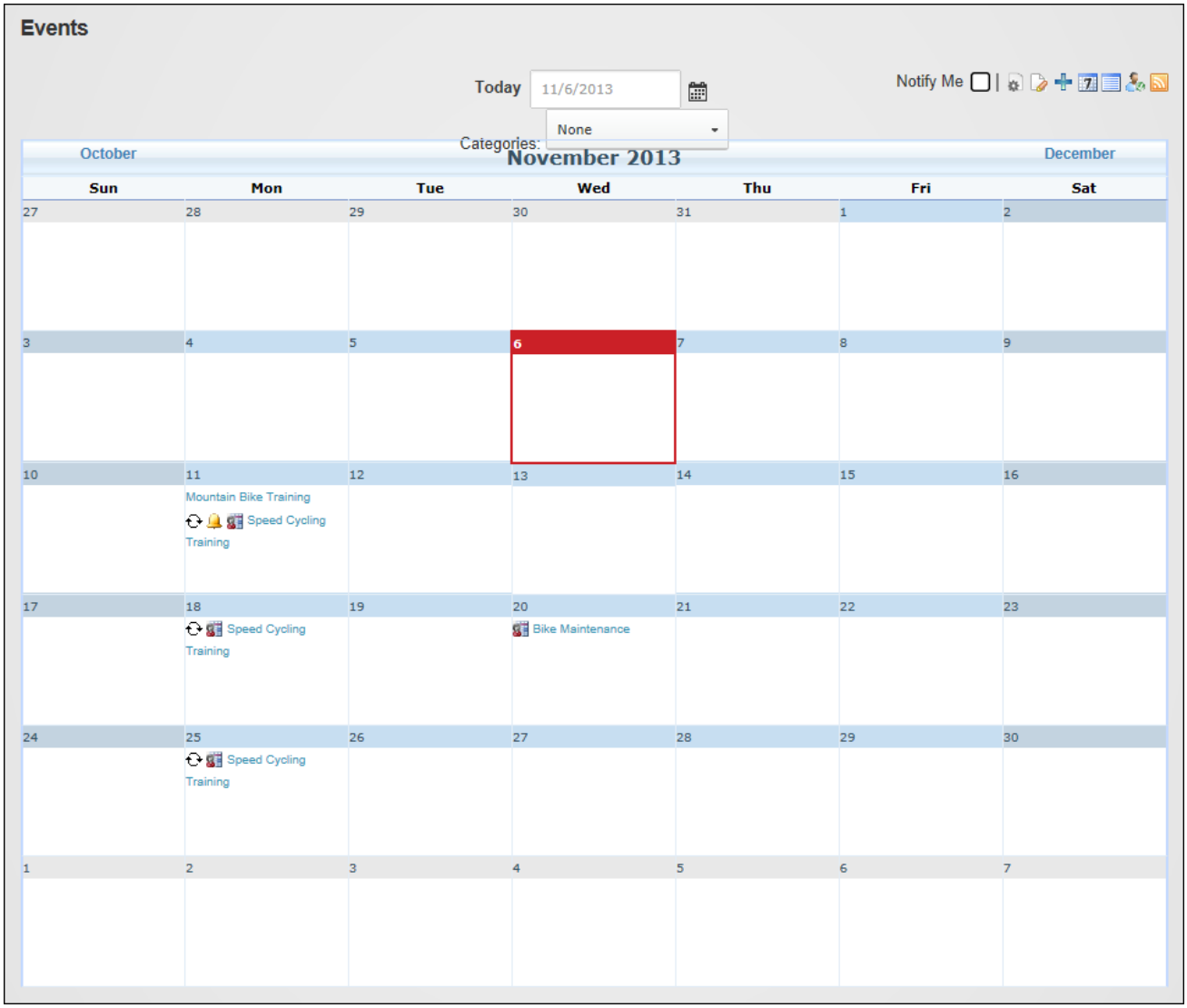
Events

The Events module manages the display of upcoming events as a list in chronological order or in calendar format with additional information and links set to automatically expire or re-occur by days, weeks, months or years. Each event includes a title, start and end date/time, a description and an optional image. Event moderation, notification and enrollments are available with moderation required for all event/enrollment changes or only for new items.

Installation Note: Events must be deployed and installed on the site by a SuperUser. .

Module Version: 06.01.04 / **Minimum DNN Version**: 06.02.07 however 07.02.00 is recommended for Internet Explorer users.

Features: ISearchable



Events

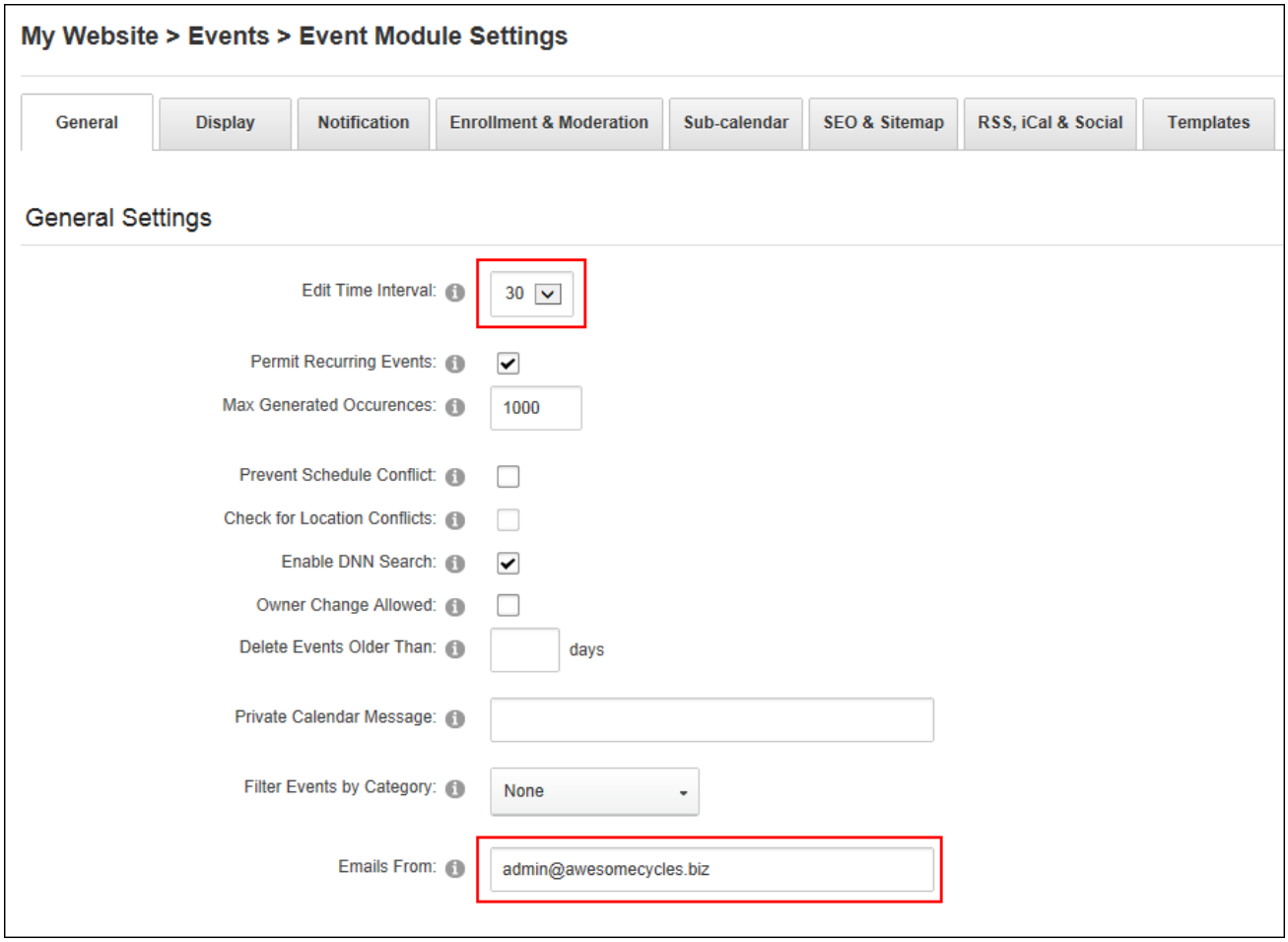
Project Links

- **Issue Tracker**: http://dnnevents.codeplex.com/

Configuring Events

How to quickly configure Events by choosing the time intervals for events which cannot be edited once events are added and by entering the email address used for Events. This quick configuration accepts all of the remaining default settings that can be updated at a later time.

1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button displayed in the top right corner. This option is only visible if the Icon Bar is displayed which it is when Events are first added to a page. This displays the **Event Module Settings** page.
3. Select the **General** tab.
4. At **Edit Time Interval**, select the time interval in minutes at which events can be scheduled. E.g. Select **15** to set 15 minute intervals. This will enable events to be scheduled at 10:00 AM, 10:15 AM, 10:30 AM, 10:45 AM, etc. The default setting is 30.
5. In the **Emails From** text box, enter the email address that will be used in the From field for any emails sent from this Events module.



6. Click the **Update Settings** button.

All Users

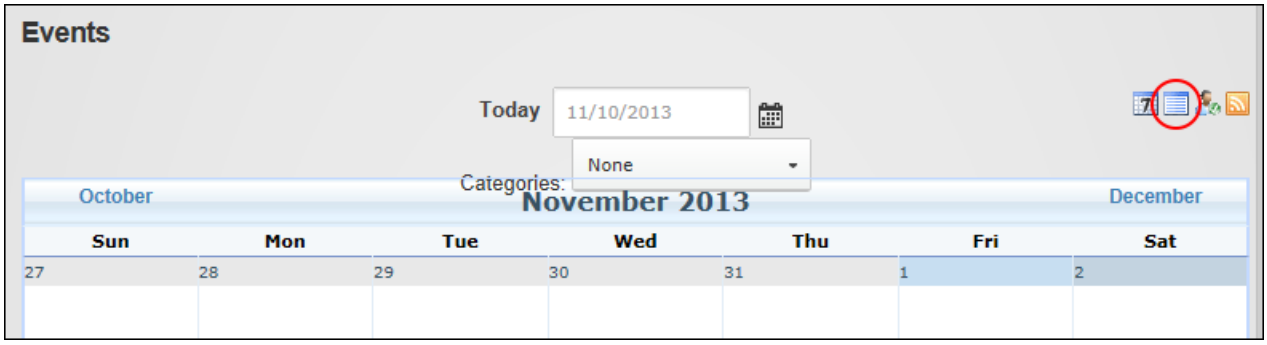
Changing the Event View

The Events module allows users to view events in either a monthly calendar, a weekly list or as a list. All three view options are available in the default configuration, however one or more views can be disabled and the design and fields displayed in each view can also be modified. In the below images, the default configurations are used.

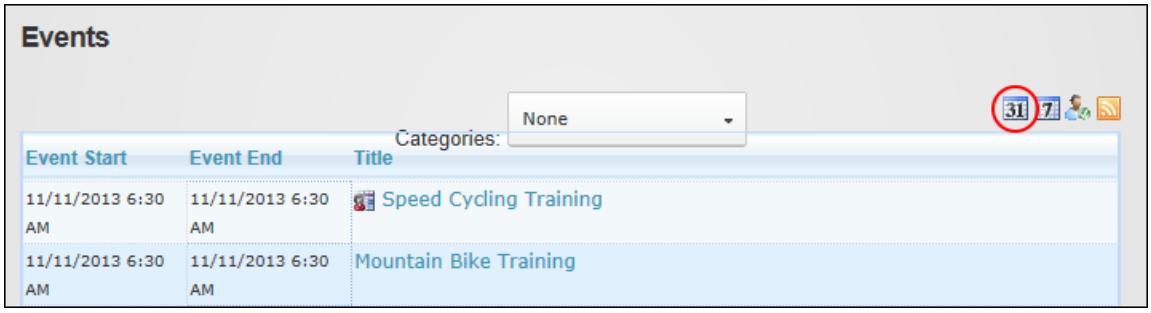
Important. If the Icon Bar has been disabled, unauthenticated users will be unable to change the view because access to the module actions menu is restricted to authenticated users only.

Here are the three different views that can be selected using either the module actions menu or the Event module Icon Bar:

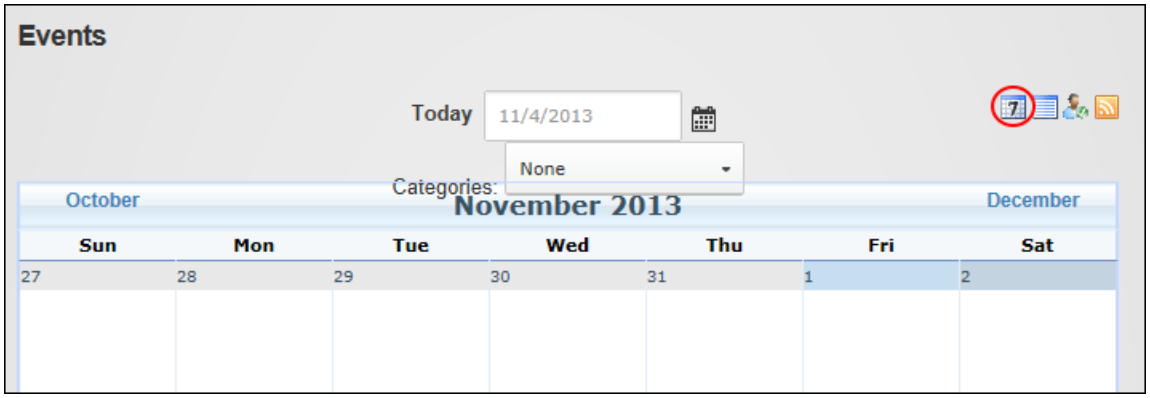
List View: Displays events in a list.



Month View: Displays events in a monthly calendar. By default the current date is highlighted. Links to the previous month and the next month calendars enabling users to view other months.



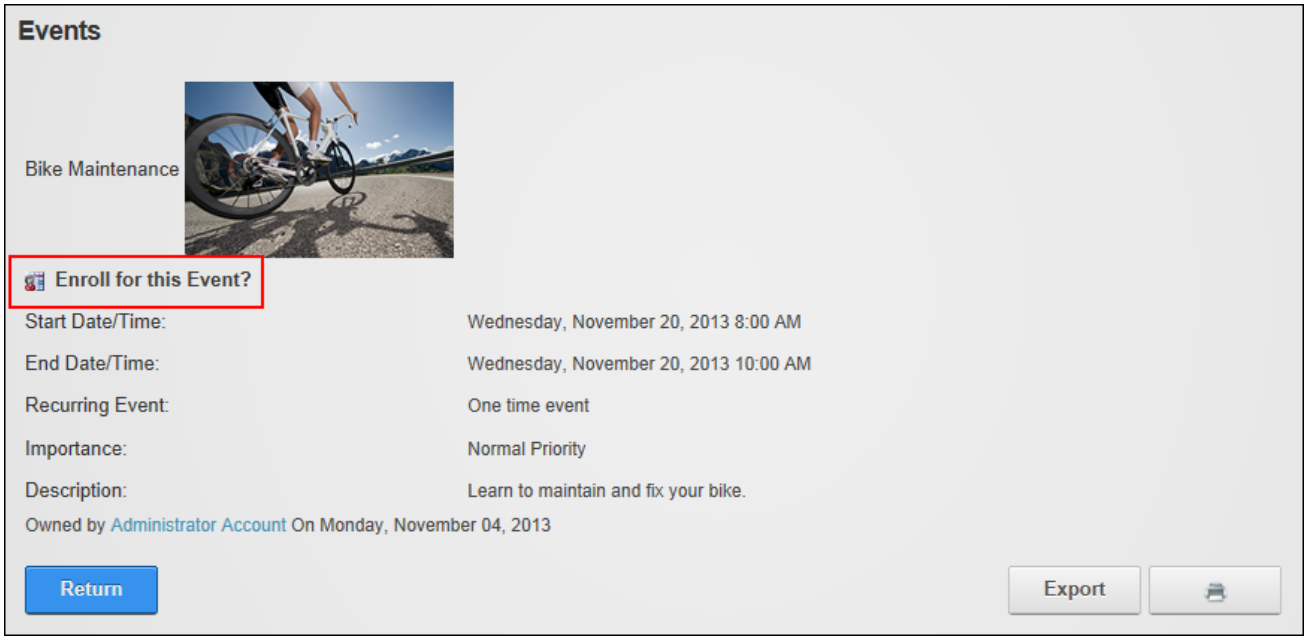
Week View: Displays events for the current week. Click the double arrow links (**<<** and **>>**) located to scroll back and forward one week at a time.



Enrolling for an Event

How to enroll to attend a free or paid event.

1. Go to an Events module.
2. Locate the event. Events that allow enrollment display the **Enroll** icon before the event title. Note: The **Enroll Full** icon is displayed once the maximum number of attendees is reached.
3. Go to the event details page of the required event. See "Viewing Event Details".
4. Click the Enroll for this Event? link and then click the **Yes** button to confirm.

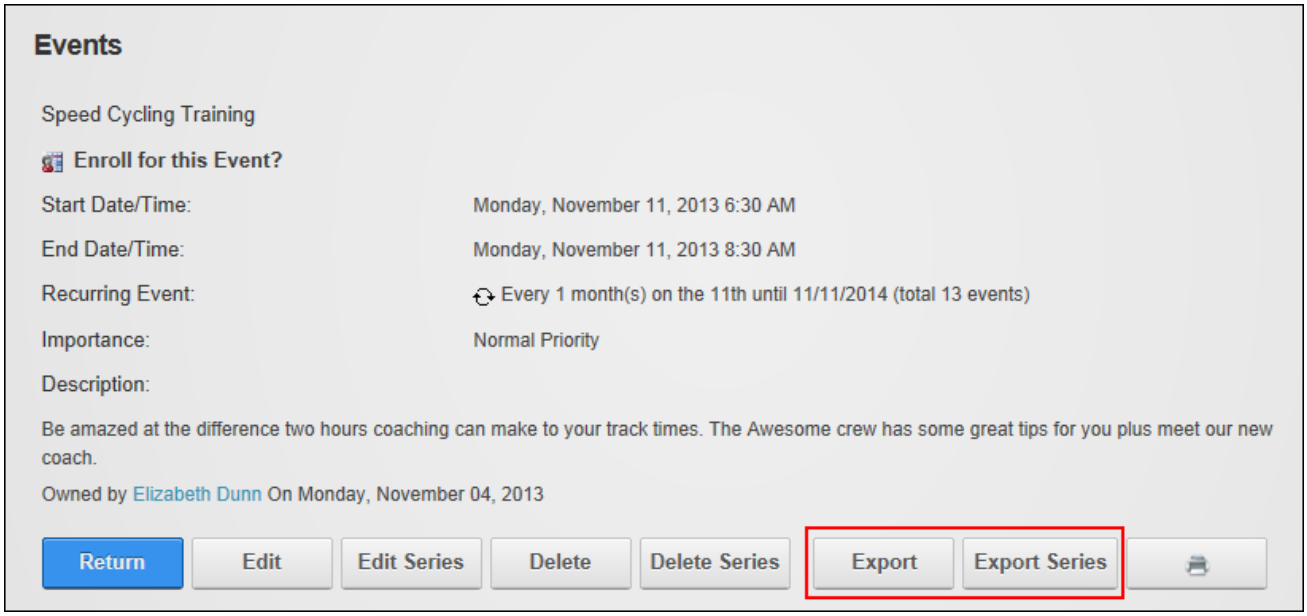


5. **Optional.** If the event requires payment, users will be taken to the **Paypal Event Enrollment** page where they can review the event information and click the **Purchase** button to finalize payment on the PayPal website. Once the secure payment process is completed the user will be returned to the website. If the enrollment requires approval users are typically notified by email when it is approved.

Exporting an Event

How to export an event or event series as an iCalendar file (file extension is .ics) that can be saved to a local computer for import into a calendar application such as Microsoft Outlook.

1. Go to an Events module.
2. Go to the event details page of the required event. See "Viewing Event Details".
3. Click the **Export** button to export a single instance of this event - OR - Click the **Export Series** button to export the full series of a recurring event. This option is only displayed for recurring events.

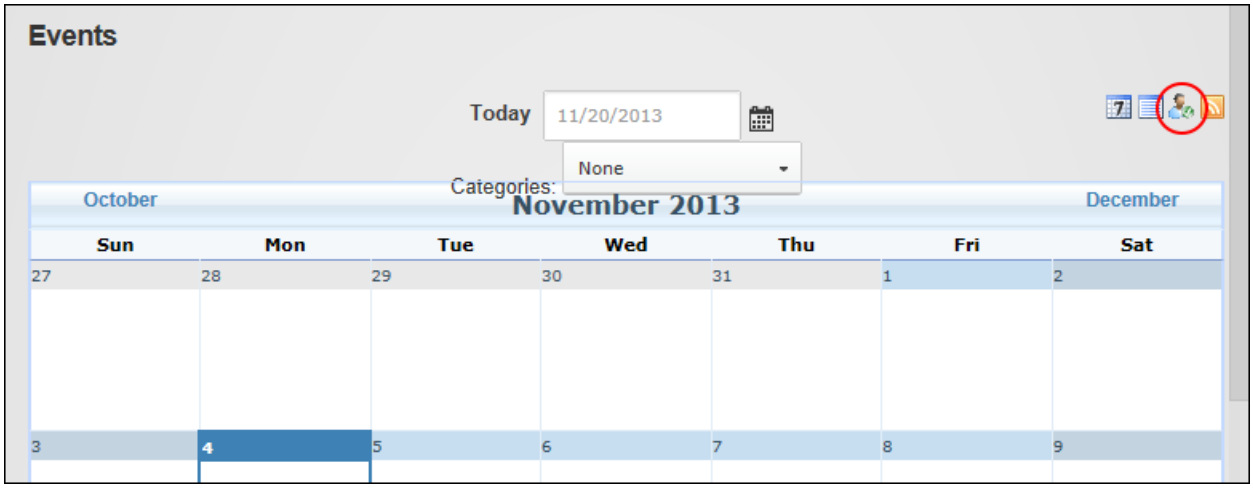


4. Click the **Save** button to save the file to a local computer - OR - Click the **Open** button and then click the **Save and Close** button to save the event to an Outlook calendar.

Managing Enrollments

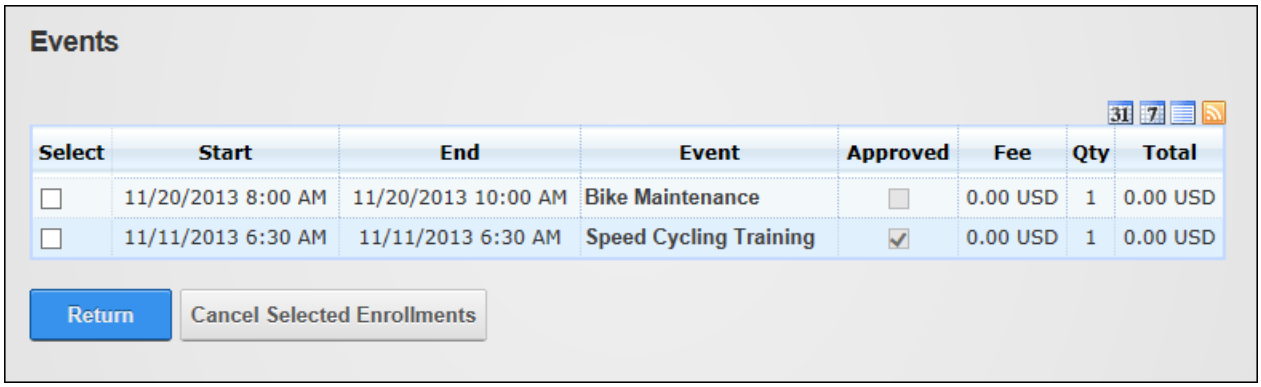
Users can view the details of their event enrollments and cancel enrollments to free events. Note: Paid events cannot be cancelled.

1. Go to an Events module.
2. Click the **My Enrollments** button in the Events icon bar.



The following details are displayed for each enrolled event:

- **Cancel Enrollments**: mark the check box beside each enrollment to be canceled. Click the **Cancel Selected Enrollments** button and then click the Yes button to confirm cancellations.
- **Start**: The start date and time of the event.
- **End**: The end date and time of the event.
- **Event**: The title of the event which links to more event details.
- **Approved**: Indicated whether an enrollment has been approved or is unapproved .
- **Fee**: Displays the amount (if any) that has been paid to attend the event.
- **Qty**: The number of attendees enrolled for this event.
- **Total**: Total amount for this enrollment.

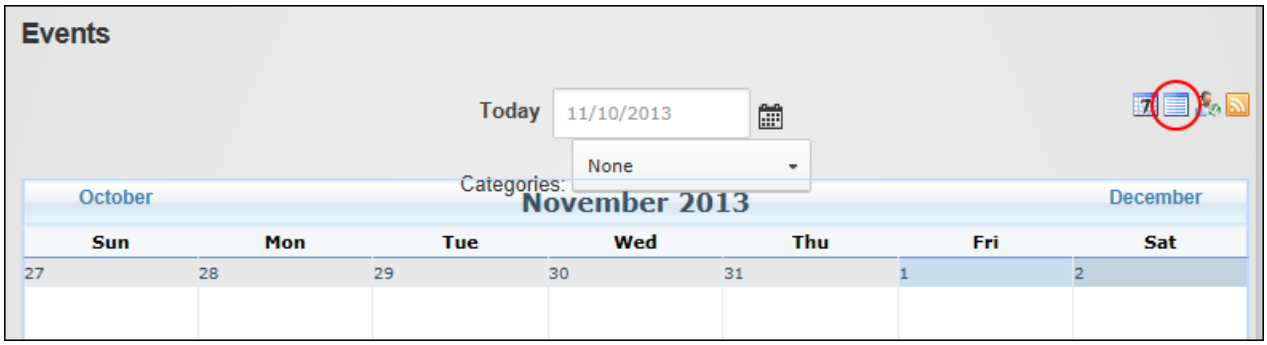


Navigating to Events

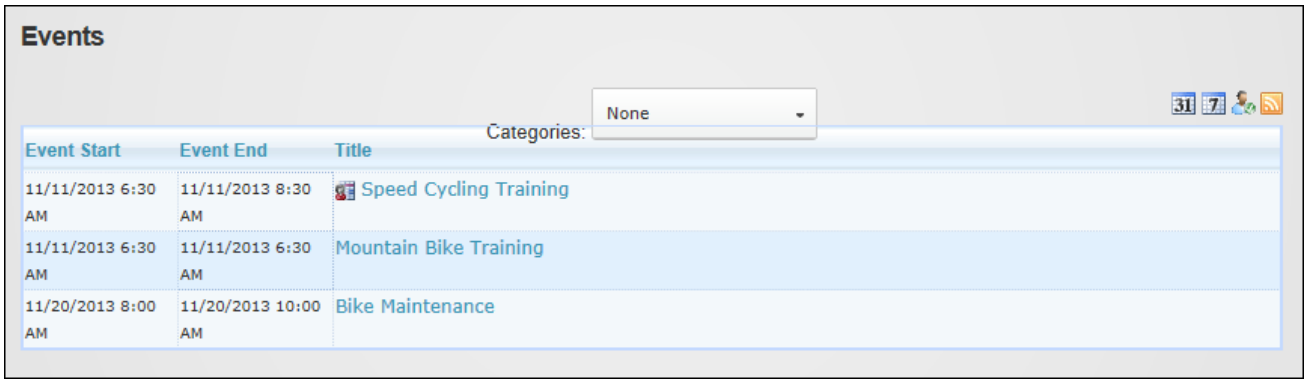
List View

How to navigate to an event using the list view. Note: List view can be disabled, as can some of these navigation options.

1. Click the **List View** button.



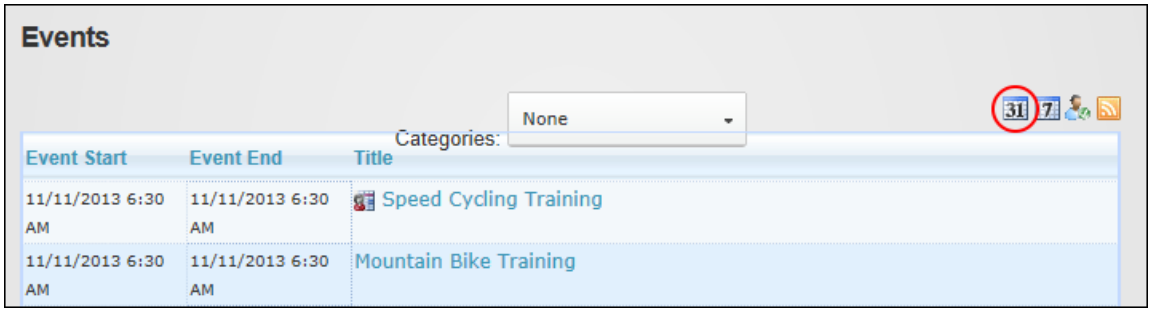
2. At **Categories**, select the required category names from the drop down list - OR - **Select All** to view all categories.



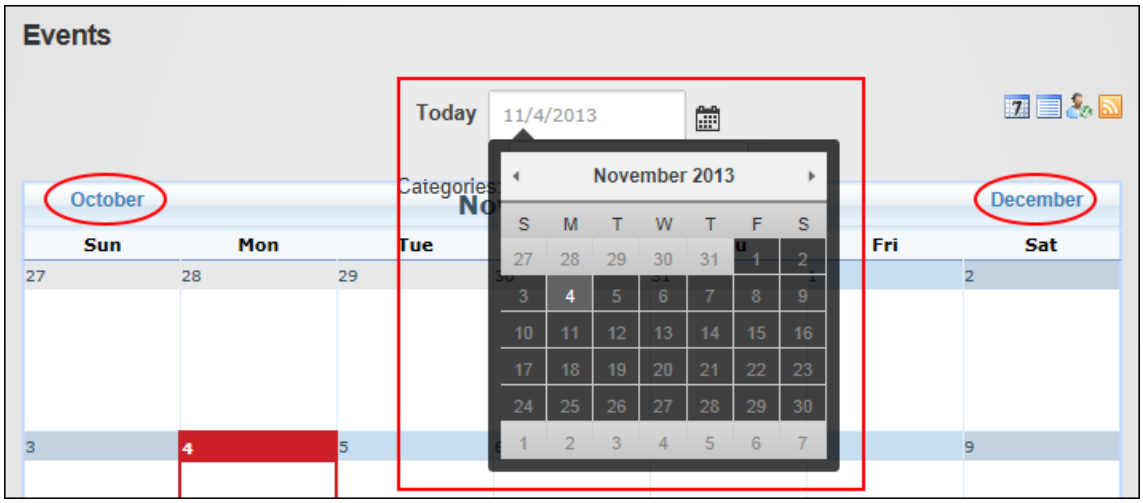
Month View

How to navigate to an event using the month view. Note: Month view can be disabled, as can some of these navigation options.

1. Click the **Month View** button.



2. Choose from these options:
   - **To view another month**: Click the linked name of the [Previous Month] or the [Next Month] (displayed in the top left and top right corners of the Calendar respectively) to scroll back and forward one month at a time.
   - **To return to the current month**: Click the Today link. The current date is highlighted.
   - **To view any month**: Click the **View Calendar** button and select a date. See "Working with the Calendar".
   - **To filter events by category**: At **Categories**, select the required category names from the drop down list - OR - **Select All** to view all categories.

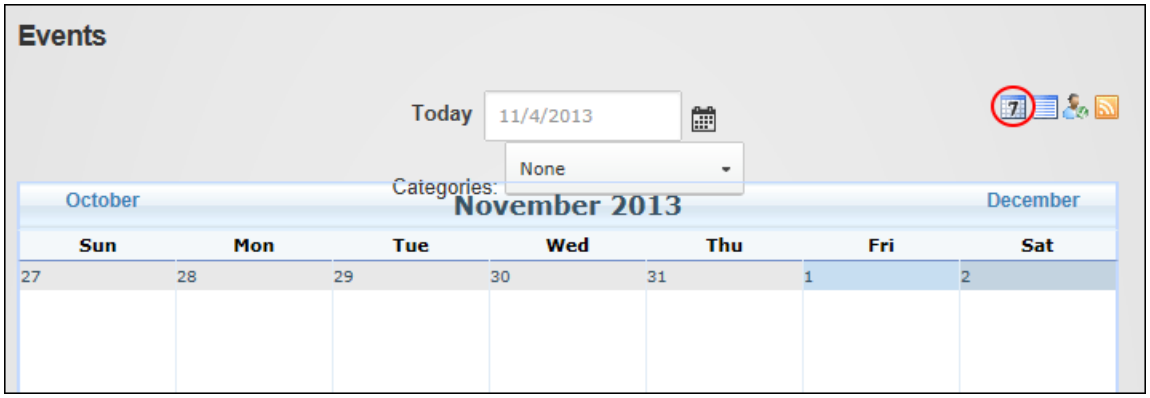


Navigating to Events in Month View

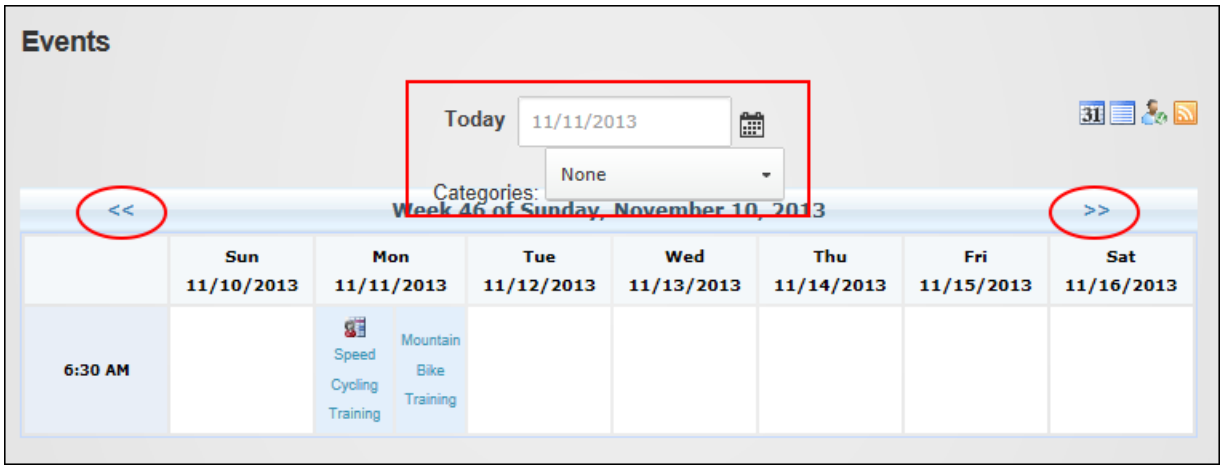
Week View

How to navigate to an event in week view. Note: Week view can be disabled, as can some of these navigation options.

1. Click the **Week View** button.



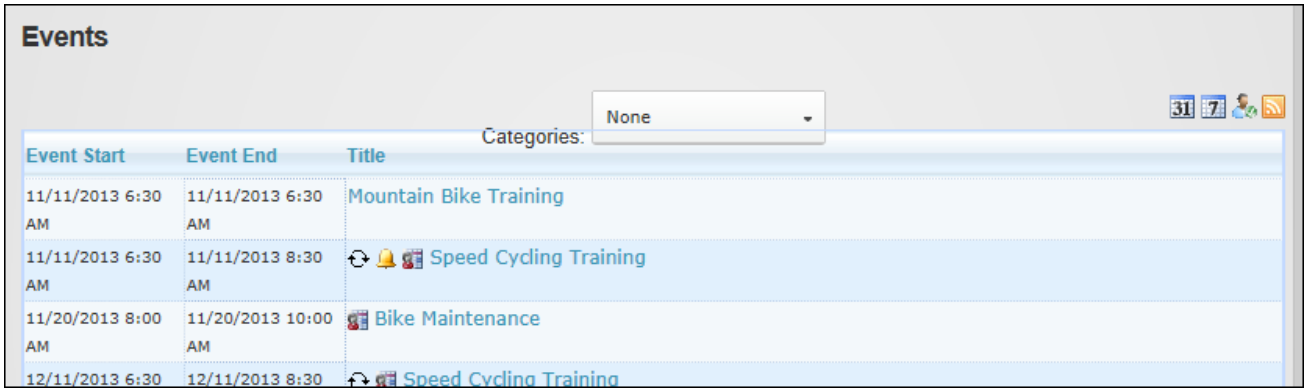
2. Choose from these options:
   - **To go to the previous or next week**: Click on the **Previous<<** or **Next>>** links.
   - **To return to the current week**: Click the Today link. The current date is highlighted.
   - **To view any week**: Click the **Calendar Popup** button and select a date - OR - Enter the date into the text box and then click the **Go** button.
   - **To filter events by category**: select the required categories from the Categories drop down list.



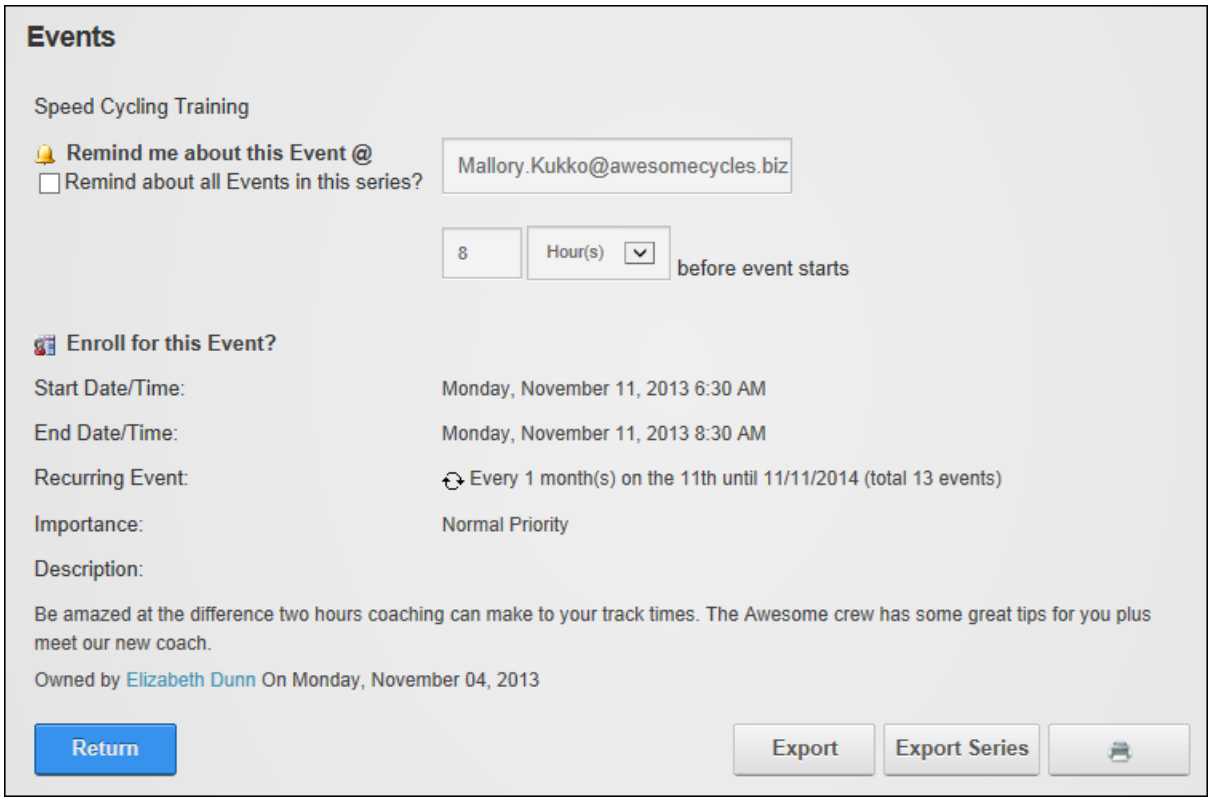
Requesting Event Reminder

How to request notification of an event on the Events module. Note: Reminders may not be available on some or all events. Note: Events that allow notifications typically display the **Reminder** icon.

1. Go to an Events module.
2. Go to the event details page of the required event. See "Viewing Event Details".



3. In the **Remind me about this Event @** text box, enter the email address to receive this reminder.
4. **Optional.** At **Remind about all Events in this series?** mark ☑ the check box to be reminded of all events in this series - OR - unmark ☐ the check box to be notified for this single event only. This option is only displayed for recurring event.
5. Set the number of minutes, hours or days **Before Event Starts** to be notified.



6. Click the Remind me about this Event @ link.

Related Topics:

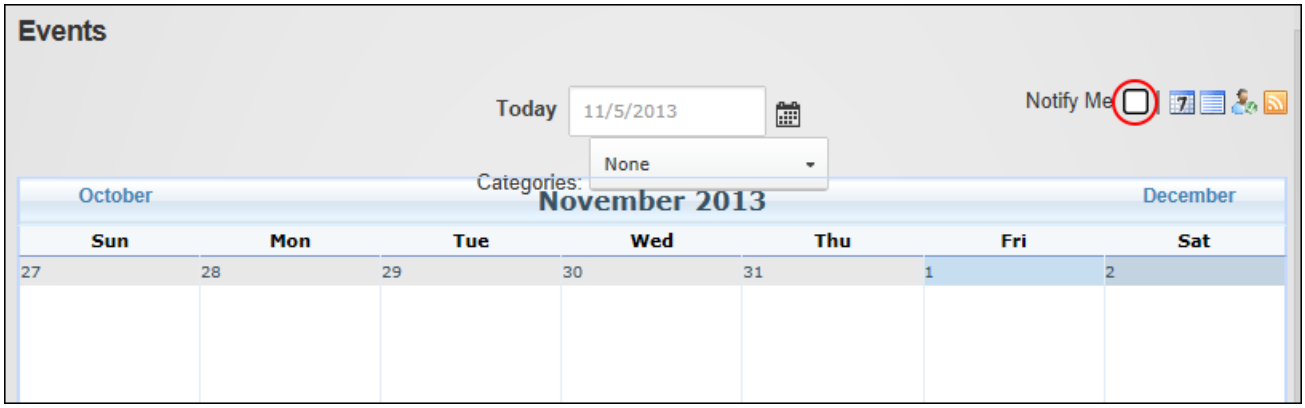
- See "Configuring Event Reminder Settings"
- See "Setting an Event Reminder"

Subscribing to New Events

Users can subscribe to receive notification when new event is added. Note: This option may not be available.

Prerequisite. The DNN Events schedule must be enabled by a SuperUser for event/enrollment notifications to be sent. .

1. Go to an Events module.
2. Mark ☑ the **Notify Me** check box in the Events iconbar to subscribe to notification or unmark ☐ the check box to unsubscribe from notifications.



Notification of new events enabled

Related Topics:

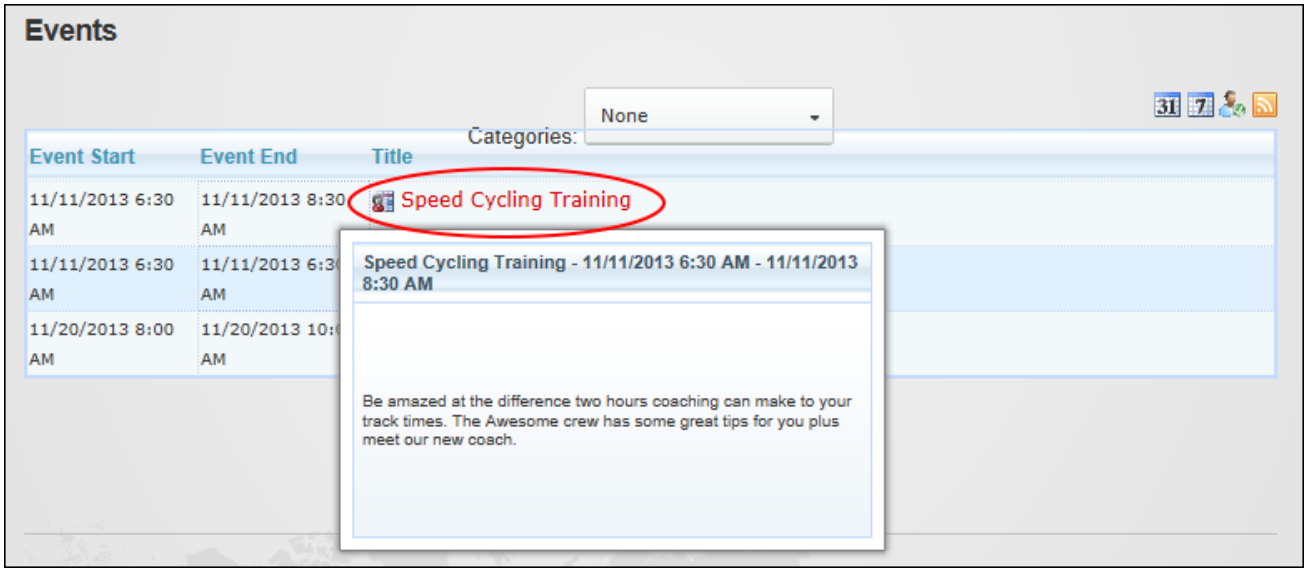
- See "Configuring the Event Email Settings"

Viewing Event Details

List View

How to view the full details of an event when the Events module is set to display events in a list. Note: This view of the Events module, as well as some of the navigation options discussed below may be disabled on this module.

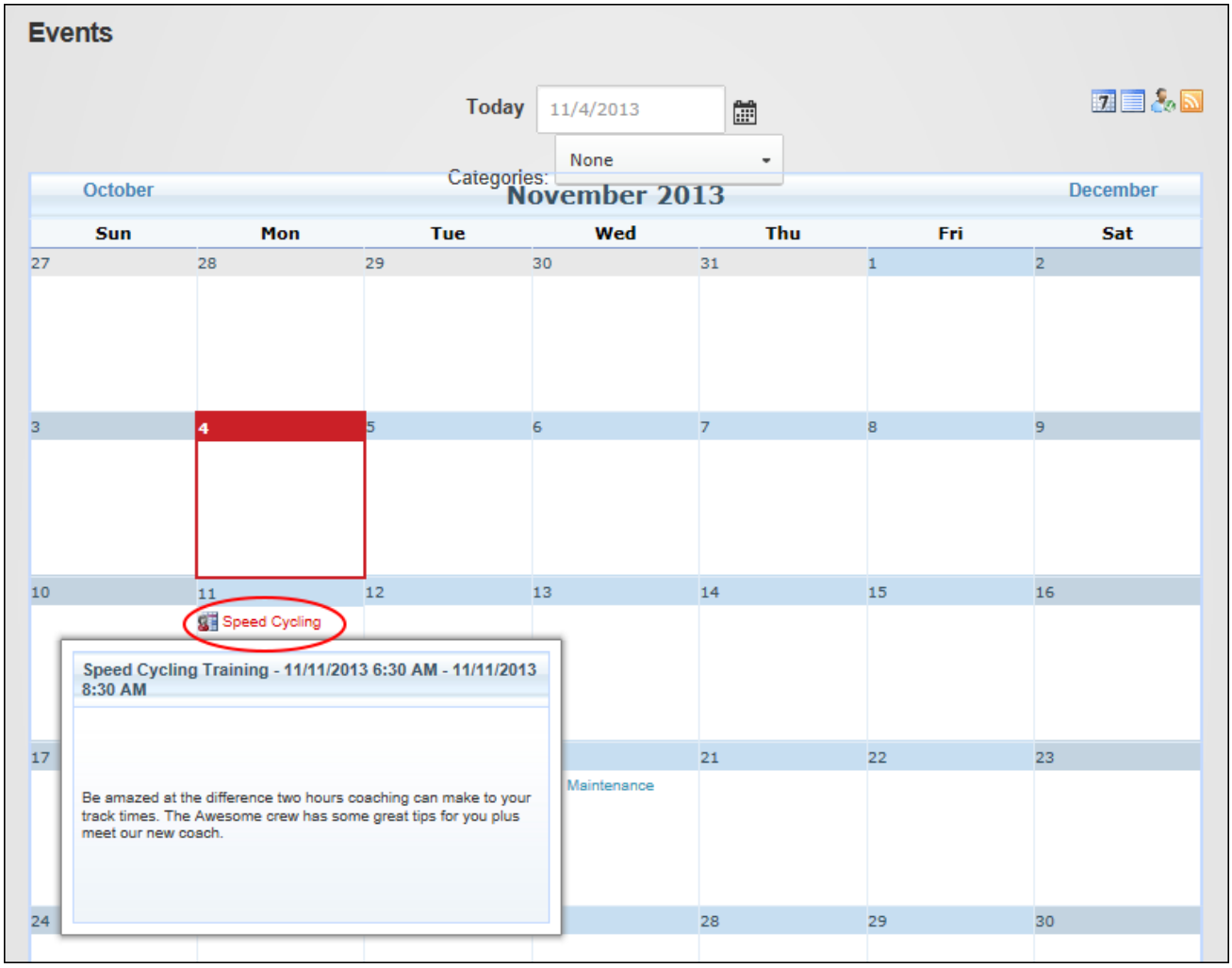
1. Go to an Events module.
2. Click the **List View** button.
3. Event details may be displayed when a user hovers their mouse over the event title as shown in the below image.
4. Click on the [Title] link to view event details in full.



Month View

How to view the full details of an event when events are displayed in a monthly calendar.

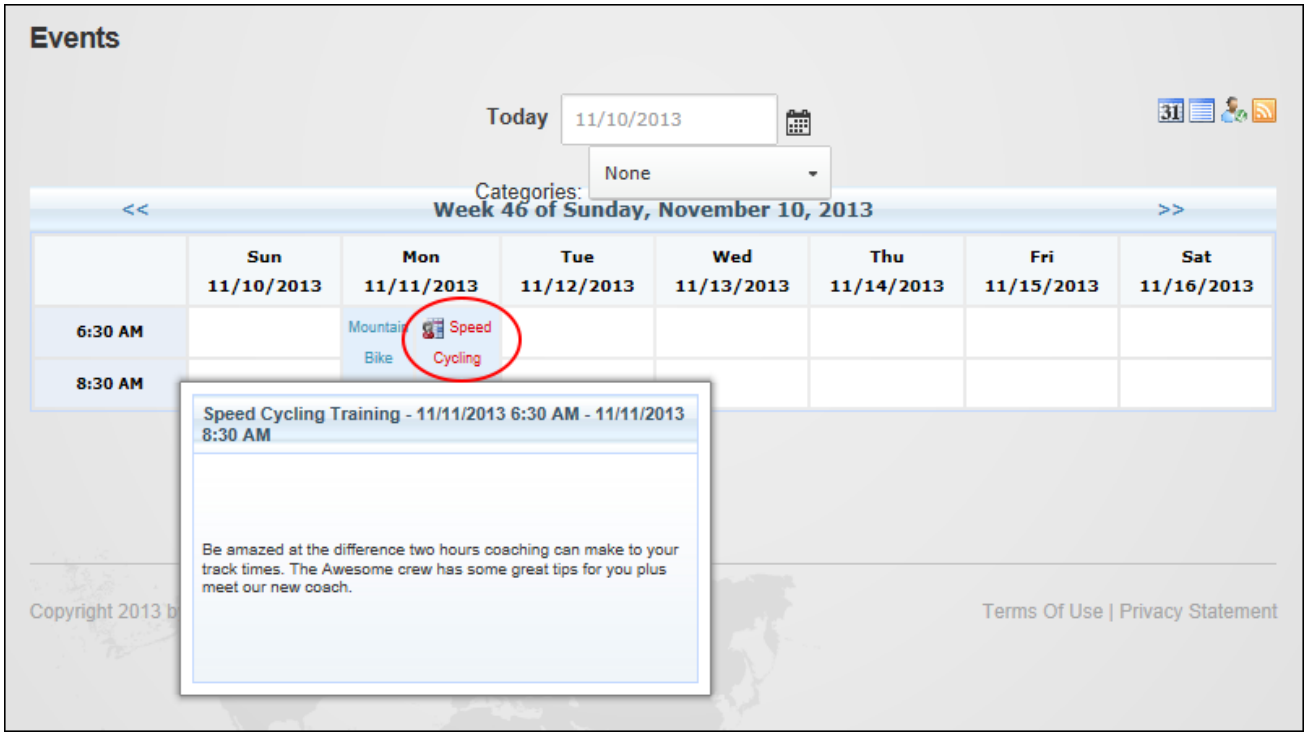
1. Go to an Events module.
2. Click the **Month View** button and navigate to the required date.
   - If event titles are not displayed in calendar cells, place the mouse over the date that is displayed in the required date cell and then click on the date.
   - If event titles are displayed in calendar cells and then click on the linked [Event Title] to view full event details. Event details may be displayed when a user positions their mouse over the event title as shown in the below image.



Week View

How to view the full details of an event when events are displayed in a weekly list. The event details page provides access to tools such as event enrollment and adding an event to a local calendar.

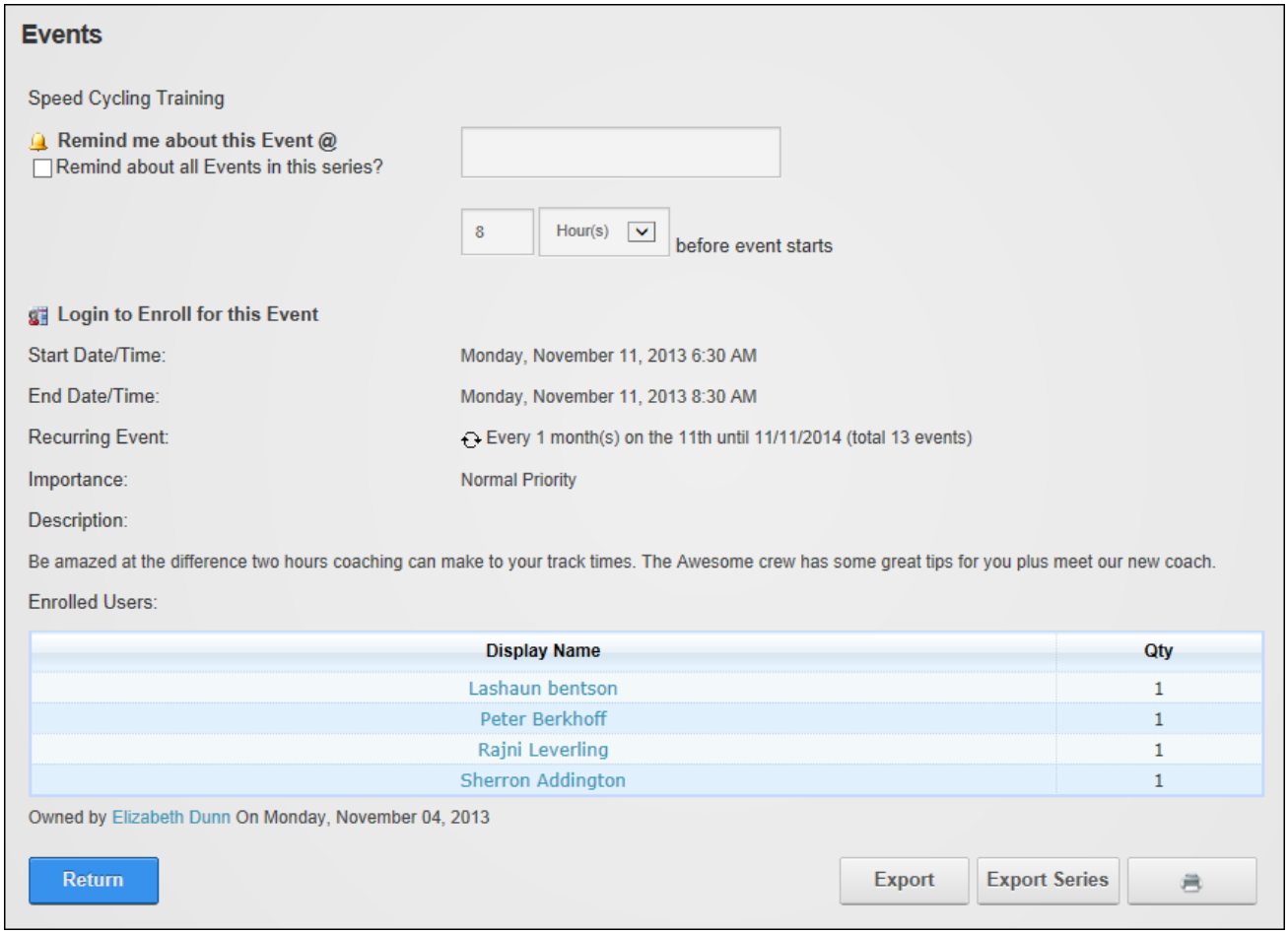
1. Go to an Events module.
2. Click the **Week View** button and navigate to the event. See "Navigating to Events".
3. Click the [Event Title] link. Event details may be displayed when a user positions their mouse over the event title.



Viewing Enrolled Users

How to view details of users who are enrolled for an event on the Events module. The Enrolled Users list displays the Display Name, email address and number of attendees enrolled against that user's account, as well as whether the enrollment has been approved. Editors can click on the Display Name to view the attendee's user profile, or click on their email address to send them a message. Note: This option may not be available to all users.

1. Go to an Events module.
2. Go to the event details page of the required event. See "Viewing Event Details".
3. **Optional.** The **Enrolled Users** table may be displayed on this page depending on the module settings.



4. Click on the **Edit** button to view the event details and the Enrolled Users list.

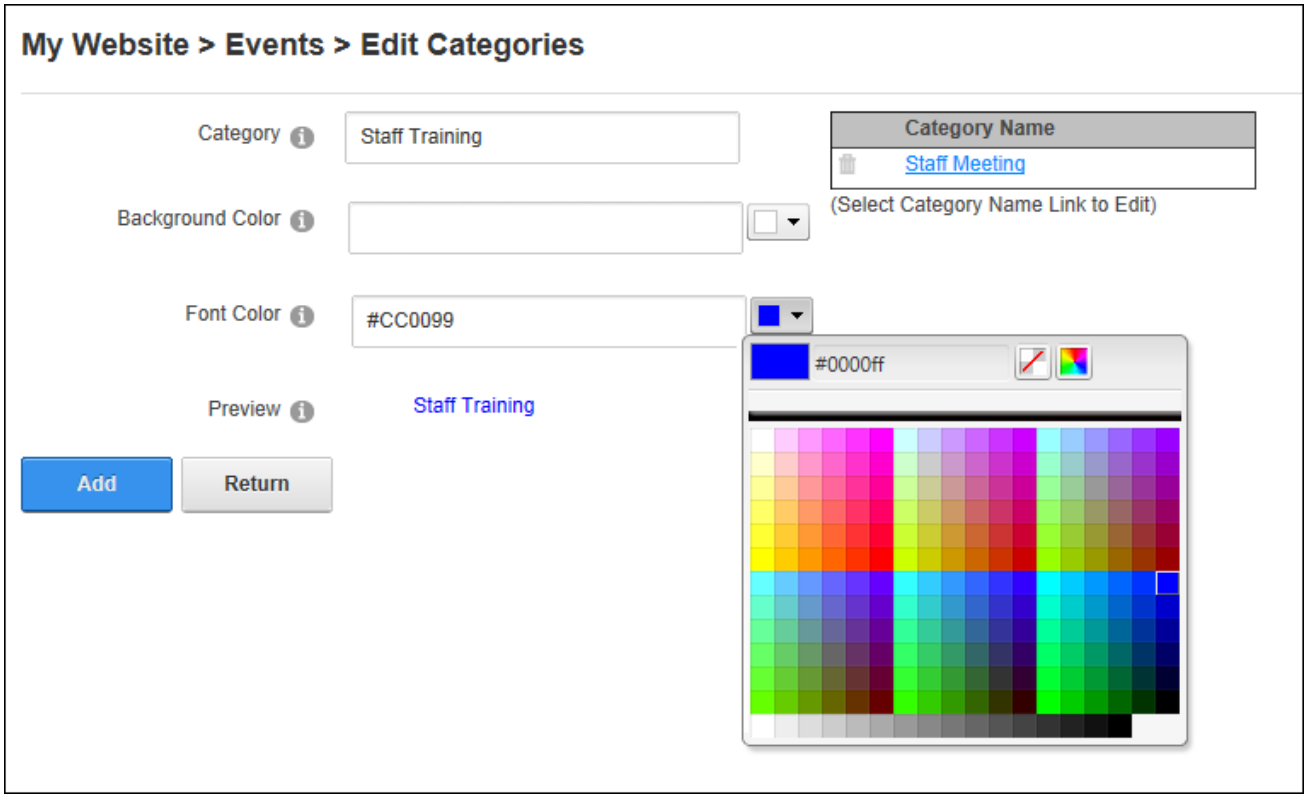
Global Category Editors

Adding Event Categories

How to add one or more categories to the Events module.

1. Go to an Events module.
2. Select **Edit** > **Edit Categories** from the module actions menu. This opens the Edit Categories page.
3. In the **Category** text box, enter a category name. To use the default color scheme (white background color and black font color, skip to Step 6.

4. **Optional.** At **Background Color**, perform one of the following to set the background color:
   - **To select a color**: Click the **Color Picker** button and then select a color from the pop-up window. This adds the hexadecimal value of the selected color into the text box.
   - **To select no color**: Click the **Color Picker** button and then click to **No Color** button. This adds the value of #null into the text box and allows users to use the color associated with the applied stylesheet.
   - **To create a custom color**: Click the **Color Picker** button and then click the **Custom Color** button and then drag the **+** button over the color grid and drag the arrow button up or down until the required color is displayed in the top left corner. Click the **OK** button to use the custom color.
   - **To manually set a color**: Enter a web safe hexadecimal color value into the background color. E.g. #99d9ea
5. **Optional.** At **Font Color**, update the font color as required. See Step 3.



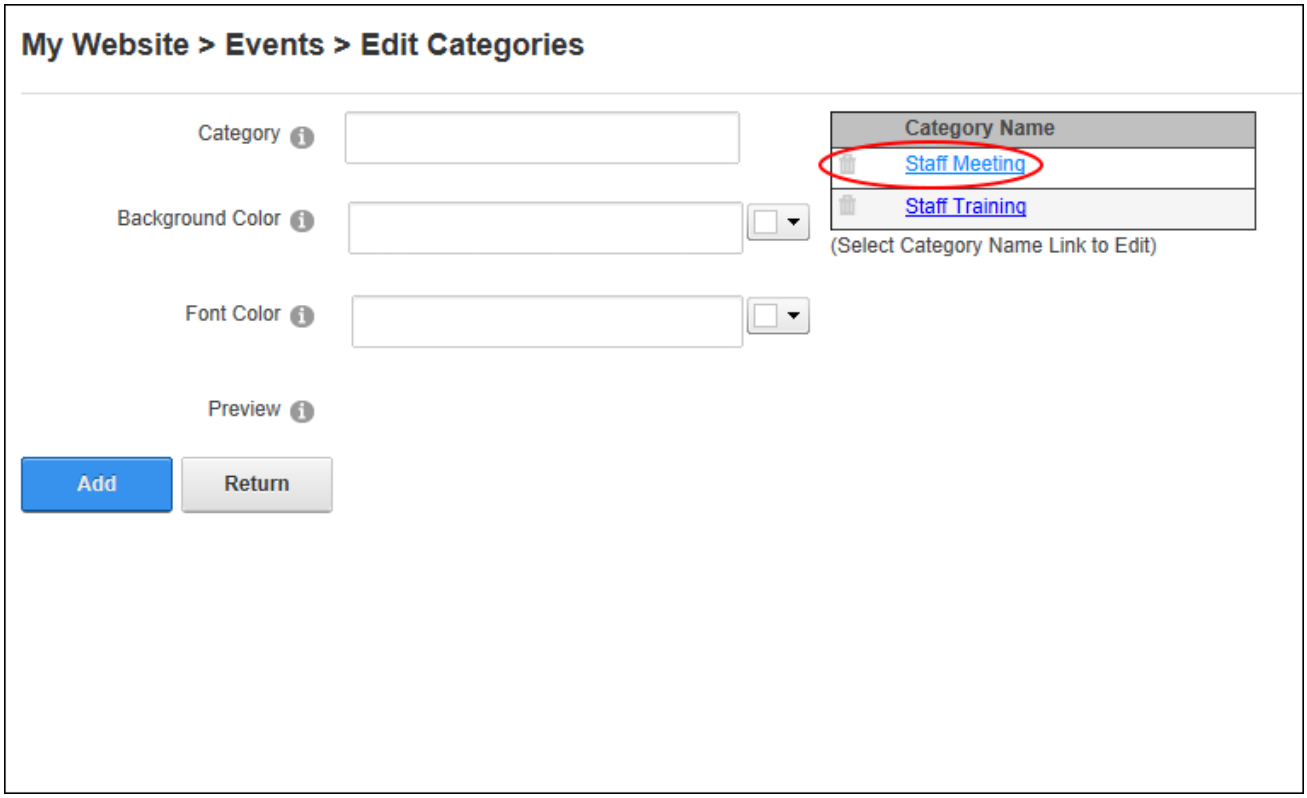
6. Click the **Add** button. This adds the new category in the **Category Name** list to the right.
7. Repeat Steps 3-6 to add additional categories.

Editing or Deleting Event Categories

How to edit or delete one or more event categories.

1. Go to an Events module.
2. Select **Edit** > **Edit Categories** from the module actions menu. This opens the Edit Categories page.

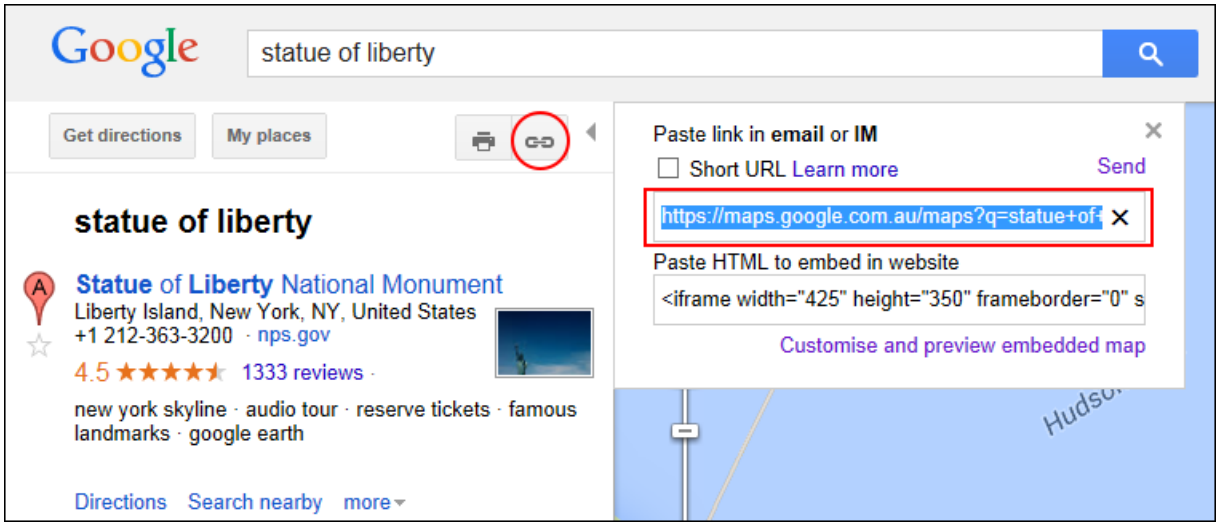
- To edit a category, click on the linked [Category Name], edit the details and then click the **Add** button.
- To delete a category, click the **Delete** button beside a category and then click then **Yes** button to confirm.



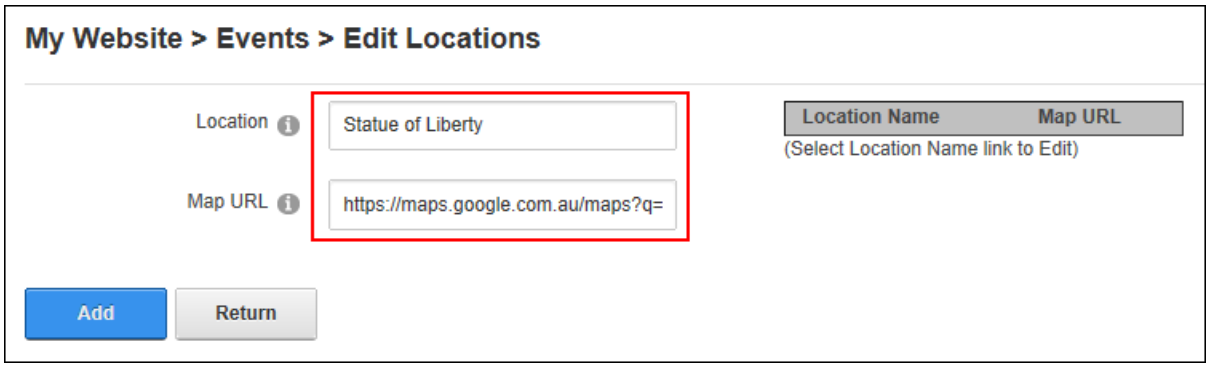
Global Location Editors

Adding Event Locations

How to add one or more locations to the Events module. In the below example, the URL for the map location has been generated by searching for and choosing a map using Google Maps. The link to the map is generated by clicking the **Link** button and then copying the link.



1. Go to an Events module.
2. Select **Edit** > **Edit Locations** from the module actions menu.
3. In the **Location** text box, enter the location name.
4. **Optional.** In the **Map URL** text box, enter the URL which will link to a map of the location.



5. Click the **Add** button. This displays the location in the Location Name list.
6. Repeat Steps 3-5 to add additional locations.

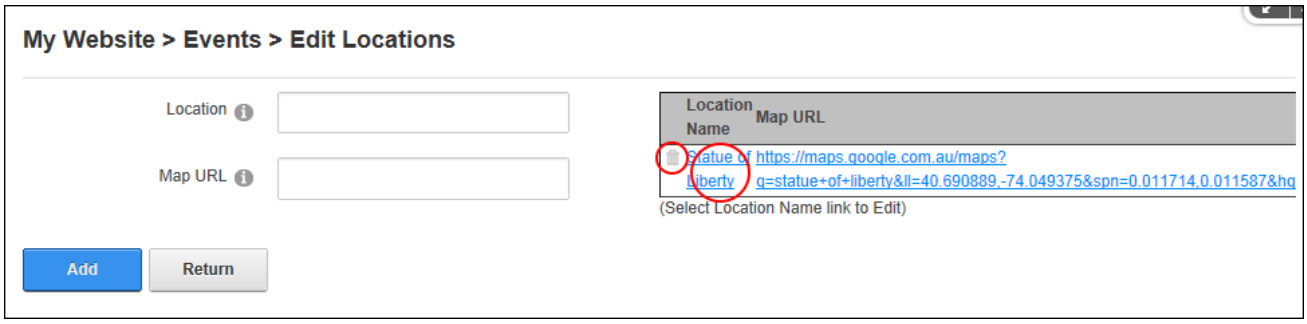
> Tip: Once the location is saved, click on the Map URL link to view the map.

Editing or Deleting Event Locations

How to edit or delete one or more event categories.

1. Go to an Events module.
2. Select **Edit** > **Edit Categories** from the module actions menu. This opens the Edit Categories page.

- To edit a location, click on the linked [Location Name], make the edits and then click the **Add** button.
- To delete a location, click the **Delete** button beside a location and then click then **Yes** button to confirm.



Moderators

Moderating Events and Enrollments

Event moderators can approve or deny new events and event enrollments and optionally send a notification email to the person who submitted the event or enrollment. Approving an event makes it visible on the page. Denying an event or and enrollment are permanently deletes all details of the event/enrollment.

Prerequisite. Event and enrollment moderation must be enabled (See "Configuring Moderation Settings"). Moderators must be granted permissions to the Moderator role. See "Setting Event Permissions".

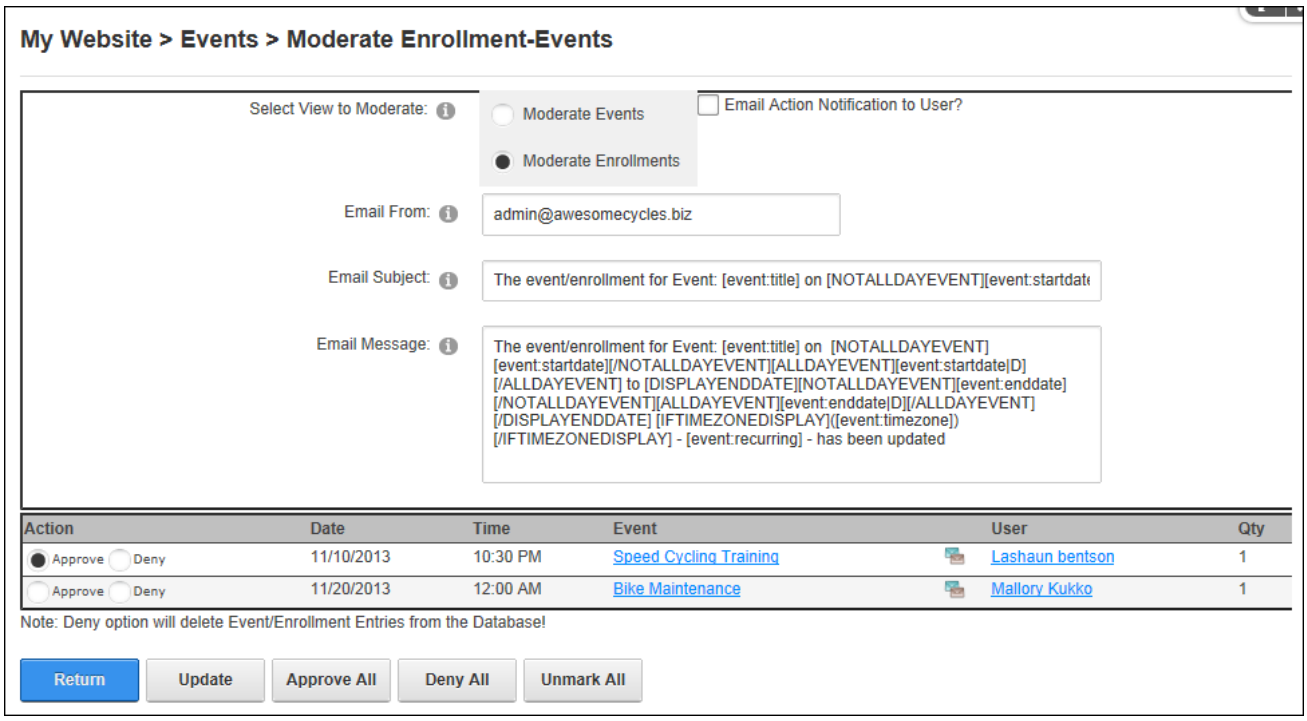
1. Go to an Events module.
2. Select **Moderate Events** from the module actions menu - OR - Click the **Moderate Events** button. This opens the Moderate Enrollment - Events page.
3. At **Select View to Moderate**, select **Moderation Events**- OR - **Moderate Enrollments**. This displays the list of events or enrollments awaiting moderation.
4. **Optional.** In the moderation list, click on an event name to view event details or click a user name to view the user's profile. Note: Use the web browser Back option to return to this page when finished.
5. **Optional.** At **Email Action Notification to User?**, mark the check box to send an email notification to the users who submitted the event or enrollment.
    1. **Optional.** In the **Email From** text box, edit the email address that will be displayed in the From field when the user receives the message. The email address of the current moderator is displayed by

default.

2. **Optional.** In the **Email Subject** text box, edit the subject of the email.
3. **Optional.** In the **Email Message** text box, edit the message of the email.

6. Select from these options:
   - Select the **Approve** or **Deny** option beside each event/enrollment to be updated. Click the **Update** button and then click the **Yes** button to confirm.
   - In the **Action** column, select **Approve** beside each event/enrollment to be approved. Click the **Update** button and then click the **Yes** button to confirm.
   - Click the **Approve All** button to approve all event/enrollments displayed in the list and then click the **Yes** button to confirm.
   - Click the **Deny All** button to deny all event/enrollments displayed in the list and then click the **Yes** button to confirm.

> Tip: Click the Unmark All link to deselect the **Approve** and **Deny** action for all events.



Module Editors

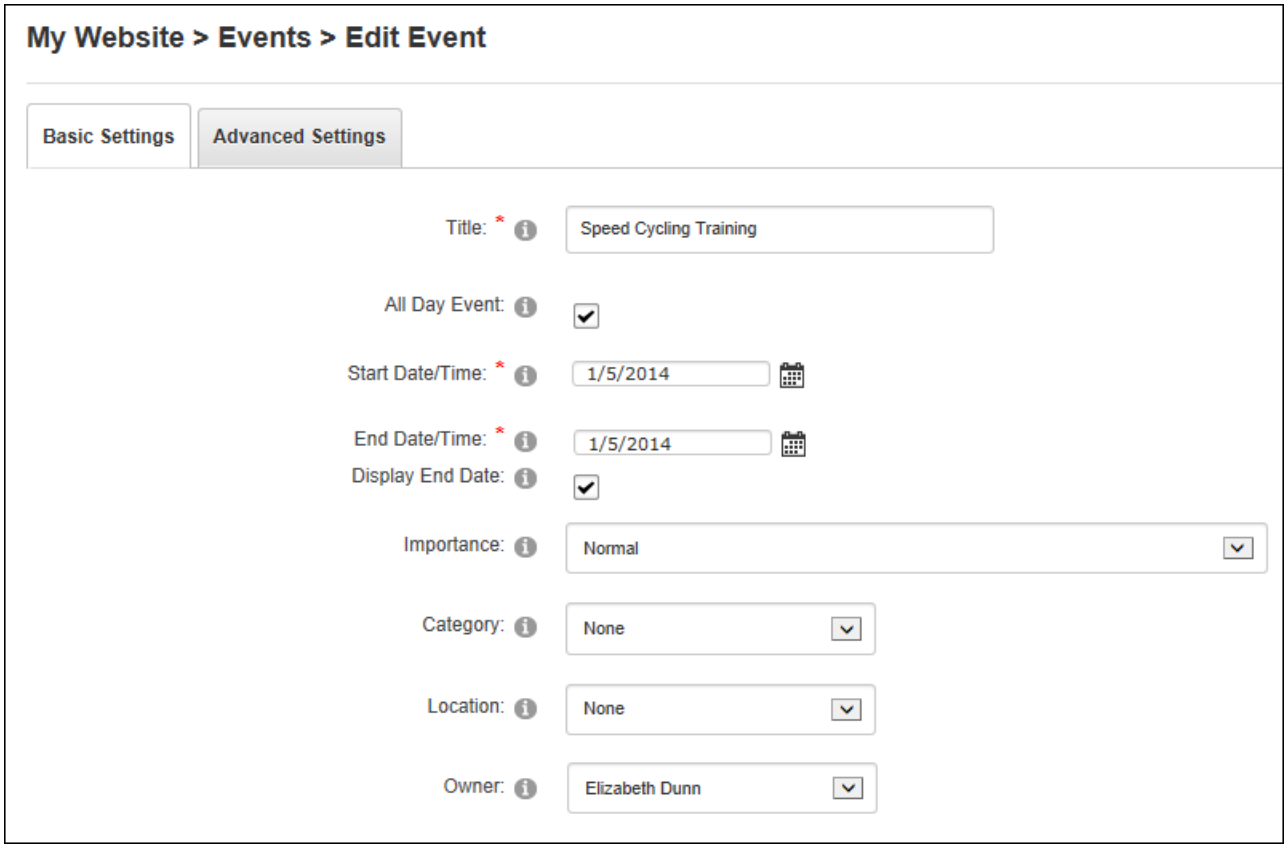
Adding an Event

How to add a new event.

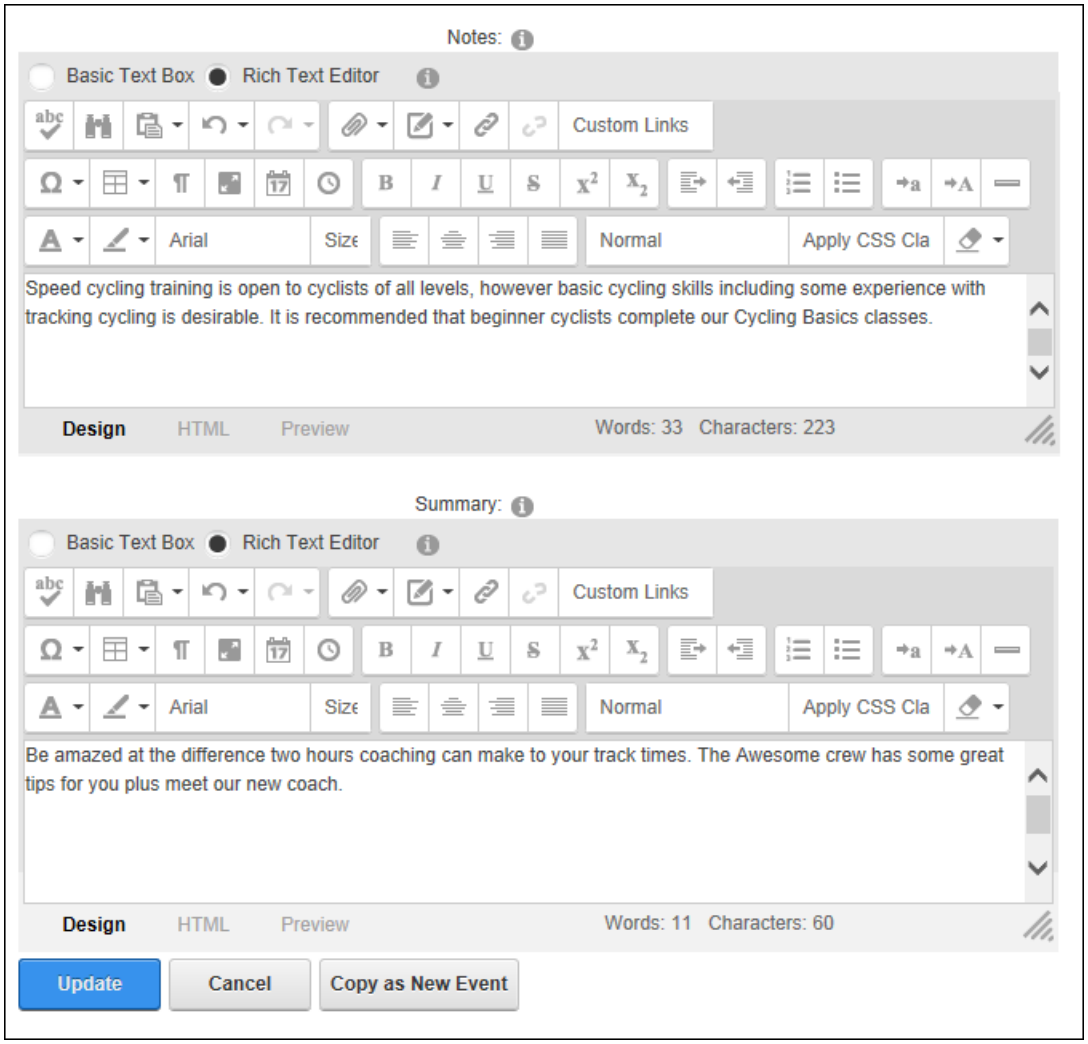
1. Go to an Events module.
2. Click the **Add Event** button in the Events Icon Bar - OR - Select **Edit** > **Add Event** from the module actions menu. This opens the Edit Event page.
3. Select the **Basic Settings** tab.
4. Go to the **Event Settings** section. This section name is only displayed if additional sections are enabled.
5. In the **Title** text box, enter a title for this event. Note: Although this is the only required field, the Notes field should also be updated to remove or edit the default text. If this event is updated with the default settings, the event start date/time will be the current date/time and end date/time will be the current date/time plus one time interval.
6. At **All Day Event**, mark the check box if the event lasts all day and then skip to Step 9 - OR - unmark the check box to set a start and end time for the event.
7. At **Start Date/Time**, set the following:
    1. Click the **Calendar** button and select the date the event starts. See "Working with the Calendar".
    2. If the time selection field is displayed, click the **Time View** button and select the start time for the event.
    3. Click the Copy to End Date link to update the End Date/Time.
8. At **End Date/Time**, click the **Calendar** button and select the end date and then set an end time if available.
9. At **Display End Date**, mark the check box to display the end date in all views - OR - unmark the check box to hide the end date in all views.
10. At **Time Zone**, select the time zone for this event. This setting may be disabled. See "Configuring TimeZone Settings".
11. **Optional.** At **Importance**, select **Low**, **Normal** (default) or **High** from the drop down list to set the importance of the event.
12. **Optional.** At **Category**, select a category for this event - OR - Select **None** if this event is not associated with any category. See "Adding Event Categories".
13. **Optional.** At **Location**, select a location for this event - OR - Select **None** if this event is not associated with

any location. See "Adding Event Locations".

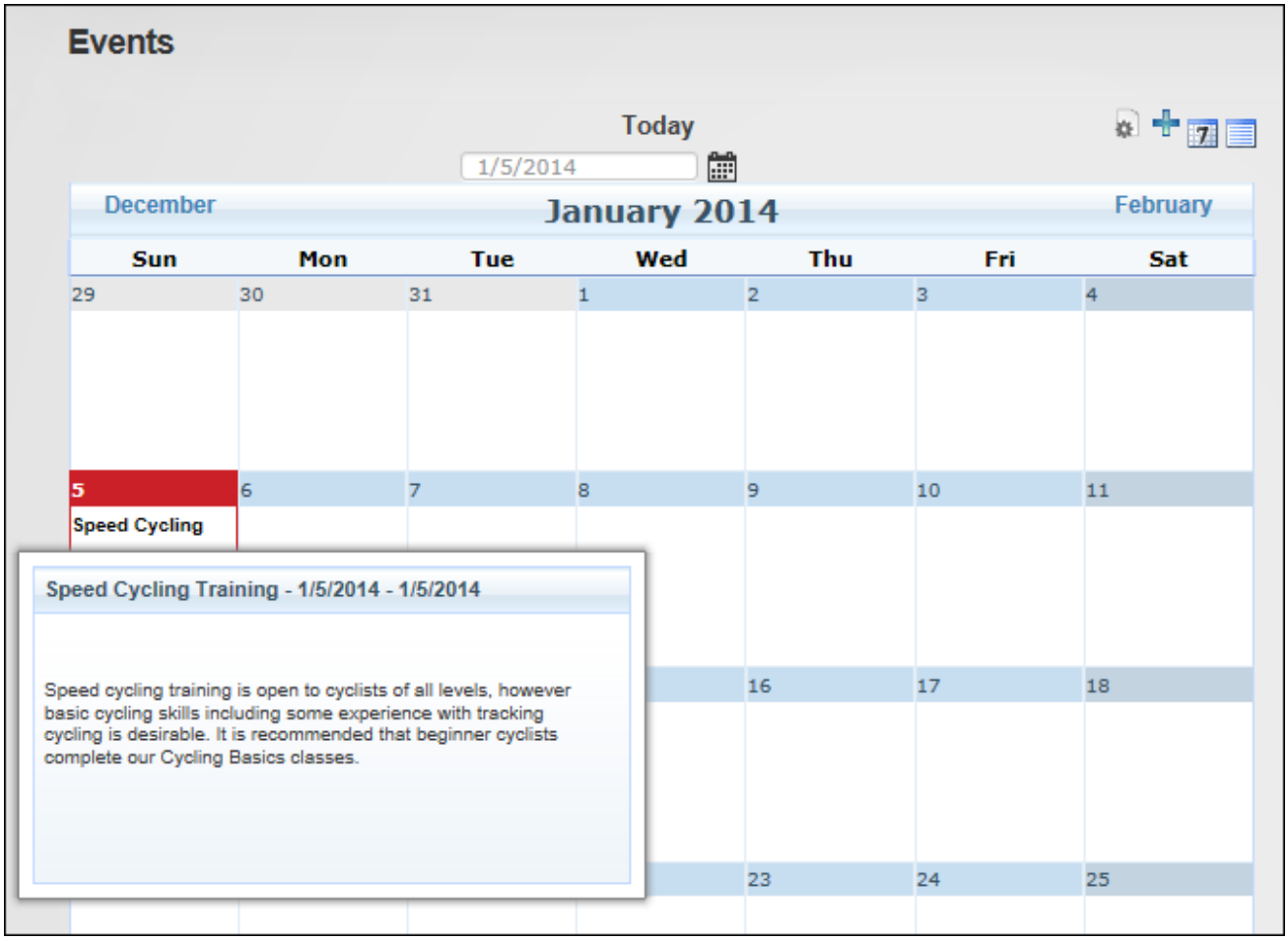
14. **Optional.** At **Owner**, select the name of the module editor who will be listed as the owner of this event.



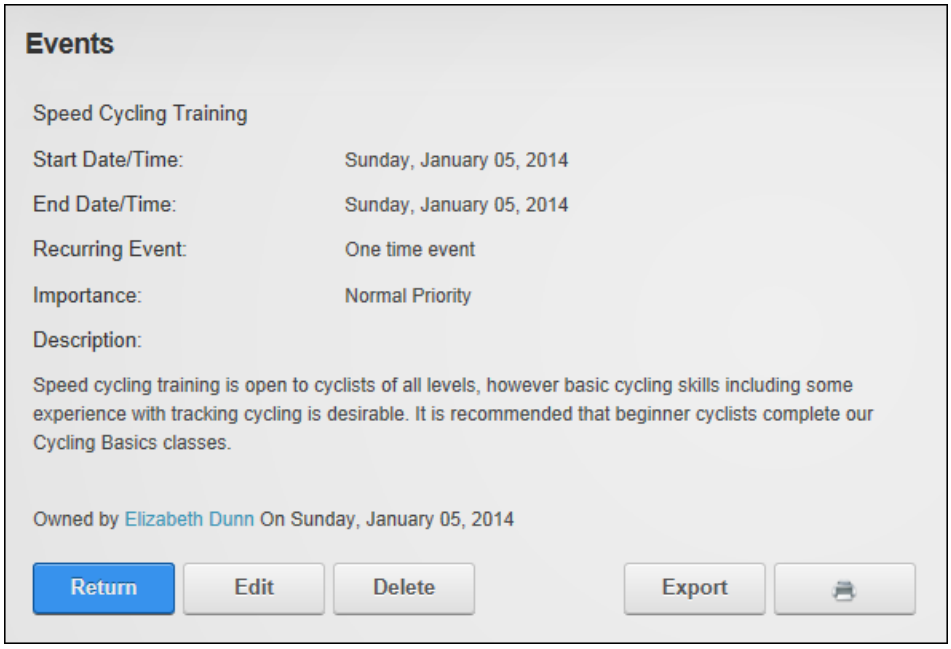
15. **Optional.** In the **Notes** Editor, enter any event notes that will be displayed as a popup message.
16. **Optional.** In the **Description** Editor, enter a description that is displayed on the event details page.



17. **Optional.** Select the Advanced setting tab and complete and of these options: See "Setting an Event Reminder", See "Setting an Event Image", See "Setting Recurring Events", or See "Setting Event Enrollment".
18. Click the **Update** button. If the event requires moderation a notification message will be sent to the user who added it when the event is accepted or rejected.



The newly added event displayed Notes as a tool tip



The Event Details page displays the event description but not the notes

Copying Existing Events

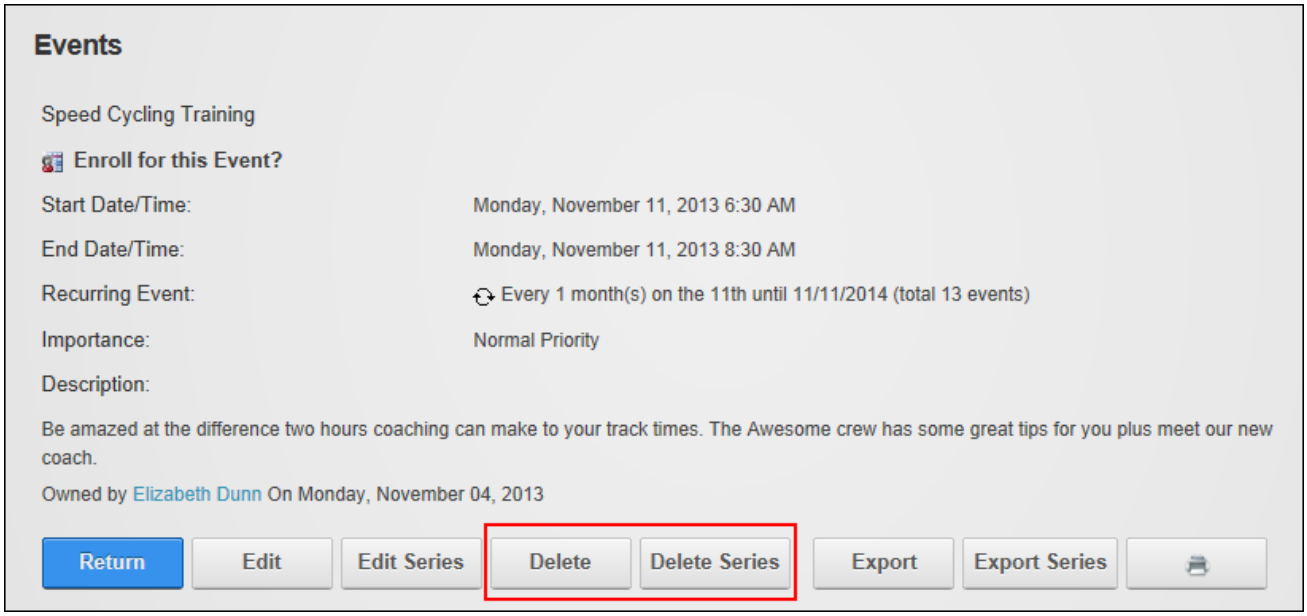
How to copy an existing event or event series and save it as a new event or event series.

1. Go to an Events module.
2. Go to the event details page of the required event. See "Viewing Event Details".
3. Click either the **Edit** or **Edit Series** button.
4. Edit the event details including the date/time and recurrence schedule and add any advanced settings.
5. **Optional.** At **Owner**, select a new owner for this event.
6. Click the **Copy As New Event** or **Copy As New Event Series** button located at the base of the page.
7. Click the **Yes** button to confirm the new event details are correct. If the event requires moderation users will be notified if the event is approved.

Deleting Events

How to permanently delete an event from the Events module. Note: Module and Page Editors may only be able to delete their own events. This depends on the moderation settings configured by a Page Editor on the Settings page of this module.

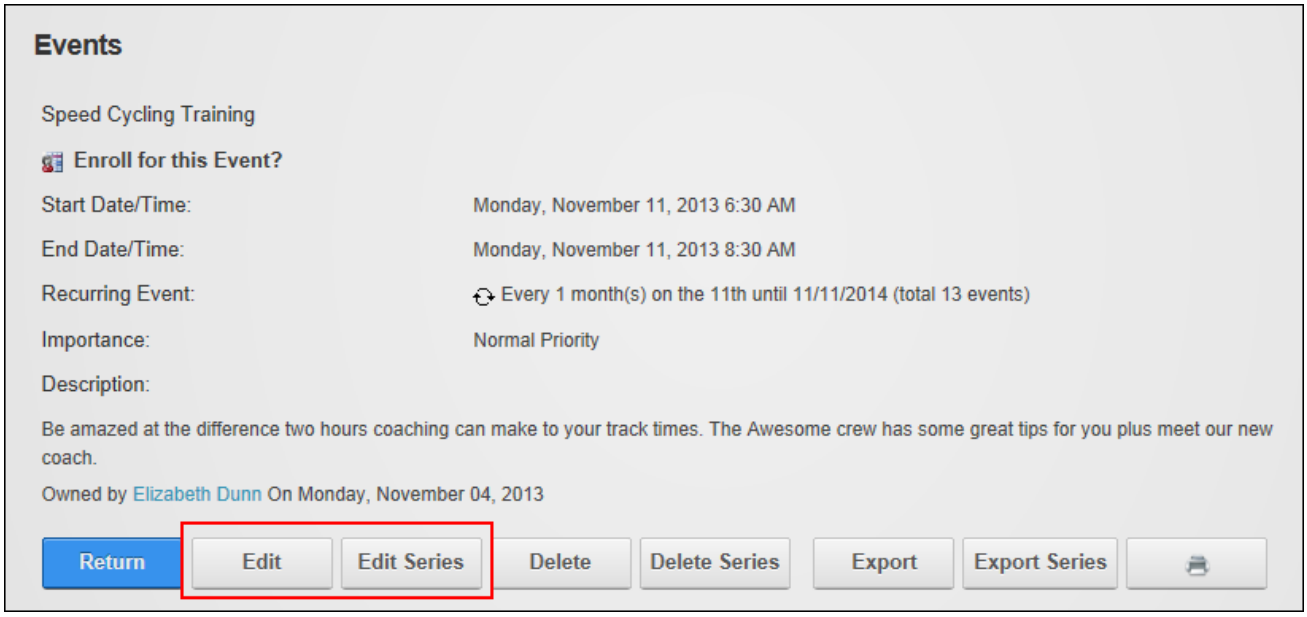
1. Go to an Events module.
2. Go to the event details page of the required event. See "Viewing Event Details".
3. Select from these options:
    - Click the **Delete** button to delete a one time event or this instance of a recurring event and then click the **OK** button to confirm.
    - Click the **Delete Series** button to delete all instances of this recurring event and then click the **Yes** button to confirm.



Editing Events

Users can edit typically edit their own events. Administrators can edit all events.

1. Go to an Events module.
2. Go to the event details page of the required event. See "Viewing Event Details".
3. Select from these options:
    - Click the **Edit** button to edit onetime events or to edit only this single instance of a recurring event.
    - Click the **Edit Series** button to edit all instances of a recurring event.



4. Edit the event details as required.
5. **Optional.** At **Owner**, select a new owner for this event.
6. Click the **Update** button.

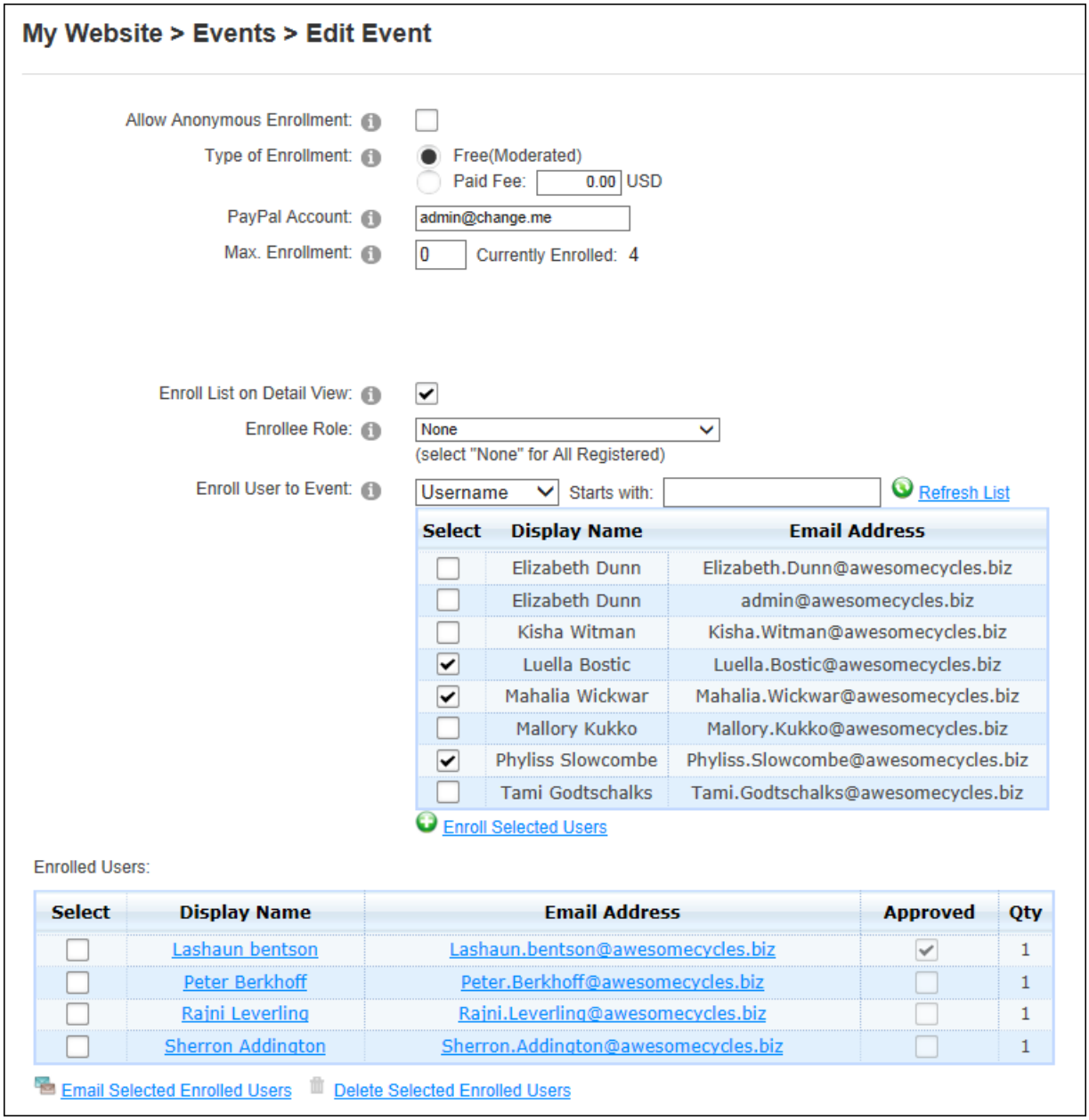
Enrolling Users to an Event

How to enroll one or more users to an event on the Events module.

Prerequisite. Event enrollment must be enabled for the module (See "Configuring Enrollment Settings") and the event must allow enrollment (See "Setting Event Enrollment").

1. Go to the Events module.
2. Go to the event details page of the required event. See "Viewing Event Details".
3. Click the **Edit** button.
4. Select the **Advanced Settings** tab.
5. Go to the **Allow Enrollment** section.
6. At **Enroll User To Event**, the names of all users who are authorized to enroll for this event are displayed.
7. **Optional.** Search for user(s) by choosing to search by either their **Username** or **Last Name**, entering the first letter of the name into the **Starts With** text box and then clicking the Refresh List link to view the corresponding users. In the below example, a search has been made for all usernames beginning with G.

8. Mark ☑ the check box beside each user to be enrolled.
9. Click the Enroll Selected Users link.



10. The user(s) are now added to the Enrolled Users list below. Details of the enrollment and the event can be emailed to these or any users. See "Managing Existing User Enrollments"

Tip: If the list of enrolled users is set to display on the event detail page, users can view the full list of enrolled users there. Alternatively, users can view the enrolled users list when editing the event.

Managing Existing User Enrollments

How to perform a management task for users who are enrolled for events using the Events module. Optionally send an email message to enrolled users regarding their enrollment or delete one or more enrolled users including sending an optional email message.

1. Go to an Events module.
2. Go to the event details page of the required event. See "Viewing Event Details".
3. Click the **Edit** button.
4. Select the **Advanced Settings** tab.
5. Details of any users who are currently enrolled are listed at **Enrolled Users**.
6. In the **Select** column, mark the check box beside the required users and choose from the following tasks:
   - To email enrollment details, click the Email Selected Enrolled Users link.
   - To delete an enrolled user, click the Delete Selected Enrolled Users link.

Allow Enrollment:

Allow Anonymous Enrollment:

Type of Enrollment: Free(Moderated)
Paid Fee: 0.00 USD

PayPal Account: admin@change.me

Max. Enrollment: 0 Currently Enrolled: 7

Enroll List on Detail View:

Enrollee Role: None
(select "None" for All Registered)

Enroll User to Event: Username Starts with: Refresh List

Select	Display Name	Email Address
	Elizabeth Dunn	Elizabeth.Dunn@awesomecycles.biz
	Elizabeth Dunn	admin@awesomecycles.biz
	Kisha Witman	Kisha.Witman@awesomecycles.biz
	Mallory Kukko	Mallory.Kukko@awesomecycles.biz
	Tami Godtschalks	Tami.Godtschalks@awesomecycles.biz

Enroll Selected Users

Enrolled Users:

Select	Display Name	Email Address	Approved	Qty
	Lashaun bentson	Lashaun.bentson@awesomecycles.biz		1
	Luella Bostic	Luella.Bostic@awesomecycles.biz		1
	Mahalia Wickwar	Mahalia.Wickwar@awesomecycles.biz		1
	Peter Berkhoff	Peter.Berkhoff@awesomecycles.biz		1
	Phyliss Slowcombe	Phyliss.Slowcombe@awesomecycles.biz		1
	Rajni Leverling	Rajni.Leverling@awesomecycles.biz		1
	Sherron Addington	Sherron.Addington@awesomecycles.biz		1

Email Selected Enrolled Users Delete Selected Enrolled Users

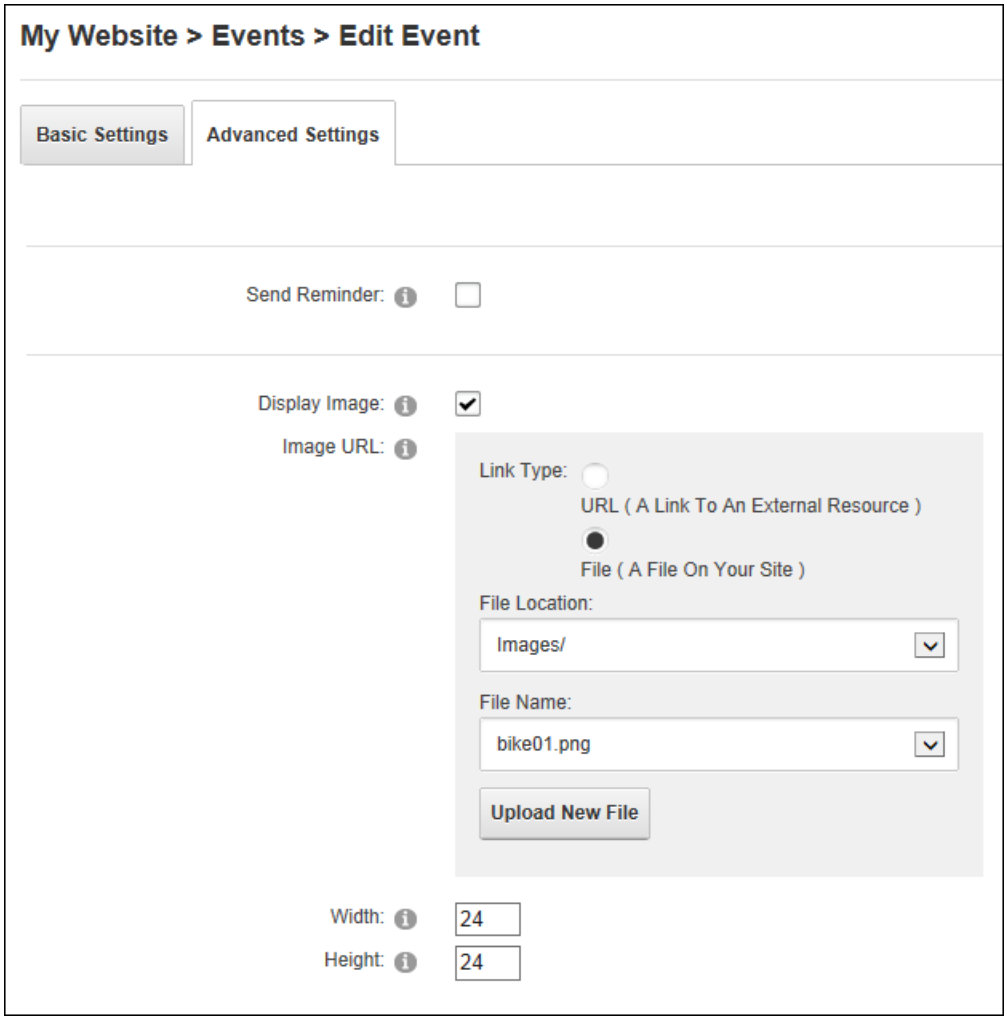
Managing Existing User Enrollments

Setting an Event Image

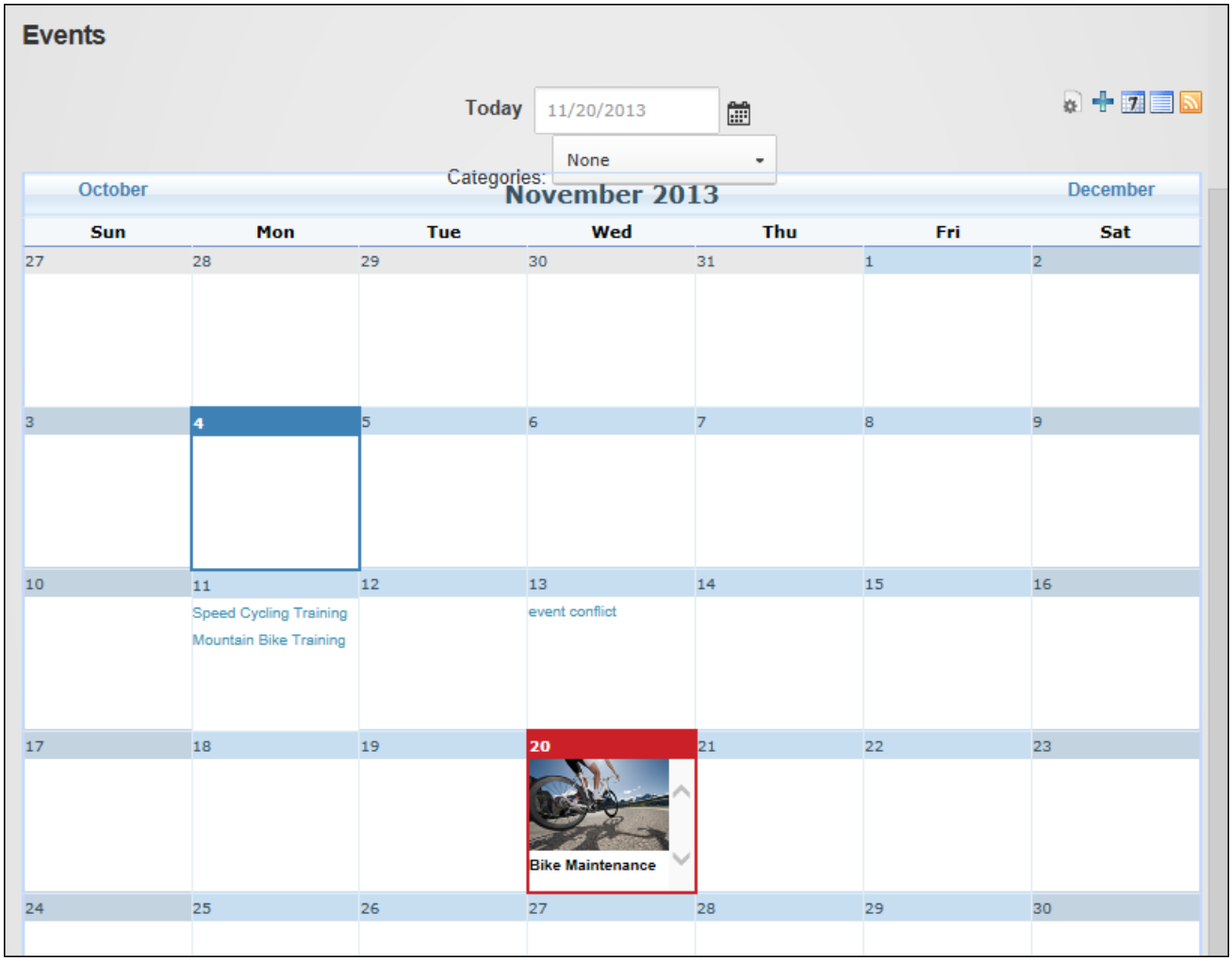
How to show or hide an image for an event in the Events module. The image is typically displayed in both the event calendar/list and in the detailed event view.

> Tip: See Manage Settings section for more on managing images.

1. Go to an Events module.
2. Commence adding a new event (See "Adding an Event") but don't click the **Update** button until completing the below steps - OR - Edit an existing event (See "Editing Events").
3. Go to the **Display Image** section below the Editor.
4. At **Display Image**, select from these options:
    - Mark ☑ the check box to display an image for this event.
        1. At **Image URL** select or enter the link to the image. See "Link Control".
        2. **Optional.** In the **Width** text box, enter the pixel width for this image - OR - Leave this field blank for the original image size.
        3. **Optional.** In the **Height** text box, enter the pixel height for this image - OR - Leave this field blank for the original image size.
    - Unmark ☐ the check box for no image. Note: This removes the image from the event listing; however any saved image settings are retained for future use.



5. Click the **Update** / **Update Series** button. If the event requires moderation users will be notified when the event is accepted.



An event displaying an image

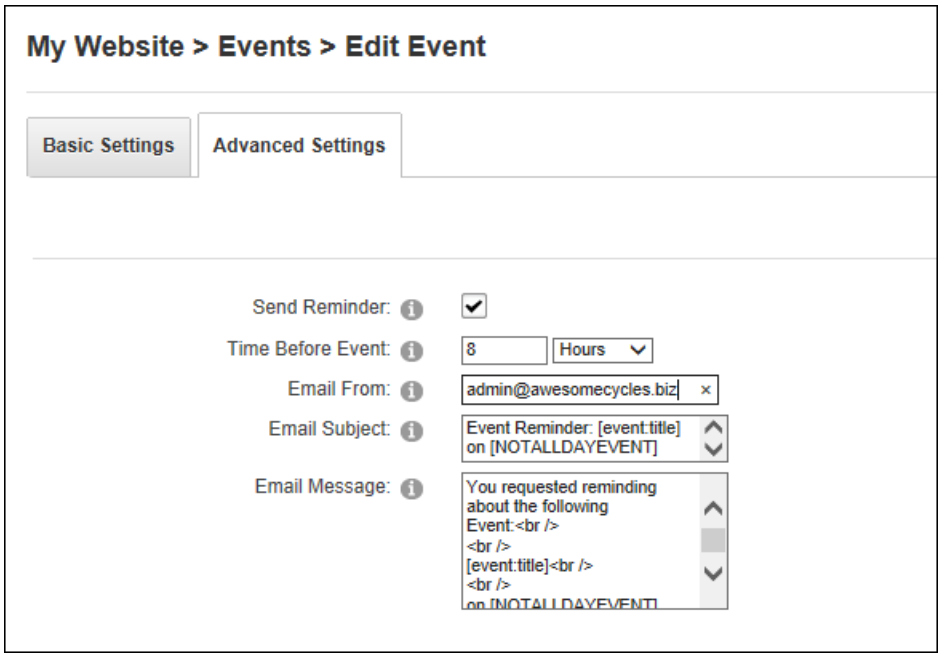
Setting an Event Reminder

How to enable or disable a reminder email to be sent for events.

Prerequisite. Event reminders are disabled by default and must be enabled for each event as required. See "Configuring Event Reminder Settings".

1. Go to an Events module.
2. Commence adding a new event (See "Adding an Event") but don't **Update** until completing the below steps - OR - Edit an existing event (See "Editing Events")
3. Select the **Advanced Setting** tab.

4. Go to the **Send Reminder** section below the Notes Editor.
5. At **Send Reminder**, select from these options:
    - Mark ☑ the check box to enable reminders. This displays the associated settings.
        1. In the **Time Before Event** text box, enter and select the number of Days, Minutes or Hours before the event start time to send the notification.
        2. **Optional.** In the **Email From** text box, modify the email address to be displayed in the From field of in message.
        3. **Optional.** Update the **Email Subject** or **Email Message** as required. Note: The "Reminder Email" email templates can be permanently updated. See "Configuring Template Settings".
    - Unmark ☐ the check box to disable reminders. Note: This disables the reminder but any saved reminder settings are retained for future use.
6. Click the **Update** button.



Enabling and Setting Event Reminders

Setting Event Enrollment

How to enable or disable event enrollment and configure the related settings.

Prerequisite. Enrollment must be enabled by a Page Editor via the Edit Settings page of this module. See "Configuring Enrollment Settings".

1. Go to an Events module.
2. Add a new event (See "Adding an Event") - OR - Go to the event details page of the required event (See "Viewing Event Details".) and then click the **Edit** button to edit either one time events or to edit only this instance of a recurring event, or click the **Edit Series** button to edit all instances of this recurring event.
2. At **Allow Enrollment**, select from these options:
    - Mark ☑ the check box to allow enrollment.
    - Unmark ☐ the check box to disable enrollment. Skip to Step 7.
3. At **Type of Enrollment**, select from these options:
    - **Free**: Select if there is no fee associated with this event.
    - **Paid Fee**: Select to configure the cost of this event.
        1. In the **Paid Fee** text box, enter the fee amount. Note: The currency type is set by the Administrator.
        2. In the **PayPal Account** text box, edit the PayPal account email address if required.
4. **Optional.** In the **Max. Enrollment** text box, enter the maximum number of enrollments that can be accepted for this event. If an unlimited number of enrollments can be accepted, enter 0. The default setting is 0 (unlimited enrollments).
5. **Optional.** At **Enroll List on Detail View**, mark ☑ the check box to display the list of enrolled users on the detailed event view - OR - unmark ☐ the check box to disable and display on the Edit Event page only displayed at the Enrolled Users field.
6. **Optional.** At **Enrollee Role**, select one of the following:
    - Select **None** to permit all registered users to enroll for the event. This is the default setting.
    - Select a **role** to limit enrollment to members of that role. Note: This restriction also applies to the Admin role.

Allow Enrollment: ☑

Allow Anonymous Enrollment: ☐

Type of Enrollment: ○ Free(Moderated)
● Paid Fee: 10.00 USD

PayPal Account: admin@awesomecycles.biz

Max. Enrollment: 10 Currently Enrolled: 0

Enroll List on Detail View: ☑

Enrollee Role: Registered Users
(select "None" for All Registered)

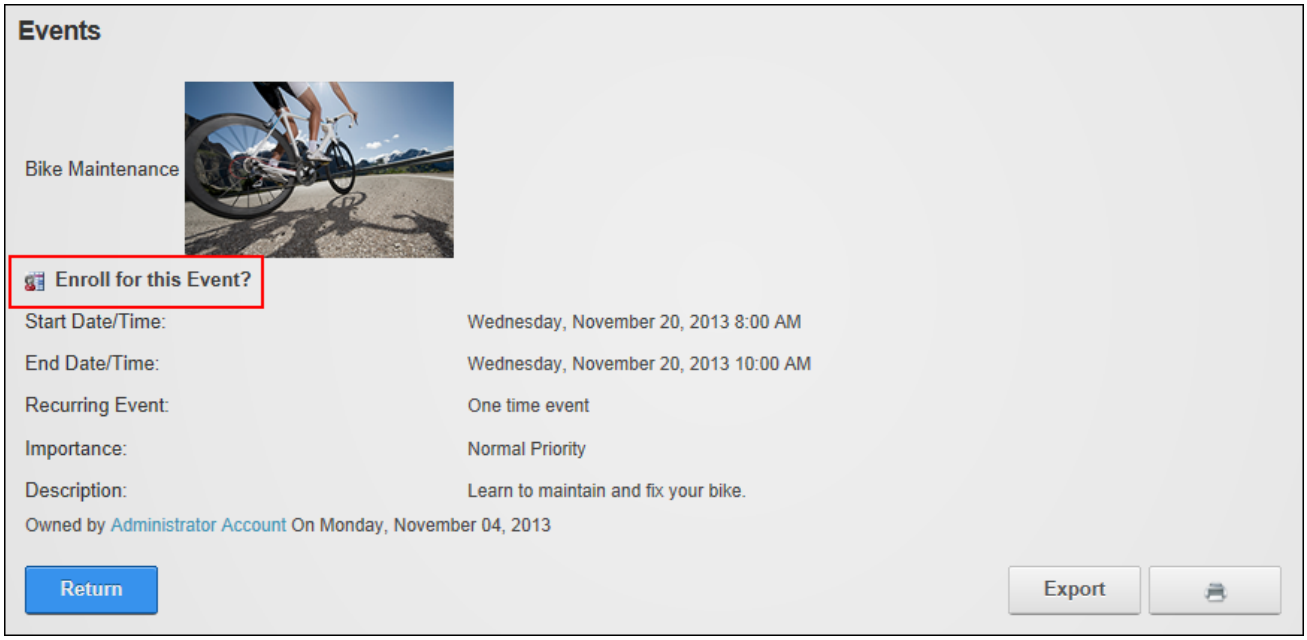
Enroll User to Event: Username Starts with: Refresh List

Select	Display Name	Email Address
☐	Elizabeth Dunn	Elizabeth.Dunn@awesomecycles.biz
☐	Administrator Account	admin@change.me
☐	Kisha Witman	Kisha.Witman@awesomecycles.biz
☐	Lashaun bentson	Lashaun.bentson@awesomecycles.biz
☐	Luella Bostic	Luella.Bostic@awesomecycles.biz
☐	Mahalia Wickwar	Mahalia.Wickwar@awesomecycles.biz
☐	Mallory Kukko	Mallory.Kukko@awesomecycles.biz
☐	Peter Berkhoff	Peter.Berkhoff@awesomecycles.biz
☐	Phyliss Slowcombe	Phyliss.Slowcombe@awesomecycles.biz
☐	Rajni Leverling	Rajni.Leverling@awesomecycles.biz

1 2

Enroll Selected Users

7. Click the **Update** button for a single event - OR - Click the **Update Series** button for an event series. The "Enroll for this Event?" link will now be displayed on this event to authorized users.



The newly added event with enrollment enabled

Related Topics:

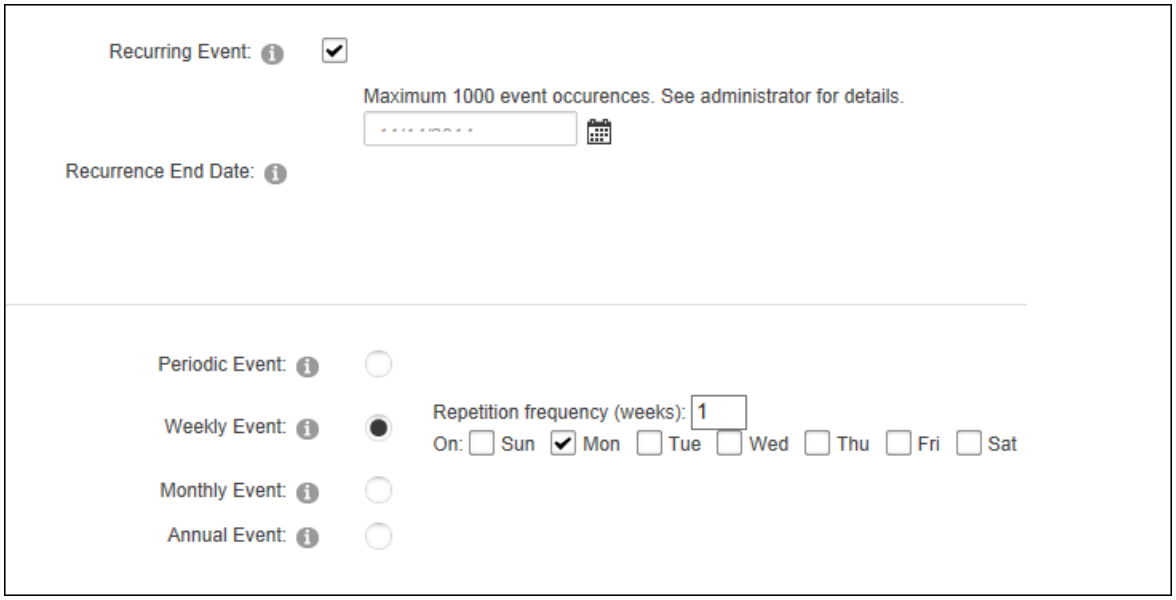
- See "Enrolling for an Event"
- See "Managing Enrollments"
- See "Viewing Enrolled Users"

Setting Recurring Events

How to enable or disable a recurring event and choose the recurrence schedule. In the below images, the event has been set to reoccur every Monday from November 11., 2013. Note: Recurrences days are localized.

1. Go to an Events module.
2. Commence adding a new event (See "Adding an Event") but don't **Update** until completing the below steps - OR - Edit an existing event. See "Editing Events".
3. Select the **Advanced Settings** tab.
4. Go to the **Recurring Event** section.
5. At **Recurring Event**, select from these options:

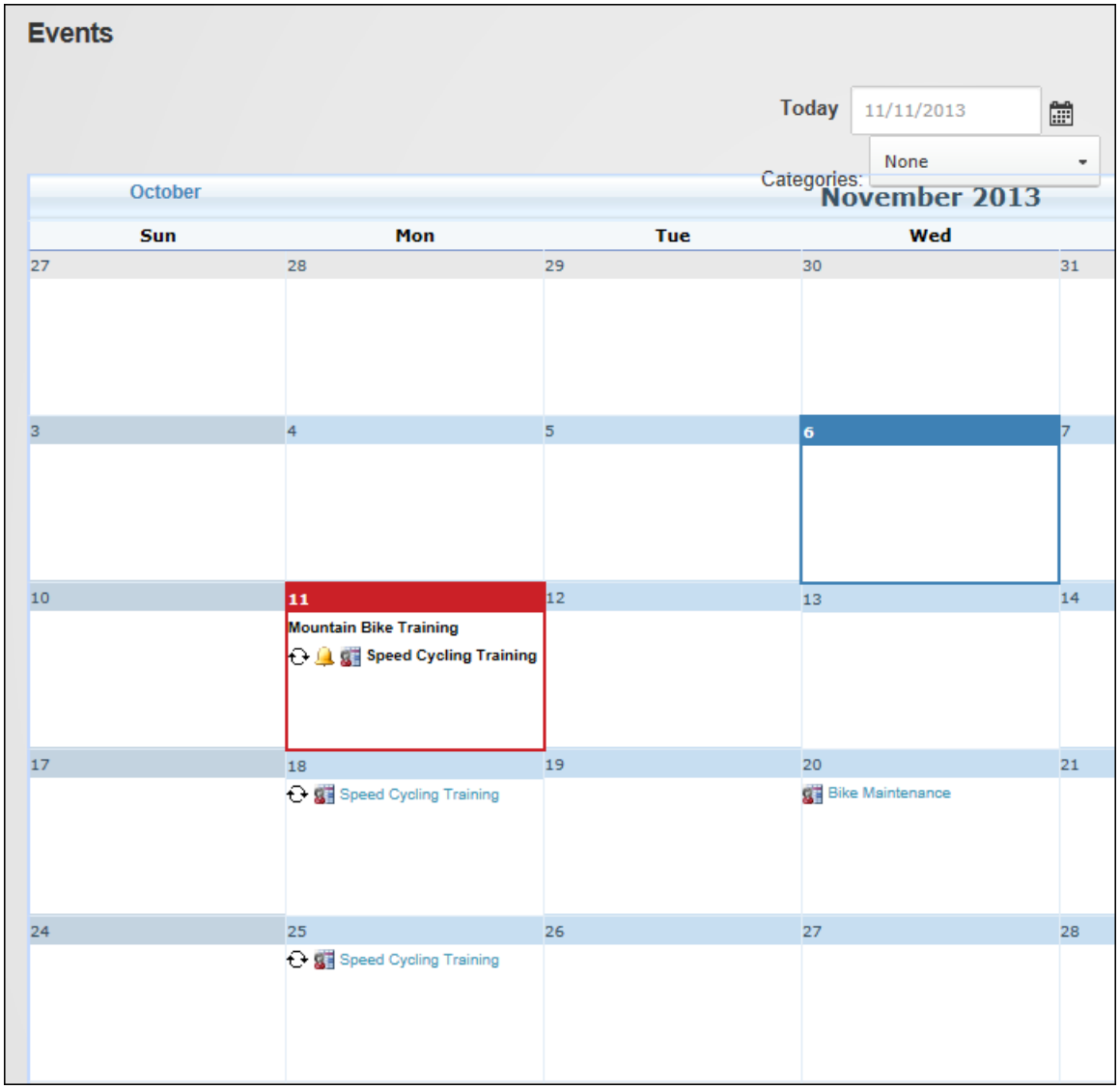
- Mark ☑ the check box to set the event as recurring.
    1. At **Recurrence End Date**, click the **Calendar** button and select the final date that the event occurs. See "Working with the Calendar".
    2. Select and set one of the following schedules:
        - To set the event to reoccur periodically:
            1. Select **Periodic Event and**
            2. At the **Repeated every** field, enter the recurrence frequency into the text box, and then select either **Day(s)**, **Weeks(s)**, **Month(s)**, or **Year(s)** to set the period of the recurrence. The default setting is every 1 day.
        - To set the event to reoccur weekly:
            1. Select **Weekly Event**.
            2. In the **Repetition Frequency (Weeks)** text box, enter how frequently the event occurs each week.
            3. Mark ☑ the check box for each of the day the event reoccurs.
        - To set the event to reoccur once each month:
            1. Select **Monthly Event**.
            2. At **Repeated on** select the week in which the event reoccurs in the month. Options are **First**, **Second**, **Third**, **Fourth** and **Last**. The default setting is First.
            3. Select the day of the month when the event reoccurs. The default setting is Sunday.
        - To set the event to reoccur on a specific date of each month:
            1. Select **Monthly Event**.
            2. At **Repeated On Day**, select the date of the month when the event is repeated. The default setting is 1st.
            3. In the **Repetition Frequency (Months)** text box, enter the number of months that the event reoccurs for. E.g. Enter 1 for an event which reoccur each month, or 2 for an event which reoccur every second month.
        - To set the event to reoccur annually:
            1. Select **Annual Event**.
            2. At **Repeat On Date**, click the **Calendar** button and select the date.
- Unmark ☐ the check box to set the event as a one time event. Note: Saved settings are retained for future use.



6. Click the **Update** button.

Tip: Recurring events display the **Recurring Event** icon which reveals more details of the recurrence schedule when a user hovers their mouse over the icon.

Tip: Editing can be performed on individual instances of recurring events or on the full event series.



A weekly recurring event displayed in the monthly calendar

Settings

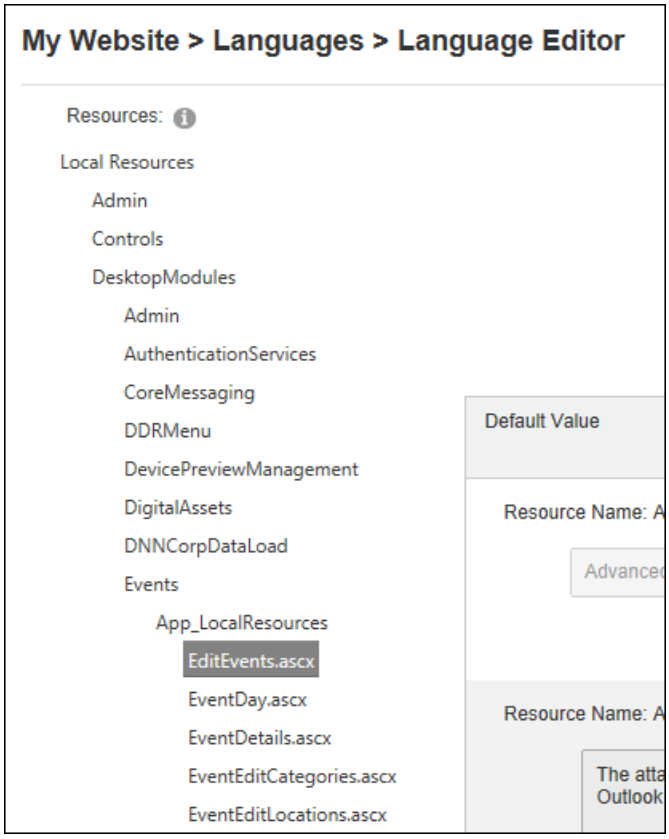
Display Settings

Configuring Custom Fields Settings

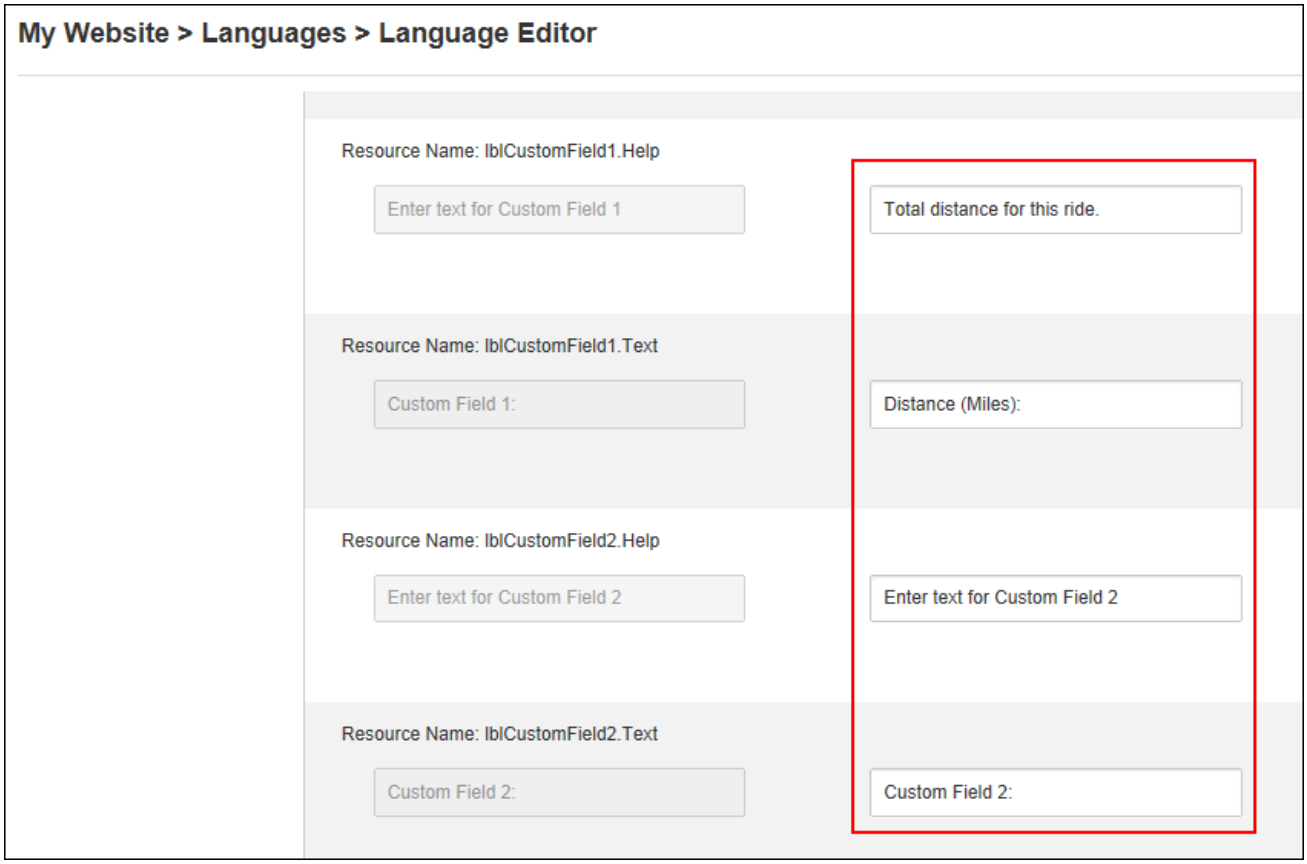
Administrators can enable one or two custom text box fields that are displayed when adding and editing events. Once the fields are enabled, the field information can be added for one or more languages via the Admin > Languages page.

1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
3. Select the **Display** tab.
4. Expand the **Custom Fields** section.
5. At **Display Custom Field 1** and At **Display Custom Field 2**,mark the check box to enable Field 1 or Field 2 respectively - OR - unmark the check box to disable.

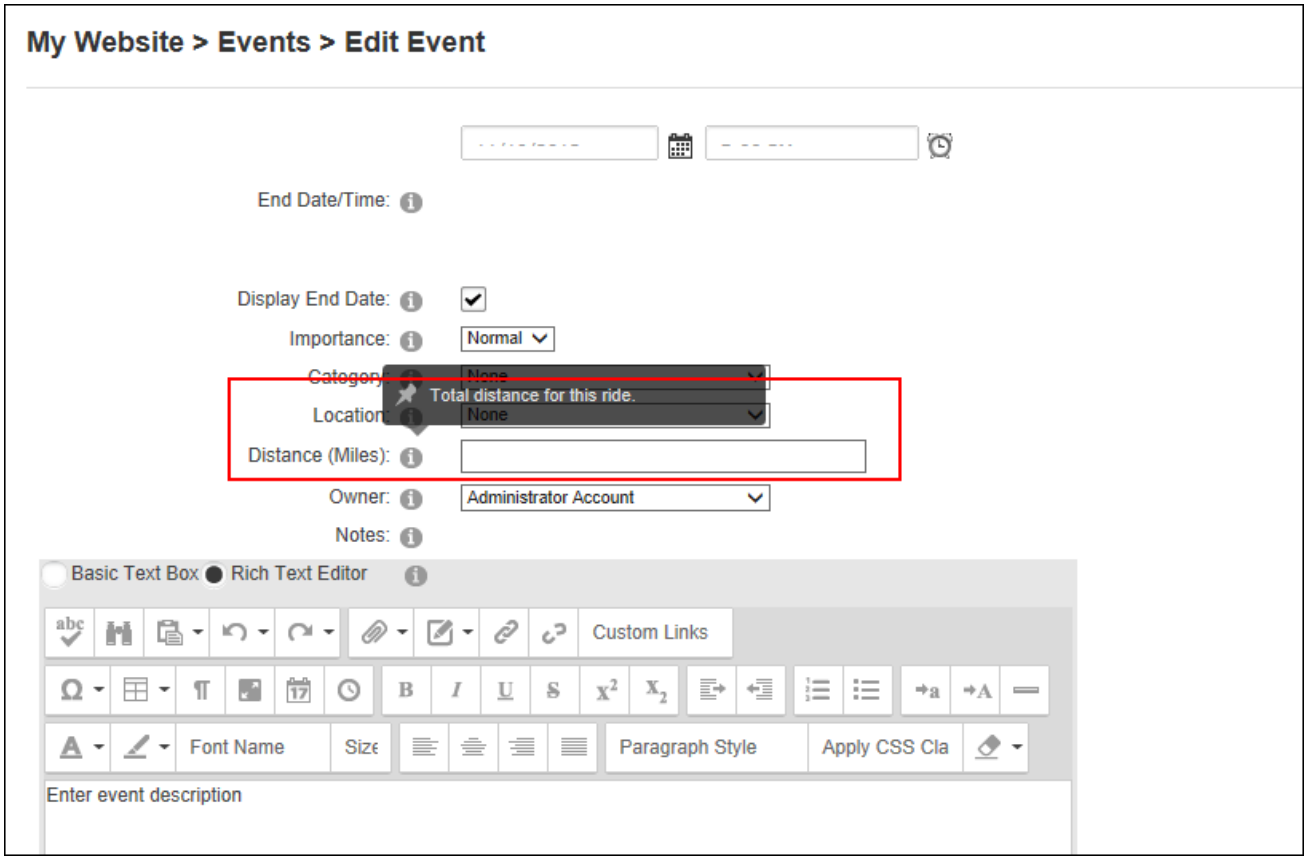
6. Click the **Update Settings** button. The custom fields are now displayed on the Edit Event page and are ready to have the field names updated.
7. Navigate to Admin > **Languages**.
8. Go to the Culture grid and click on the **Edit** button in the **Static Resources - Site** column. This opens the Language Editor
9. Using **Resources** folder list, navigate to and select this resource file: Local Resources > DesktopModules > Events > App_LocalResources > **EditEvents.ascx**. This will display the language file in the right pane.
10. Locate the resource file named lblCustomField1.Help.



11. At **lblCustomField1.Help** edit the help text for Custom Field 1. E.g. total cycling distance for this ride.
12. In the **Localized Values** text box for **lblCustomField1.Text** edit the field name for Custom Field 1. E.g. Distance (Miles)
13. Repeat the above steps for Custom Field 2 if required.



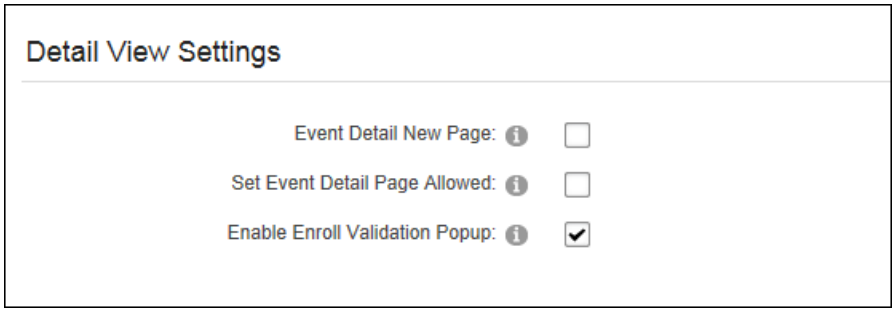
14. Click the **Save Resource File** button.
15. Repeat Steps 11-12 for each the resource file: Local Resources > DesktopModules > Events > App_LocalResources > **EventSettings.ascx**
16. **Optional.** Navigate to Events and then edit/add an event to confirm these fields.



Configuring Detail View Settings

Administrators can configure the Detail View Settings of the Events module.

1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
3. Select the **Display** tab.
4. Expand the Detail View Settings section.
5. At **Event Detail New Page**, mark the check box to display event detail on a new page - OR - unmark the check box to display event details on the same page. This is the default setting.
6. At **Set Event Detail Page Allowed**, mark the check box to allow event editors to set a specific page as event detail page - OR - unmark the check box to disable. This is the default setting.
7. At **Enable Enroll Validation Popup**, mark the check box to display a message box that requires the user to confirm they want to enroll. This is the default setting. - OR - unmark the check box to disable popup box.



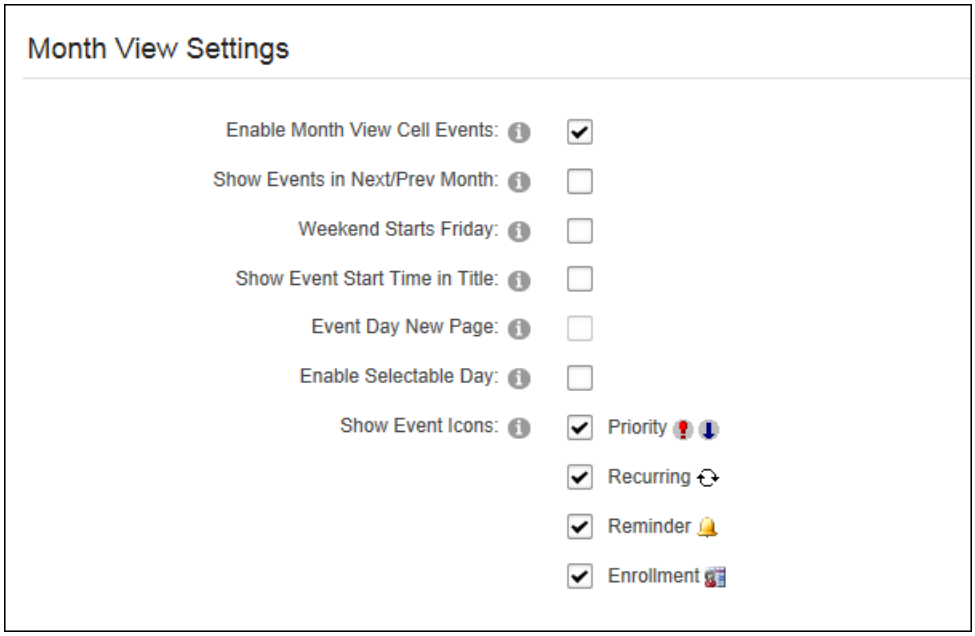
8. Click the **Update Settings** button.

Configuring Event Month View Settings

Administrators can configure the month view settings for events.

1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
3. Select the **Display** tab.
4. Expand the Month View Settings section.
5. At **Enable Month View Cell Events**, mark the check box to display event details in the monthly calendar - OR - unmark the check box to hide event details in the monthly calendar. To view event details users must click on the date in the calendar.
6. At **Show Events in Next/Prev Month**, select from the following options:
   - Unmark the check box to hide events which fall on the previous or the next month from being displayed in the selected month view.
   - Mark the check box to display events which occur in the month before or after the displayed month in the monthly calendar. E.g. If the displayed month is July and July 31st falls on a Monday, any events which occur at the start of August will be displayed in the cells for August.
7. At **Weekend Starts Friday**, mark the check box to use Fri/Sat as the weekend - OR - unmark the check box to use Sat/Sun as the weekend.
8. At **Show Events Start Time in Title**, mark the check box display the event start time to be displayed on the link to the event - OR - unmark the check box to hide the event start time.
9. At **Event Day New Page**, mark the check box to enable Event Day to be shown in new Page (not embedded) when Enable Month View Cell Events unchecked - OR - unmark the check box to disable.

10. At **Enable Selectable Day**, mark ☑ the check box to enable a day to always be selectable when Enable Month View Cell Events is enabled - OR - unmark ☐ the check box to disable.
11. At **Show Event Icons**, mark ☑ the check box beside each event icon (Priority, Recurring, Reminder and Enrollment) to enable it to be displayed beside the event title in the month view. All icons are shown by default.



12. Click the **Update Settings** button.

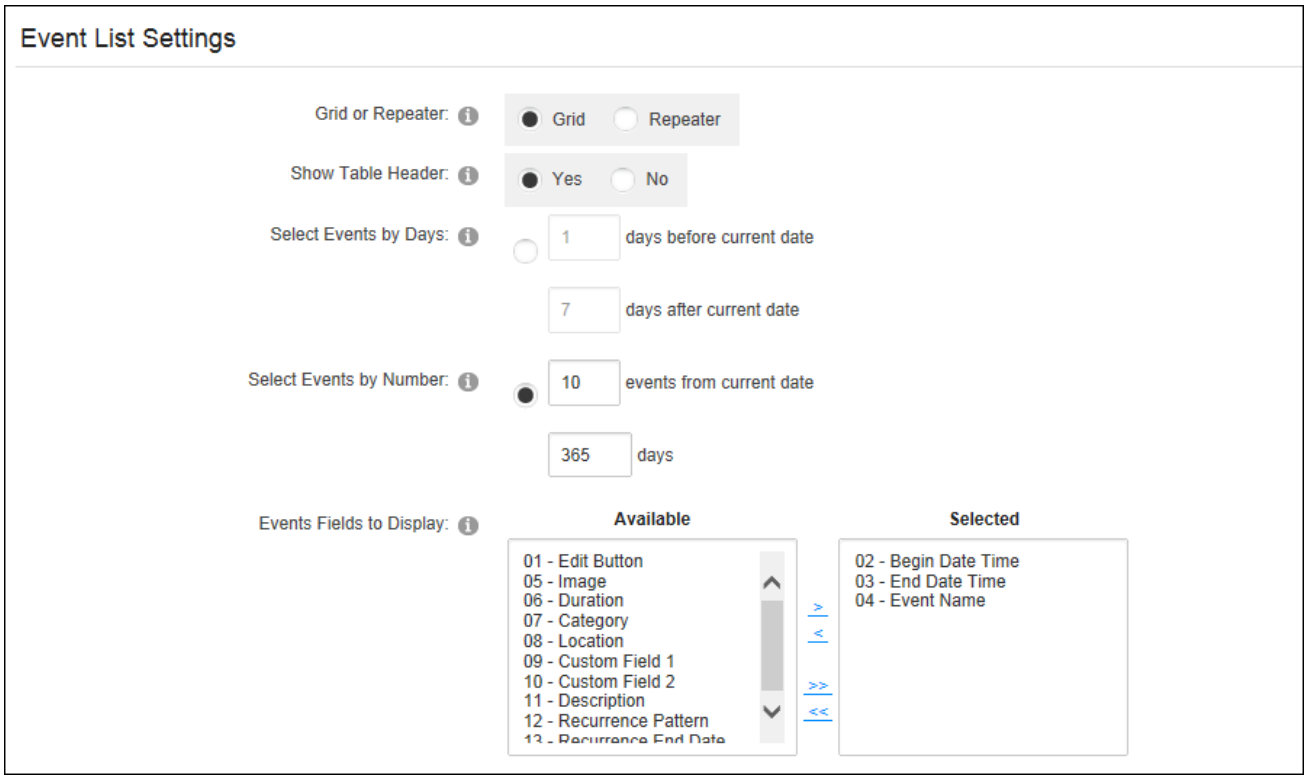
Configuring the Event List Settings

Administrators can configure the list view of the Events module. To use the list view, place two Events modules on the page and enable the List mode on the second Events module, not the first module.

1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
3. Select the **General** tab.
4. Expand the Event List Settings section.

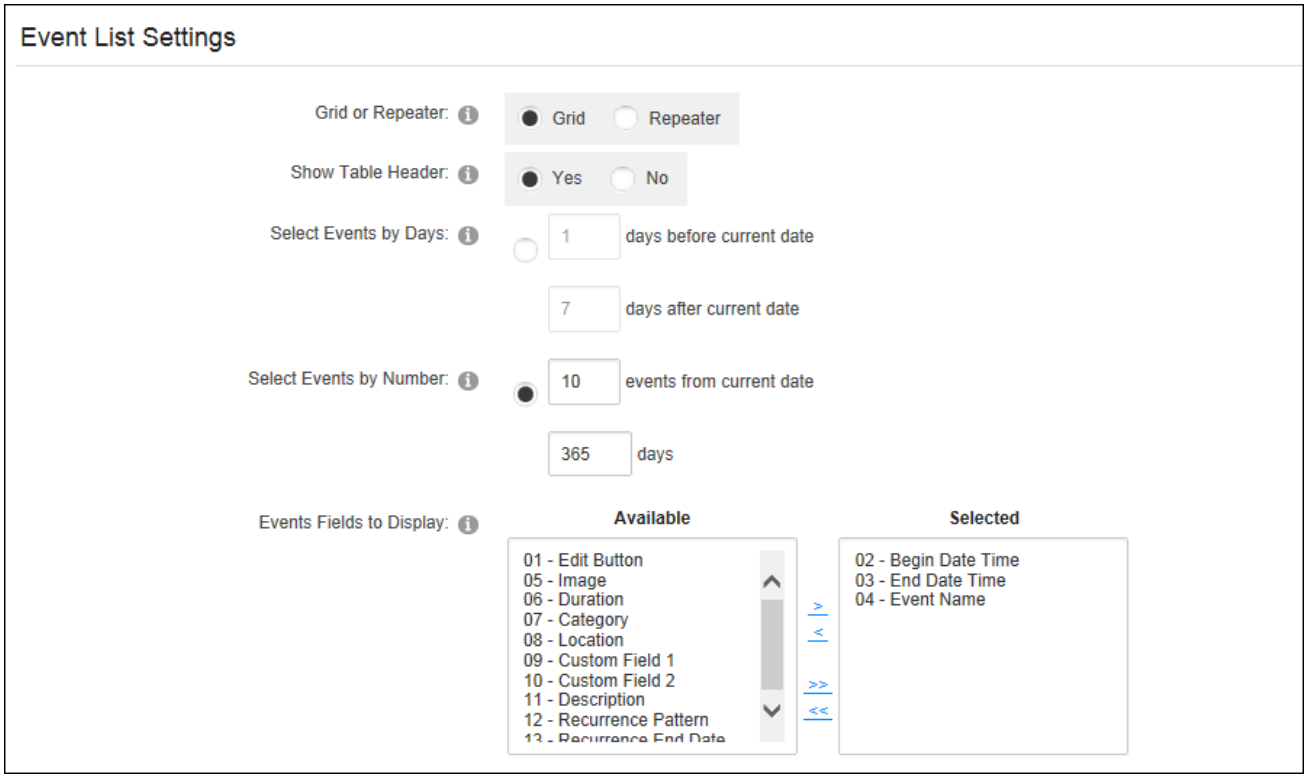
5. At **Grid or Repeater**, select from the following options:
    1. **Grid**: select to display the list as a grid.
        1. At **Show Table Header**, select **Yes** to display a header above the event list - OR - Select **No** to hide the header.
        2. To set the number of events displayed in the list, select from the following options:
            - To display the number of events displayed by the number of days:
                1. Select **Select Events By Days**.
                2. Enter the [number of] **days before current date** to be displayed.
                3. Enter the [number of] **days after current date** to be displayed.
            - To display the number of events displayed by the number of events:
                1. Select **Select Events By Number**.
                2. Enter the **Next** [number of] **events to be displayed from the current date**.
                3. Enter the **within the next** [number of] **days**. E.g. Entering **Next 10 events from current date within the next** 14 **days** will display a maximum of 10 events and will not display events more than 2 weeks in advance.
        3. At **Event Fields to Display**, set the fields to be displayed on each event:
            - To **Add a Field**, click on the name of the field in the **Available** box and then click the **Add** > link.
            - To **Add All Fields**, click the **Add All** >> link.
            - To **Remove a Field**, click on the field name in the **Selected** box and then click the **Remove** < link.
            - To **Remove All Field**, click the **Remove All**<< link.
        4. At **Page Size**, select the number of events to be displayed on each page of the Event List.
        5. At **Default Sorting**, select to sort events either **Ascending** or **Descending** by their start date. The default settings is Ascending.
        6. At **Default Sort Column**, select the column by which events in list view will be sorted by default.
        7. At **Collapse Recurring**, mark ☑ the check box to collapse recurring events to one row - OR - unmark ☐ the check box to disable.
        8. At **Show Event Icons**, mark ☑ the check box beside each icon to be displayed beside the event title in list view. All icons are checked by default.

2. **Repeater**: Update the template applied to the module if the Repeater option is selected.
    1. To set the number of events displayed in the list, select from the following options:
        - To display the number of events displayed by the number of days:
            1. Select **Select Events By Days**.
            2. Enter the [number of] **days before current date** to be displayed.
            3. Enter the [number of] **days after current date** to be displayed.
        - To display the number of events displayed by the number of events:
            1. Select **Select Events By Number**.
            2. Enter the **Next** [number of] **events to be displayed from the current date**.
            3. Enter the **within the next** [number of] **days**. E.g. Entering **Next 10 events from current date within the next** 14 **days** will display a maximum of 10 events and will not display events more than 2 weeks in advance.



2. At **Default Sorting**, select to sort events either **Ascending** or **Descending** by their start date. The default settings is Ascending.

3. At **Default Sort Column**, select the column by which events in list view will be sorted by default.
4. At **Collapse Recurring**, mark ☑ the check box to collapse recurring events to one row - OR - unmark ☐ the check box disable.
5. At **Show Event Icons**, mark ☑ the check box beside each icon to be displayed beside the event title in list view. All icons are checked by default.
6. At **Repeater as Table**, mark ☑ the check box to use traditional Table based layout. - OR - unmark ☐ the check box to configure the templates to use a div based layout. Recommended for advanced users only.
7. In **Repeater Columns** text box, enter the number of repeater columns. If row is not completely filled then, extra columns are populated with blank <td></td> pairs. Rows are bracketed by <tr></tr> pair.
8. At **Repeater Rows**, text box, enter the number of repeater rows. If row is not completely filled then, extra columns are populated with blank <td></td> pairs. Rows are bracketed by <tr></tr> pair.
9. At **Use Time in Filter**, mark ☑ the check box to use the time when selecting events - OR - unmark ☐ the check box use the start of the range begins at midnight on the first day.



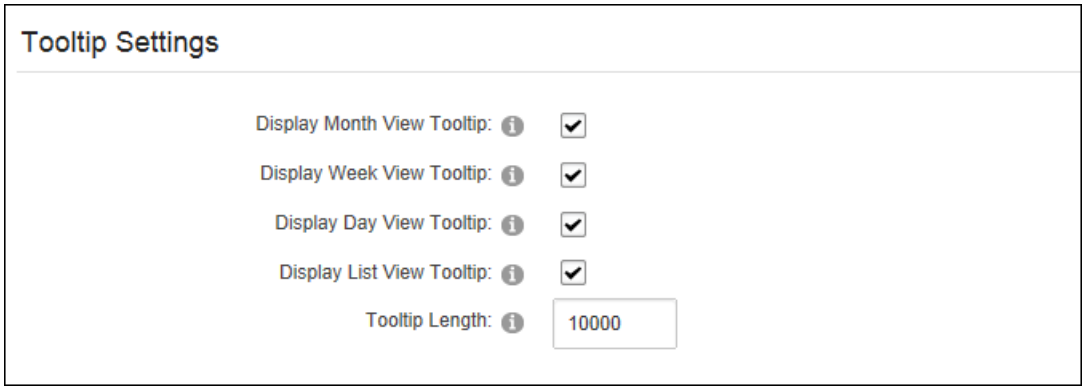
6. Click the **Update Settings** button.

Configuring Tooltip Settings

Administrators can configure the Tooltip settings of the Events module. Tool tip show when hovering over whole row in list and day views, and the event cell in week view.

1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
3. Select the **Display** tab.
4. Expand the Tooltip Settings section.
5. At **Display Month View Tooltip**, mark the check box to display the event description as a tool tip in the month view - OR - unmark the check box to hide tool tip.
6. At **Display Week View Tooltip**, mark the check box to display the event description as a tool tip in the week view - OR - unmark the check box to hide tool tip.

7. At **Display Day View Tooltip**, mark ☑ the check box to display the event description as a tool tip in the day view - OR - unmark ☐ the check box to hide tool tip.
8. In the **Tooltip Length** text box, enter the maximum number of characters included in the tool tip. The default setting is 10000.



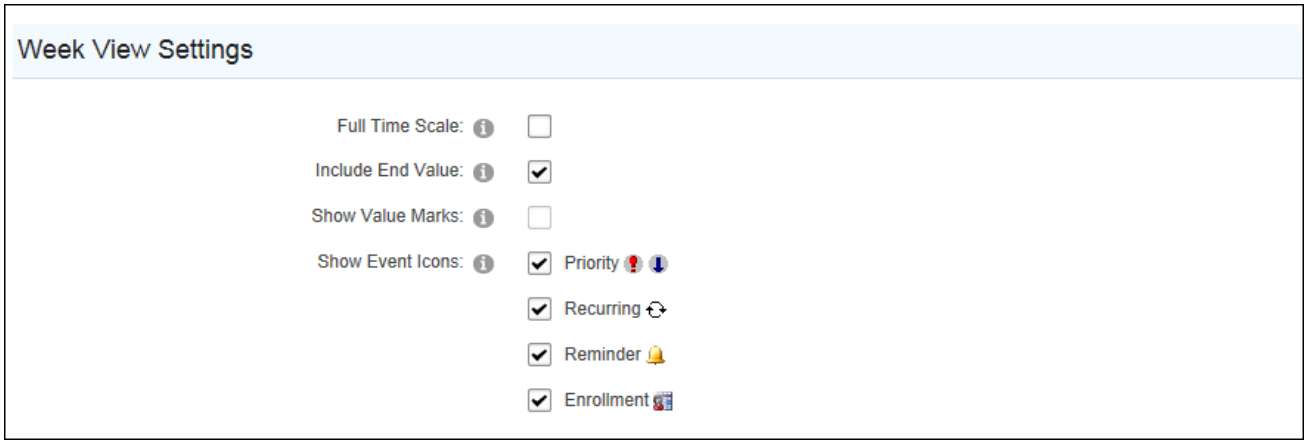
9. Click the **Update Settings** button.

Configuring Week View Settings

Administrators can configure the information that is displayed when Events are displayed in week view.

1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
3. Select the **Display** tab.
4. Expand the Week View Settings section.
5. At **Full Time Scale**, mark ☑ the check box to display the full time scale in the week view - OR - unmark ☐ the check box to disable.
6. At **Include End Value**, mark ☑ the check box to display the end time of the event in the week view - OR - unmark ☐ the check box to hide the end time.
7. At **Show Value Marks**, select from these options:
   - Mark ☑ the check box to display the grid lines against each time in the week view when the above field is unchecked. Note: The Include End Value field above must be unchecked to enable this option.
   - Unmark ☐ the check box to hide grid lines.

8. At **Show Event Icons**, mark the check box beside each event icon (Priority, Recurring, Reminder and Enrollment) to enable it to be displayed beside the event title in the month view. All icons are shown by default.



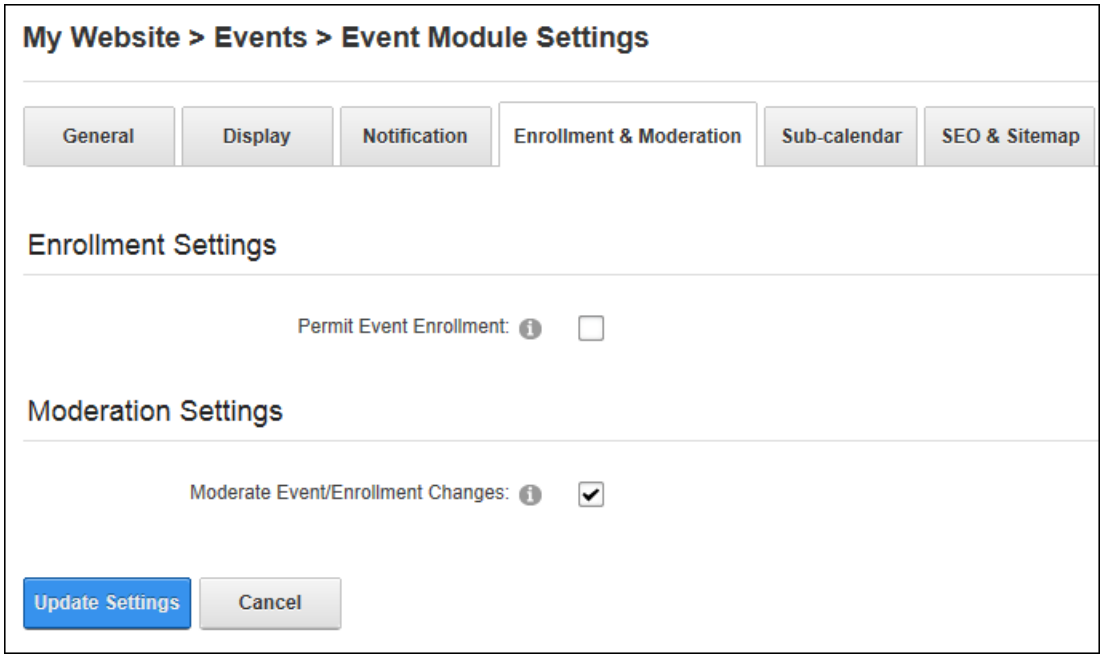
9. Click the **Update Settings** button.

Enrollment & Moderation Setting

Configuring Moderation Settings

Administrators can enable event moderation and enrollments and configure the related settings on the Events module.

1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
3. Select the **Enrollment & Moderation Settings** tab.
4. Expand the Moderation Settings section.
5. At **Moderate Event/Enrollment Changes**, mark the check box to enable moderation of all changes to events and enrollments - OR - unmark the check box to disable moderation and immediately display newly added events and event changes.



6. Click the **Update Settings** button.

Configuring Enrollment Settings

Administrators can configure enrollment settings including PayPal account details for paid events on the Events module.

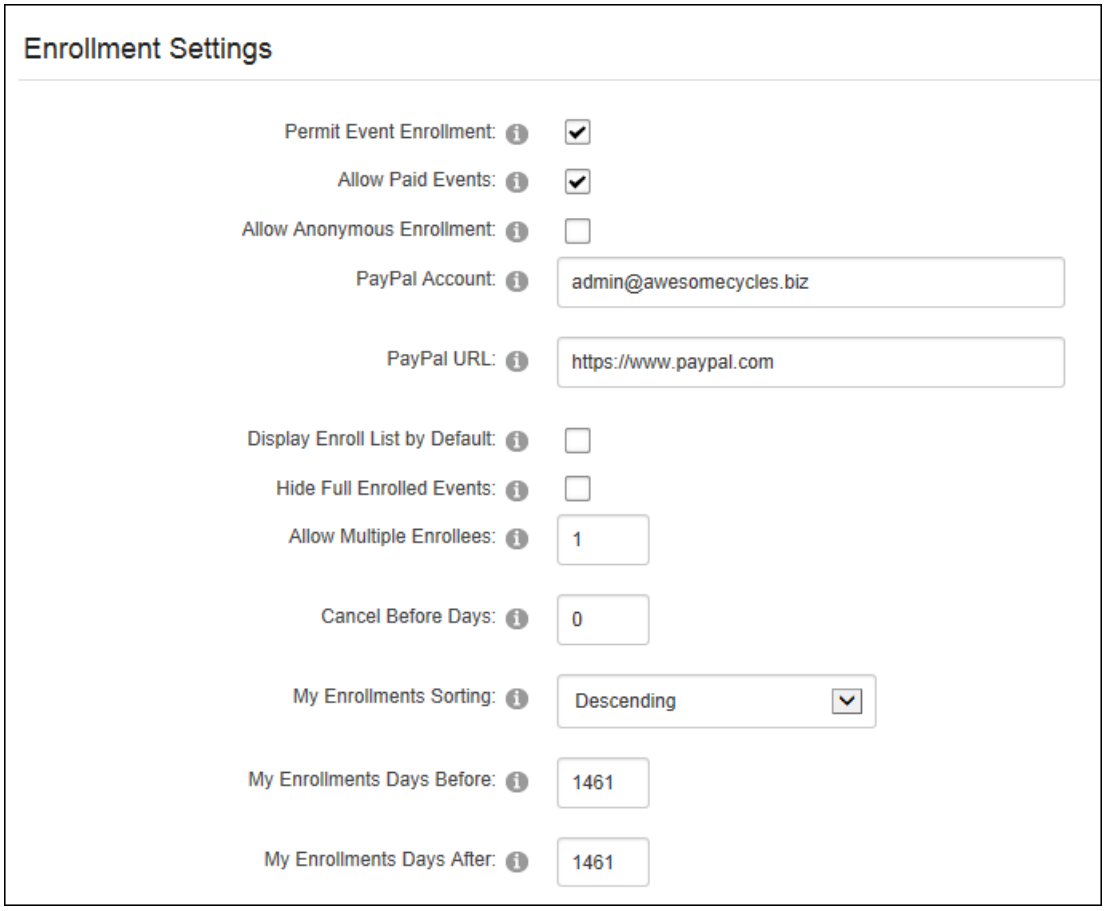
1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
3. Select the **Enrollment & Moderation Settings** tab.
4. Expand the Enrollment Settings section.
5. At **Permit Event Enrollment**, mark the check box to enable authorized users to sign up for events - OR - unmark the check box to disable event enrollment and then skip to the final step of this tutorial.
6. At **Allow Paid Events**, select from these options:
    - Mark the check box to allow editors to create events that have an enrollment fee that is processed using PayPal.
        - **Optional.** In the **PayPal Account** text box, enter the PayPal Account details (this will be an email address) to be used for collecting fees for paid events. The Host email address is entered by

default.

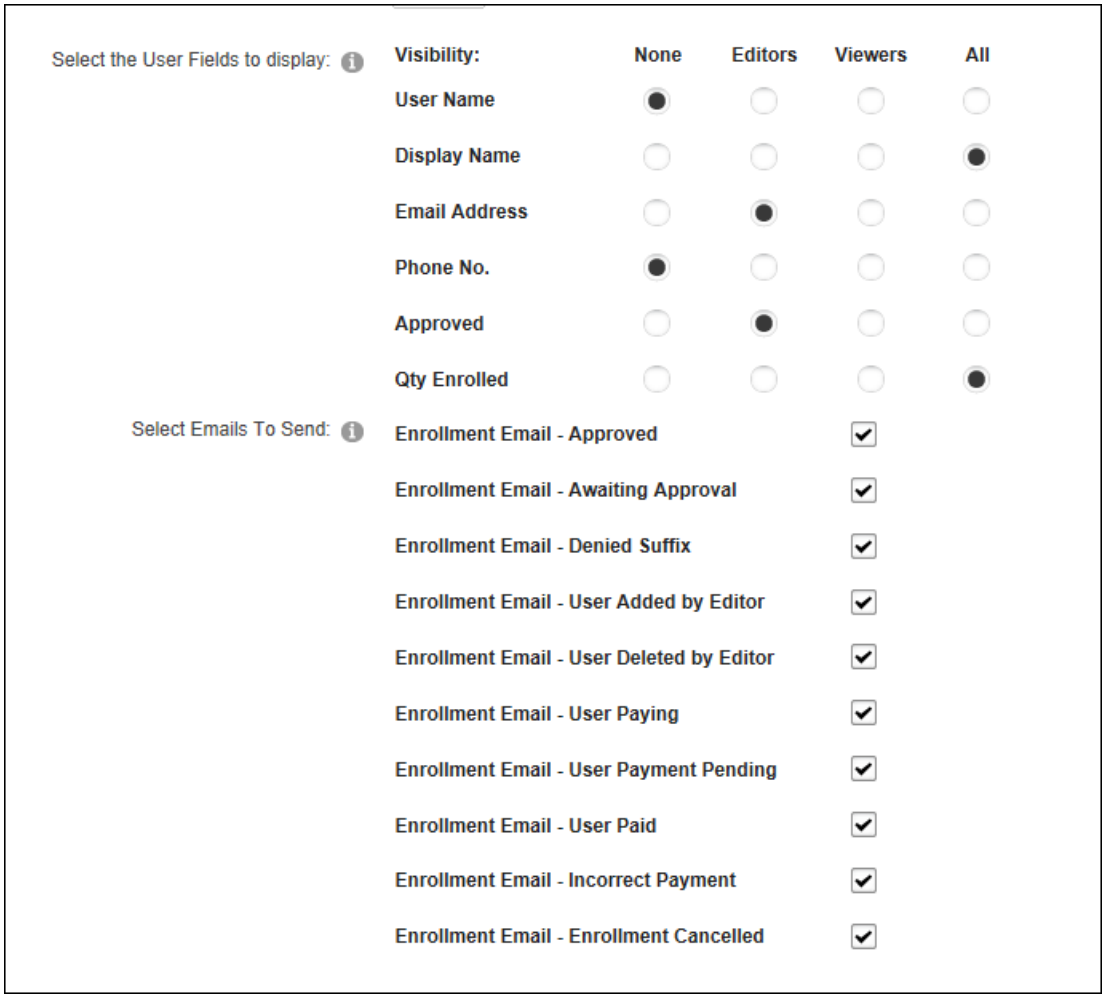
- **Optional.** At **PayPal URL**, enter `https://www.paypal.com` - OR - enter `https://www.sandbox.paypal.com` to test this setting. The default setting is `https://www.paypal.com`

- Unmark ☐ the check box and skip to the last step.

7. At **Allow Anonymous Enrollment**, mark ☑ the check box to if all site visitors can enroll for event - OR - unmark ☐ the check box if enrollment is restricted to authenticated users.
8. At **Display Enroll List by Default**, mark ☑ the check box to display the enrollment list on the Event Detail Page by default. This can be modified for individual events when adding or editing events - OR - unmark ☐ the check box if it isn't displayed by default.
9. At **Hide Full Enrolled Events**, mark ☑ the check box to hide an event once the maximum number of enrollees is reached. Note: The event owner and moderators always can see the event - OR - unmark ☐ the check box to keep displaying the event.
10. In the **Allow Multiple Enrollees** text box, enter the number of people that a single user can enroll for an event. The default value is one (1) enrollment per user.
11. In the **Cancel Before Days** text box, enter the number of days before an event a user is able to cancel their enrollment. Note: Cancellations are only allowed for unpaid events.
12. At **My Enrollment Sorting**, order enrollments in **Ascending** or **Descending** order.
13. In the **My Enrollments Days Before** text box, enter the number of days before today that events will be displayed for.
14. In the **My Enrollments Days After** text box, enter the number of days after today that events will be displayed for.



15. At **Select the User Fields to Display**, select each of the user fields to be displayed on the Event Detail Page and who is able to view these fields.
16. At **Select Emails To Send**, mark ☑ the check box for each of the enrollment events that trigger an email being sent. All emails are selected by default.



17. Click the **Update Settings** button.

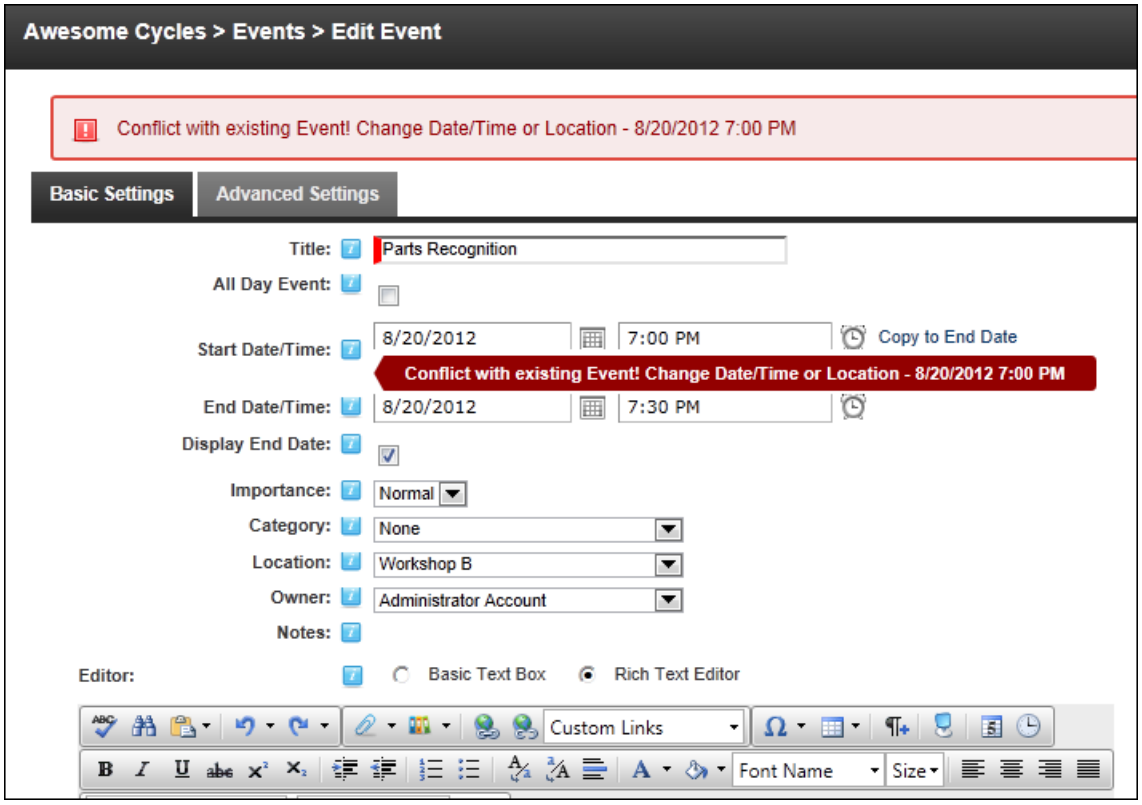
General Settings

Configuring Event General Settings

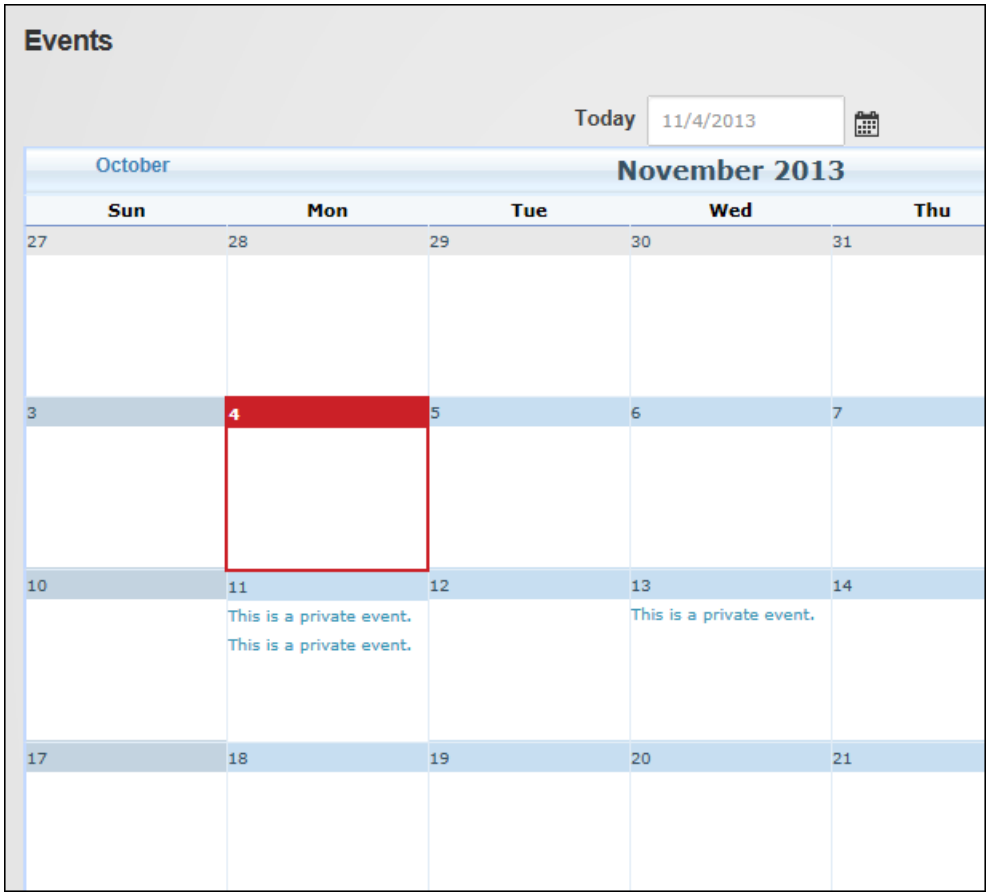
Administrators can configure the general settings of Events.

1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
3. Select the **General** tab.
4. Expand the General Settings section.

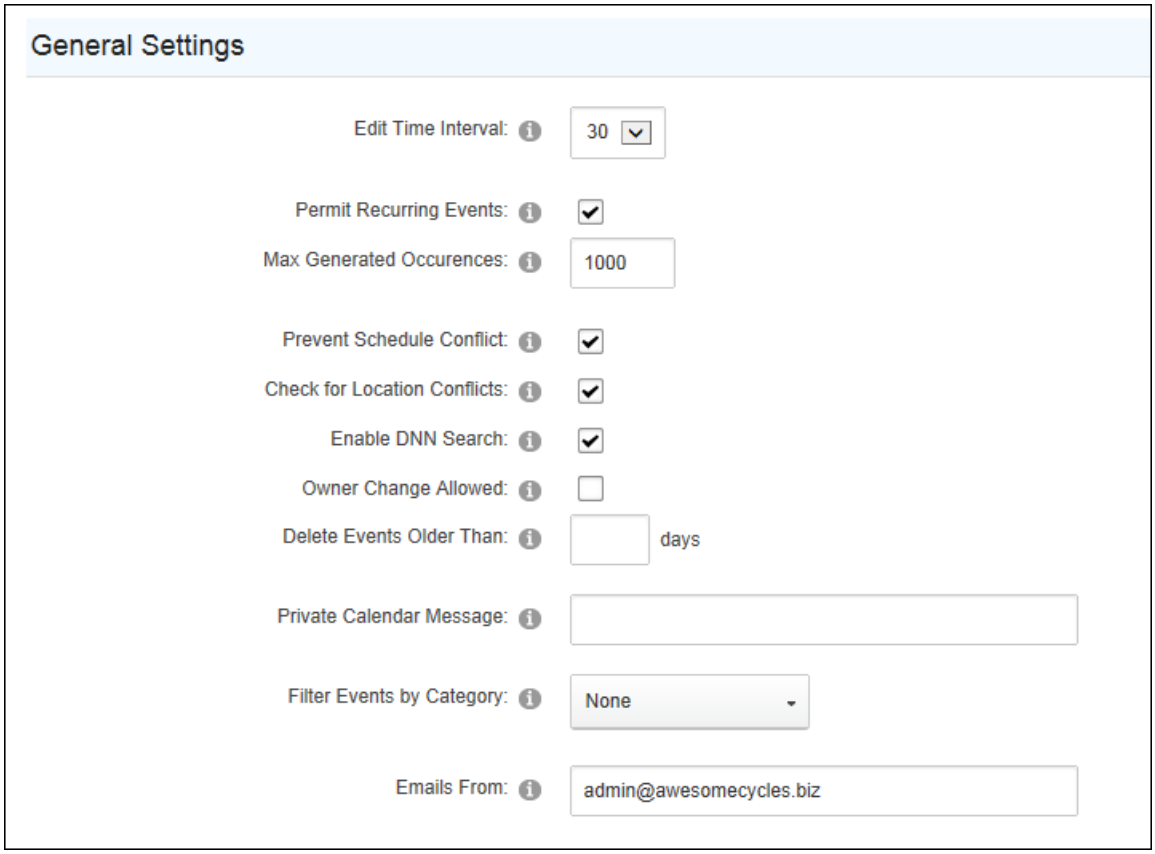
5. At **Edit Time Interval**, select the time interval in minutes at which events can be scheduled. E.g. select "15" to set 15 minute intervals. The default setting is 30. **Important.** This setting must be set before any events are added. This field cannot be edited once events have been added to the module.
6. At **Permit Recurring Events**, select from these options:
   - Mark ☑ the check box to enable recurring events to be created. This enables the Recurring Settings section on the Edit Events page.
     1. In the **Max Generated Occurrences** text box, edit the maximum number of occurrences that will be generated when a reoccurring event is saved - OR - Leave the text box blank for unlimited occurrences. If a limit is reached the "Until Date" field will be set to the date of the last occurrence.
   - Unmark ☐ the check box to disable recurring events from being added.
7. At **Prevent Schedule Conflict**, select from these options:
   - Mark ☑ the check box to prevent the adding of events within the same date and time period. If this option is selected, a "Conflict with existing Event! Change Date/Time or Location" message is displayed to users when they attempt to add a conflicting event.
     1. At **Check for Location Conflict**, mark ☑ the check box to check for a location conflict when checking date conflicts. If this option is selected, a "Conflict with existing Event! Change Date/Time" message is displayed to users when they attempt to add a conflicting event - OR - unmark ☐ the check box to disable.
   - Unmark ☐ the check box to enable events to be scheduled at the same time.



8. At **Enable DNN Search**, mark ☑ the check box to enable site wide searches conducted using the Search modules and the Search skin token to search events - OR - unmark ☐ the check box to exclude events from DNN searches.
9. At **Owner Change Allowed**, mark ☑ the check box to enable moderators to change the event owner. Note: Administrators can always change the event owner - OR - unmark ☐ the check box to disable.
10. In the **Delete Events Older Than** text box, enter the number of **Days** to set expiration of old events. Leave this field blank for no expiration.
11. In the **Private Calendar Message** text box, enter a message to be displayed to anonymous users instead of event title/details. E.g. "This is a private event", as shown in the below image. Authenticated event editors can only see event title/details of their own events. Moderators/Administrators can see all event details.



12. At **Filter Events by Category**, select **All** to display events from all categories in this module - OR - Select the category to only display events within that category.
13. Click the **Update Settings** button.



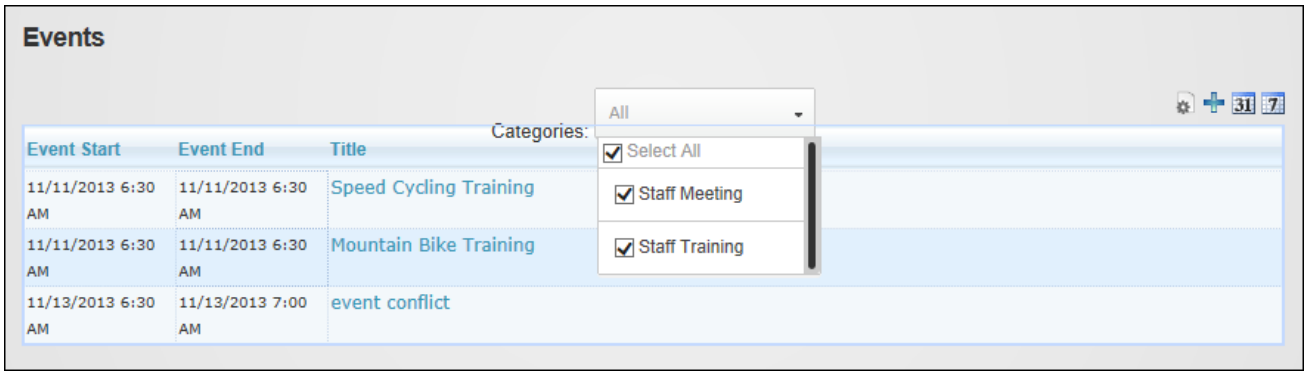
Configuring Event General Settings

Configuring Event Look and Feel Settings

Administrators can configure the look and feel of Events.

1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
3. Select the **General** tab.
4. Expand the Look & Feel Settings section.
5. At **Theme/Skin**, select a **Standard Theme** (also called skin) for this events module from the drop down list - OR - Select a **Custom Theme**. Note: To enable custom theme's, place stylesheet files into the Portals\[portalid]\DNNEvents\Themes folder. This enables the Custom Theme setting that allows custom themes to be used.

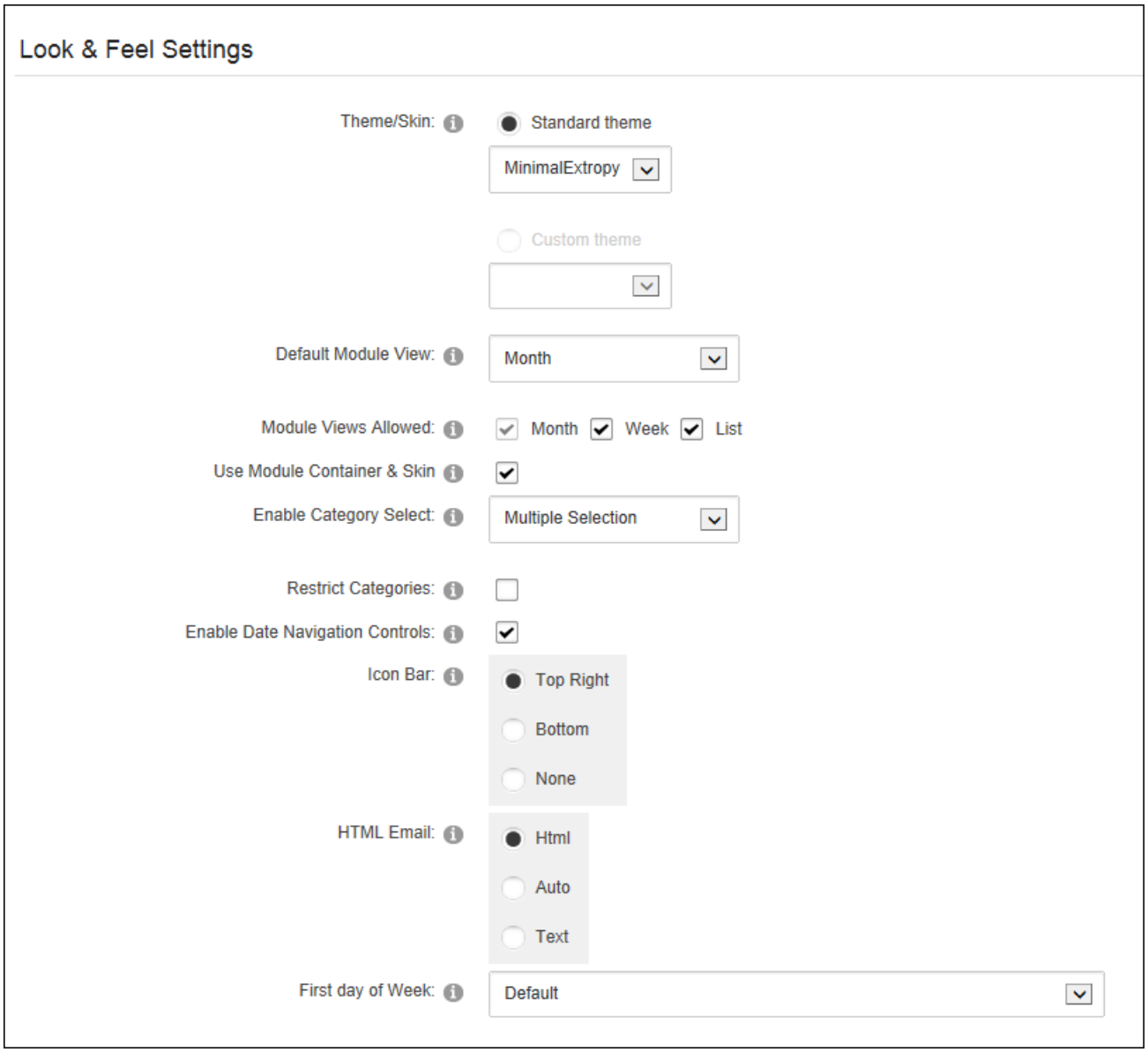
6. At **Default Module View**, select **List**, **Month**, **Week** as the default view for the module. This automatically selects the related check boxes on the next field, and disables them from being deselected.
7. At **Module Views Allowed**, select one or more of the following options:
   - **Month**: mark ☑ the check box to enable the month view.
   - **Week**: mark ☑ the check box to enable the week view.
   - **List**: mark ☑ the check box to enable the list view.
8. At **Use Module Container & Skin**, mark ☑ the check box to use the module container and page skin for views that would normally default to the default site container and skin - OR - unmark ☐ the check box to enable users to switch between the different views.
9. At **Enable Category Select**, select from these option to control the Category selection drop down list for all forms:
   - **Do Not Display**: Select to hide the Category Selection field all forms.
   - **Single Selection**: Select to allow users to view events for a single category only.
   - **Multiple Selection**: Select to allow users to view events for one or more categories. This is the default setting.



10. At **Restrict Categories**, mark ☑ the check box to restricts the categories that can be displayed to those set in the Filter Events by Category setting. See "Configuring Event General Settings".
11. At **Enable Date Navigation Controls**, mark ☑ the check box to enable the date navigation controls (links).
12. At **Icon Bar**, choose to display the icon bar **Top Right** above events, **Bottom Center** below events, or select **None** to hide the icon bar.
13. At **HTML Email**, select the format that emails will be sent as from these options:
    - **Html**: Select to force emails to send as HTML.
    - **Text**: Select to force emails to send as text.

- **Auto**: Select to allow detection based on the content of the email. Note: DNN will not detect all HTML elements.

14. At **First Day of the Week**, select a day of the week to set that day as the first day of the week - OR - Select **Default** to allow the module to detect the user's language and use that language to determine the first day of the week. If the user is not logged in or does not have their language set, then the site language will be used.

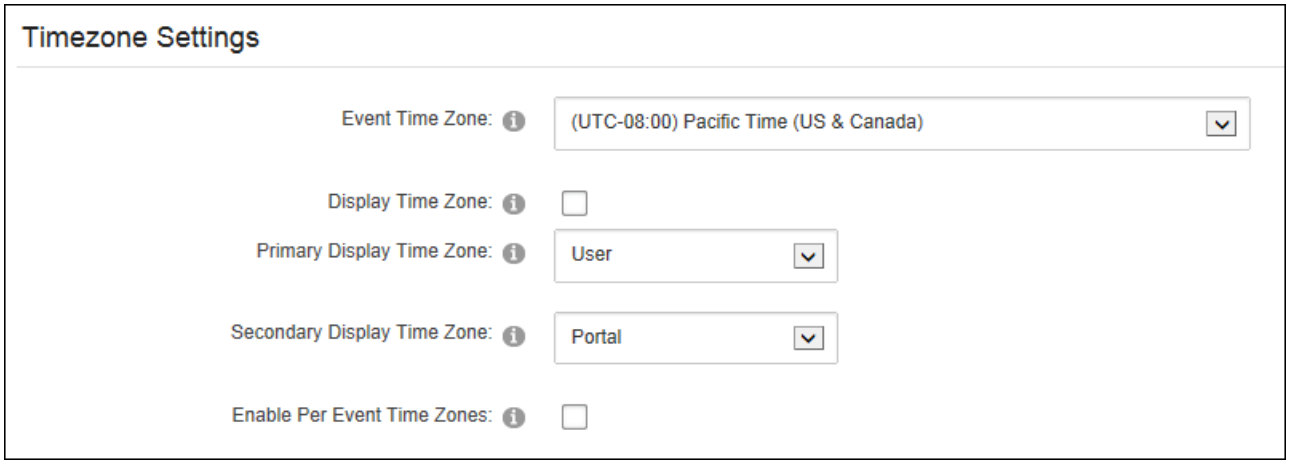


15. Click the **Update Settings** button.

Configuring TimeZone Settings

Administrators can configure the timezone settings for this instance of the Events module.

1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
3. Select the **General** tab.
4. Expand the TimeZone Settings section.
5. At **Event Time Zone**, select the default time zone to be used for all events.
6. At **Display Time Zone**, mark the check box to display the time zone on the event detail page.
7. At **Primary Display Time Zone**, select the time zone to be displayed beside events:
   - **User**: Select to display the time zone set on the user's profile. A user must be logged in for this setting to be applied.
   - **Module**: Select to display the time zone set on the "Event Time Zone" field above for this Events modules.
   - **Portal**: Select to display the time zone set for the site. See "Setting the Site TimeZone".
8. At **Secondary Display Time Zone**, select the fallback time zone (either **User**, **Module** or **Portal**), to be used if primary time zone isn't available.
9. At **Enable Per Event Time Zones**, mark the check box to enable event creators to set the time zone for individual events - OR - unmark the check box to use the "Event Time Zone" setting for all events.



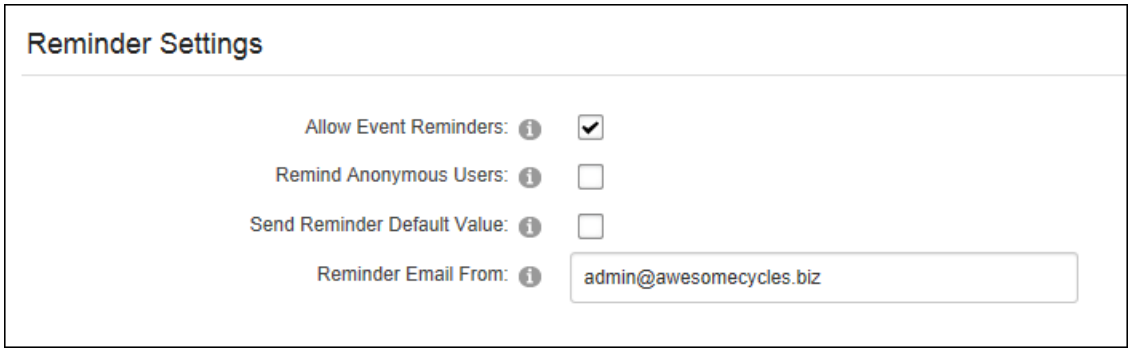
10. Click the **Update Settings** button.

Notification Settings

Configuring Event Reminder Settings

Administrators can enable and configure reminder settings for the Events module. Note: The Event Module Scheduler must be enabled by the Host to enable reminders.

1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
2. Select the **Notification** tab.
3. Expand the Reminder Settings section.
3. At **Allow Event Reminder**, mark the check box to enable automated event reminders to be send to enrolled users - OR - unmark the check box to disable reminders.
4. At **Reminder Anonymous**, mark the check box to enable anonymous users (i.e. unauthenticated users) to request event reminders - OR - unmark the check box to disable reminders.
5. At **Send Reminder Default Value**, mark the check box to set the Send Reminder field on the Edit Event page as checked by default - OR - unmark the check box to set as unchecked by default.
6. In the **Remind Email From** text box, enter the default email address to be displayed in the From field for reminders. This email address can be modified for each event on the Edit Event page.

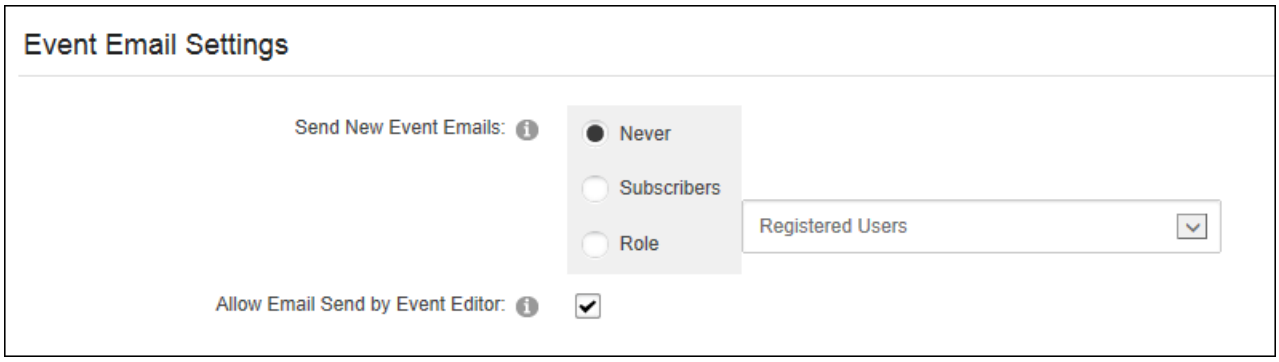


7. Click the **Update Settings** button.

Configuring the Event Email Settings

Administrators can configure the email settings of the Events module.

1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
3. Select the **Notification** tab.
4. Expand the Event Email Settings section.
5. At **Send New Event Emails**, select if and to whom email messages are sent when a new event is added:
   - **Never**: Select to disable email messages.
   - **Subscribers**: Select to enable users to subscribe for notification through the check box in the icon bar.
   - **Role**: Select and then choose the required role. Users within the selected role will receive email notification when a new event is created.
6. At **Allow Email Send by Event Editor**, mark the check box to allow editors to send an event email to a role - OR - unmark the check box to disallow.



7. Click the **Update Settings** button.

Related Topics:

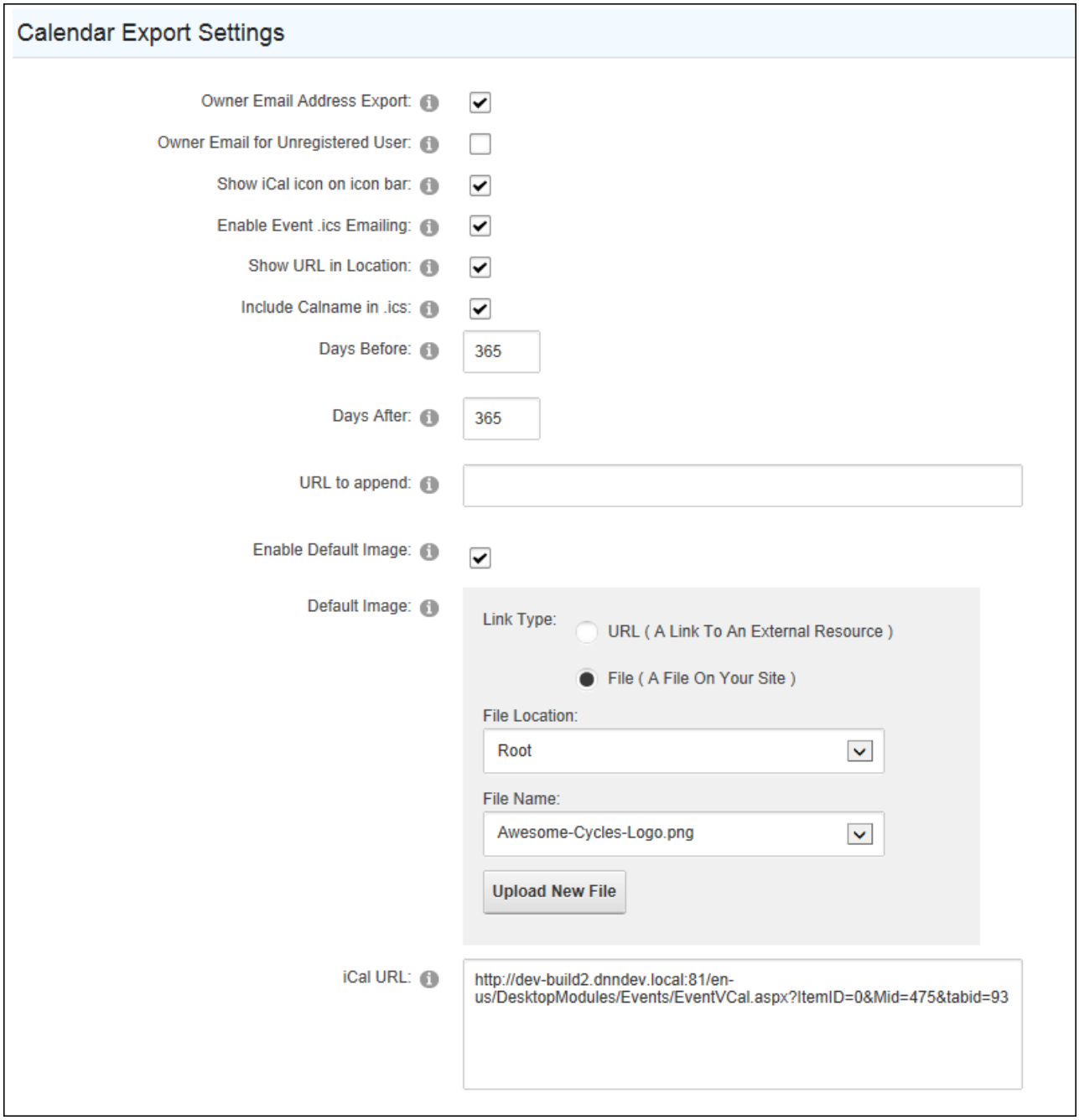
- See "Subscribing to New Events"
- See "Setting an Event Reminder"

RSS, iCal & Social Setting

Configuring Calendar Export Settings

Administrators can configure the export settings for events on the Events module.

1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
3. Select the **RSS, iCal & Social** tab.
4. Expand the Calendar Export Settings section.
5. At **Owner Email Address Export**, mark the check box to include the email address of the event owner when a user exports an event - OR - unmark the check box for no email.
6. At **Owner Email For Unregistered User**, mark the check box to include the email address of the event owner when an unregistered user exports an event - OR - unmark the check box for no email.
7. At **Show iCal icon on icon bar**, mark the check box to display the iCal icon in the Events module tool bar - OR - unmark the check box to hide the iCal icon.
8. At **Enable Event .ics Emailing**, mark the check box to enable users to email themselves an iCal file that they can save to their calendar - OR - unmark the check box disable emailing.
9. At **Show URL in Location**, mark the check box to include the URL of the event location in the iCal Location attribute - OR - unmark the check box to disable.
10. At **Include Calname in .ics**, mark the check box to include the calendar name (X-WR-CALNAME attribute) to be included in the generated .ics file. In MS Outlook this will cause events to open as a separate calendar - OR - unmark the check box to disable. In MS Outlook, events will be included in the usual calendar.
11. In the **Days Before** text box, enter the number of days before the current date to be included in the iCal. The default setting is 365 days.
12. In the **Days After** text box, enter the number of days after the current date to be included in the iCal. The default setting is 365 days.
13. In the **URL To Append** text box, enter the string to append to end of URL attribute generated in the iCal file. This is useful if iCal is used as a feed to another site, as Google Analytics parameters can be used.
14. At **Enable Default Image**, mark the check box to set a default image included in the ATTACH attribute of the iCal file. A URL to the image is placed in the ATTACH attribute - OR - unmark the check box for no image. See
15. In the **iCal URL** text box, enter the URL of the iCal for the complete module. Individual event iCals are accessed via the Event Details view.

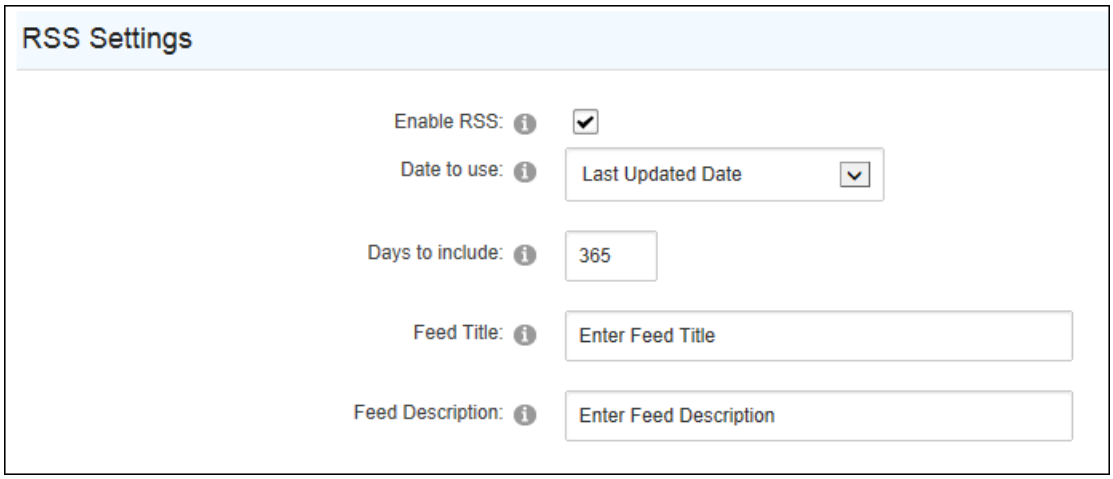


16. Click the **Update Settings** button.

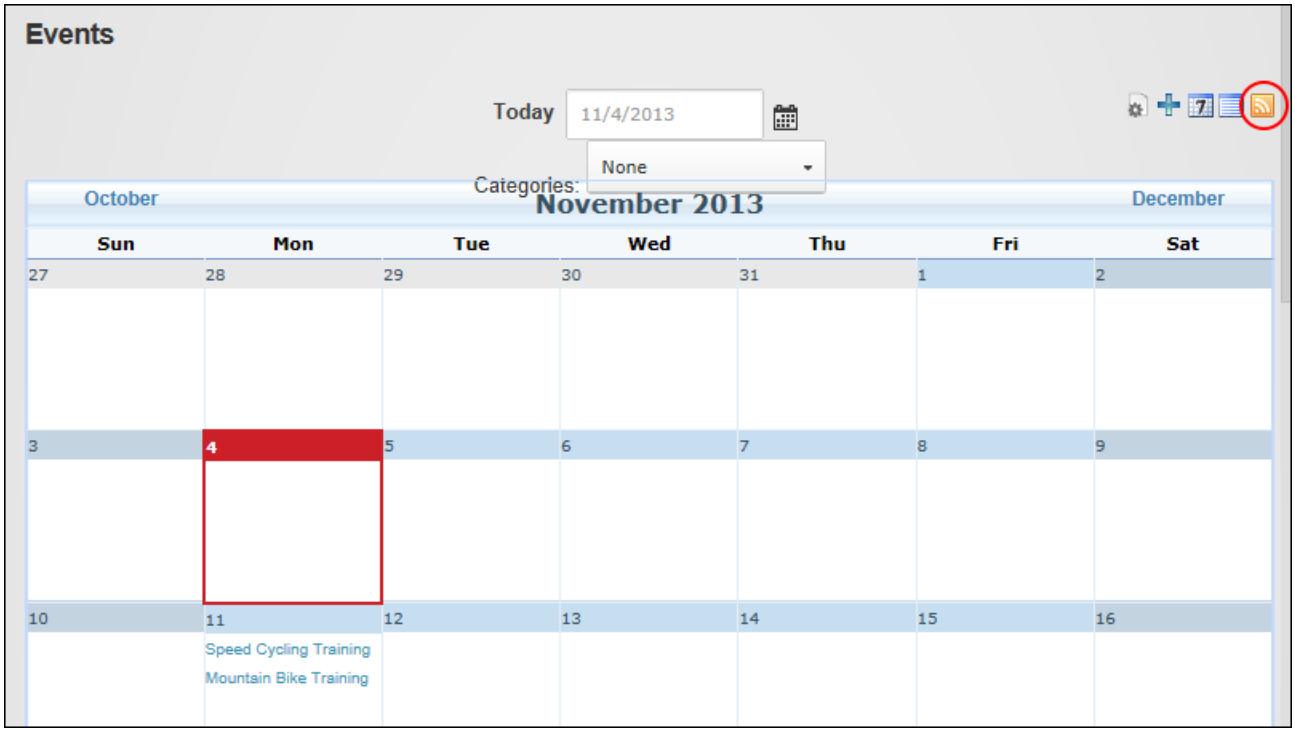
Configuring RSS Settings

Administrators can enable and configure RSS Settings for Events.

1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
3. Select the **RSS, iCal & Social** tab.
4. Expand the RSS Settings section.
5. At **Enable RSS**, select from these options:
   - Mark the check box to enable RSS.
     1. At **Date To Use**, select which date to use as the Publish Date in the RSS feed.
     2. In the **Days To Include** text box, enter the number of **Days** to include in the RSS from today.
     3. In the **Feed Title** text box, edit the title to be displayed in the RSS feed if desired.
     4. In the **Feed Description** text box, edit the title to be displayed in the RSS feed if desired.
   - Unmark the check box to disable RSS.



6. Click the **Update Settings** button. The **RSS** button is now displayed in the top right corner for this Events module.

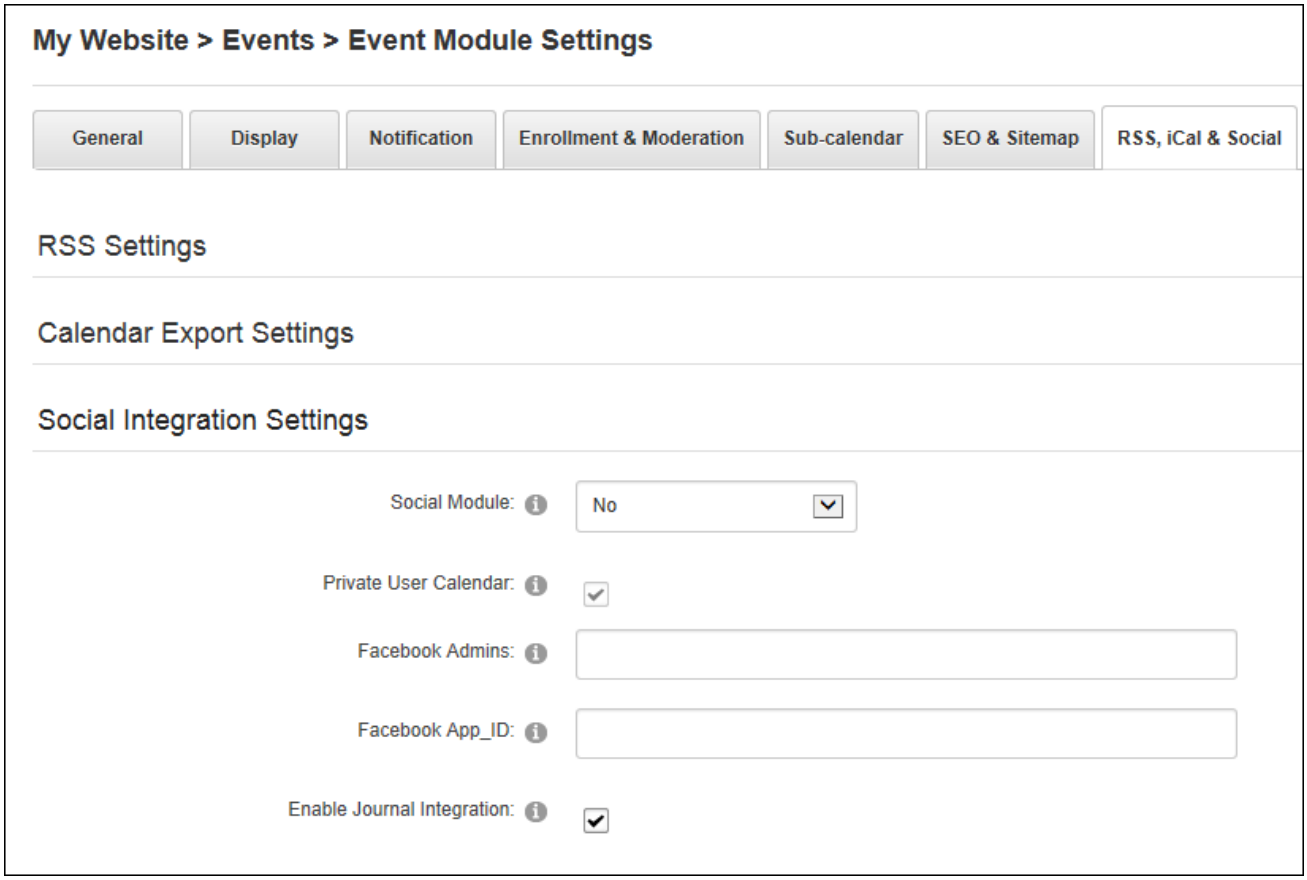


Configuring Social Integration Settings

Administrators can configure social integration for Events.

1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
3. Select the **RSS, iCal & Social** tab.
4. Expand the Social Integration Settings section.
5. At **Social Module**:
   - **No**: Select for no social integration.
   - **Social Group**: This option will use the 'GroupID' from the URL as the SocialGroupId for new events.
   - **User Profile**: This option will use the' UserID from the URL as the SocialUserId for new events. Note that all module settings are common across all Social Group/User Profile pages for this module instance - there is no localization to an individual Social Group.
6. In **Facebook Admins** text box, Entering a value (or comma separated list) in this field will create a meta property on all pages for fb:admins to support Facebook integration.

7. In **Facebook App_ID** text box, entering a value in this field will create a meta property on all pages for fb:app_id to support Facebook integration
8. At **Enable Journal Integration**, mark ☑ the check box to display event creation and user enrollment activities in the Journal.



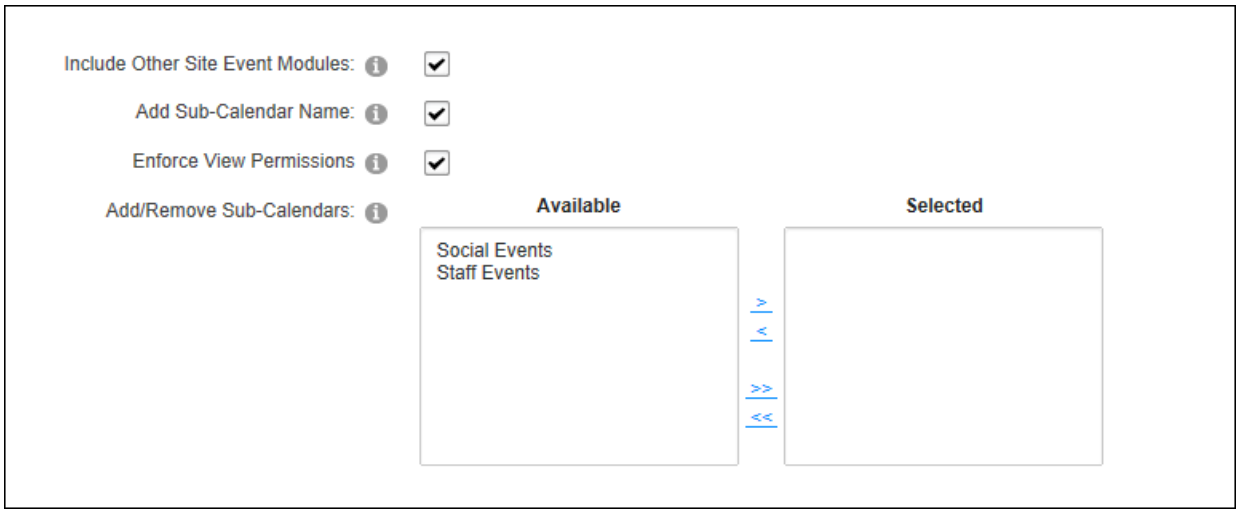
9. Click the **Update Settings** button.

Sub-Calendar Settings

Configuring the SubCalendar Settings

Administrators can display events from one or more Events modules (SubCalendars) within a single instance of an Events module. SubCalendars cannot be located on the same page as the Events module they will be displayed using. A maximum of 1000 SubCalendars can be added.

1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
3. Select the **Sub-calendars** tab.
4. At **Include Other Site Event Modules?**, select from these options:
   - Mark the check box to include events from other Events modules on this Events module
     1. At **Add Sub-Calendar Name**, mark the check box to include the name of the other Events modules (SubCalendars) in the title of an event when it displays in this Events module - OR - unmark the check box to hide the name of other Events modules in the title of events.
     2. At **Enforce Permissions**, mark the check box to set the View permissions applied to the SubCalendar to be observed in the master calendar - OR - unmark the check box to disable.
     3. At **Add/Remove Sub-Calendars**, in the Available list, select one or more of the other event modules to be included in this module.
        - To **Add a Calendar**, click on the name of the calendar in the **Available** box and then click the **Add** > link.
        - To **Add all Calendars**, click the **Add All** >> link.
        - To **Remove a Calendar**, click on the calendar name in the **Selected** box and then click the **Remove** < link.
        - To **Remove all Calendars**, click the **Remove All** << link.
   - Unmark the check box to only display events added using this Events module.



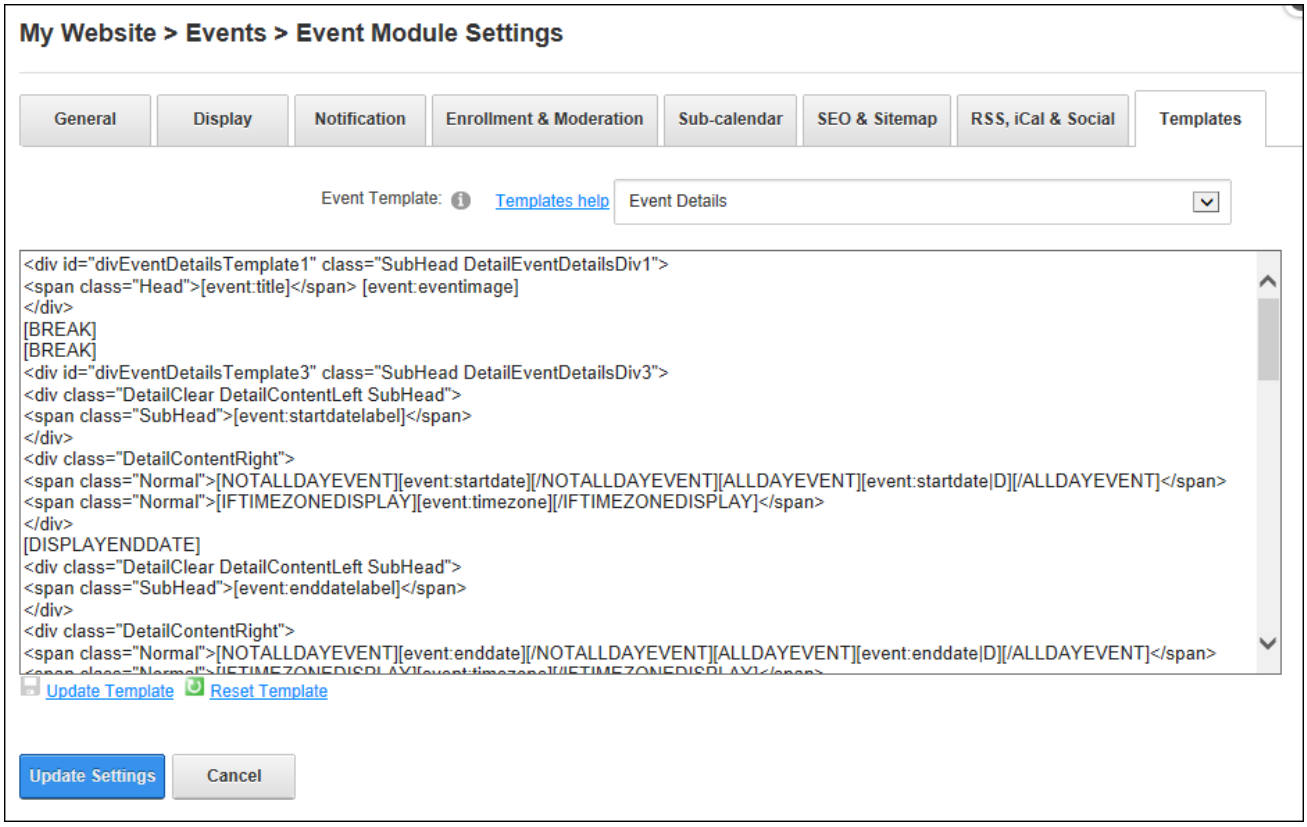
5. Click the **Update Settings** button.

Templates

Configuring Template Settings

Administrators can modify the default event templates used in the Events module.

1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
3. Select the Templates tab.
4. At **Event Template**, select the template to be viewed or modified.
5. **Optional.** Click the Template Help link to view a full list of replacement tokens.
6. Modify the template in the text box.



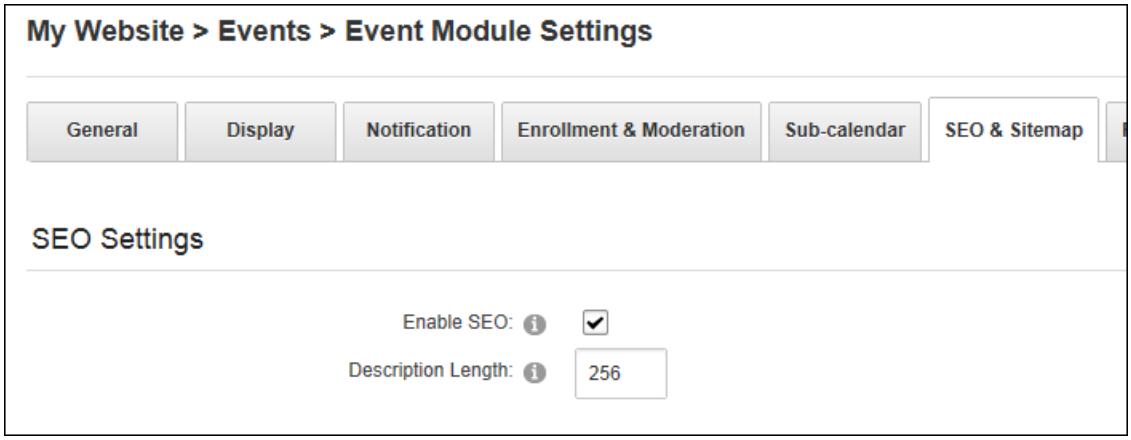
7. Click the Update Template link to save these changes.

Tip: Click the Reset Template link to reset to the default template as any time.

SEO and Sitemap Settings

How to manage Search Engine Optimization (SEO) and SiteMap Settings for an instance of the Events module.

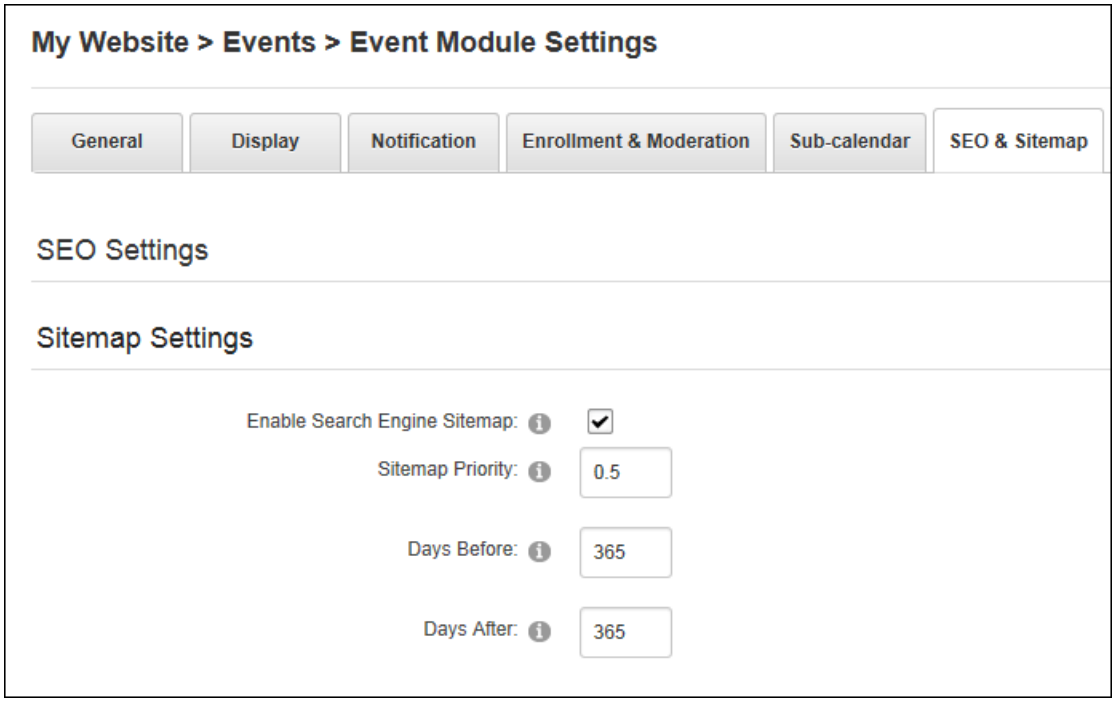
1. Go to an Events module.
2. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button (only visible if the Icon Bar is displayed). This displays the **Event Module Settings** page.
3. Select the SEO & Sitemap Settings tab.
4. Expand the SEO Settings section.
5. At **Enable SEO**, mark the check box to enable SEO. Page Title and Description are set using the relevant templates in the Template Settings. If the original content of Title or Description is required, then include this using {0}.
6. In the **Description Length** text box, enter the maximum characters for the description.



7. Expand the SiteMap Settings section.
8. At **Enable Search Engine Sitemap**, select from these options:
   - Mark the check box to include this module in the Sitemap.
     1. In the **Sitemap Priority** text box, enter the priority of events module entries in the Sitemap.
     2. In the **Days Before** text box, enter the number of days before current date to include in Sitemap. The default is one year.

3. In the **Days After** text box, enter the number of days after current date to include in Sitemap. The default is one year.

- Unmark ☐ the check box to disable. See "Search Engine SiteMap" and See "Configuring the SiteMap Settings".



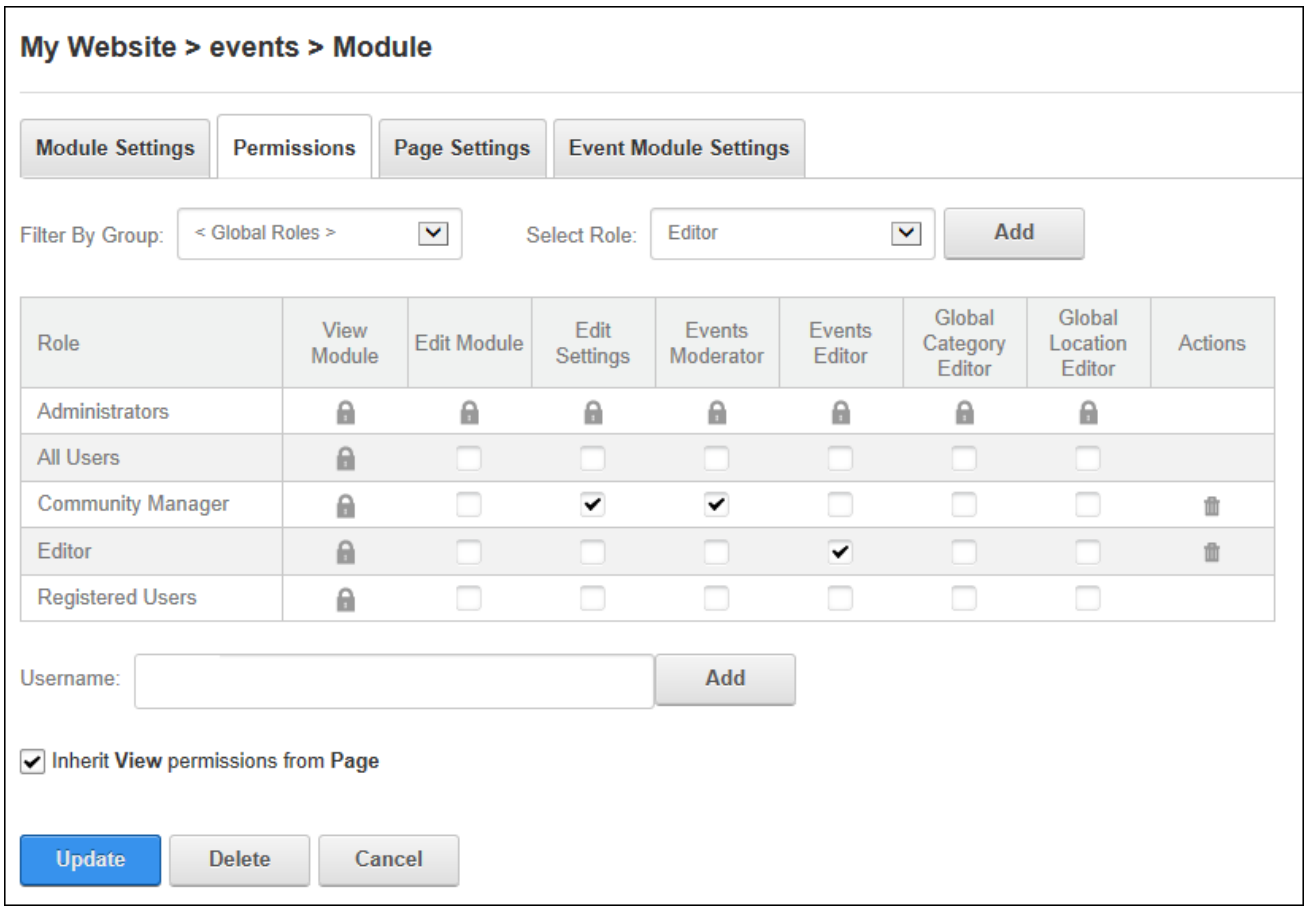
9. Click the **Update Settings** button.

Setting Event Permissions

How to assign role members and users as Event Moderators, Global Category Editors (users who can manage categories) or/and Global Location Editors (users who can manage locations) on the Events module. These permissions are in addition to the usual module permissions.

1. Go to an Events module.
2. Select **Manage** > **Settings** from the module actions menu.
2. Select the **Permissions** tab.
3. At **Permissions**, set these unique Event module permissions:
   - **Edit Settings**: Grant this permission to enable roles/users to manage event settings.
   - **Event Moderators**: Grant this permission to enable roles/users to moderate events.

- **Event Editor**: Grant this permission to enable users/roles to edit existing events.
- **Global Category Editors**: Grant this permission to enable users/roles to create and manage event categories.
- **Global Location Editors**: Grant this permission to enable users/roles to create and manage event categories.



4. Click the **Update** button.

Related Topics:

- See "Setting Module Permissions"