ClubRunner

How do I add a Calendar Item?

Omar S. - 2025-03-10 - Events & Calendar

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:

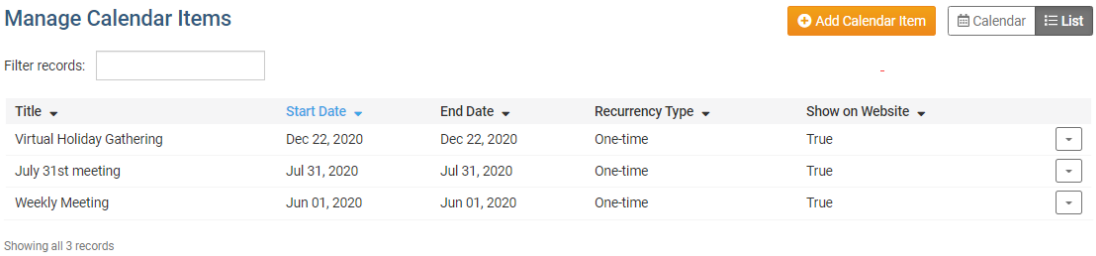
1. Go to your Club's website and click **Member Login** near the top right.

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

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

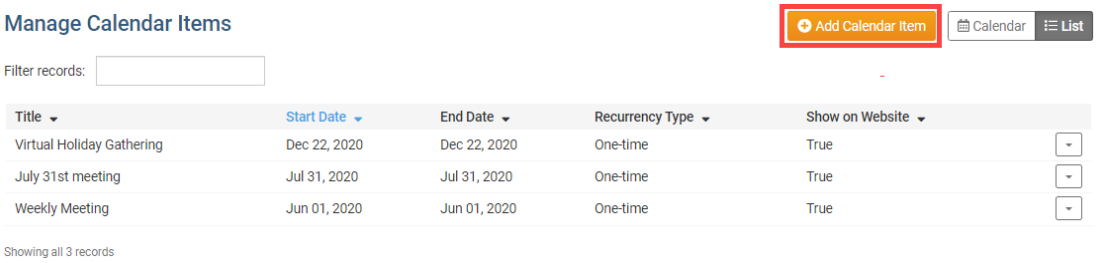
4. On the blue menu bar click **Calendar Items (Recurring)**.

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

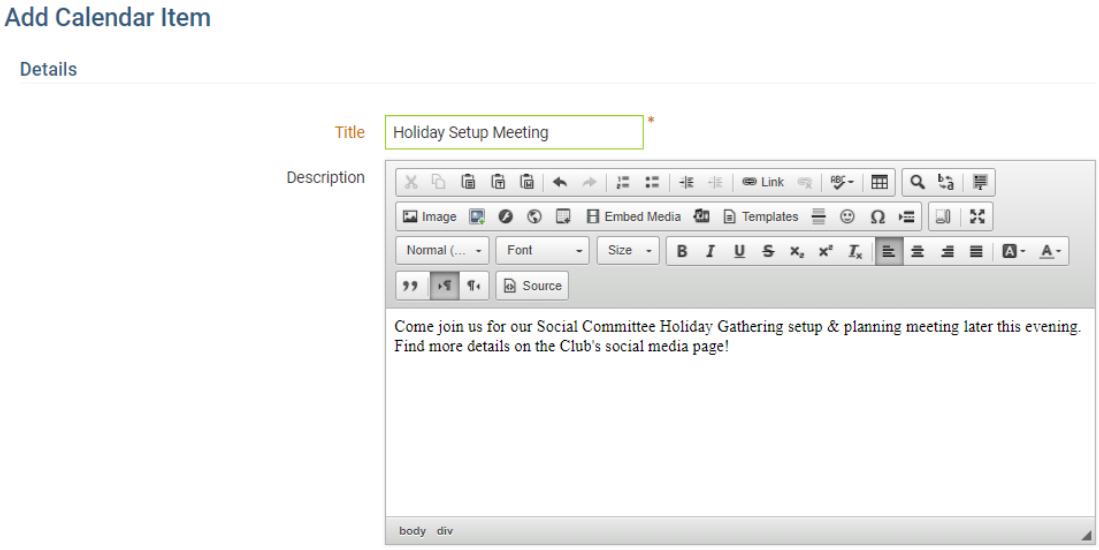


Add a new Calendar Item

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.



3. Then fill out the rest of the fields on the page for the Calendar item.

Show on Website - Displays the Calendar Item on the Club's website calendar

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.

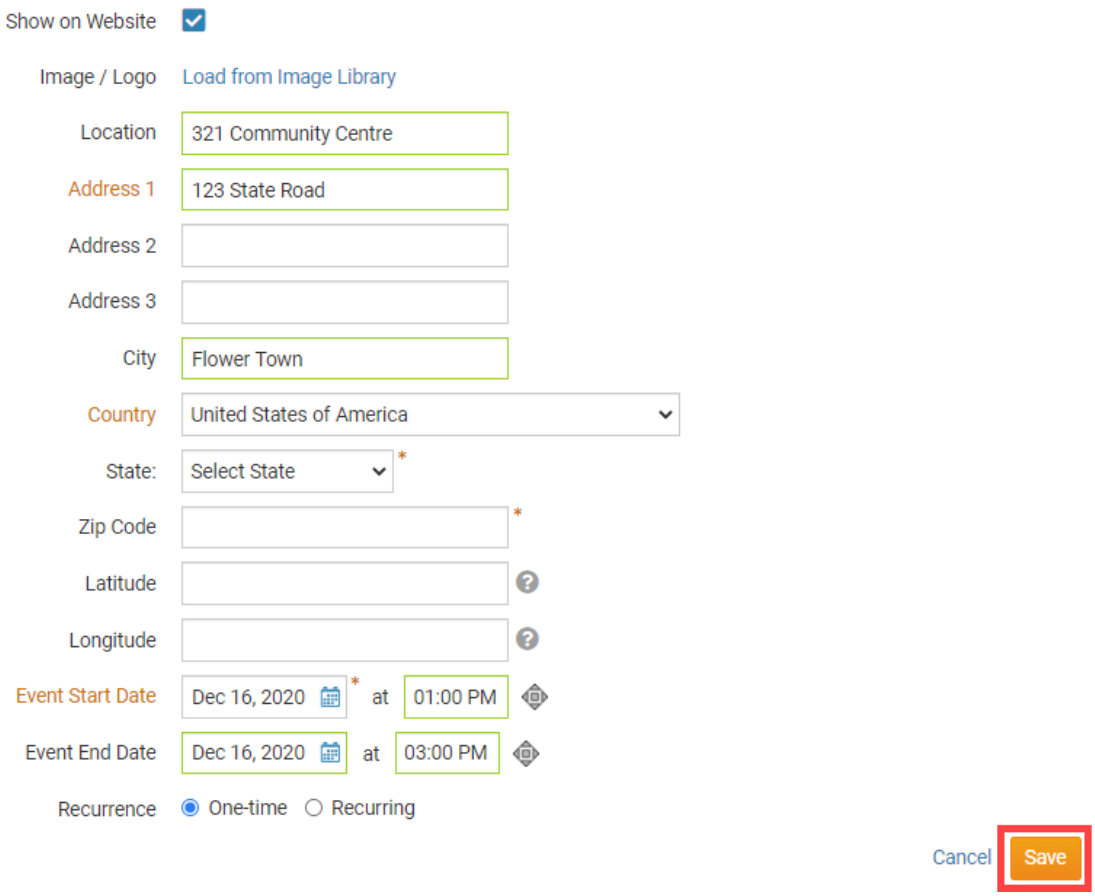
Event Start Date - The start date and time of the event. **This is a required field*.

Event End Date - The end date and time of the event. The event duration may not exceed 365 days.

Recurrence - One-Time - The event only happens once.

Recurring - The event recurs. For more information about this please read further down.

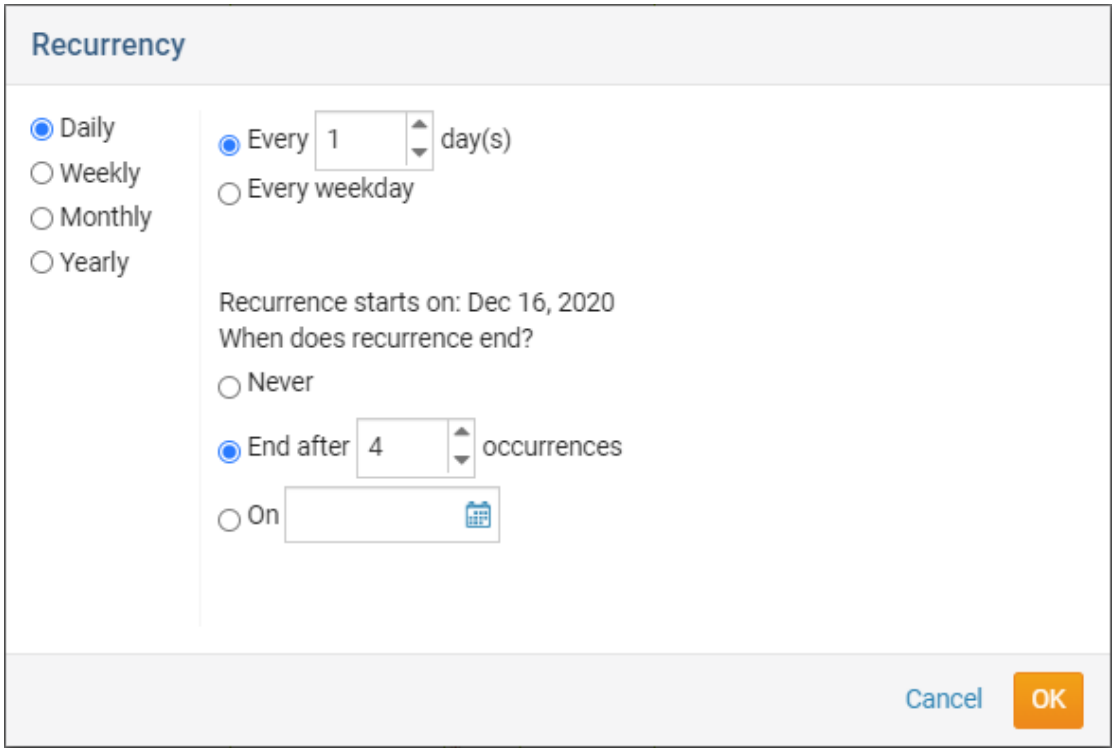
Save - Once done click Save.



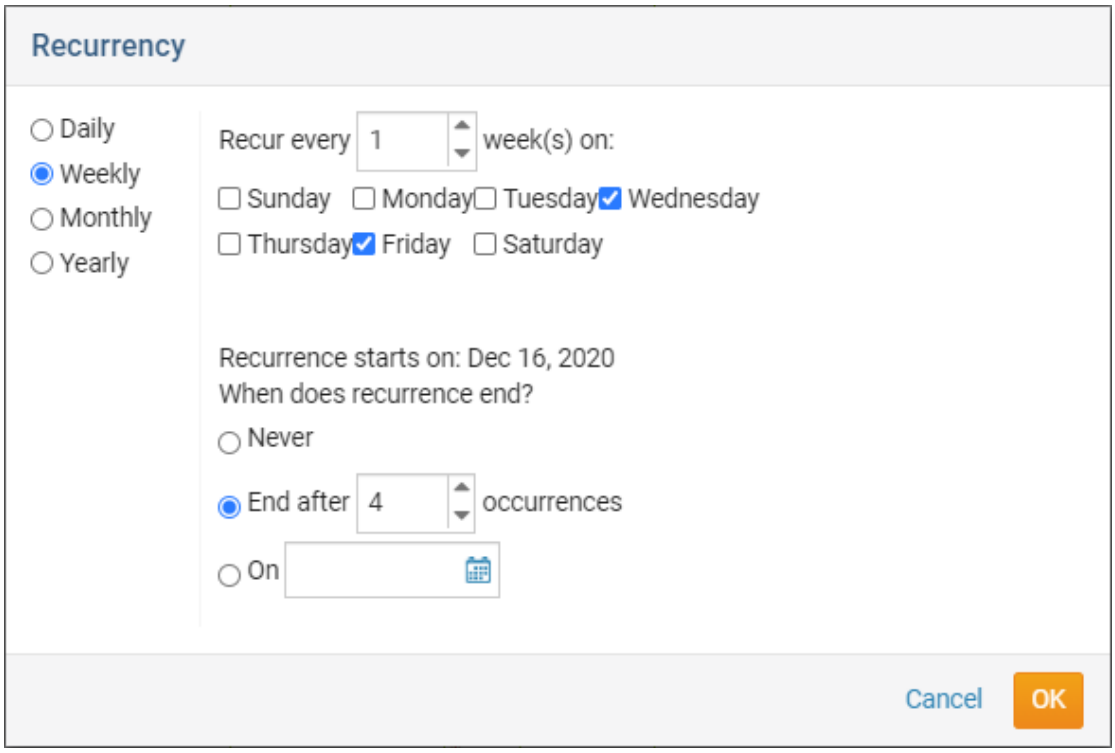
Note: Some calendar software requires both a start and end date for events to be shown. Use the information in this article to subscribe to the website calendar.

If you selected **Recurring**, a popup window will appear with more options. You can choose to have the Calendar Item recur daily, weekly, monthly or yearly. Each one displays different options. Please see them below:

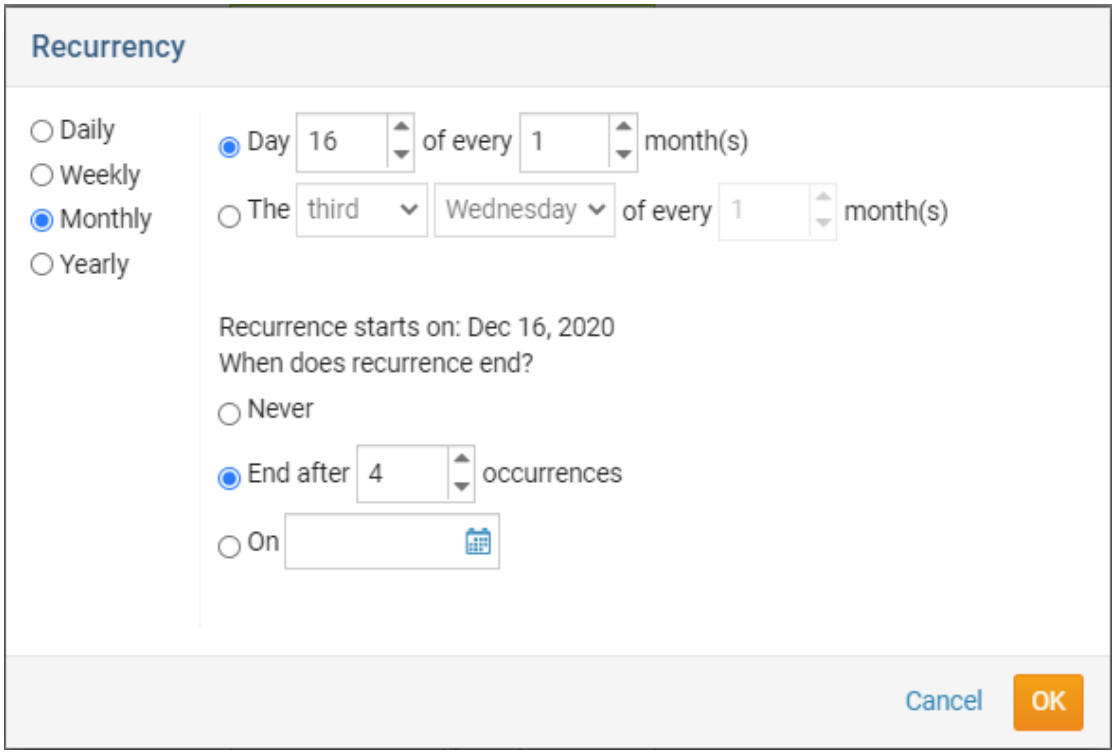
Daily:



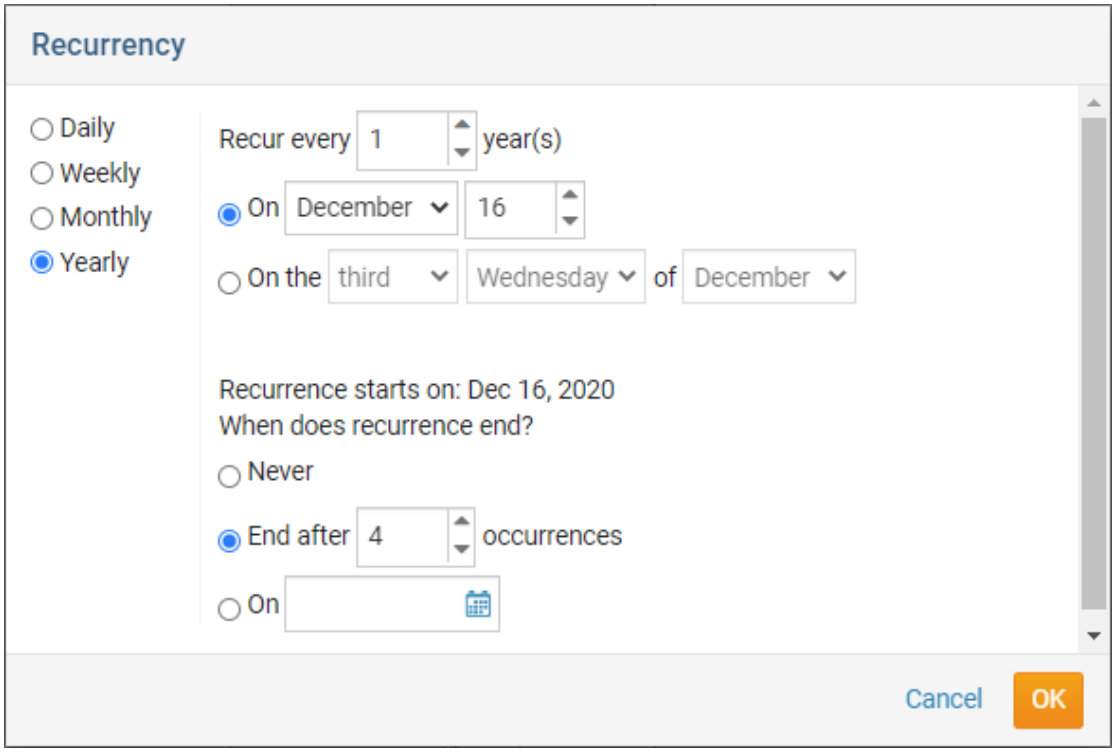
Weekly:



Monthly:

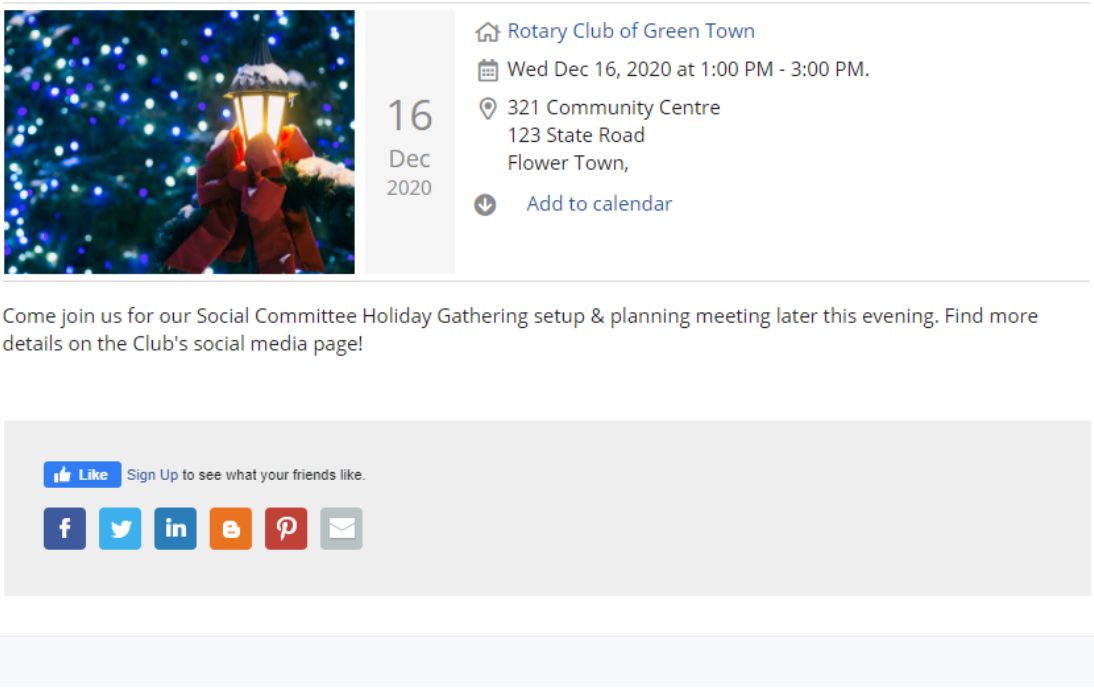


Yearly:



Note: A calendar item with no end date, will recur on the calendar for up to five years.

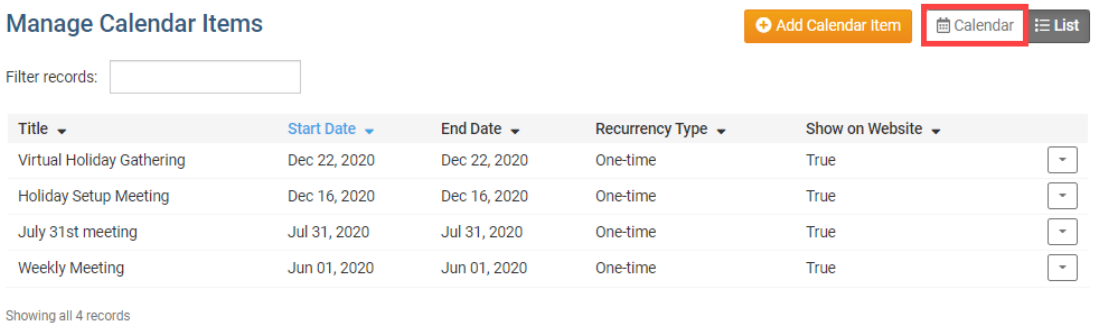
After you click save you can view it on your Club's Calendar or Event List page. If a user clicks on the title of the Calendar Item, the page for the Calendar Item would appear which will look similar to the image below:



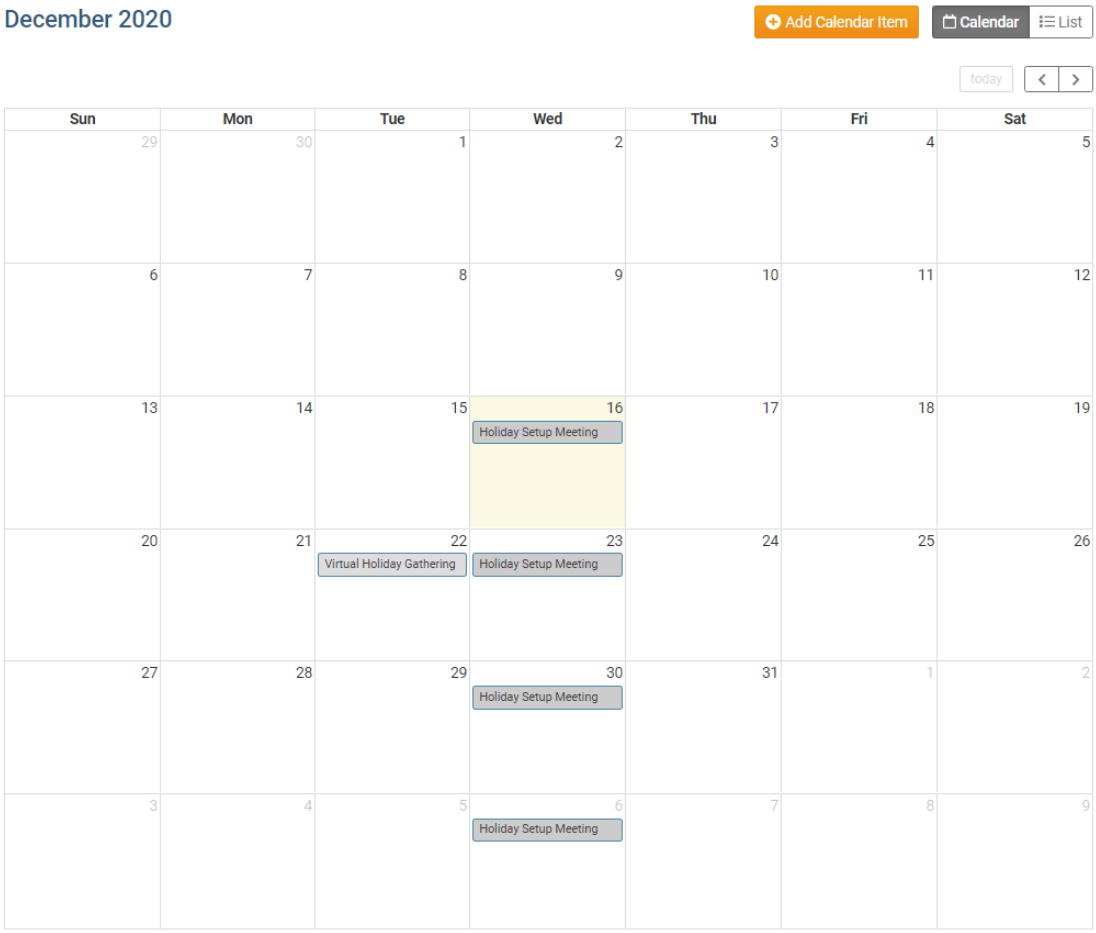
Note: If the club is using **Sponsors** in ClubRunner, then they will displayed on the right side of this page. To learn how to remove them, please read the article title **Configuring Sponsor Settings**.

Calendar View

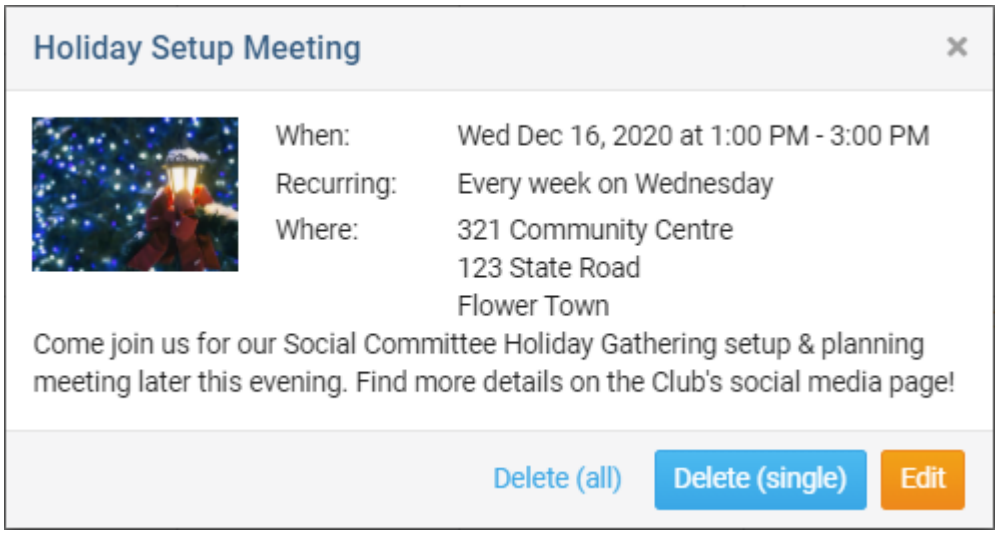
1. To see what your Calendar Items look like on the Club's calendar, click on **Calendar View**.



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.



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.

Holiday Setup Meeting



16
Dec
2020

Rotary Club of Green Town
Wed Dec 16, 2020 at 1:00 PM - 3:00 PM.
321 Community Centre
123 State Road
Flower Town,
Add to calendar

Come join us for our Social Committee Holiday Gathering setup & planning meeting later this evening. Find more details on the Club's social media page!

Like Sign Up to see what your friends like.

Related Content

- How do I download ICS calendar file?
- How to delete a single occurrence of a recurring Calendar Item?