

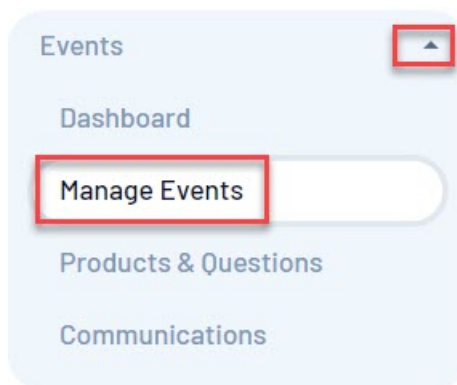


Step 2: Selecting which events display in this calendar?

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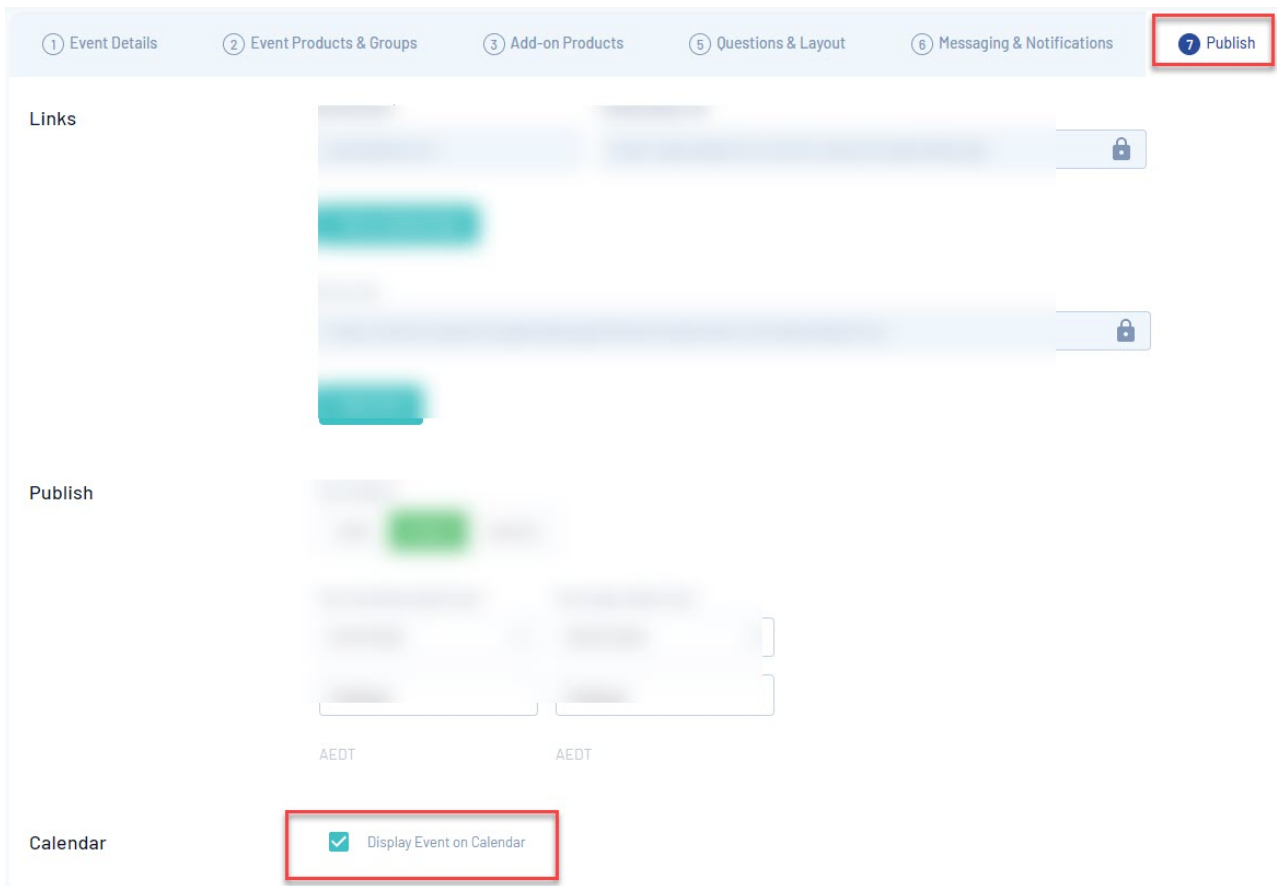
Admins have the ability to choose what events display in this calendar and this can be done when setting up the event itself. In the event itself these are defaulted to be included in the calendar however you can choose not to include specific events.

1. Click the drop down arrow against EVENTS and click MANAGE EVENTS.



2. Create an event as per normal or click edit against an existing event.
3. In **STEP 7: PUBLISH** of creating or editing the event, against the **CALENDAR** option you will see the checkbox is already ticked. This means that this event will display in the calendar widget for members and participants to add to their calendar.

Untick this box if you wish to not include this event in this calendar.



4. Click SAVE when finished creating or editing the event.

STEP 3: FINDING AND COPYING THE ECAL CALENDAR WIDGETS.

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