

# 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 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 associates 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.