

Create a Custom Calendar View on the End-User Website

By: Ben Norman

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1. Navigate to any **Calendar**.
2. Click **Customize Calendar View**. **Calendar** and **Category** options display.
3. To add specific calendars:
 - a. Click the pencil icon next to **Calendars**. The **add/remove** button displays.
 - b. Click **add/remove**. The **Site** tab in the **Choose Calendars** window displays.
 - c. To select specific Calendars:
 - Option 1
 - i. Click in the check box that corresponds to the specific Site and/or Subsite Calendars. All events on the selected calendars will amalgamate into the custom view.
 - ii. Click **I'm Done**. The customized view of the calendar displays.
 - Option 2
 - i.
 - i. Click **Other Areas**. The **Other Areas** window displays.
 - ii. From the drop-down menu, select the preferred Site, Subsite and/or Channel. Corresponding **Calendars** display at the bottom of the window.
 - iii. Click in the check box that corresponds to the preferred Calendars. All events on the selected calendars will amalgamate into the custom view.
 - iv. Click **I'm Done**. The customized view of the calendar displays.
- Here is how you include specific **Event Categories** in the custom view of the calendar.
 1. Click on the pencil icon next to **Categories**. The **add/remove** button displays.
 2. Click **add/remove**. The **Select Categories** window displays.
 3. Click in the check-box corresponding to the **Event Categories** to be included in the custom view.
 4. Click **I'm Done**. The customized view of the calendar displays.