Diaries, calendars and events

This describes how the calendar widget can be used both to display interactive calendars and diaries but also to manage and book events.

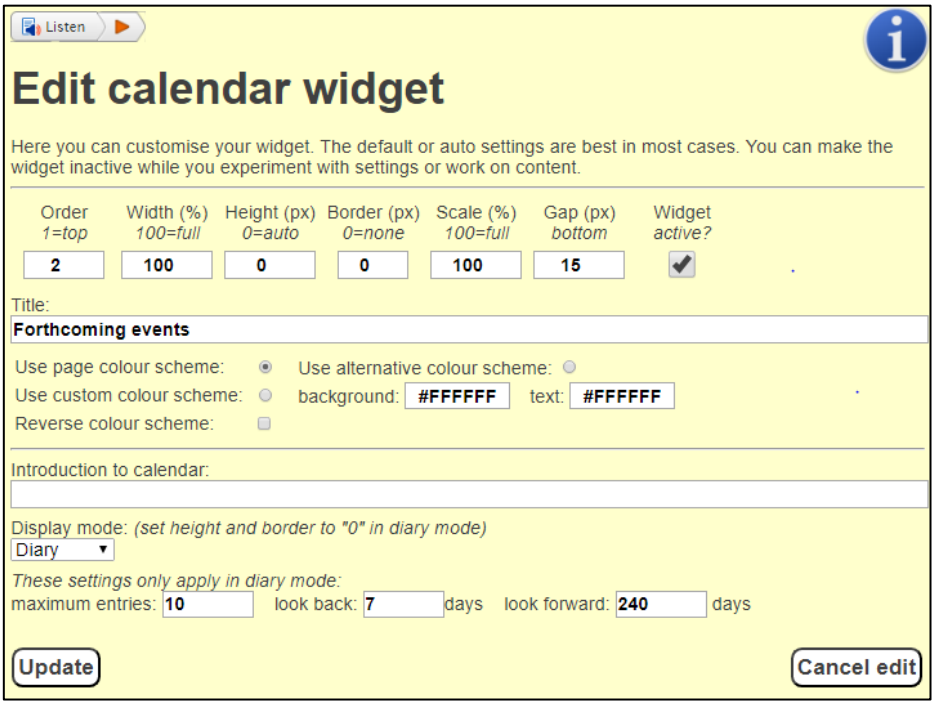
1. Set up a page for your calendar

The calendar widget operates at the page level. What this means is that you can only have one calendar on a page, but also that you can have two versions of the same calendar on the same page, for example:

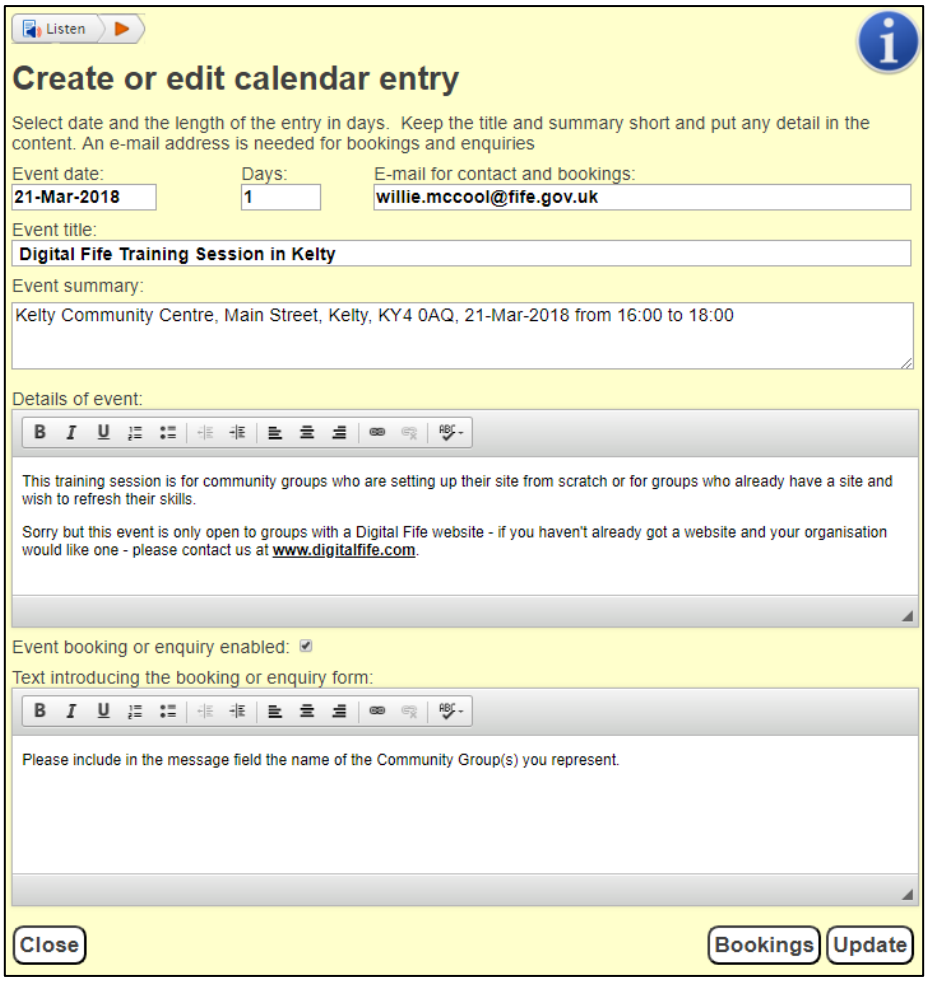
This shows a calendar on the right and diary, with the same information, on the left. Clicking either "more" on the diary or a highlighted date on the calendar shows full details of an event and the option to enquire or book, if available.

2. *Setting up*

The calendar widget is set up as follows. On the page illustrated a diary-mode widget has been set up in the main body and a calendar-mode widget in the information column. For the diary-mode widget you can control the maximum number of entries shown and the date range of those entries.



Here is the set-up form for an entry in the calendar:

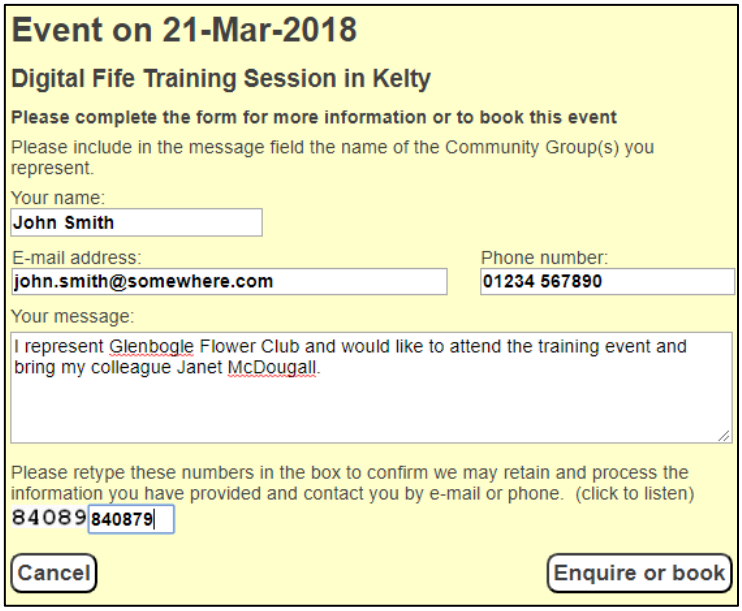


An event can extend over more than one day. The summary should include the venue, timing and other key information, with further information under details. If booking is enabled, introductory text for the booking form can be included.

Bookings are accessed using the button at the bottom of the event set-up form.

3. Booking

Here is the user booking form



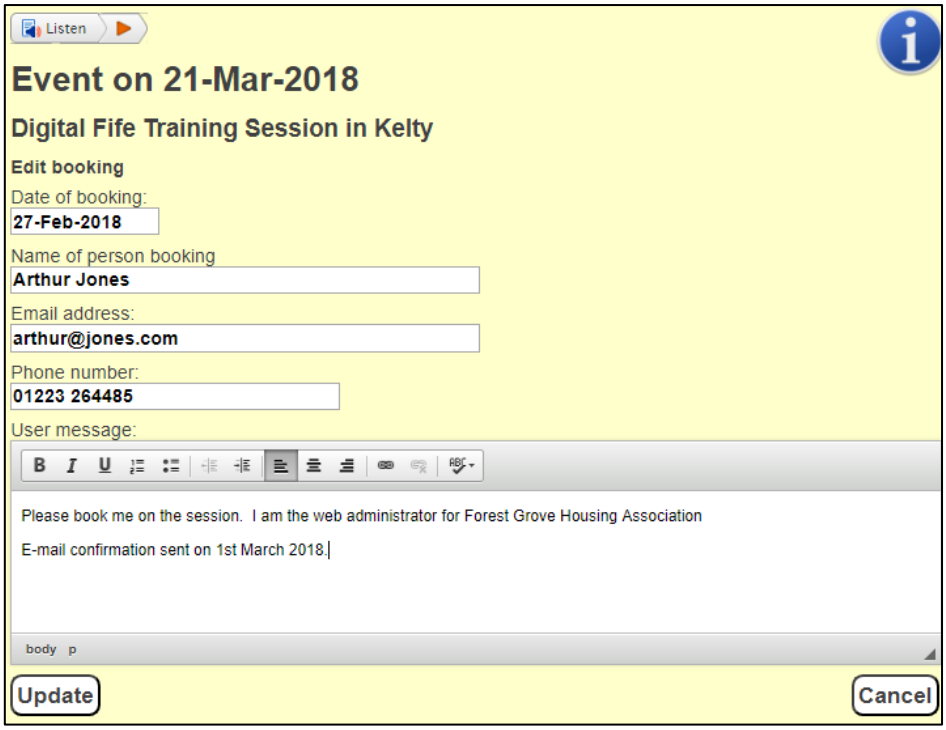
An e-mail is sent to the event administrator and an entry made in the bookings database.

4. Managing bookings

Clicking "Bookings" on the event editing form brings up the following page:

This page acts as a reference list of people who have booked for or enquired about the event, and can be printed if required.

Bookings or enquiries can be edited by the administrator, for example to keep a record of the status of the booking, as shown overleaf:



5. Conclusion

The calendar widget is a powerful tool, not only to display a calendar or diary of events but also to take and manage online bookings.

For community groups it can improve communications with Members and the public as well as simplify the administration of events.

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