


Calendar Editor

Calendar Editor Selector

The calendar editor allows you to enter, update and delete time sensitive content. This includes Courses and Meetings.

Select the desired date. If events are already scheduled for that date, they will be displayed in the list. Select the desired event and press **Edit** or press **New** to create a new event.



The screenshot displays the Calendar Editor interface. On the left is a calendar for September 2008. The calendar grid shows days from 1 to 31, with the first row starting on Sunday (31) and ending on Saturday (6). The days of the week are labeled S, M, T, W, T, F, S. On the right is a list of events. The first event is "How create your site using EZ-Association" and the second is "How to make money for your association using". To the right of the event list are two buttons: "Edit" and "New".


September 2008						
S	M	T	W	T	F	S
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	1	2	3	4
5	6	7	8	9	10	11

- How create your site using EZ-Association
- How to make money for your association using

Edit
New

Calendar Editor Edit Form

Calendar Editor


Date: 

Category:

Title:


Time:

Location:



This is a sample of how your association could advertise course offerings to your members. The description is not limited in size. Type anything you like and format it any way you want!

By the way, did you know that many associations sell ad space on their sites? You can also add Google AdSense ad to your site. It's is all included.



- Required Role(s):
- Admin
 - Bio-Viewer
 - Bulk Email
 - Contact-Viewer
 - [Display All Roles]
 - Demo
 - Do Not Use
 - Member
 - Moderator
 - Restricted
 - Un-Authenticated


- Tags:
- Evening
 - Full-Day
 - Half-Day
 - Free

RSVP: Email:

Description	Price	
<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="button" value="Add"/>

Prices:

Displayed As:

- **Date:** Select the date from the drop down by pressing  or type in the correct date
- **Category:** Select the type of event
- **Title:** Enter the title to be displayed to your users
- **Time:** Enter the time of the event
- **Location:** Optional – Enter the events location

- **Description:** This is where the information is entered. You can create lists, tables, change colors and fonts, link to other content and images
- **Required Role(s)** - This is optional. By default all users can view content. When a required role selected, only authenticated users assigned that role can view the content
- **Tags** – This is optional. Tags allow you to "mark" or identify content different ways. Tags are created by you.
- **RSVP** – Check if you want visitors to register or pay for this event
- **Email** – Select the automatic email you wish to have sent
- **Prices:** (Optional)
 - **Description** – Enter if this is a paid event. You might enter “Member Rate”
 - **Price** – Enter the price for this rate
 - **Add** – Press Add to add this price to the list of prices for this event
 - **Displayed As** – Shows you what your visitor will see.
 - **Remove** – Press remove to remove a previously added price from the list
 - **NOTE:** Each Event has its own list of prices
- **Save:** Press to save the event
- **Cancel:** Press to cancel the changes to the event
- **Delete:** Press to delete the displayed event