



ECAL | Selecting which events are included in your sync

Last Modified on 04/04/2024 2:37 pm AEDT

GameDay Events users can choose which events display in their ECAL event calendar sync when creating and publishing an event, or when editing an existing event.

To choose to include an event in your ECAL sync:

1. In the left-hand menu, click **Events > MANAGE EVENTS**



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2. Find the relevant event, then click **EDIT**

Events ²

Events | Event Templates | Event Participant ID Management | Event Display Template | ECAL Widgets

Create New Event

All Event Types | All Categories | Active | Type to search

Event Name	Event Type	Event Category	Event Date(s)	Venue	# Products	Event Status	Registrations	Action(s)
Athletics Carnival	Event Entry	Sport	2 December 2034 (AEDT) - 2 December 2034 (AEDT)	GameDay HQ	0	Active	Live (1 Mar 2024 12:00 am (AEDT) - 22 Mar 2040 12:00 am (AEDT))	Edit
Awards Night 2024	Ticketing	Charity & Fundraiser	28 Dec 2024 06:00 pm (AEDT) - 28 Dec 2024 10:00 pm (AEDT)	GameDay HQ	2	Active	Live (1 Feb 2024 12:00 am (AEDT) - 18 Feb 2044 12:00 am (AEDT))	Edit

Show 5 | Showing rows 1-2 of 2


3. Navigate to the **PUBLISH** tab

← Back | View Event

Athletics Carnival | Active

3 Add-on Products | 4 Bundle Discounts | 5 Questions & Layout | 6 Messaging & Notifications | **7 Publish** | 8 Event Display Template

Event Details

Event Logo *  Recommended maximum image size is 320px x 180px. png is preferred. [Add Logo](#)

Event Name *

4. Scroll down to the Calendar section, and ensure the **DISPLAY EVENT ON CALENDAR** checkbox

Publish

Form Status * Draft Active Inactive

Form Activation Date/Time * AEDT

Form Expiry Date/Time * AEDT

Event Landing Page Display confirmed participants

Calendar Display Event on Calendar

This will include the event when you use your ECAL integration to publish an event

calendar. You can exclude an event from the ECAL event calendar sync by un-ticking the same checkbox

5. Click **SAVE**

Form Activation Date/Time *	Form Expiry Date/Time *
<input type="text" value="01/03/2024"/>	<input type="text" value="22/03/2040"/>
<input type="text" value="12:00 am"/>	<input type="text" value="12:00 am"/>
AEDT	AEDT
Event Landing Page	<input checked="" type="checkbox"/> Display confirmed participants
Calendar	<input checked="" type="checkbox"/> Display Event on Calendar

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