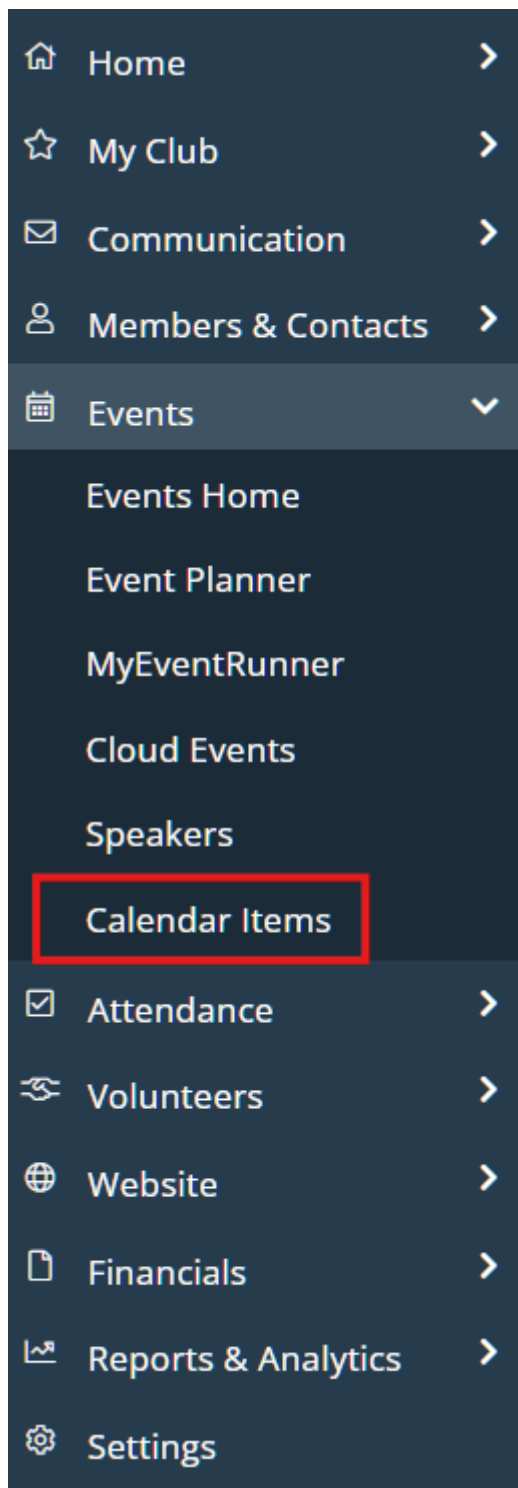


[NOVA] How do I add a Calendar Item?

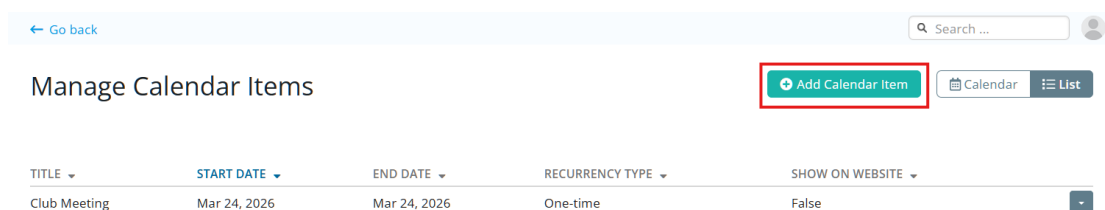
Michael C. - 2026-05-14 - [Events](#)

Our **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. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. On the left-hand menu, click the arrow to the right of **Events**, then click on **Calendar Items** to view your list of current calendar items.



1. To create a new calendar item, click on the **Add Calendar Item** button in the top right corner.



1. You can then begin filling out the various details about the calendar item:

Go back

Search ...

Add Calendar Item

Details

Title *

Club Meeting

Organization Name *

Rotary Club of Kipling

Organization URL

Must begin with https:// or http://

Description

CutCopyPasteUndoRedoLinkImageEmbed MediaTemplatesFormatFontSizeBBIUSx₂x^aI_xTextAlignListOrderedListTableA-A-

QuoteLeftQuoteRightSource

Our weekly club meeting hosted at Barb's BBQ Smoke house, every third Tuesday of the month!

Show On Website

☐

Event Type

General

Image / Logo

[Load from Image Library](#)

Location

Address Line 1

Address Line 2

- Title - The name of the calendar item, which will be display on the website.
- Organization Name - The name of the club or organization hosting the event.
- Organization URL - The website address of the club or organization hosting the event.
- Description - A short description about the calendar item.
- Show on Website? - Determines whether the calendar item will appear on the website calendar or upcoming event widgets.
- Event Type - Allows you to select the type of event. [For more information on creating custom event types, please click here.](#)

- General
 - Board Meeting
 - Club Event
 - Club Meeting
 - Committee Meeting
 - Deadline
 - Fundraiser
 - Official DG Visit
- Image Logo - Allows an image to be displayed with the calendar item.
 - Address - The address of the event, if applicable.
 - Event Start Date - The start date and time of the event.
 - Event End Date - The end date and time of the event. The event duration may not exceed 365 days.
 - Time Zone - The Time Zone the event will be held in.
 - Always display event's time zone - Time zones are only displayed when the event time zone is different from the account time zone. Select this option to always display the time zone for this event.
1. After filling out the event details, you can then use the **Recurrence** option depending on whether you are creating a one-time event, or the event will be recurring on a regular basis. If your calendar item is a standalone, one-time event, select **One-time** and then click the **Save** button
 2. However, if your event will be recurring regularly, for example a club meeting, select **Recurring** and the Recurrency window will appear.

Event Start Date *	Mar 24, 2026  at 
Event End Date	 at 
Time Zone *	(UTC-05:00) Eastern Time (US & Canada) 
Always display event's time zone? 	☐
Recurrence	☒ One-time ☐ Recurring
Cancel Save	

1. On the left-hand side, select the base frequency for the calendar item:

- Daily
- Weekly
- Monthly
- Yearly

Recurrency

☐ Daily

☐ Weekly

☒ Monthly

☐ Yearly

☒ Day of every month(s)

☐ The of every month(s)

Recurrence starts on: **Mar 24, 2026**

When does recurrence end?

☒ Never

☐ End after occurrences

☐ On

Cancel

Set Recurrence

1. After selecting the base frequency, you can specify more direct details regarding the recurrence of the event. For example, for a Monthly recurrence, you can have the event recur:

- Every X months
- On a specific Date of the month (e.g. Every 24th of the month)
- On a specific Day of the month (e.g. Every third Tuesday of the month)

Recurrency

☐ Daily
☐ Weekly
☒ Monthly
☐ Yearly

☒ Day 24 of every 1 month(s)
☐ The fourth Tuesday of every 1 month(s)

Recurrence starts on: **Mar 24, 2026**
 When does recurrence end?
☒ Never
☐ End after 1 occurrences
☐ On

Cancel Set Recurrence

2. Once the recurrence has been determined, you can select when the recurrence of the calendar item will end

- Never - No specific end date. A calendar item with no end date, will recur on the calendar for up to five years.
- End after X occurrences - The calendar item will recur a specific number of times, and then stop.
- On a specific date - The calendar item will recur until the provided date.

Recurrency

☐ Daily
☐ Weekly
☒ Monthly
☐ Yearly

☐ Day 24 of every 1 month(s)
☒ The third Tuesday of every 1 month(s)

Recurrence starts on: **Mar 24, 2026**
 When does recurrence end?
☐ Never
☐ End after 1 occurrences
☒ On Mar 31, 2027

Cancel Set Recurrence

3. Click on the **Set Recurrence** button to save your recurrence options.

Recurrency

☐ Daily

☐ Weekly

☒ Monthly

☐ Yearly

☐ Day 24 of every 1 month(s)

☒ The third Tuesday of every 1 month(s)

Recurrence starts on: Mar 24, 2026

When does recurrence end?

☐ Never

☐ End after 1 occurrences

☒ On Mar 31, 2027

Cancel

Set Recurrence

1. Click on the **Save** button to save your Calendar Item.

Event Start Date *

Mar 24, 2026 at

Event End Date

at

Time Zone *(UTC-05:00) Eastern Time (US & Canada)

Always display event's time zone? ☐

Recurrence

☒ One-time ☐ Recurring

Cancel

Save