

## How Do I Add a Calendar Item? (District)

Zach W. - 2021-08-13 - 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**.

The screenshot shows the 'Manage Calendar Items' interface. At the top right, there are three buttons: 'Add Calendar Item' (orange), 'Calendar' (calendar icon), and 'List' (list icon). Below these is a search bar labeled 'Filter records:'. The main content is a table with the following data:

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	▼
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.

This screenshot is identical to the one above, but the 'Add Calendar Item' button is highlighted with a red rectangular box to indicate where the user should click to add a new item.

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

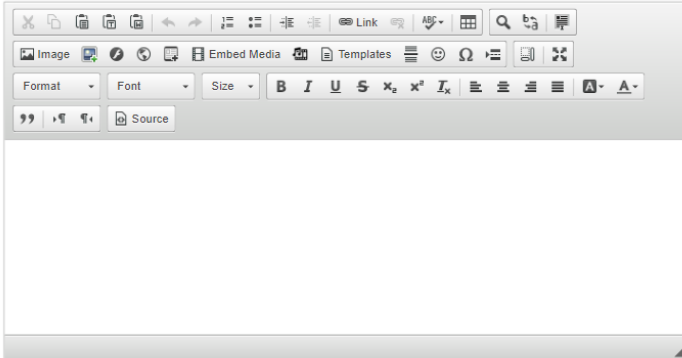
page.

## 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 empty 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](#)

**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:**

### 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](#)

**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 Districts'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:

## 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.

👍 Like Sign Up to see what your friends like.

**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](#).

### 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	▼
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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

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

## April 2021

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

today

&lt;

&gt;

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](#)