

How do I hide a Club event from the District Calendar?

Zach W. - 2021-03-02 - Events & Calendar

Club's which have their own website with ClubRunner is able to create events and display and advertise them within the District's own event calendar. However, District's can choose to hide any of these events from their calendar.

December 2020

today < >


Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27


Toys for Tots
(Purple Metro)


Hiding a Club event from the District Calendar


1. To begin in removing a club event from the District calendar, you will need to log into your District's member area. This can be done by visiting your District's website and clicking on the **Member Login** link in the top right corner.
2. Once logged in, clicking on the **Member Area** link will bring you to the District Member Area.
3. After accessing the District Member Area, you should be presented with the Launchpad. If not, you can access it by clicking on **Admin** in the primary navigation menu at the top of the page, and then **Launchpad**, in the secondary navigation menu just below
4. On the Launchpad menu, click on the Calendar option


Welcome, Edward!


**My Profile**
Update your personal information, change your password, and other preferences.


**My Club's Info**
For club executives, update your member data, attendance, officers, and meeting information.


**Calendar**
View and register for upcoming events, and create new district events.


**Website**
Design the layout, theme, and content of the district website.

**Communication**
Send emails, bulletins, and other notices to all members and groups within the district.

**Reports**
View, download, or print the district directory or export member data.

**Membership**
View and modify all club and membership data in the district.

**Organization**
View and modify all club and district executives, directors, and committees.

**Attendance**
Update club attendance, send reminders, and access attendance reports.

5. You will then be brought to a calendar which displays all Club and District events on the District's calendar. Click on the **List of All Upcoming Events** link.

Calendar

[List of All Upcoming Events](#)

October		November 2020				December	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
01	02	03	04	05	06	07	
08	09	10	11	12	13	14	

6. From here, you will see a list of upcoming District events and upcoming Club events. Within the **Upcoming Club Events**, clicking on the check box for an event will either show or hide the event on the District calendar. Checked events will be visible, while unchecked events will not appear. To hide an event, uncheck it from this list.

Upcoming Events

[Calendar Format](#)

Upcoming District Events

New Year 2020 Celebration
Dec 31, 2020

Upcoming Club Events

☒ Toys for Tots (Purple Metro)
Dec 19, 2020

To hide event from calendar uncheck it and click Update button.

Update

7. After unchecking any events that should be hidden from the District calendar, click on the Update button.

Upcoming Events

[Calendar Format](#)

Upcoming District Events

[New Year 2020 Celebration](#)
Dec 31, 2020

Upcoming Club Events

☐ [Toys for Tots \(Purple Metro\)](#)
Dec 19, 2020

To hide event from calendar uncheck it and click Update button.

Update

After performing the update, the unchecked events will no longer appear on the District's event calendar. At any point, the District can navigate back to this page to show the events once again as well.