

# 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:

The screenshot shows the Digital Fife website interface. At the top, there is a navigation bar with links for Home, Websites, Latest, Learning, Training & Networking, Volunteering, and Contact. Below this is a header section with the Digital Fife logo and a navigation menu. The main content area is divided into two columns. The left column features a large heading "Digital Fife Training and Events" followed by the sub-heading "... free training for community groups". Below this, there is a section titled "Forthcoming events" which lists several training sessions with their dates, locations, and times. The right column contains an "Events calendar" widget showing a calendar for March 2018. The date 21st March is highlighted, and a button labeled "Evaluation form" is visible below the calendar. A small photo of a man sitting at a computer is also present in the right column.

Home | Digital Fife | Text mode | Mobile | Listen | Select Language | Colours ... | Text ...

**Digital Fife**  
www.digitalfife.com

Home Websites Latest Learning Training & Networking Volunteering Contact

**Digital Fife Training and Events**  
... free training for community groups

Digital Fife is supported by a team of learning champions who help at out at our training events. If you would like to be involved with this volunteering please contact us.

**Forthcoming events**

**21-Mar-2018: Digital Fife Training Session in Kelty**  
Kelty Community Centre, Main Street, Kelty, KY4 0AQ, 21-Mar-2018 from 16:00 to 18:00 [more]

**4-Apr-2018: Digital Fife Training Session in Dunfermline**  
Tryst Community Centre, Duncan Cres, Dunfermline KY11 4BZ, 4-Apr-2018 from 16:00 to 18:00 [more]

**16-May-2018: Digital Fife Members Committee Meeting**  
At the Lomond Centre, Woodside Way, Glenrothes KY7 5RA, 16-May-2018 from 17:30 to 19:30 [more]

**13-Jun-2018: Digital Fife Members Committee Meeting**  
At the Lomond Centre, Woodside Way, Glenrothes KY7 5RA, 13-Jun-2018 from 17:30 to 19:30 [more]

**12-Sep-2018: Digital Fife Annual Meeting**  
At the Lomond Centre, Woodside Way, Glenrothes KY7 5RA, 12-Sep-2018 from 18:00 to 20:00 [more]

**26-Sep-2018: Digital Fife Members Committee Meeting**  
At the Lomond Centre, Woodside Way, Glenrothes KY7 5RA, 26-Sep-2018 from 17:30 to 19:30 [more]

**Events calendar**  
Click a highlighted date for more details

March 2018						
Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	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	3	4	5	6	7	8

Digital Fife training events are also a great opportunity to network with like-minded community groups from across Fife.  
Please click the button below to send us an evaluation of your training session.

**Evaluation form**

Log in

Digital Fife is supported by Fife Council and the voluntary sector. Cookies are not used on this site to store personal information or track users.

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.

This block shows a detailed view of the event for 21-Mar-2018. It features a heading "Calendar for 21-Mar-2018" and a sub-heading "Digital Fife Training Session in Kelty" with a button "Enquire or book". Below this, the event details are listed: "Kelty Community Centre, Main Street, Kelty, KY4 0AQ, 21-Mar-2018 from 16:00 to 18:00". A short description follows: "This training session is for community groups who are setting up their site from scratch or for groups who already have a site and wish to refresh their skills." A note states: "Sorry but this event is only open to groups with a Digital Fife website - if you haven't already got a website and your organisation would like one - please contact us at www.digitalfife.com." At the bottom, there is a "Close" button.

**Calendar for 21-Mar-2018**

**Digital Fife Training Session in Kelty** **Enquire or book**

**Kelty Community Centre, Main Street, Kelty, KY4 0AQ, 21-Mar-2018 from 16:00 to 18:00**

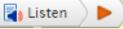
This training session is for community groups who are setting up their site from scratch or for groups who already have a site and wish to refresh their skills.

Sorry but this event is only open to groups with a Digital Fife website - if you haven't already got a website and your organisation would like one - please contact us at [www.digitalfife.com](http://www.digitalfife.com).

**Close**

## 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.

### Edit calendar widget

Here you can customise your widget. The default or auto settings are best in most cases. You can make the widget inactive while you experiment with settings or work on content.

Order <small>1=top</small>	Width (%) <small>100=full</small>	Height (px) <small>0=auto</small>	Border (px) <small>0=none</small>	Scale (%) <small>100=full</small>	Gap (px) <small>bottom</small>	Widget active?
<input type="text" value="2"/>	<input type="text" value="100"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="100"/>	<input type="text" value="15"/>	<input checked="" type="checkbox"/>

Title:

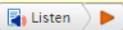
Use page colour scheme:  Use alternative colour scheme:   
Use custom colour scheme:  background:  text:   
Reverse colour scheme:

Introduction to calendar:

Display mode: *(set height and border to "0" in diary mode)*

*These settings only apply in diary mode:*  
maximum entries:  look back:  days look forward:  days

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

### Create or edit calendar entry

Select date and the length of the entry in days. Keep the title and summary short and put any detail in the content. An e-mail address is needed for bookings and enquiries

Event date:  Days:  E-mail for contact and bookings:

Event title:

Event summary:

Details of event:  
  
This training session is for community groups who are setting up their site from scratch or for groups who already have a site and wish to refresh their skills.  
Sorry but this event is only open to groups with a Digital Fife website - if you haven't already got a website and your organisation would like one - please contact us at [www.digitalfife.com](http://www.digitalfife.com).

Event booking or enquiry enabled:

Text introducing the booking or enquiry form:  
  
Please include in the message field the name of the Community Group(s) you represent.

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

### Event on 21-Mar-2018

#### Digital Fife Training Session in Kelty

Please complete the form for more information or to book this event

Please include in the message field the name of the Community Group(s) you represent.

Your name:

E-mail address:  Phone number:

Your message:

Please retype these numbers in the box to confirm we may retain and process the information you have provided and contact you by e-mail or phone. (click to listen)  
84089

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:

 Listen 

### Event on 21-Mar-2018

#### Digital Fife Training Session in Kelty

#### List of enquiries and bookings

27-Feb-2018	Arthur Jones	arthur@jones.com	01223 264485	[edit   delete]
<i>Please book me on the session. I am the web administrator for Forest Grove Housing Association</i>				
2-Mar-2018	John Smith	flowerman@gmail.com	01234 567890	[edit   delete]
<i>I would like to attend the course with our Chair Person, Mrs. Janet McDougall.</i>				

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:

Listen

## Event on 21-Mar-2018

### Digital Fife Training Session in Kelty

**Edit booking**

Date of booking:  
**27-Feb-2018**

Name of person booking  
**Arthur Jones**

Email address:  
**arthur@jones.com**

Phone number:  
**01223 264485**

User message:

**B I U** [Rich text editor icons]

Please book me on the session. I am the web administrator for Forest Grove Housing Association  
E-mail confirmation sent on 1st March 2018.]

body p

**Update** **Cancel**

## 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.

*Bob Crichton - HOP Associates, 2<sup>nd</sup> March 2018*