

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 found 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/membername">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/membername" 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/membername">
```

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