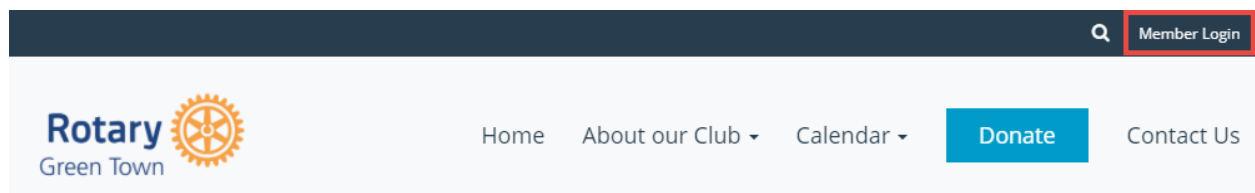


# How Do I Add a Calendar Item?

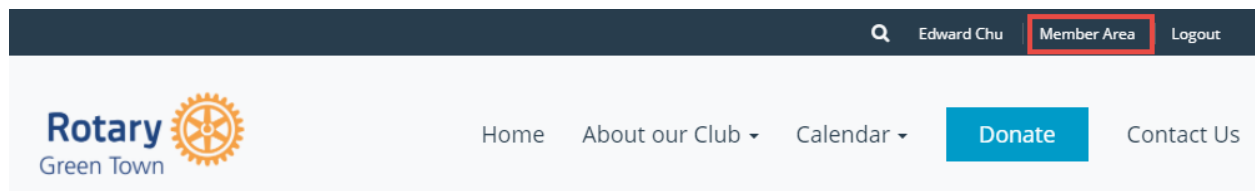
**This is done in the Club version of ClubRunner.**

Our new **Calendar Items** module allows you place notes or messages on the calendar and event list page without the need to create an event. Calendar Items also lets you create recurring or repeating notes or messages. Which is perfect for weekly meetings. Please follow the steps below, to learn how to add a Calendar Item:

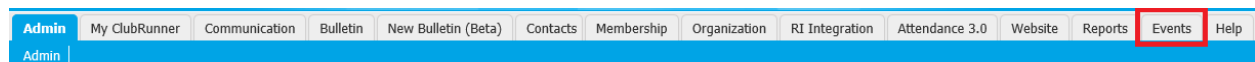
1. Go to your Club's website and click **Member Login** near the top right.



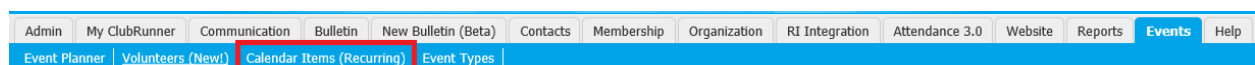
2. After you have logged in, click **Member Area** near the top right.



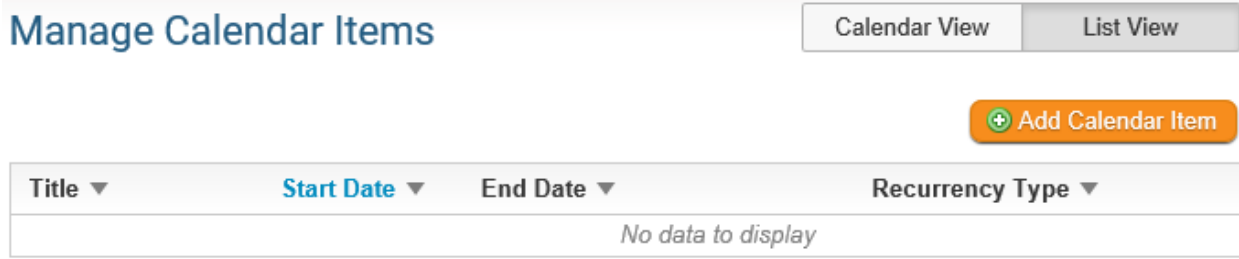
3. On the grey menu bar near the top click **Events**.



4. On the blue menu bar click **Calendar Items (Recurring)**.

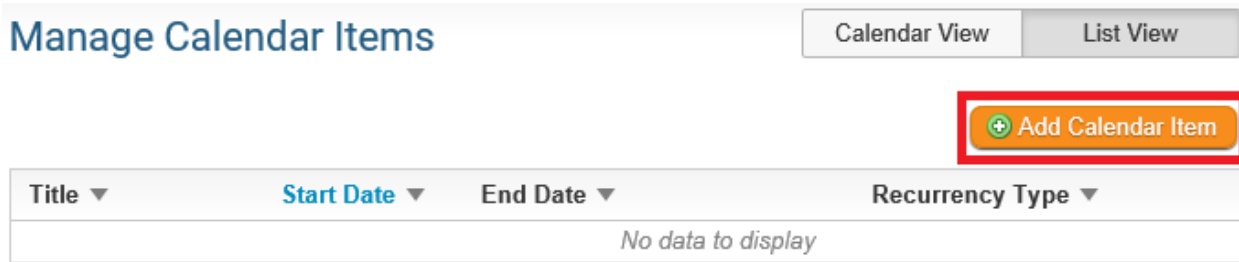


5. This displays the Calendar Items page. From here you can view the **Calendar**, view a **List** of Calendar Items, and **Add Calendar Items**.



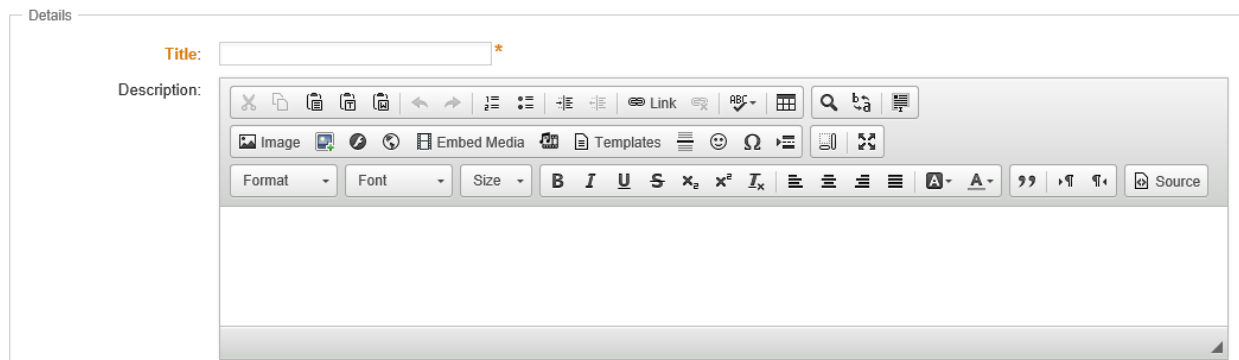
### Add a new Calendar Item

1. To add a new Calendar Item, click **Add Calendar Item** on the Calendar Items Page.



2. You can fill in the **Title** and the **Description** of the Calendar Item on the first part of the page.

### Add Calendar Item



3. Then you could fill out the rest of the fields on the page.

**Image/Logo** - Displays an image in the Calendar Item.

**Location** - Name of the location, if there is a location name.

**Address Information** - The address of the event, if there is an address.

**Latitude & Longitude** - This allows you to override the Address information for the map that shows on the Calendar Item's page. For help finding your Latitude and Longitude, please see our guide: [How to find a location's Latitude & Longitude in Google Maps](#).

**Event Start Date** - The start date and time of the event. *\*This is a required field.*



The screenshot shows a list of configuration options for an event. The 'Show Map?' option is circled in red. A callout box points to it with the text 'Please use this option cautiously.' The callout box contains two sections: 'Do add' with a list of items (Fundraisers, Special Interest Speaker) and 'Do not add' with a list of items (Your club's board meetings, Your club's weekly meetings, Service Projects, District or Zone events).

Options shown in the screenshot:

- Show Event in home page?  Yes  No
- Show Event in Calendar?  Yes  No
- Show In Events List?  Yes  No
- Show Event in Bulletin?  Yes  No
- Display Social Media Share Bar?  Yes  No
- Show Event in District Calendar?  Yes  No
- Show Map?  Yes  No

**Please use this option cautiously.**

**Do add**

- Fundraisers
- Special Interest Speaker

**Do not add:**

- Your club's board meetings
- Your club's weekly meetings
- Service Projects
- District or Zone events

**Event End Date** - The end date and time of the event.

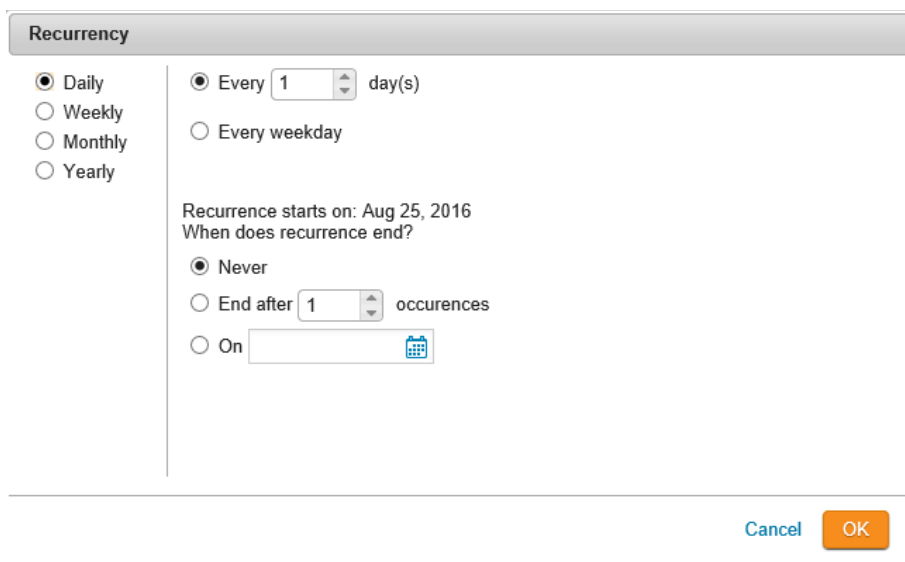
**Save** - Once done click Save.

If you selected **Recurring**, a popup window will appear with more options. You can choose to have Item

yearly.

see

**Daily:**



The screenshot shows a 'Recurrency' popup window with the following options:

- Daily
- Weekly
- Monthly
- Yearly
- Every 1 day(s)
- Every weekday

Recurrence starts on: Aug 25, 2016  
When does recurrence end?

- Never
- End after 1 occurrences
- On [calendar icon]

Buttons: Cancel, OK

the Calendar recur daily, weekly, monthly or yearly. Each one displays different options. Please see them below:

**Weekly:**

**Recurrency**

Daily

Weekly

Monthly

Yearly

Recur every  week(s) on:


Sunday  Monday  Tuesday  Wednesday

Thursday  Friday  Saturday

Recurrence starts on: Aug 25, 2016  
When does recurrence end?

Never

End after  occurrences

On  

Cancel

**Monthly:**

### Recurrency

- Daily
- Weekly
- Monthly
- Yearly

Day  of every  month(s)

The   of every  month(s)

Recurrence starts on: Aug 25, 2016  
When does recurrence end?

- Never
- End after  occurrences
- On  

Cancel

OK

### Yearly:

### Recurrency

- Daily
- Weekly
- Monthly
- Yearly

Recur every  year(s)

On

On the   of

Recurrence starts on: Aug 25, 2016  
When does recurrence end?

- Never
- End after  occurrences
- On  

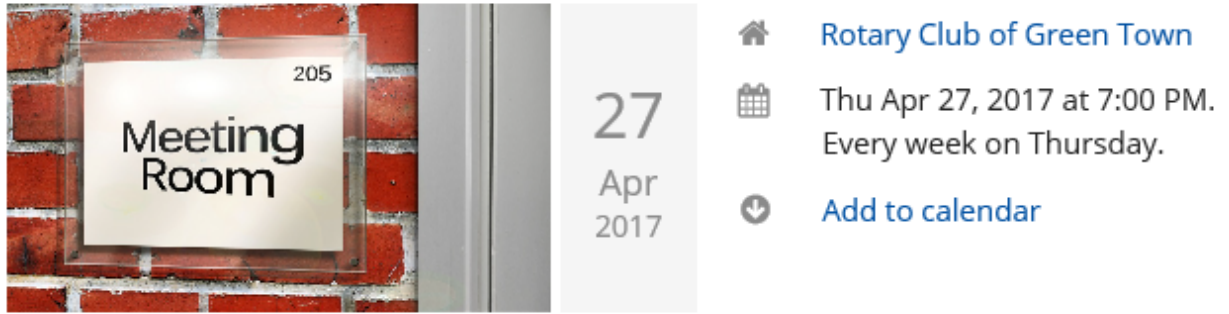
Cancel

OK

After you click save you can view it on your Club's Calendar or Event List page. If a user clicks on the title of the Calendar Item, the page for the Calendar Item would appear which will look similar to the image below:

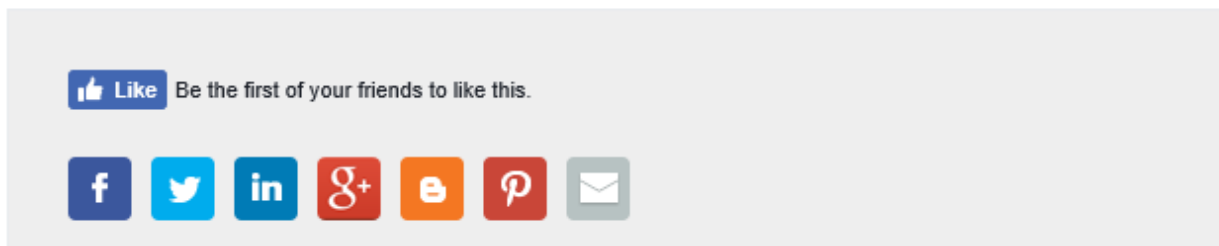
**Note** : If the club is using **Sponsors** in ClubRunner then they will be displayed on the right of this page. To learn how to remove them please read the article titled [Configuring Sponsor Settings](#).

# Weekly Club Meeting



The screenshot shows a calendar event card. On the left is a photo of a brick wall with a white sign that says 'Meeting Room' and '205'. To the right of the photo is a date box showing '27 Apr 2017'. Further right are three icons: a house icon for 'Rotary Club of Green Town', a calendar icon for 'Thu Apr 27, 2017 at 7:00 PM. Every week on Thursday.', and a download icon for 'Add to calendar'.

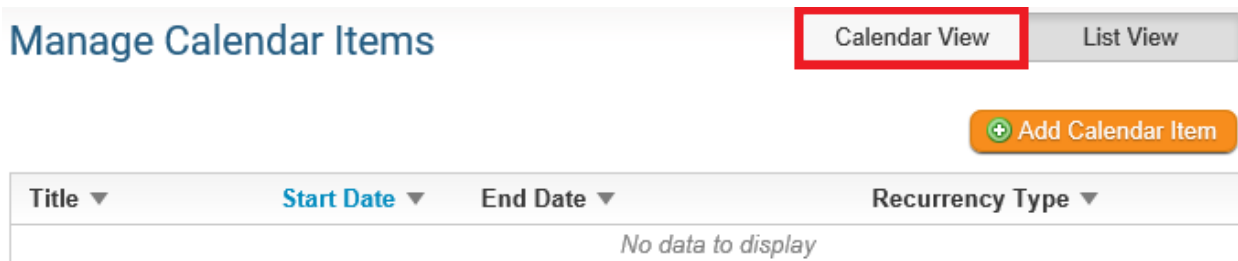
Club Meeting



A grey box containing social sharing options. At the top is a 'Like' button with a thumbs-up icon and the text 'Be the first of your friends to like this.' Below this are six icons for social media: Facebook, Twitter, LinkedIn, Google+, Email, and Pinterest.

## Calendar View

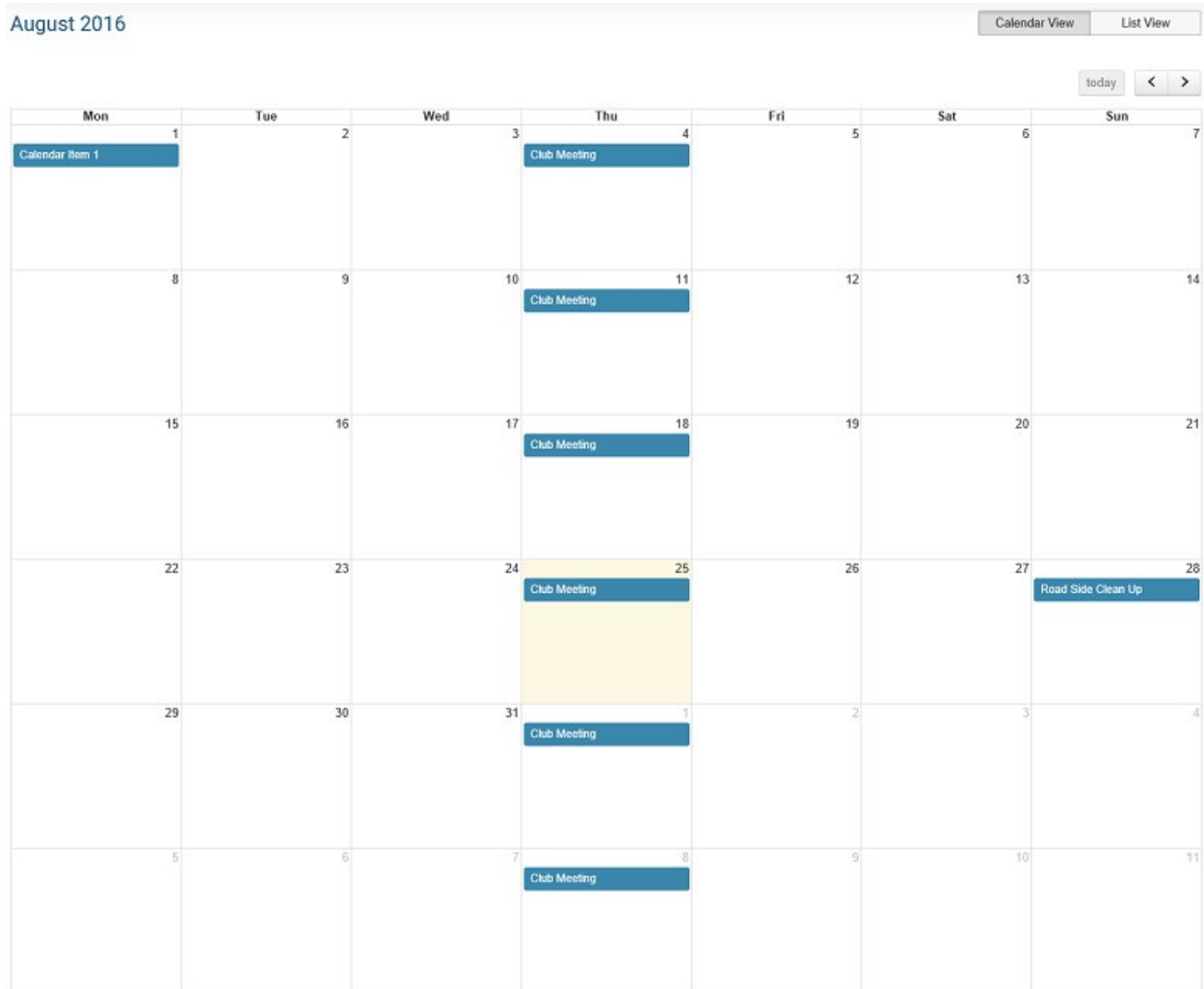
1. To see what your Calendar Items look like on the Club's calendar, click on **Calendar View**.



The screenshot shows the 'Manage Calendar Items' interface. At the top left is the title 'Manage Calendar Items'. To its right are two buttons: 'Calendar View' (highlighted with a red box) and 'List View'. Below these is an orange button with a plus sign and the text 'Add Calendar Item'. At the bottom is a table with the following headers: 'Title', 'Start Date', 'End Date', and 'Recurrency Type'. The table body is empty and contains the text 'No data to display'.

Title	Start Date	End Date	Recurrency Type
No data to display			

2. This will display a calendar with the Calendar Items on it.



3. If you were to click on a Calendar Item, you would be able to see how it will look when a user clicks on it on the Club calendar. If you would like to edit it, you can by clicking on the **Edit** button. If you would like to delete it, click on one of the delete buttons.

## Club Meeting



When: Thu Apr 06, 2017 at 7:00 PM  
Recurring: Every week on Thursday.  
Where:

Club  
Meeting

[Delete \(all\)](#)

[Delete \(single\)](#)

[Edit](#)

If a member or guest clicks on the Calendar Item on the website, it will look like the following image.

The **Add to calendar** link lets you download a ICS file which can be loaded into calendar programs like Google Calendar, Outlook and more.



The social media bar will be displayed at the bottom. From here members and guests can share this page on their social media.




# Weekly Club Meeting










27  
Apr  
2017

-  [Rotary Club of Green Town](#)
-  Thu Apr 27, 2017 at 7:00 PM.  
Every week on Thursday.
-  [Add to calendar](#)

Club Meeting

 **Like** Be the first of your friends to like this.

calendar