



# CALENDARS

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**GETTING STARTED GUIDE**

# COMMUNITY CALENDARS

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Begin by selecting "Calendar Snippets" tab in the left side navigation.

## **CALENDAR SNIPPETS**

LocalHop provides customers with unlimited calendars and four different calendar options to choose from: Community Calendars, Web Calendars, Mini Calendars, and a Mini List

### **COMMUNITY CALENDAR**

A community calendar is a shared calendar between groups, branches, organizations, or locations. It aggregates various organizations' events into a single calendar.

Begin by selecting the orange "+Add Community Calendar" button at the top of the screen. In the "Add Community Calendar" pop-up start filling out the requested information.

#### **ADD ORGANIZATION**

Start typing in the names of the organizations, branches, locations, or groups you would like included in your community calendar. Click on the name in the drop down to add their events to your calendar. Remove organizations by clicking the trash can symbol next to the organizations name.

*Note: You can add and remove organizations at any time to your calendar without ever having to update the code on your website.*

#### **SHOW EVENTS FOR**

When creating your events you are able to select what type of event it is. When creating your calendars you are able to separate these types of events into separate calendars if you choose. Create/sort calendars by event types: Events, Camps, and Classes. Default setting will pull in all event types.

Select the green "Save" button to continue.

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Scroll down your calendar snippets list and find the community calendar that you just created. Select which version of your community calendar you would like to add to your website.

### **CALENDAR**

Full page calendar widget with the ability to view events by month, week, day, or list. Full event details page included.

### **MINI CALENDAR**

Small calendar widget that includes month and events display. Responsive list or panel view depending on where you place your widget. Each even links to an event details overlay.

### **MINI LIST**

Small events widget without a calendar display. Customize your widget layout and control the amount of events that show. Each event links to an event details overlay. Option to display list with or without event descriptions.

# MY CALENDARS

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To add your organizations calendar of events to your website, begin by selecting the orange "+Add My Calendar" button at the top of the page.

Select/unselect the types of events you wish to include or exclude from the events that will show up on your calendar. Default settings will include all of your events.



SHOW EVENTS FOR\*

- Events       Classes       Camps

Select the green "Save" button to save your changes.

Scroll down your calendar snippets list and find the my calendar that you just created. Select which version of your my calendar you would like to add to your website. Calendar, mini calendar, or mini list.

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## CALENDAR

Full page calendar widget with the ability to view events by month, week, day, or list. Full event details page included.

CHOOSE CALENDAR TYPE ?

- CALENDAR**    MINI CALENDAR    MINI LIST

Begin by selecting the "calendar" option under the calendar type.

Copy and paste the code snippet onto your website to display a full events calendar for your organization.

Change the look and feel of your calendar by using the guided or full style sheets located under the "style sheets" tab. Change colors and fonts to match the look and feel of your website.

CHOOSE CALENDAR TYPE ?

- CALENDAR**    MINI CALENDAR    MINI LIST

Code Snippets    **Style Sheets**

- GUIDED CSS**    FULL CSS

## MINI CALENDAR

Small calendar widget that includes month and events display. Responsive list or panel view depending on where you place your widget. Each even links to an event details overlay.

CHOOSE CALENDAR TYPE ?



Begin by selecting the "mini calendar" option under the calendar type.

Copy and paste the code snippet onto your website to display a mini calendar widget for your organization.

Change the look and feel of your calendar by using the guided or full style sheets located under the "style sheets" tab. Change colors and fonts to match the look and feel of your website.

CHOOSE CALENDAR TYPE ?



Code Snippets **Style Sheets**



## MINI LIST

Small events widget without a calendar display. Customize your widget layout and control the amount of events that show. Each event links to an event details overlay. Option to display list with or without event descriptions.

CHOOSE CALENDAR TYPE ?



Begin by selecting the "mini list" option under the calendar type.

The mini list calendar comes with several options. Here are some of the ways you are able to change the functionality and look of your mini list.

### MINI LIST STYLE

Select whether you would like your mini list to show up in a "Panel" view (horizontal) or "List" view (vertical) on your website.

### MINI LIST EVENT LIMIT

Select how many events you would like to appear on your mini list view on your website.

## SHOW DESCRIPTION

Would you like the mini calendar to display the event description below the event image? If so, select yes in the drop down.

Change the look and feel of your calendar by using the guided or full style sheets located under the "style sheets" tab. Change colors and fonts to match the look and feel of your website.

## CHOOSE CALENDAR TYPE ?

CALENDAR

MINI CALENDAR

MINI LIST

## Code Snippets Style Sheets

### MINI LIST STYLE\*

Panel

### MINI LIST EVENT LIMIT\*

3

### SHOW DESCRIPTION\*

No

```
<div class="localhop-mini-list-embed" data-configid="7EOJjVyDpL" data-  
layout="panel" data-limit="3" data-description="no"></div>  
<script type="text/javascript" src="//localhop.staging.wpengine.com/widgets/embed-  
mini-list-js"></script>
```

Copy and paste the code of the calendar you choose into your website's code.