

How Do I Add a Calendar Item? (District)

Zach W. - 2021-04-19 - 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 District'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**.

| Title | Start Date | End Date | Recurrence Type | Show on Website |
|-------------------------------------|--------------|--------------|-----------------|-----------------|
| Annual Book Drive for Kids | Apr 29, 2021 | Apr 29, 2021 | One-time | True |
| District Executives Luncheon | Apr 23, 2021 | Apr 23, 2021 | One-time | True |
| Black Tie Ball & Silent Auction | Apr 21, 2021 | Apr 21, 2021 | One-time | True |
| Spring Solstice Celebration | Mar 21, 2021 | Mar 21, 2021 | One-time | True |
| Monthly District Executives Meeting | Mar 10, 2018 | Mar 10, 2018 | Monthly by Date | True |

Showing all 5 records

Add a new Calendar Item

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

| Title | Start Date | End Date | Recurrence Type | Show on Website |
|-------------------------------------|--------------|--------------|-----------------|-----------------|
| Annual Book Drive for Kids | Apr 29, 2021 | Apr 29, 2021 | One-time | True |
| District Executives Luncheon | Apr 23, 2021 | Apr 23, 2021 | One-time | True |
| Black Tie Ball & Silent Auction | Apr 21, 2021 | Apr 21, 2021 | One-time | True |
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Showing all 5 records

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

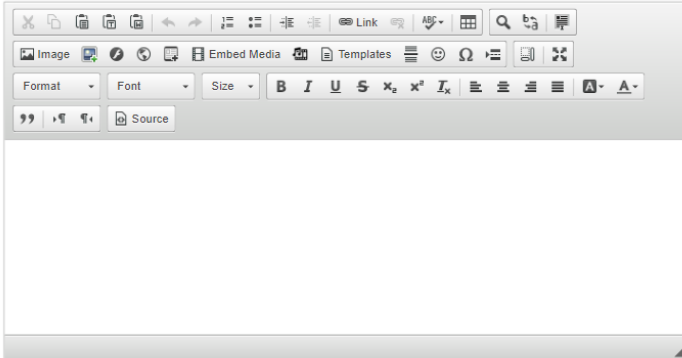
page.

Add Calendar Item

Details

Title *

Description



The image shows a rich text editor toolbar with various icons for text formatting, alignment, and media insertion. The toolbar includes options for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, search, and source code. Below the toolbar is a large text area for entering the description.

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.*

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

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.

Show on Website

Image / Logo [Load from Image Library](#)

Location

Address 1

Address 2

Address 3

City

Country

Province/Territory:

Postal Code

Latitude

Longitude

Event Start Date at

Event End Date at

Recurrence One-time Recurring

[Cancel](#) [Save](#)

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:

Recurrency

Daily

Weekly

Monthly

Yearly

Every day(s)

Every weekday

Recurrence starts on: Apr 19, 2021

When does recurrence end?

Never

End after occurrences

On

[Cancel](#) [OK](#)


Weekly:

Recurrency

Daily
 Weekly
 Monthly
 Yearly

Recur every week(s) on:
 Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Recurrence starts on: Apr 19, 2021
 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: Apr 19, 2021
 When does recurrence end?

Never
 End after occurrences
 On 

[Cancel](#)

Yearly:

Recurrency

Daily
 Weekly
 Monthly
 Yearly

Recur every year(s)

On

On the of

Recurrence starts on: Apr 19, 2021
 When does recurrence end?

Never

End after occurrences

On

[Cancel](#) [OK](#)

After you click save you can view it on your District'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 District 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](#).

Annual Book Drive for Kids

29

Apr
2021

🏠 ClubRunner Demo District

📅 Thu Apr 29, 2021 at 12:00 PM - 4:00 PM.

📌 [Add to calendar](#)

Raising money to buy books & educational media for at-risk youth.

Sign Up to see what your friends like.

Calendar View

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

Manage Calendar Items

[Add Calendar Item](#)[Calendar](#)[List](#)

Filter records:

| Title | Start Date | End Date | Recurrency Type | Show on Website | |
|-------------------------------------|--------------|--------------|-----------------|-----------------|---|
| Annual Book Drive for Kids | Apr 29, 2021 | Apr 29, 2021 | One-time | True | ▼ |
| District Executives Luncheon | Apr 23, 2021 | Apr 23, 2021 | One-time | True | ▼ |
| Black Tie Ball & Silent Auction | Apr 21, 2021 | Apr 21, 2021 | One-time | True | ▼ |
| Spring Solstice Celebration | Mar 21, 2021 | Mar 21, 2021 | One-time | True | ▼ |
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Showing all 5 records

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

April 2021

[Add Calendar Item](#)[Calendar](#)[List](#)

today

<

>

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |

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.

Monthly District Executives Meeting ×

When: Sat Apr 10, 2021 at 12:00 PM

Recurring: Day 10 of every 1 month(s)

Hosted at a location TBD, or online using Skype.

[Delete \(all\)](#) [Delete \(single\)](#) [Edit](#)