navigate to the Export page

Click Export on the Premium tab of the [localendar menu](#)
Then click the link in the text, "Looking for a CSV export? You can find it [here](#)"

Step 2: Choose a date range



Export events that occur within the following data range

Start Date End Date

 and

Download File

(Please use the format MM/DD/YY for dates)

Enter a Start Date and End Date (in MM/DD/YY format) for the range of events to export and click the "Download File" button

The field structure of the exported CSV is below:

Field Name	Notes
Subject	The title of the event, limited to 400 characters
Start Date	A valid date in the format MM/DD/YY or MM/DD/YYYY
Start Time	A valid time in the format H:MM AM/PM
End Date	A valid date in the format MM/DD/YY or MM/DD/YYYY
End Time	A valid time in the format H:MM AM/PM
All day event	True (or Y) if the event is an All Day Event. Otherwise False (or N)
Description	The description of the event, limited to 2000 characters.
Private	True (or Y) if the event is Private, False (or N) if the event is Public

Exporting to Google Calendar

You can easily merge the public view of any localendar calendar to a Google Calendar by following these steps:

Step 1: Know Your iCalendar URL

You'll need the URL to your localendar iCalendar feed. The format is:

```
https://localendar.com/public/<member name>.ics
```

where *<member name>* is your localendar login, or the name of the calendar you wish to merge

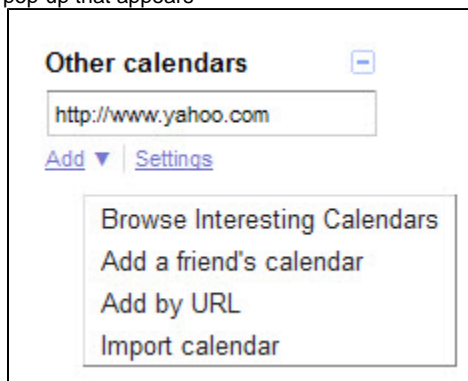
Tip

Most public localendar pages have a small "iCal" icon at the bottom of the page that points to this url. You can use this as a shortcut for getting this link.

Step 2: Add to your Google Calendar

You may also refer to [Google's documentation](#) to complete this step.

1. Sign in to your Google Calendar
2. On the left menu, there is a section labeled "Other Calendars". Click the "Add" link in this section. Then click the "Add by URL" link in the pop-up that appears



3. Now supply the URL from Step 1, and click the "Add Calendar" button

Once the calendar has been loaded, it will appear in the "Other Calendars" section. You can change other settings (color, etc) by clicking the small arrow to the right of the calendar's name.

Be Careful

It is unknown how often Google's calendar will refresh the iCalendar feeds you supply. Some reports on the web say 'immediately', while others have complained the process takes hours or days (or never happens!). If you remove and re-add an imported calendar,

that *should* force Google to update it. Generally, this should not be necessary unless you notice updates are not propagating from localendar to Google.

As a side note, localendar refreshes any imported iCalendar feeds about every 3 hours.

Exporting to Microsoft Outlook

In this section we cover syncing to Outlook via your calendar's iCalendar feed. You can also [create a CSV file](#) for import into Outlook although this method is not as flexible.

The directions for Outlook pertain to Outlook 2007. Earlier versions are known to have incomplete support for iCalendar.

Step 1: Know Your iCalendar URL

You'll need the URL to your localendar iCalendar feed. The format is:

```
http://www.localendar.com/public/<member name>?style=X2
```

where *<member name>* is your localendar login, or the name of the calendar you wish to merge

Tip

Most public localendar pages have a small "iCal" icon at the bottom of the page that points to this url. You can use this as a shortcut for getting this link.

Step 2, Option 1: Add to Outlook as "Live Feed"

1. Select "File," and then "Data File Management." Click the "Internet Calendars" tab. Click "New," and then paste the iCalendar URL from Step 1 into the field. Click "Add"
2. A "Subscription Options" window now appears. You can rename the imported calendar if desired. Click "OK" when finished (the window closes). Close the Account Settings window as well.
3. The imported calendar will appear under "Other Calendars" in the Calendars section on the left menu

Step 2, Option 2: Import as a Static Calendar

You can manually load your iCalendar feed into a separate calendar as a one-off operation.

1. Visit the URL you obtained in Step 1
2. Save the resulting page to a local file with a .ics extension
3. In Outlook, select "Import and Export" under the "File" menu
4. In the Import and Export window, choose the "Import an iCalendar (.ics) or vCalendar file (.vcs)"
5. Now select the local .ics file you previously saved

The full list of calendar events stored in the file will be uploaded into Outlook. This information will not be updated if the original events on localendar are changed.

Exporting to Yahoo Calendar

You can easily merge the public view of any localendar calendar to a Google Calendar by following these steps:

Step 1: Know Your iCalendar URL

You'll need the URL to your localendar iCalendar feed. The format is:

```
https://localendar.com/public/<member name>?style=X2
```

where *<member name>* is your localendar login, or the name of the calendar you wish to merge

Tip

Most public localendar pages have a small "iCal" icon at the bottom of the page that points to this url. You can use this as a shortcut for getting this link.

Step 2: Add to your Yahoo Calendar

For the most up-to-date directions, please refer to [Yahoo's own documentation](#) for this step

Importing iCalendar into your localendar

Background

localendar is a great place to enter and track *your own events* - but there are probably a lot of *other* events might be interested in. For example, you might want some sports schedules on your calendar. Or maybe you need a specific country's set of holidays.

There are thousands of free iCalendar sites on the web. You subscribe to a link they provide, and your calendar stays up-to-date with the latest changed.

Sample Sites

[iCalShare](#) and [CalendarData](#) are two good resources for public calendar feeds

Subscribing to a Public iCalendar

There are many sources for iCalendar feeds. You can also import your own [Google](#) or [Yahoo Calendar](#) using this method.

Step 1: Get the iCalendar URL

You'll need get the URL for the calendar. This URL can take many different forms. Some examples are:

<webcal://icalx.com/public/icalshare/US%20Holidays.ics>

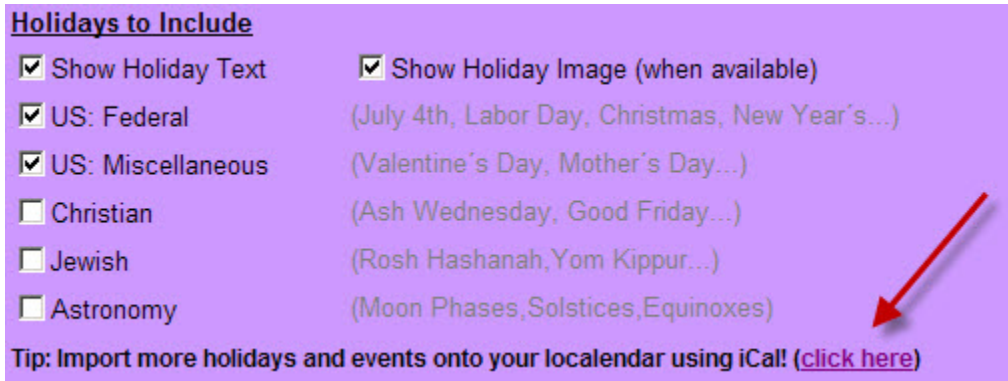
<webcal://icalshare.s3.amazonaws.com/production/webcal/allical.ics.vcs>

<http://www.google.com/calendar/ical/sample%40localendar.com/public/basic.ics>

Some URLs start with [http://](#) and others with [webcal://](#) . This doesn't matter; localendar will understand both.

Step 2: Access the localendar iCalendar Merge page

Click Options on the [left menu](#) and select the Events tab.



Holidays to Include

<input checked="" type="checkbox"/> Show Holiday Text	<input checked="" type="checkbox"/> Show Holiday Image (when available)
<input checked="" type="checkbox"/> US: Federal	(July 4th, Labor Day, Christmas, New Year's...)
<input checked="" type="checkbox"/> US: Miscellaneous	(Valentine's Day, Mother's Day...)
<input type="checkbox"/> Christian	(Ash Wednesday, Good Friday...)
<input type="checkbox"/> Jewish	(Rosh Hashanah, Yom Kippur...)
<input type="checkbox"/> Astronomy	(Moon Phases, Solstices, Equinoxes)

Tip: Import more holidays and events onto your localendar using iCal! ([click here](#))

Then click on the link at the bottom of the page in the sentence **Tip: Import more holidays and events onto your localendar using iCal! ([click here](#))**

Add the Calendar URL from Step 1 to the "Add an iCal calendar" field and click "Merge Calendar". You can optionally specify a color for this calendar's events.

Merge calendars from:

iCal Calendar

☐ World Cup Football Complete Match Schedule 2010 South Africa


☐ suda.co.uk - [Lesser Known Holidays]

☐ US Holidays

Remove Checked

Add an iCal calendar
(specify calendar URL)

Color-code merged events [optional]
(HTML hex color code; leave blank for default)



Merge Calendar

Note

If localendar cannot access the calendar or if it contains bad data, you will not be allowed to subscribe to it.

Unsubscribing to a Public iCalendar

To cancel your subscription to a calendar, check the box next to its name in the Merged Calendars list. Then click the "Remove Checked" button. Events from the calendar will no longer appear on your localendar.

Merge calendars from:

iCal Calendar

☐ World Cup Football Complete Match Schedule 2010 South Africa


☐ suda.co.uk - [Lesser Known Holidays]

☐ US Holidays

Remove Checked

Add an iCal calendar
(specify calendar URL)

Color-code merged events [optional]
(HTML hex color code; leave blank for default)



Merge Calendar

Update Frequency

Merged calendars are currently refreshed every time your main calendar is refreshed. We may chose to cache imported iCal events in the future for performance concerns (for example, if the external site is taking too long to respond to localendar)

Importing from Google Calendar into localendar

Google Calendar lets you export either a feed of all of your events (private and public) or just your public events to the iCalendar format.

Choose the type of event to import

Private and Public Events

You can get the URL for this feed by following Google's documentation: [Getting your calendar's Private address](#).

Make sure you copy the URL from the green "ICAL" button in the **Private Address** section

Public Events only

If you only want to import the public events from your Google calendar into localendar, then you use a different URL from Google. Directions are on this Google page: [Find your calendar's address](#) under the header **Get the Calendar Address for your public calendar**.

Make sure you copy the URL from the green "ICAL" button in the **Calendar Address** section

Importing into localendar

You can import this feed into localendar by following the directions on the [Importing iCalendar into your localendar](#) page

Importing from Facebook into localendar

Facebook provides an iCalendar URL or all of your upcoming events. You can use this URL to automatically sync your Facebook events with localendar.

Click the "Export Events" link on the top of the [Events page](#) and copy the URL that follows to your clipboard. Once you have this URL, follow the instructions on [Importing iCalendar into your localendar](#)

Importing from Yahoo Calendar into localendar

Yahoo Calendar is able to import from a [localendar iCalendar feed](#), however Yahoo Calendar currently does not export to an iCalendar URL (like Google Calendar, [for example](#))

Yahoo Calendar can export to a static [iCalendar file](#). However, localendar currently cannot load a static iCalendar file.

If Yahoo Calendar adds support for a public iCalendar URL, then you should be able to import it into localendar by following the [Importing iCalendar into your localendar](#) directions.

Importing a CSV into localendar

Subscription Required

This feature requires a [Premium subscription](#)

Step 1: Navigate to the Import page

- In the *Standard* tab of the [localendar menu](#), click *Import*
- Click the *File Upload* tab at the bottom of the *Sync Calendar* page
- Click *Import a CSV file* at the bottom of the *File Upload* tab

The CSV must be in the following format:

Subject, Start Date, Start Time, End Date, End Time, All Day, Description, Private

Field Name	Notes
Subject	The title of your event, limited to 400 characters
Start Date	A valid date in the format MM/DD/YY or MM/DD/YYYY
Start Time	A valid time in the format H:MM AM/PM
End Date	A valid date in the format MM/DD/YY or MM/DD/YYYY
End Time	A valid time in the format H:MM AM/PM
All day event	True (or Y) if the event is an All Day Event. Otherwise False (or N)
Description	The description of your event, limited to 2000 characters.
Private	True (or Y) if the event is a Private. If the event should be included on your Public calendar view, this should be False (or N)

Step 2: Locate the file on your computer using the "Browse" button, then click "Upload File"

To import your Outlook calendar into localendar, follow these steps

1. Export your MS Outlook calendar to a "comma separated values" file.
2. Upload the file to localendar using the form below:

CSV File:

Browse...

Upload File

Hints

- You can import data from other calendar programs (or even programs like Microsoft Excel), as long as they follow the same format described above
- Imported events will never update or replace existing events on your calendar. Importing always adds a new entry for each event processed. If you need to clear a range of events, refer to [this section](#) of the documentation.

localendar and the Wyncs browser plug-in

History

Earlier attempts to provide automatic syncing of localendar to Outlook and the Palm Desktop relied on a third-party browser plug-in known as "Wyncs". The Wyncs plug-in had several limitations:

- Repeating events having occurrences within the time period you have specified are exported as unique individual events
- Previously exported events which have since been deleted from your calendar are not removed during subsequent re-syncs.
- Compatibility with Windows only, and problems operating under some Vista and Windows 7 environments

In light of these limitations, support for this plug-in was deprecated and is no longer supported. The localendar page for this plug-in exists strictly for legacy users.

Other Solutions

With more web and desktop applications now supporting the [iCalendar format](#), we have focused on improving our support for this standard. Using an iCalendar export or import lets you automatically keep all of your calendars in sync without having to manually manage the process. Event updates are automatically propagated over the iCalendar feed, and repeating events are also properly handled.

Please visit the main [Importing and Exporting from localendar](#) page to learn more about localendar's iCalendar support.

Security

[Password-protecting your localendar](#)

[Adding Other Users as Calendar Administrators](#)

[Changing your Member Logon Name](#)

[Changing your Password](#)

[Changing your Email Address](#)

Adding Other Users as Calendar Administrators

Subscription Required

This feature requires a [Premium subscription](#) on behalf of the calendar owner. Designated admins do not require their own subscription.

Do you need to add other administrators to your calendar? Select the Sharing option under the Premium tab of the [localendar menu](#).

Admin Permissions

This panel allows you to permission other members to add and edit events on your calendar. They will have an option to switch to your calendar on their left-menu when they sign into localendar.

Member name	Permission
<input type="checkbox"/> monica	Full Access
<input type="checkbox"/> mike	Full Access

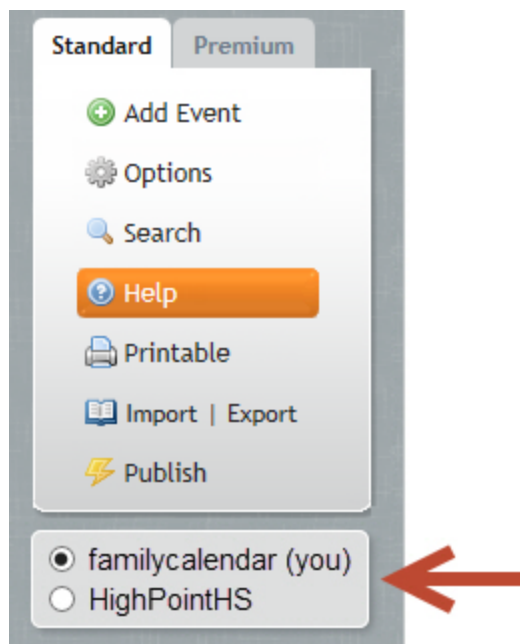
Add a member

From this page, you can add other users who will be able to add and edit both public and private information on your calendar (after they have signed in). They will have an option to switch to your calendar on their left-menu when they sign into localendar

Administering another calendar

If you have been added as an alternate administrator for other calendars, they will appear on your left menu. Choose the calendar you wish to administer from this list. To return to editing your own calendar, select your member name from the list.

Note: This panel will not appear on your left-menu if you haven't been added as an alternate administrator to any other calendars.



Changing your Email Address

To change your localendar email address, navigate to the [Security tab](#) under the [Options menu](#).

This is the email address used when you have forgotten your password. It is not used for any other purpose. Event reminders (and the default emails used for them) are set on the [General tab](#) under Options.

Changing your Member Logon Name

Your localendar member name is also part of the [public url of your calendar](#).

If you want to change your member name, it's very simple. Just navigate to the [Security tab](#) under the [Options menu](#).

Be Careful

If you change your member name and have already published your calendar, make sure to go back to the Publish Wizard to update your HTML.

Changing your Password

To change your localendar password, navigate to the [Security](#) tab under the [Options](#) menu:

Password-protecting your localendar

Subscription Required

This feature requires a [Premium](#) subscription

Do you need to restrict access of your public calendar view to only certain people? Select the Sharing option under the Premium tab of the [localendar](#) menu.

View Permissions

This panel allows you to control who can view the public events on your calendar.
(Your public calendar is accessible at: <http://www.localendar.com/public/mogrinz>)

☒ Allow anyone to view my public events and discussion topics
☐ Restrict calendar viewing to specific members (listed below)

Member name	Permission
<input type="checkbox"/> monica	View Only
<input type="checkbox"/> OPwebmaster	View Only

Add a member

From this page, you can make the public view of your calendar accessible to anyone, or restrict it to only the localendar menus you specify.

"Wait. So that means that if I want to limit my calendar to 3 people, each one of them has to sign up at localendar.com?"

Correct. They need to create an account at localendar, which is free. Only the calendar owner needs to have a premium subscription.

"Why? Is that just to get you more users?"

In order to protect your calendar, we obviously need to have an id and password for whoever you decide to allow. We need a place for people to create these id's, as well as to request lost passwords and change their passwords. localendar.com already has all of these features. Rather than duplicate all of this functionality, we've decided to leverage it for this feature.

You aren't required to make people to sign up themselves. Feel free to create their accounts for them from the localendar homepage. Afterward, add them to your Sharing list and then email them the id/password you created. You *should* recommend they visit localendar to change the initial password you gave them.

Private is still Private

A password protected calendar does not give authorized members the ability to view events you have marked as Private. It just restricts who has access to your calendar's Public view. This view only displays events you have marked as Public on the Event Editor.

Subscriptions

- [Do I need a subscription to use localendar?](#)
- [What's the difference between the various subscription types?](#)
 - [What exactly is the Cobrand Ultra subscriptions?](#)
- [How are Subscriptions billed?](#)
 - [Can I pay by check or Money order?](#)
 - [My organization requires a signed W9 form. Can I get one?](#)
- [How can I cancel an existing subscription?](#)

Do I need a subscription to use localendar?

Absolutely not. You may use all of the standard localendar features at no charge. Free subscriptions are supported by Google ads which appear on the various public calendar views. Any Premium subscription removes all ads from your public calendar.

What's the difference between the various subscription types?

There are 3 different localendar subscription packages: Personal, Webmaster, and Cobrander Ultra

Free Trial

All new localendar members receive a free 30-day trial of the Premium Webmaster subscription

	Personal *	Webmaster	Cobrander
No ads	✓	✓	✓
Merge Calendars	✓	✓	✓
Secure Calendar	✓	✓	✓
Image Upload **	✓	✓	✓
Task Editor	✓	✓	✓
Visitors Add Events option	✗	✓	✓
Public Printable View	✗	✓	✓
Discussion Forums	✗	✓	✓
Premium Sub-accounts	✗	✗	✓

Please visit our [subscription page](#) for current prices

* As of Feb 1, 2016, the Personal subscription plan is no longer available to new members

** Storage allowance: 1 Meg for Personal subscriptions, 5 Meg for all other subscriptions

Scheduling

localendar's [Resource Scheduling](#) features (which allow you to manage appointments, reservations, etc) are billed separately and not included in any of the packages outlined above.

What exactly is the Cobrander Ultra subscriptions?

To understand this explanation, you should be familiar with [Basic calendar cobranding](#).

Cobranding lets you give your visitors the ability to create their own personal localendar calendars, directly from your site. Each calendar a visitor creates is associated with your main localendar account (also known as the cobranding administration account).

With a Cobrander Ultra subscription, no ads are shown for your cobranding administration account and your cobranded members' accounts. Your cobranding admin account and cobranded members will have individual Task Editors and Discussion boards. Think of this option as giving all of your cobranded members their own personal Webmaster subscription.

How are Subscriptions billed?

When you create a subscription, it will be automatically renewed when the subscription period is about to expire. We do not send renewal reminders; the subscription expiration date of your calendar is always displayed on the [localendar menu](#).

Subscriptions are managed and renewed securely via [Stripe](#). localendar does not retain any member payment or billing information. ([Why Stripe is secure for payments](#))

For localendar members who joined prior to Feb 1, 2016:

Subscriptions are managed and renewed via [Paypal](#). localendar does not retain any member payment or billing information.

Can I pay by check or Money order?

Yes. Please make payment to:

localendar.com
9 Hankins Road
Sussex, NJ 07461

Remember

Please make sure to include your localendar member name if you are using this payment option. Otherwise, we cannot activate your subscription.

My organization requires a signed W9 form. Can I get one?

Sure. [Here is a link](#) to download a pdf of a signed W9.

How can I cancel an existing subscription?

Cancelled subscriptions do not receive a pro-rated refund. After cancelling a subscription, you will still retain access to the premium features until the end of your current subscription period, however these services will not be automatically renewed.

For localendar members who joined after Feb 1, 2016:

To cancel the subscription, simply navigate to the page where you first subscribed. Instead of a "Purchase Subscription" button, you should instead see a button to "Cancel" your current subscription.

For localendar members who joined prior to Feb 1, 2016:

All recurring subscriptions are managed by Paypal. In order to cancel the subscription, you must do the following:

1. Log in to your [PayPal account](#).
2. Click the gear icon in the upper right corner to go to Settings
3. Select Payment Preferences in the left side navigation
4. In the My preapproved payments section, click Update.
5. Select the merchant whose agreement you want to cancel and click Cancel.
6. Click Cancel Profile to confirm your request.

Why Stripe is secure for payments

We use the Stripe platform to securely process payments. No credit card or other payment information is retained on localendar.com servers.

All submissions of payment info initiated at localendar.com are made via a secure HTTPS connection. The payment pop-up box is created by Stripe dynamically in an embedded iframe: you are not entering any credit card information into localendar.com but directly into Stripe over a secure connection.

Stripe has been audited to conform to the highest level of certification (PCI Service Provider Level 1) by the [The Payment Card Industry \(PCI\)](#).

You can read more about Stripe's security practices on their site: <https://stripe.com/help/security>

Group Calendars

Subscription Required

This feature requires a [Premium subscription](#)

See also: [Importing and Exporting from localendar](#), [Merging Calendars](#)

In many cases, it is desirable to have multiple people contribute information to a single, unified calendar view. For example, a School Sports Calendar may contain the schedules of the Basketball, Baseball, Football, and Soccer teams. Since different coaches set practice times and enter match schedules, each needs private access to their own portion of a calendar.

To support this functionality, localendar offers Calendar Merging. Here is how the Team Coaches in our example could use this feature:

Individual calendars: (click to enlarge)

Basketball	Baseball	Football	Soccer

Group calendar view: (click to enlarge)



As you can see, events have been color-coded by activity on the Group calendar, and a different theme has also been applied.

You can learn more about Merging calendars on [this page](#).

Security

When you need multiple people to update a calendar, but you don't want them editing or changing each another's events, Merged Calendars are a great solution. You give each person (or team) their own individual calendar, over which they have total control, and you pull all these individual calendars together under a single, merged view.

Both the "Global Merged Calendar" as well as the constituent "sub-calendars" can be managed by a single person, or multiple individuals (see [Adding Other Users as Calendar Administrators](#))

Cobranding

What is Cobranding?

Cobranding gives your users the ability to create and maintain calendars on your site. localendar's cobranding programs allow you to offer our services, integrated seamlessly into your site with your own logo and color scheme. This is a powerful method for ISPs, schools, clubs, newspapers, and organizations to enhance their offerings and increase traffic.

Cobranding is also a great way to organize calendars if you need to create and manage a bunch of localendar accounts. First, you create one "master" account and enable Basic cobranding (see instructions below). Then, you create all your other accounts as "sub" calendars underneath this master account. The advantage comes when purchasing one of our Premium subscriptions. If you had created separate localendar accounts for each calendar **without** using Cobranding, then each account would need its own subscription. But with Cobranding, if the "master" account purchases a Cobrander subscription, then all sub-accounts automatically get the benefits of their own individual Webmaster-level subscription (learn more about our subscriptions on [this page](#))

Basic Cobranding (Free)

Basic Cobranding allows you to offer a completely customized calendar on your site. We provide you with a simple URL (i.e. <https://localendar.com/cobrand/mycompany>) for your users to access their calendars.

With Basic Cobranding, you can customize the color scheme of our pages (e.g. background colors, menu colors, etc) to match your own site. You can customize the default calendar color scheme used by all new members, and you can even optionally supply your own logo to appear at the top of every page. Your users can still customize their calendar color preferences as they wish, but every new member start out with the default colors that you choose. There is no minimum user requirement or charge for using Basic Cobranding. You can activate this feature from the [Cobranding sign-up page](#).

If you are using cobranding as an individual who wants to manage multiple calendars, it's important that you create all of your calendars using your Cobrander url (i.e. <https://localendar.com/cobrand/mymasteraccount>). If you create new accounts from the localendar.com homepage, they will not be linked to your Cobranding account, and will therefore not receive the benefit of any Premium subscription purchased for your Cobrander master account.

Advanced Cobranding

When one size doesn't fit all, Advanced Cobranding allows you to integrate localendar's services into your site more seamlessly than possible with Basic Cobranding. localendar makes this tighter integration possible by allowing you to customize several additional aspects of our services, providing a facade for your users to transparently move between their calendar and the rest of your site.

With Advanced Cobranding, you can:

- Specify your own logo and color scheme (page colors and default calendar colors)
- Reposition our menu bar and navigational calendar
- Add your own text, buttons, links, or other customized content to every page
- Design your own "gateway" pages to handle common operations like logging in, signing up for a new calendar, or requesting a lost password
- Handle your own errors (e.g. what happens when someone tries to login with the wrong password ?)
- Dignup large batches of members asynchronously via a nightly XML feed
- Let your users sign on to your site once (and not again to access their calendar)

Advanced Cobranding gives you complete control over the look and feel of how localendar will serve your site. If any problems are encountered while processing one of your users' requests, with advanced cobranding you can specify a URL where the user should be redirected, read a response code from our server, and then dynamically handle the error however you choose.

With Advanced Cobranding, we provide you with access to our public cobranding API so that you can build and host your own customized "gateway" pages, for the cleanest integration with your site's look and feel. We support CGI, ASP, JSP, etc. If a user has already logged in and been authenticated at your site, Advanced Cobranding gives you the option of allowing them to access their calendar without having to sign in again (also known as Single Sign-On).

Advanced cobranding requires a minimum of 5,000 existing members on your site. To put Advanced Cobranding to work on your site, send an email to cobranding@localendar.com

Can I create a custom logon page for my users?

localendar will generate a standard login page for Cobranded accounts. Experienced webmasters who want to use their own login page instead of the one provided are free to do so. View the page source for the localendar screen and make sure to duplicate the HTML <form> action and fields that are provided.

Do I have to have a logon page at all?

If you're an experienced web developer, then you can circumvent our login page by just POSTing the data directly to our form's action method via PHP or a script. We are unable to offer development help or support for this activity, however

Do I need "Cobranding" to publish my calendar?

No; Cobranding is not required to [publish a calendar](#). Cobranding is strictly for giving your site's visitors the ability to create *their own* personal calendar.

Customizing what Users See

Refer to [this documentation](#) for information on customizing your Cobranding account.

Customizing your Cobrander Administration Account

You can edit the default settings for your Cobranding Administration Account under Options->Cobranding

General	Events	Colors	Security	Cobranding
Information about your site				
Web Site URL:	<input type="text" value="http://"/>			
URL to Your Logo:	<input type="text" value="http://"/>			
Custom Color Selections				
Page Background:	<input type="text" value="336699"/>			
Menu Bar Background:	<input type="text" value="6699CC"/>			
Content Pane Background:	<input type="text" value="E0E3E4"/>			

Merging Calendars

Subscription Required

This feature requires a [Premium subscription](#)

See also: [Importing and Exporting from localendar](#), [Group Calendars](#)

This feature allows you to display the events from multiple localendars in a single view. Only the calendar performing the actual merge requires a subscription; the individual calendars can use free localendar accounts.

For example, the Smith Family (Mom, Dad, Mark and Sarah) may want a single calendar to keep track of everyone's activities. Each person maintains the own individual calendars:

Individual calendars (click to enlarge)

Mom	Dad	Mark	Sarah

Merged Family calendar (click to enlarge)



The family creates another localendar account for the whole family. On this calendar, they merge in everyone's events. They also color-code them so that it's easy to see the sub-calendar they came from.

Merging a Calendar

Go to the Merge page by clicking Merge under the Premium tab on the [left menu](#).


Merge calendars from:

Member name	Nickname/Color
<input type="checkbox"/> michaelsmith12	Dad
<input type="checkbox"/> markcal	Mark
<input type="checkbox"/> susansmith	Mom
<input type="checkbox"/> coolgal123	Sarah

Add a calendar
(specify member/calendar name)

Calendar nickname [optional]
(Create a custom name for the merged calendar)

Color-code merged events [optional]
(HTML hex color code; leave blank for default)



On the right portion of the page, you need to enter at least a valid localendar member name before clicking the Merge button. Optionally, you can choose a nickname or custom color for merged events. This information is shown in the legend for merged events on your calendar.

In the preceding example, "Dad" might have created his account with the name "mike_smith123". But when the "mike_smith123" account was merged onto the Smith Family calendar, he could have nicknamed it "Dad".

Merging from sources outside localendar

You can merge from external calendar sites (like a Google or Yahoo) *without* a Premium subscription. See [this page](#) for directions. There are many public sources for sports schedules, various national holidays, and other events that you can include in this way.

Removing a Merged Calendar

To un-merge a calendar, select the box next to its name in the Merged Calendar list and click the "Remove Checked" button.

How often is a Merged Calendar Refreshed?

Any changes made to a calendar merged from this menu are immediately reflected on the master calendar view. If you are merging from a source outside localendar.com, changes might not be appear for up to 3 hours.

Security

When you need multiple people to update a calendar, but you don't want them editing or changing each another's events, Merged Calendars are a great solution. You give each person their own personal calendar, over which they have total control, and you pull all these individual calendars together under a single, merged view.

WordPress Plugin

Why use a slow, stripped-down calendar plugin that offers only a few basic features when you can have the power of a free localendar calendar on your WordPress site? Localendar offers over [100 features](#) that provide a complete calendar solution.

- [Download from the WordPress plugins site](#)
- [Installation](#)
- [Usage](#)
- [Common Issues](#)

If you have further questions about the plugin, please visit our [support forums](#) and post in the appropriate area.

Installing the WordPress Plugin

- Download the plugin zip from WordPress

- Upload the plugin zip through the WordPress Dashboard (alternatively, upload the entire **localendar** folder to the **/wp-content/plugins/** directory)
- Activate the Plugin
- Create your free account at localendar.com. You will need to provide your localendar login name when configuring the plugin

If you want to include your calendar as a sidebar widget, add it from your WordPress widgets page

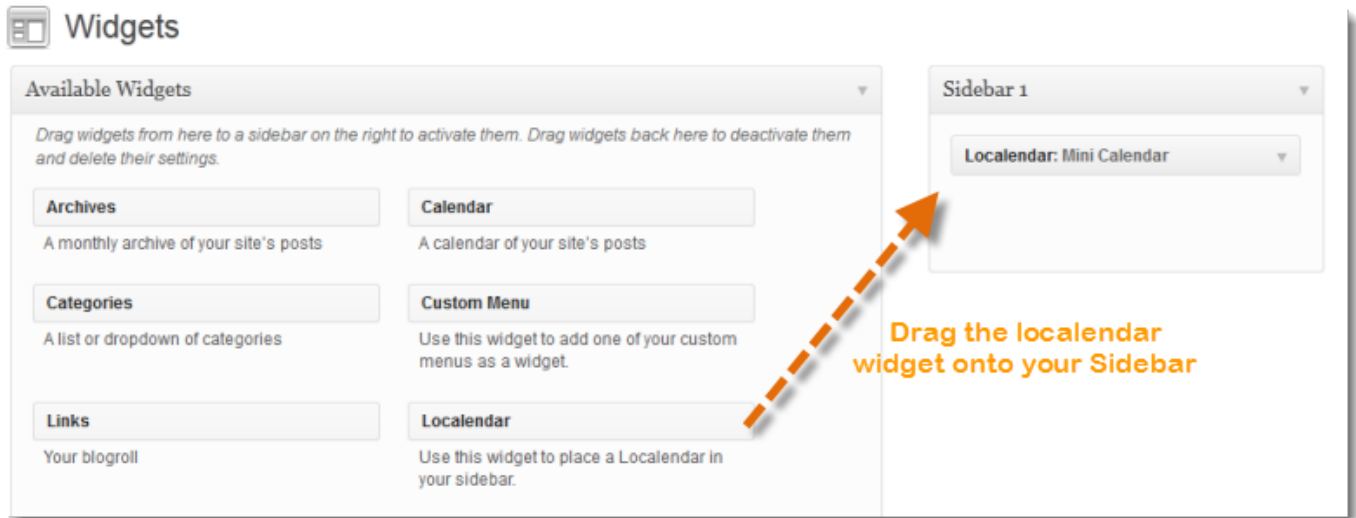
If you want to embed your calendar on a page, click the localendar icon



from the WordPress page editor. Use the pop-up configuration screen to customize how your calendar will be shown.

Using the WordPress Plugin

If you want to include your calendar as a sidebar widget, add it from your WordPress widgets page



If you want to embed your calendar on a page, click the localendar icon



from the WordPress page editor. Use the pop-up configuration screen to customize how your calendar will be shown.

Add Localendar

Localendar Username

Step 1: How do you want to include your calendar?

- ☐ a link to a **full-page** view of my calendar
- ☐ a **fully-interactive** embedded calendar
- ☐ a **static** (non-interactive) embedded calendar
- ☐ my calendar in an **<iframe>**
- ☐ an **interactive mini-calendar** with pop-up event balloons

Step 2: Select the style for your calendar.

Month Block-View

Step 3: Additional Customizations

Localendar also accepts a number of other query string parameters. If there are extra parameters that you would like appended to your URL, you can place them in the text field below. [Learn more about formatting your calendar URL.](#)

Extra Query Args

There are a variety of ways (see this [gallery](#)) you can publish your calendar on your WordPress site. You can learn more about customizing your calendar with out [Theme Editor](#) and [Custom CSS](#) elsewhere in this wiki.

Use the menu on the left to learn about other features such as [importing iCal feeds](#), using [custom images](#), and more.

Common Issues

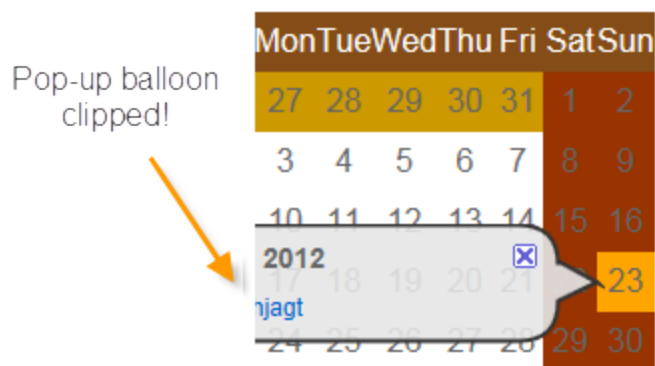
There are some common challenged to dynamically including HTML inside WordPress (and getting it to display correctly). Depending on the calendar view you are using, you might see one of these problems. Here is the workaround:

The calendar doesn't look the same when I publish it!

You may see additional lines, padding, missing colors, or other changes that make the calendar look bad. Some WordPress themes make global CSS changes that "cascade" down (that's the C in CSS) and affect the styles generated by localendar. We are trying to insulate our CSS against these global changes. In this case, it's best to send us a link to your calendar and we'll try and diagnose the problem.

The event pop-up balloons on my mini-calendar are getting clipped!

Once again, the problem is with CSS. Many WordPress themes set the "overflow" attribute for their widget area to "overflow:hidden". This will clip any elements that display outside the widget area, like in this example:



The solution is to search your theme's CSS (typically style.css, but it could have other names) and set "overflow" to either "visible" or "auto". The pop-up balloons will then display normally.

Tips and Tricks

See also: [Advanced Customizations](#)

This page contains various tips, techniques, and suggestions from the localendar staff and our member community.

- [Making your calendar responsive](#)
- [Dynamic replacement of month name or number](#)
- [Dynamic links to multiple calendar months](#)
- [Using custom CSS on your calendar](#)
- [Hiding the Event Time and Title on the Event Details Pop-up](#)
- [Hide the RSS and iCal links](#)
- [Hiding the Save To section on the Event Details pop-up](#)
- [Repositioning the Date labels on the Today+Happening Soon view](#)
- [Moving the Category Legend to the top of your calendar](#)
- [Using custom images for the calendar forward and back arrows](#)
- [Creating Feature-rich Events](#)

Making your calendar responsive

In today's world people aren't just accessing the web from a desktop browser. Some will use tablets, others phones, and probably other devices with different screen sizes (cars? watches? glasses?)

Creating a "responsive" website means the display of your content is readable on as many devices as possible, without requiring any specific action on the part of the person viewing the content.

There are many different frameworks and techniques for building a responsive website. Some website creation tools even handle responsive design automatically, so you don't even need to think about it!

But what happens when you publish your calendar? Is a localendar calendar responsive?

Calendar Size

Your calendar will automatically size itself to fill whatever container surrounds it. If you are linking to the full-screen view of your calendar, then the calendar will fill the entire screen, whatever size it is. If you are using an interactive embedded calendar, and place the calendar HTML inside a fixed or flexibly-sized <div>, then the calendar will constrain itself to that <div>'s size.

Font Size

By default, the calendar's font size will not change automatically. This may present a readability challenge on mobile devices, where a larger font may be preferred on a smaller-sized screen. There is a solution in the section below.

Different Calendar Views for Different Devices

Under Options->General, you can select a default view for Desktop/Tablet devices and a default view for Mobile devices. Combined with localendar's [Custom CSS Hooks](#), this feature can make your calendar responsive for mobile devices. Here is an example:

1. Open the Options->General page
2. Select "Default" for the Desktop/Tablet month display style
3. Select "List Style" for the Mobile Devices month display
4. In the Calendar Footer field, paste this HTML:

```
<style>.view_style_M1 * {font-size:32px;}</style>
```

The CSS you pasted in the last step essentially says "When the Month-list style (M1) is being shown, make the font size really big". Now, when a user views your calendar from a Desktop/Tablet browser, they will see the standard block-style view. But from a mobile browser, they will see the list-style view, and with a bigger font.

Customizing the Event Detail pop-up for mobile devices

The CSS class **.lc_mobile_usr** is automatically added to the Event Detail <body> tag when an event is being viewed from a mobile device. Here are sample instructions if you would like to increase the font size (or change other attributes) for mobile users viewing an event:

1. Open the Options->Events page
2. In the "Common Event Information" field, paste this HTML:

```
<style>.lc_mobile_usr * {font-size:60px;}</style>
```

Custom Calendar CSS

Experienced webmasters may want more control of their public calendar view than is provided by localendar's [Color Preferences editor](#).

For those individuals, we provide "hooks" into all of the public calendar views via a set of CSS placeholder classes. Feel free to implement these classes in your site to change your calendar's appearance. This is a great way to change font sizes, link colors, or other attributes not covered by our Color Preferences editor.

These classes let you alter the title text (eg, mt-usr), monthname text (eq, mm-usr), and event title text (eg, m-usr) for the 3 base calendar views: Month, Week, and Day. The classes ending in al and ar (mal,mar,wal,war,dal,dar) are applied to the forward/backward arrows on their respective calendar views.

CSS class	What it affects
.m-usr	Event Names shown on the Month view
.mt-usr	Calendar Title as shown on the Month view
.mm-usr	Month Name as shown on the Month view
.mal-usr	Left-arrow on the Month View
.mar-usr	Right-arrow on the Month View
.mj-usr	The month name abbreviations at the top of the Month Block view
.w-usr	Event Names shown on the Week view
.wt-usr	Calendar Title as shown on the Week view
.wal-usr	Left-arrow on the Week View
.war-usr	Right-arrow on the Week View
.w-date-usr	The data labels (text and day #) on the left of the Week view
.d-usr	Event Names shown on the Day view
.d2-header-usr	Section headings on the Today+Happening Soon view
.d2-date-usr	Date labels on the Today+Happening Soon view
.dj-usr	Day Names at the top of the Day view
.dj_diffmonth-usr	Day Numbers in the date blocks for prev/next month dates of the Month Block view
.dj_weekend-usr	Day Numbers in the date blocks for weekend dates of the Month Block view

.dj-weekday-usr	Day Numbers at the top of the Day view
.dt-usr	Calendar Title as shown on the Day view
.dal-usr	Left-arrow on the Day View
.dar-usr	Right-arrow on the Day View
.list-daylabel-usr	The Date/Day Label on the Month,Week,Day List Views
.list-row-usr	The entire row for an event in the list-view styles (useful if you want to add extra left padding, for example)
.list-event-title-usr	Event title on the Month,Week,Day List Views
.list-event-desc-usr	Event description on the Month,Week,Day List Views that include the Event description
.dayname-abbr-usr	The Day name abbreviations shown across the top of the Month Block views
.holiday	Holiday name text shown on all non-list style views
.lc_holiday_usr	Holiday name text shown on list style views
.pinitem_title	Event title on Pinboard-style view
.merged-usr	The names of any merged calendars (shown in the legend at the bottom of your calendar)
.category-usr	The names of any categories (shown in the legend at the bottom of your calendar)
.view_style_[mode]	<p>The currently displayed style of the calendar. [Mode] values include M0 (Month Block), M1 (Month List), M6 (Month Pinboard), W0, W1, D0, D1, etc. You can use these modes to set custom colors, fonts, etc on specific calendar view styles. To properly use this class to style all the elements in the calendar for a specific view, you'll need to make sure to include an asterisk (*) as part of your CSS. For example:</p> <pre><style>.view_style_M1 *{font-size:32px;}</style></pre> <p>For more information on using this particular hook, please view the [Making your calendar responsive] page.</p>
.lc_mobile_usr	This class is only present on the Event Detail popup if the user is viewing an event from a mobile device (refer to Making your calendar responsive)

Handy Hint

Some members choose to add their custom CSS classes as HTML in their calendar's Title or Footer fields (found under [General Options](#))

If you go this route, you'll need to put your CSS in between <style> and </style> tags. For example:

```
<style>.m-usr{font-size:32px;}</style>
```

Hiding elements on your calendar

You can also use the classes above to *hide* certain elements on your calendar. Here is an example of using custom CSS in your Calendar Title (under Options->General) to hide the Month Name on the month-block view:

```
<style>.mm-usr{display:none;}</style>
```

Dynamic links to multiple calendar months

We recently had a user who asked, "Is there a way to create multiple links to future calendar months on my web page, that I don't have to manually update every month?"

In other words, if this month is March, he wanted links on his page like this:

This Month
April
May
June
...

and next month he'd expect to *automatically* see

This Month
May
June
July
...

Our month views always default to the current month, so the "This Month" link is easy. Using our sample calendar as an example, the link would be

```
<a href="http://www.localendar.com/public/sample">This Month</a>
```

But what about the other dynamic links? Here's some quick JavaScript we wrote that demonstrates one solution. It relies on the **start_date** parameter you can pass into your calendar:

```

<a href='http://www.localendar.com/public/sample>This Month</a><br/>
<script>

var month_names = new Array ( );
month_names[month_names.length] = "January";
month_names[month_names.length] = "February";
month_names[month_names.length] = "March";
month_names[month_names.length] = "April";
month_names[month_names.length] = "May";
month_names[month_names.length] = "June";
month_names[month_names.length] = "July";
month_names[month_names.length] = "August";
month_names[month_names.length] = "September";
month_names[month_names.length] = "October";
month_names[month_names.length] = "November";
month_names[month_names.length] = "December";

function getNextCalendarMonth(in_date)
{
    if (in_date.getMonth() == 11) {
        var out_date = new Date(in_date.getFullYear() + 1, 0, 1);
    } else {
        var out_date= new Date(in_date.getFullYear(), in_date.getMonth() + 1, 1);
    }
    return out_date;
}
function formatDate(in_date)
{
    var out_string = "";
    out_string =
(in_date.getMonth()+1)+"/"+in_date.getDate()+"/"+in_date.getFullYear();
    return out_string;
}

var mplus1=getNextCalendarMonth(new Date());
var mplus2=getNextCalendarMonth(mplus1);
var mplus3=getNextCalendarMonth(mplus2);
var mplus4=getNextCalendarMonth(mplus3);
document.write("<a
href='http://www.localendar.com/public/sample?start_date="+formatDate(mplu
s1)+"'>"+month_names[mplus1.getMonth()]+ "</a><br/>");
document.write("<a
href='http://www.localendar.com/public/sample?start_date="+formatDate(mplu
s2)+"'>"+month_names[mplus2.getMonth()]+ "</a><br/>");
document.write("<a
href='http://www.localendar.com/public/sample?start_date="+formatDate(mplu
s3)+"'>"+month_names[mplus3.getMonth()]+ "</a><br/>");
document.write("<a
href='http://www.localendar.com/public/sample?start_date="+formatDate(mplu
s4)+"'>"+month_names[mplus4.getMonth()]+ "</a><br/>");
</script>

```

Naturally, you could make it a little more generic to show the entire next year, but we think you get the idea from this snippet.

Dynamic replacement of month name or number

Suppose you wanted an image in your calendar's title to change with each month. How can you do this?

If you use either the special **<MONTH/>** or **<MONTHNUM/>** tag in your calendar's *title* or *footer*, that tag will be automatically replaced with the text of the month's name or number, respectively.

For example:

Let's say you store a series of images on your site, month_1.gif, month_2.gif, month_3.gif, etc. You could change your calendar's title to include the following HTML:

```

```

Let's say the current month is January. At display time, that bit of text would become:

```

```

(or month_2.gif when the current month is Feb, month_3.gif for March, etc). The particular picture for a given month will therefore be displayed.

<DAYNUM/> and **<YEARNUM/>** tags are also available!

This example assumes you have hosted these images on a separate site (mysite.com). If you are a premium subscriber, you can also use this syntax to change between custom images you have [uploaded directly](#) to your localendar account.

Hide the RSS and iCal links

By default, published calendars have small icons at the bottom for links to an RSS feed and iCalendar (ics) feed of your events. If you don't want these icons shown, you can add this parameter to the url you are using for your calendar:

rss_link=N

If it's the first parameter you are adding, it must be preceded with a question mark (?). If it's the second (or greater) parameter you are adding, it must start with an ampersand (&). Here are two examples:

First Parameter

https://localendar.com/public/sample?rss_link=N

Second (or greater) Parameter

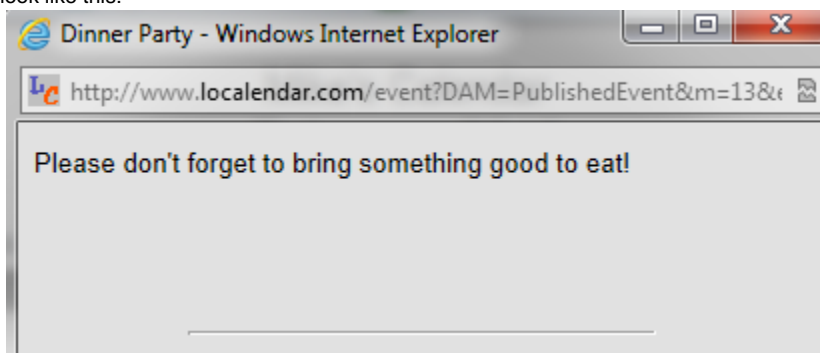
https://localendar.com/public/sample?style=M1&rss_link=N

Hiding the Event Time and Title on the Event Details Pop-up

A normal Event Details pop-up looks something like this:



But if you want to slim it down and not show the event's Time and Title or image (after all, they are on the main calendar view) you can make it look like this:



Just paste the following code into the **Common Event Information** field under Options->Event

```
<script>jQuery( '#event_detail_header' ).hide()</script>
```

If you would like to hide only the event description, use the following code in the **Common Event Information** field instead

```
<script>jQuery( '.event-desc-theme' ).hide()</script>
```

Note

This trick will only work for events that were created on the localendar.com website. They will not affect imported events, or events merged from external iCal urls

Hiding the Save To section on the Event Details pop-up

A normal Event Details pop-up looks something like this:



Nancy Birthday

All Day Event Jun 29, 2014
(General)

Location: [50 Rockefeller Plaza, NY NY](#)

Save to: Google iCalendar Outlook Yahoo

Close

But if you want to slim it down and not show the Save To section at the bottom of the event you can make it look like this



Nancy Birthday

All Day Event Jun 29, 2014
(General)

Location: [50 Rockefeller Plaza, NY NY](#)

Close

Just paste the following code into the **Common Event Information** field under Options->Event

```
<script>
$(document).ready(function(){
    $('#saveto_section').hide();
    $('#defaultICal').hide();
});
</script>
```

Repositioning the Date labels on the Today+Happening Soon view

The default setting for the "Today+Happening Soon" (D2) style view looks something like this:

Today

Bingo at the Firehouse (7:30 pm - 8:30 pm)

Happening Soon

Sun, Feb 10



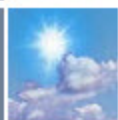
Slight Chance Wintry Mix
33°/22°

Mon, Feb 11



Wintry Mix Likely
44°/31°

Tue, Feb 12



Partly Sunny
41°/23°

Lincoln's Birthday

Wed, Feb 13



Slight Chance Snow
36°/22°

Ash Wednesday

Town Hall meeting (8 pm - 9 pm)

If you want to fit it into a more narrow space, you can move the Date information from the left to the top like this:

Today

Bingo at the
Firehouse (7:30 pm -
8:30 pm)

Happening Soon

Sun, Feb 10



Slight
Chance
Wintry Mix
60%
33°/22°

Mon, Feb 11



Wintry Mix
Likely
70%
44°/31°

Tue, Feb 12



Partly Sunny
41°/23°

Go to Options->General and click "Show More" near the bottom of the page. Select the "Across the Top" option for "On the "Today+Happening Soon" view, show Dates" setting:

[Show Less <<](#)

"Week Jump" shortcut
☐ On the "Month View", display links to jump to each "Week View"

"Today" label (For the "Today + Happening Soon" view)
Optionally change "Today" to say "Tonight's Gigs", "Today's Specials", etc.

"Happening Soon" label (For the "Today + Happening Soon" view)
Optionally change "Happening Soon" to say "Upcoming Concerts", "Future Events", etc.

"Happening Soon" looks ahead **day(s)**
☐ Include Event Descriptions on the "Today+Happening Soon" view

On the "Today+Happening Soon" view, show Dates: ☒ Across the top ☐ Down the left side

[Save General Preferences](#) [Reset all](#)

Using custom images for the calendar forward and back arrows

The month-arrow left and right arrows have a CSS class applied: **mal-usr** and **mar-usr** respectively (that stands for "month arrow left" and month arrow right")

You can use this custom class and a little jQuery/javascript to override the source settings for these arrows.

If you are using the dynamic or static-embedded calendar style, you can put this code directly on your webpage somewhere. But if you're using the iframe-embedded calendar you need to put it inside the calendar itself (in your localendar title or footer field under Options->General makes the most sense)

Here's the sample code you can customize to point to your own images:

```
<script>$(document).ready(function() {$('.mal-usr').attr('src',  
'https://www.xxx.com/yourleftimage.gif');$('.mar-usr').attr('src',  
'https://www.xxx.com/yourrightimage.gif');});</script>
```

Moving the Category Legend to the top of your calendar

Although we don't have a setting to do this automatically, here is a little script that will work. You should paste this into either the Calendar Title or Calendar Footer field under Options->General

```
<script>$(document).ready(function(){$('#category_legend_div').prependTo('#calendar');})</script>
```

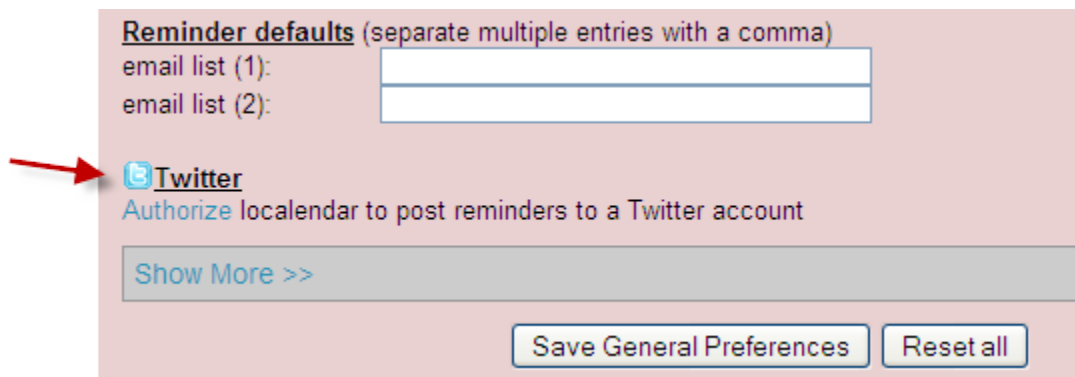
Twitter Integration

Configuration

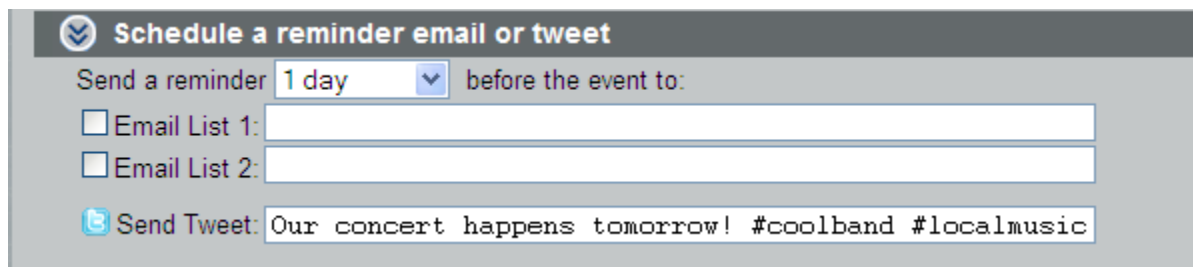
localendar lets you send Twitter status updates ("tweets") as event reminders.

To use this feature, you must first authorize a Twitter account. localendar uses [OAuth](#), so your Twitter credentials are protected, and you can de-authorize localendar at any time.

Under Options->General, click the "Authorize" link in the Twitter section:



Once you have completed the authorization process, you can enter your custom tweet on the Reminder section of the Event Editor:



Why this is cool

Now that you can have events that send tweets, you can do some neat stuff:

- Events can automatically send updates to your Twitter followers
- Tweet event reminders to multiple hashtags for event publicity
- Use scheduled events to send recurring tweets; essentially using localendar as a powerful tweet scheduling system

If you have a Twitter widget on your site that shows your current update stream, it will be updated automatically as your events tweet. Now your calendar is automatically updating other parts of your site!

You can use your tweets to trigger a chain of actions and build custom mashups. Check out the web site ifttt.com (If this, then that) for more ideas (ifttt.com is not affiliated with localendar.com)

Facebook Integration

localendar supports a variety of published calendar styles. You can generate the HTML for a particular calendar style using our [Publish Wizard](#). This page explains how to take the HTML you have generated and post it to your Facebook page.

Step 1: Generate the HTML

There are different ways to publish your calendar, and each has its advantages and limitations. Use the [Publish Wizard](#) to create the HTML for the style of calendar you want. For this example, we have generated the HTML for a "Fully interactive embedded calendar, month view" for the localendar member name "support"

```
<SCRIPT  
src="https://localendar.com/public/support?include=Y&dynamic=Y&style=M0"><  
/SCRIPT>
```

Step 2: Create a Facebook page where your calendar will be located

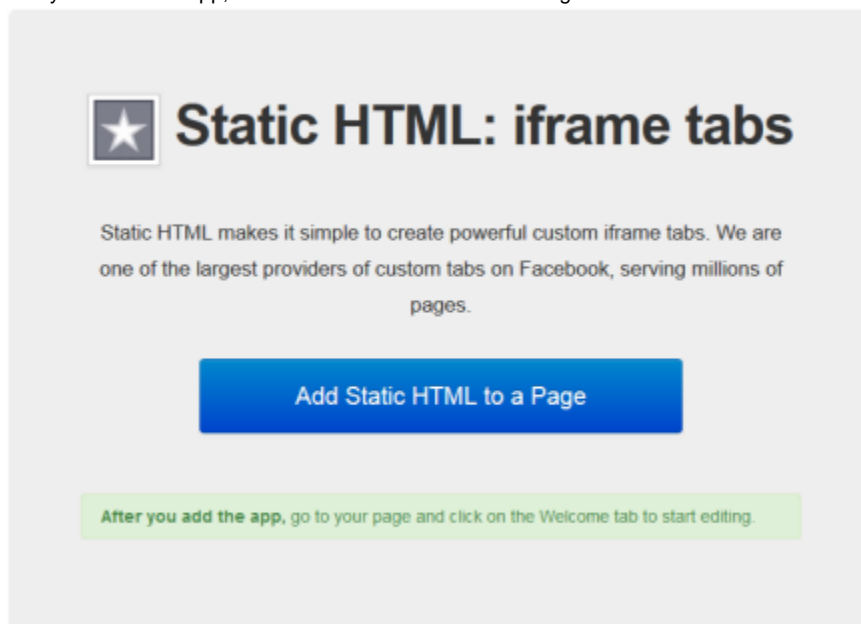
Navigate to <https://www.facebook.com/pages/create.php> to create a page.

There are several tutorials online for creating Facebook pages (Here is a rather extensive one: <http://www.squidoo.com/facebookpage>)

Step 3: Add the Static HTML App to your Facebook page

Once you have created a Facebook page, navigate to the Static HTML app at https://apps.facebook.com/static_html_plus/ (Note: There are other Static HTML apps available. This example uses the Static HTML App by Thunderpenny)

After you select the app, click the "Add Static HTML to a Page" button:



Step 4: Choose a Facebook page you admin to receive the Static HTML app

★ **Add Static HTML: iframe tabs** to (your page name) ?

Add this application to: (your page name)

Adding Static HTML: iframe tabs will let it pull your page's profile information, photos, friends' info, and other content that it requires to work. It will also add a box to your page and can publish Feed stories about your page.

Add Static HTML: iframe tabs

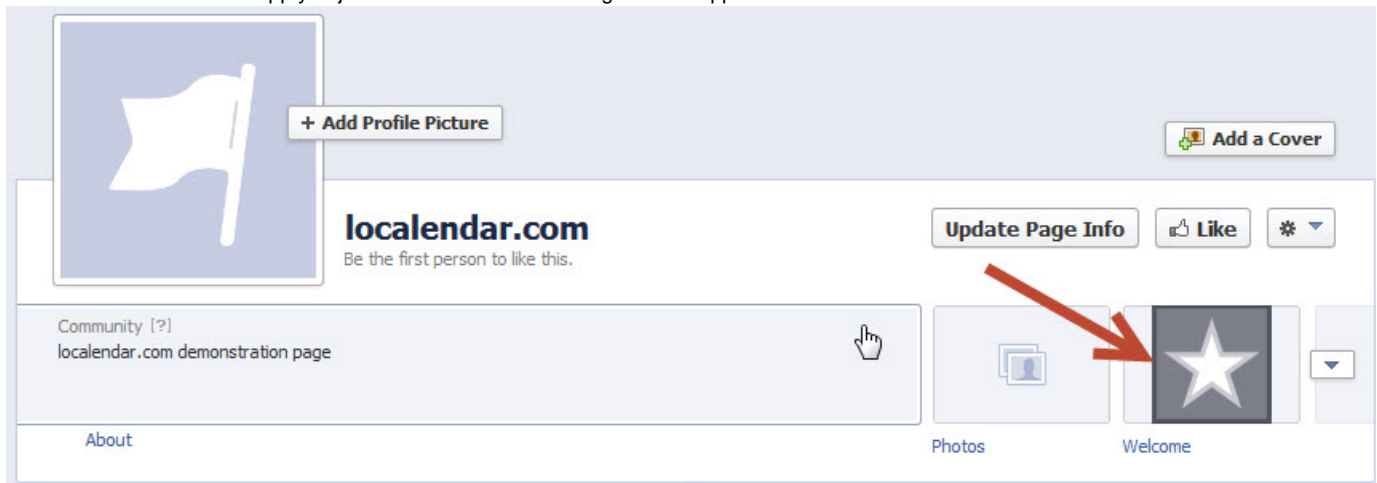
 or [Leave Application](#)

Static HTML: iframe tabs was **not created by Facebook**. By clicking 'add,' you agree to the [Facebook Platform User Terms of Service](#). By using Static HTML: iframe tabs, you also agree to the [Static HTML: iframe tabs Terms of Service](#).

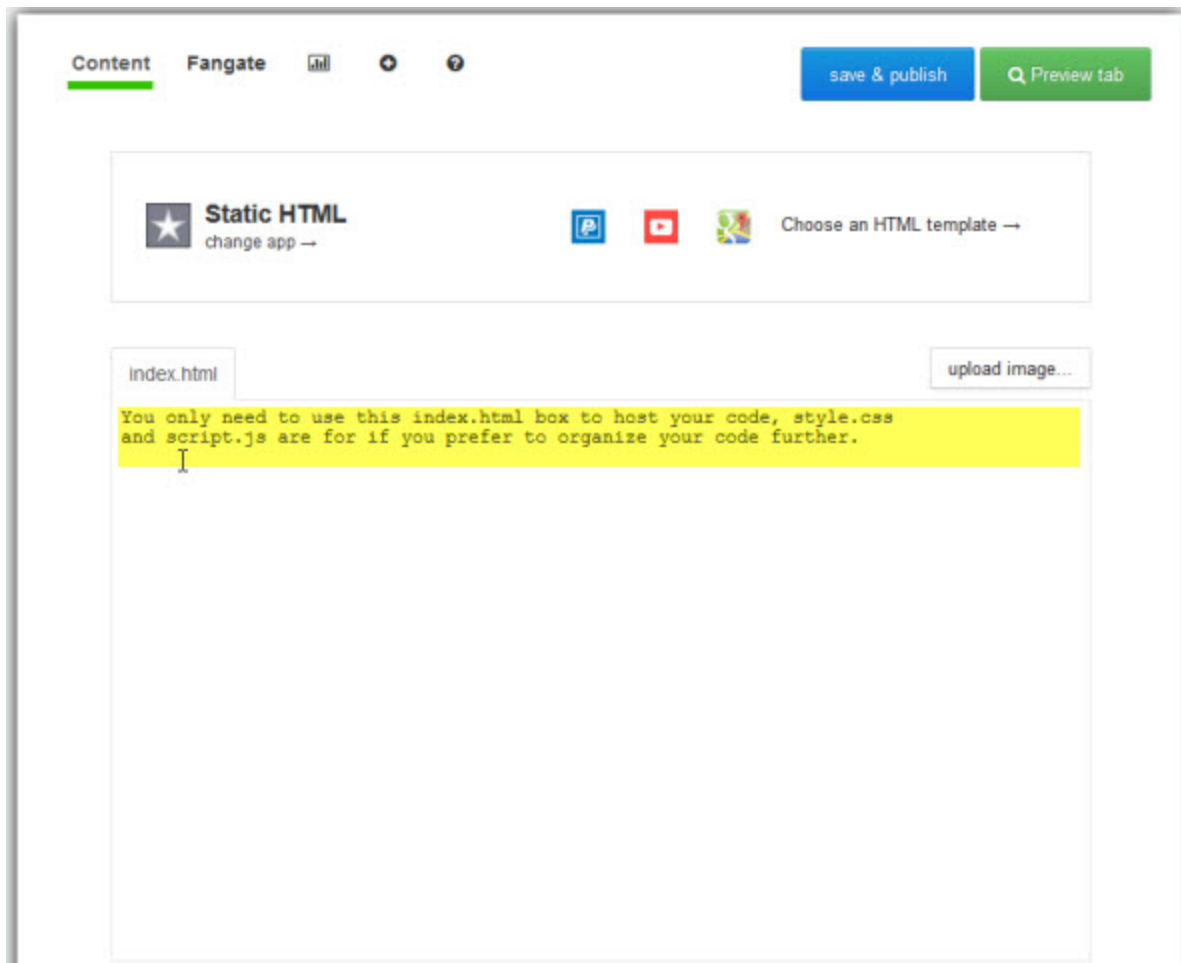
Step 5: Configure your new page to point to your calendar

Tip: If you want to get to the pages you have created on Facebook, visit <https://www.facebook.com/pages/>. Pages you have created are in the left column

Find the "Star" icon for the App you just added and click on it to get to the App admin screen:



Now, you can paste the HTML you created with the localendar.com Publish Wizard directly into the Index.html tab (erase what is already there)

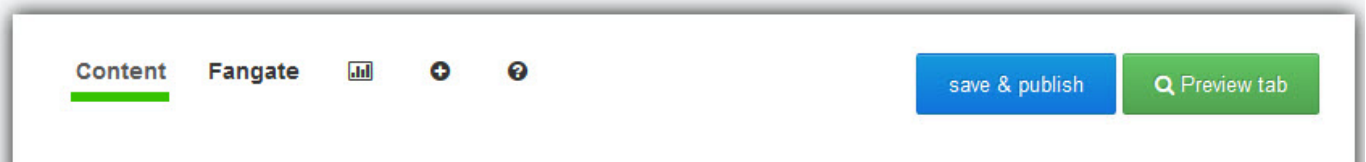


For example, here is the HTML for including a dynamic view of the localendar calendar for the member logon "support"

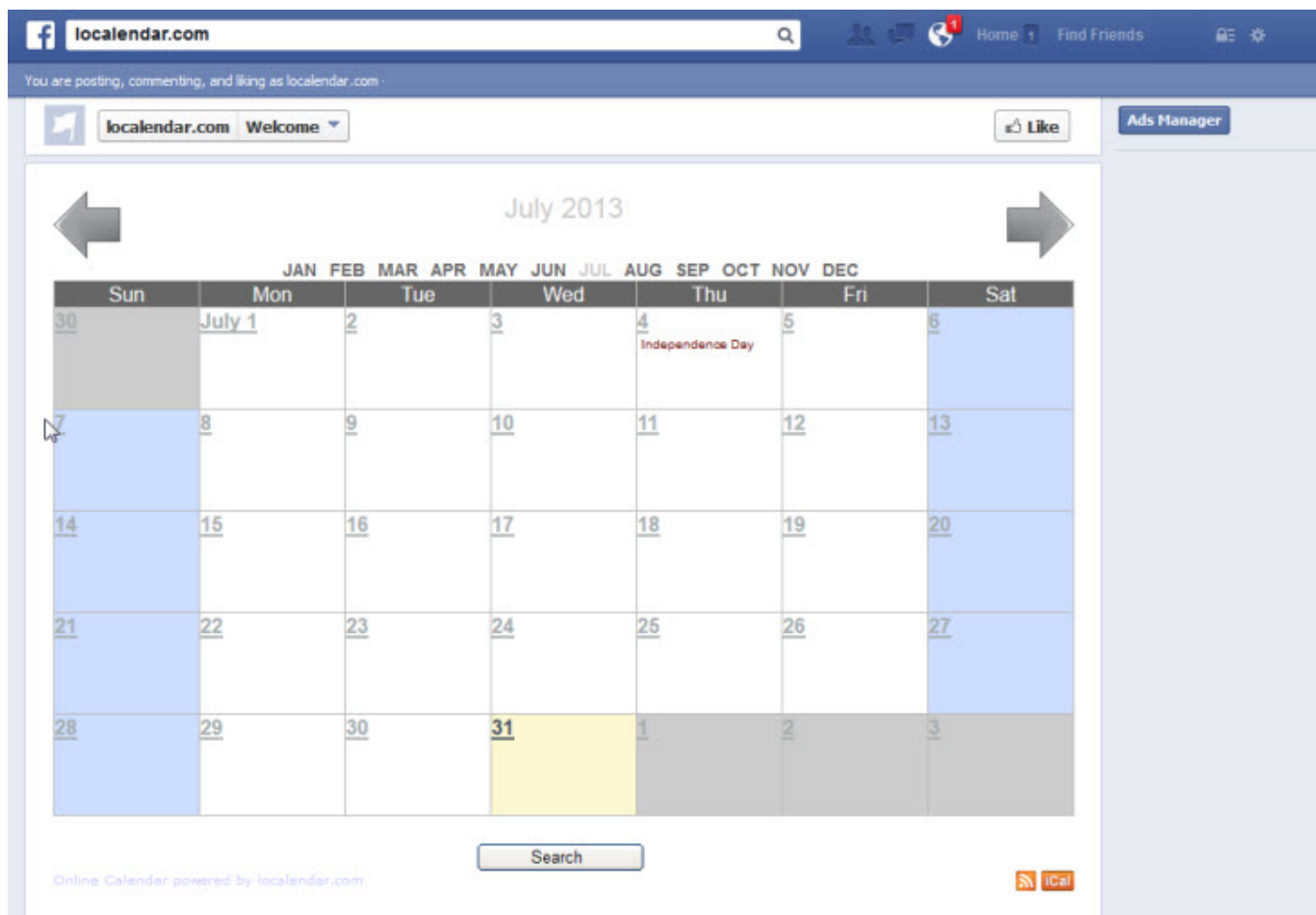


Save your new page

Click "Save & Publish" when you are done. Or "Preview tab" to see what your published calendar page will look like before you save it.



Finished!



Discussion Forums

Subscription Required

This feature requires a [Premium subscription](#)

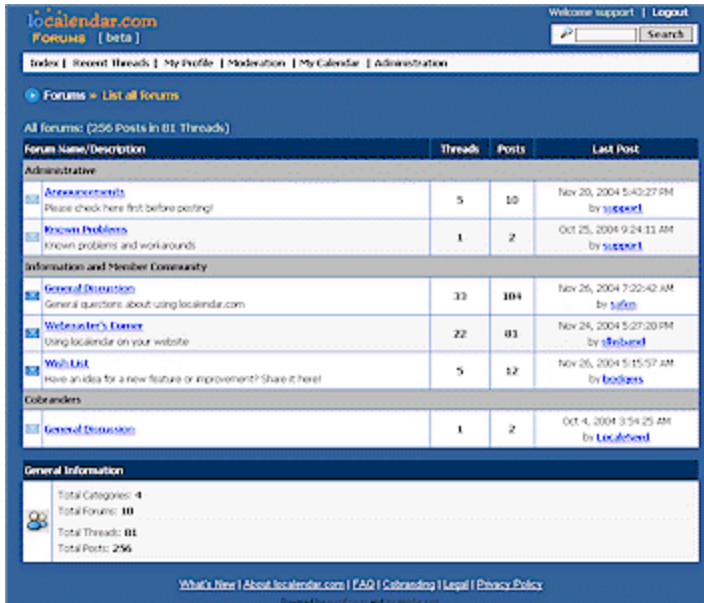
Share ideas, brainstorm with coworkers before a meeting, or swap interesting stories; it's all possible with localendar's Discussion Board feature!

When you subscribe, you'll receive your own discussion forums at:

<https://localendar.com/forums/yourmembername>

To initially set up your new Forums, you'll need to visit their landing page using the link above (with your member name of course). Click the Administration link near the top of the Forum homepage to add new Categories and Forums. The Administration link is only visible to you (the Calendar and Forums Owner) when you have signed in to localendar.com.

You can add a link from your published Calendar to your Forums on the [Options, General](#) page.



And like your calendar, your discussion board will have **no ads!**

Did you know...?
The localendar Forums power our community support area at <https://localendar.com/forums/support>

Customize Forum Colors

You can upload your own CSS to customize the style of your forums.

When you are signed in to your forums, click the Administration link at the top of the page. Then click the Colors link in the top menu. You can use the form on this page to download the default CSS for the forums, which you can then customize and re-upload to localendar:

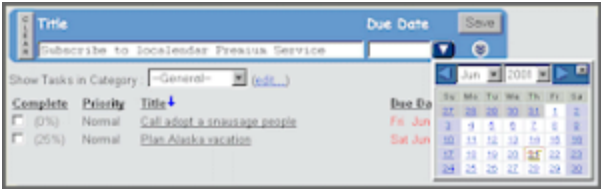
This section allows you to upload your own CSS to customize the forums. You can download the standard CSS template below and use it as a starting point.

Click [here](#) to download the default stylesheet
(you may need to right-click on the link in your browser and select "Save Target As...")

Task Editor

Subscription Required
This feature requires a Premium subscription

localendar's Task Editor is one of the most powerful products in its category - on the web or offline. You'll be able to create, sort, and group all your tasks with this sophisticated and fun tool.



Complete	Priority	I
<input type="checkbox"/> (0%)	Normal	A
<input type="checkbox"/> (0%)	Normal	B
<input type="checkbox"/> (0%)	Normal	C
<input type="checkbox"/> (0%)	Normal	D
<input type="checkbox"/> (0%)	Normal	E
<input type="checkbox"/> (0%)	Normal	F
<input type="checkbox"/> (0%)	Normal	G
<input type="checkbox"/> (0%)	Normal	H
<input type="checkbox"/> (0%)	Normal	I
<input type="checkbox"/> (0%)	Normal	J
<input type="checkbox"/> (0%)	Normal	K
<input type="checkbox"/> (0%)	Normal	L
<input type="checkbox"/> (0%)	Normal	M
<input type="checkbox"/> (0%)	Normal	N
<input type="checkbox"/> (0%)	Normal	O

Resource Scheduling

Watch the overview video to learn more about the localendar Scheduling module

<< coming soon >>

The Scheduling Upgrade allows you to manage visitor-created appointments and reservations on your calendar. When paired with our Premium Webmaster subscription, it turns your calendar into a full-featured resource scheduling platform.

Examples (click to try!)

Conference Room Scheduler
Scheduling Sample

Features

- Prevent any resource bookings from overlapping, or prevent specific types of resources/bookings from overlapping
- Allow tentative reservations that require a calendar administrator to confirm
- Control when items can be booked: Set "Availability" times for the entire calendar or specific resources
- Set fixed duration times for specific appointments/bookings
- Customize wording on your calendar and Add Event form to meet your specific needs
- Simplify the Add Event form for visitors making appointments or reservations

The Scheduling Upgrade lets you manage office hours, conference rooms, rental equipment, service appointments, and more.

(click to enlarge)

Where is it?

To access the scheduling features, click the Options button from the main calendar navigation (left menu). Then, select the Scheduling tab.

Other Requirements

To make the most of the Scheduling Upgrade, you need at least a [Webmaster Premium](#) subscription. The Webmaster subscription lets visitors add events to your public calendar.

If you want visitors to be able to book or request resources by themselves, you will need this feature enabled.

Scheduling 101, or "How do I use this thing?"

These instructions assume you have at least a [Webmaster](#) subscription, and have purchased the [Scheduling](#) upgrade. We're going to refer to user-submitted events as *Appointments* or *Bookings* in the following section. We're also going to refer to [Custom Categories](#) as *Resources* or *Individuals* sometimes. This will help make the examples clearer.

Set it up!

Once you have the Webmaster and Scheduling subscriptions, scheduling doesn't just happen. You'll need to configure what you want to schedule, when it can be scheduled. The first thing you will want to do is allow visitors to add events to your calendar. You do this on the General tab under Options:

Which option should you choose? It depends on how you want scheduling to work:

Visitors may add Public events (immediately visible)

Choose this option when you want to allow a resource to be scheduled, but you basically want to be hands-off and let things run themselves. This will let people book resources (and prevent double-bookings) and you won't have to approve anything. You will not receive a notification that a reservation was made. This is a great choice if you have public resources like a meeting rooms.

Visitors may add Private events (not visible until I approve)

Choose this option when you want to specifically approve a reservation or booking. This is a good option if you run a business where you want to allow people to request an appointment that you will confirm later. Multiple requests can be sent for the same period, but you get to choose which ones you accept.

Visitors may add Private events which show as Busy/Booked on the Public view

This option is sort of a hybrid of the previous two. Visitors can automatically book a resource/appointment, but it will be shown as "Busy/Booked" on the Public calendar (you can customize this text, as we explain later). With this setting, you will receive a notification that a booking has been made. You can choose to act on the booking if you desire (such as deleting it, rescheduling it, etc)

Next, you'll want to define the resources that can be booked, and enable a Scheduling mode for your calendar. We cover this in the following sections.







Creating and Managing Resources

What it does: Defines what you are allowing to be scheduled, and (optionally) how long a booking/reservation/appointment will take

When you would use it: If you're using Scheduling, you'll use this feature, since this controls what you're managing!

Resources are managed as [Custom Categories](#) which you may already be familiar with on localendar. You can access your custom categories from the Event Editor or the Scheduling tab.

As an example, let's assume we want to schedule 3 conference rooms for a library. Here are the custom categories we created:







Category Name	Color	Image	Duration
Conference Room 1	 acd372		1:00
Conference Room 2	 f68e54		
Conference Room 3	 bc8cbf		

Note that we have assigned custom images and colors to each category. More about this in a moment.

Conference Room 1 has also been assigned a fixed duration of 1 hour. That means this room can only be booked in 1 hour increments.

Conference Rooms 2 and 3 have no fixed duration, so they can be booked for longer (assuming they fall within any defined Availability Period, which is explained more later)

Custom resource images and durations add a lot of usefulness to the scheduling feature. If you provide a product or service, you may need to set minimum booking times. For example, a pet-care business might set up categories like this:

Category Name	Color	Image	Duration
Dog walking with June	 a286bd		0:30
Dog walking with Mike	 acd372		1:00
Dog walking with Sarah	 fdc68c		2:00

As you can see, different staff provide the same products for different lengths of time. You could also use employee pictures to let people know who they are booking an appointment with.

Simple Scheduling Mode

What it does: Simple scheduling mode allows visitors to add 1-time appointment requests to the calendar.

Scheduling Mode

- ☐ Scheduling Mode disabled
- ☒ Enabled: Simple Mode (Visitors cannot add repeating events)
- ☐ Enabled: Full Mode

When you would use it: When you have a resource that you don't want booked on a recurring basis (say, a dog grooming service, conference room, etc). You might also select this mode to prevent visitors from "hogging" a resource.

Full Scheduling Mode

What it does: Full scheduling mode allows visitors to add repeating reservation requests to the calendar.

Scheduling Mode

- ☐ Scheduling Mode disabled
- ☐ Enabled: Simple Mode (Visitors cannot add repeating events)
- ☒ Enabled: Full Mode

When you would use it: When you have a resource that can be booked over a period of multiple days or sessions. Examples include: a vacation rental condo, a recurring request to borrow a film projector, a meeting that occupies a specific conference room every Monday

Availability Mode

What it does: Controls when resources can be booked/reserved

Availability Mode ☒ Enabled


When enabled, you can limit users to scheduling events to specific **availability times** (both for the entire calendar and/or specific categories).

When you would use it: If you want to restrict events to specific times or business hours, you would use this option. For example, a library that uses Scheduling to manage conference rooms doesn't want people reserving a room at 3am when the library is closed. A salon needs to make sure appointments are only made with specific stylists when they are actually in the studio.

When you have enabled Availability Mode, a new checkbox appears in the Event Editor in the Sharing section:

Sharing: ([What's this?](#))

☒ Private ☐ Show as Busy ☐ Use for Availability ?

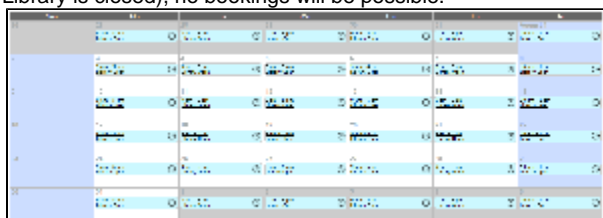


If you check this box, the event you are creating defines an "Availability Period". Availability Period events are not shown on your Public calendar view. They only appear on your Private view (when you're signed in). You can recognize an Availability Period event because it has a small clock icon to the right:



Availability Period events are normally set up as repeating events! This makes it easy to manage when resources can be booked. You can create multiple availability events for the same resources to create a sophisticated schedule.

In the example below, two repeating availability events have been added to the calendar. The first repeats Weekdays, and sets available hours for bookings to 9-5. The second repeating event sets the Saturday availability from 10-1. Since there is no Availability defined for Sunday (when the Library is closed), no bookings will be possible.

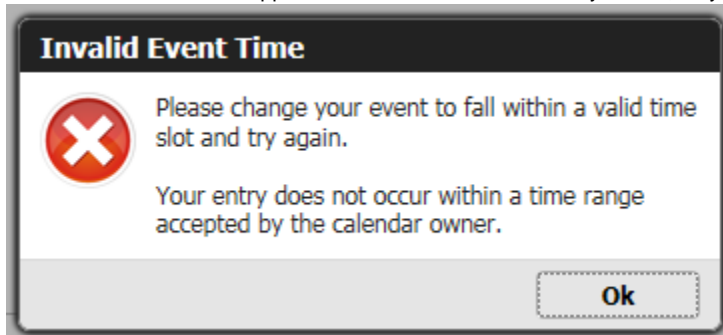


(click to enlarge)

Tip: Since visitors cannot see Availability Periods on your public calendar, you should include text on your web page (or in the Calendar Title or Footer) that indicates when resources can be booked.

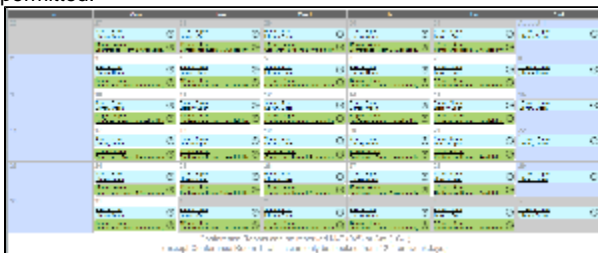
lavail2.png

If a visitor tries to book an appointment outside of an Availability Period, they will receive this error:



More about Availability

If you create an Availability Period with the category "General", then whatever resources or appointments you allow to be booked must fall in that period. If you want more fine-grained control, you can create Availability Periods for specific resource. Remember: Resources are managed as Custom Categories in localendar, so to set Availability for a specific resource, you will select that resource's Category on the Event Editor. In the following example, we have created a custom category/resource for "Conference Room 1" and assigned it a custom color and duration. An Availability Period event for weekdays from 12-4 has been added to the calendar. Even though the Library is open from 9-5 on weekdays, the Availability event for Conference Room 1 means that this resource can only be scheduled from 12-4. Booking outside this period will not be permitted.



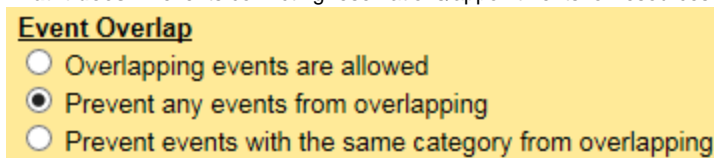
(click to enlarge)

Important

Availability restrictions only apply to visitors. As the calendar owner, if you manually edit an submitted event, you can change its time to be outside an Availability Period. This is intended to allow situations for "special cases" (say, when a good customer needs to schedule something on a Saturday and you say "OK, just this one time..."). As the calendar owner, you can also change the Duration of an event to be shorter/longer than its default duration (if you set one)

Managing Overlapping Events

What it does: Prevents conflicting reservations/appointments for resources.



When you would use it: If you have a resource that has fixed availability (say, a Conference Room that can only be used by 1 team at a time, or a Repairman who can only make 1 service call at a time) or if you offer multiple service but can only provide 1 at a time.

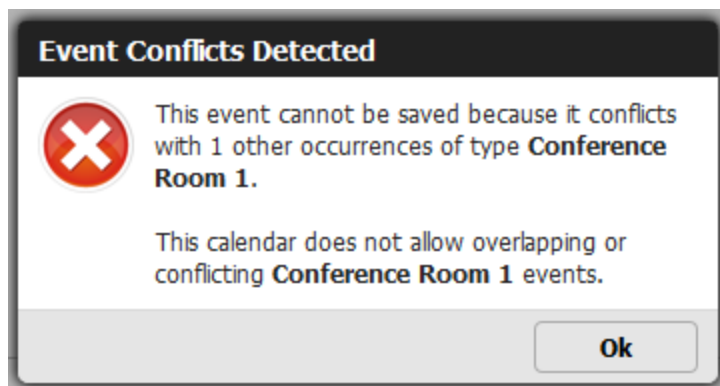
Prevent any events from overlapping

Useful if you provide multiple services (for example, a single contractor offering lawn care, gutter cleaning, house washing, etc who can only do one thing at a time) Visitors will not be able to double-book you.

Prevent events with the same category from overlapping

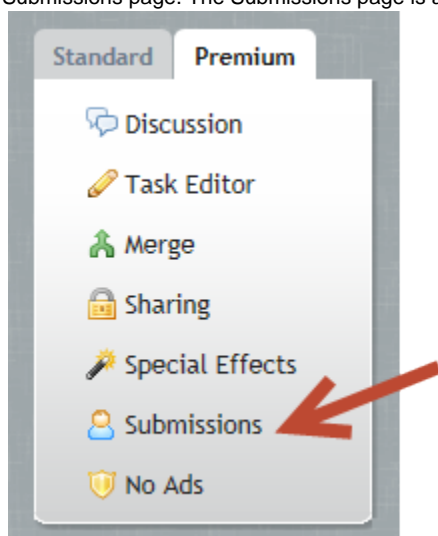
Useful if you have multiple resources, but those resources cannot be double-booked (for example, conference rooms, appointments with a hair stylist, rental equipment)

With either option enabled, a visitor will receive a message similar to this if they try and over-book a service/resource:



Managing Submitted Events

If you have selected either "Visitors may add Private events (not visible until I approve)" or "Visitors may add Private events which show as Busy/Booked on the Public view*", then any appointments/reservations submitted to your calendar will be displayed on your calendar's Submissions page. The Submissions page is available from the Premium tab on localendar's menu:



On the Submissions page, you can easily move multiple events to Public, Private, or Private (show as busy). Or you can mark events as "Processed" so that they don't appear on this page again.

Unprocessed Submitted Events						
Your current setting for visitor-submitted events is: Visitors may add Private events which immediately show as Busy/Booked on the Public view (change)						
This table below lists Private events that have been recently submitted to your calendar, but not yet acted upon.						
<input type="checkbox"/>	Delete	Mark as processed	Switch to Public	Switch to Private (Hidden)	Switch to Private (Show as Busy)	
	Start Date	Repeats? Yes (see event for details)	Visibility	Entered By	Title	Description
<input type="checkbox"/>	Aug 17, 2015 3:00 PM		Private (Show as Busy)	qateam@localendar.com	Conference Room 1, qateam@localendar.com	(none provided)
<input type="checkbox"/>	Aug 12, 2015 12:00 PM	No	Private (Show as Busy)	qateam@localendar.com	Conference Room 1, qateam@localendar.com	(none provided)
<input type="checkbox"/>	Aug 12, 2015 2:00 PM	No	Private (Show as Busy)	team@localendar.com	Conference Room 3, team@localendar.com	(none provided)
<input type="checkbox"/>	Aug 12, 2015 1:00 PM	No	Private (Show as Busy)	localendar@yahoo.com	Conference Room 2, localendar@yahoo.com	(none provided)
<input type="checkbox"/>	Aug 12, 2015 10:00 AM	No	Private (Show as Busy)	localendar@gmail.com	Conference Room 3, localendar@gmail.com	(none provided)
<input type="checkbox"/>	Aug 03, 2015 4:00 PM	No	Private (Show as Busy)	friend@localendar.com	Conference Room 1, friend@localendar.com	(none provided)

Here's an example of one way you might use the Submissions page to manage submitted events:

1. You have configured your calendar for "Visitors may add Private events (not visible until I approve)"
2. Multiple visitors request an appointment for the same resource at the same time (remember, nothing appears on your calendar because

you haven't approved anything yet)

3. On the Submissions page, you see the multiple bookings and select the "winner". You move that event to Public, and delete the others. That slot is now occupied on your calendar and no one else can request it

Important

The Submissions page overrides your calendar's options for overlapping events. You can use this administrative page to accept overlapping bookings (this is a feature!) but be careful this is what you want to do.

Additional Customizations

If you have selected "Visitors may add Private events which show as Busy/Booked on the Public view", then only you will see the true Event Title when you are signed in. Visitors will see the text "Busy/Booked". You can customize this text (and the Add Event button label as well) from the Scheduling tab. To continue with our example of a room reservation system, we might choose the following settings:

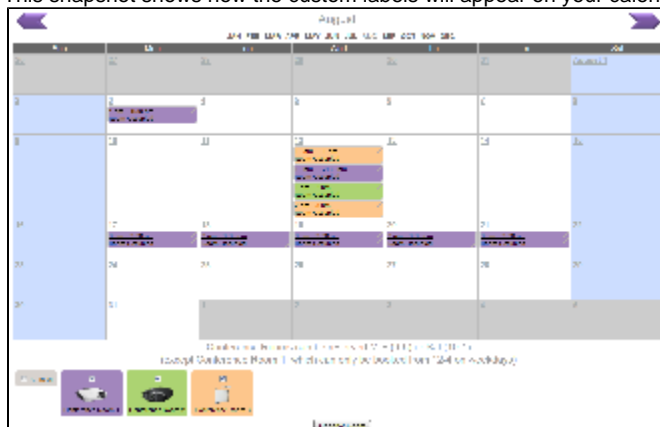
"Event Title" Naming Convention
Use event category + submitter's email ✓

Reminder: On the General options tab, you can set visitor-added events to show as Busy/Booked (or your custom message), which allows you (as the calendar owner) to see the event's title, but hides it from public view ([learn more...](#))

Custom "Busy/Booked" message
Room Occupied

Custom "Add Event" button text
Reserve Room

This snapshot shows how the custom labels will appear on your calendar:



(click to enlarge)