

EVENTS:

From here you can modify your event(s). You can add or delete events & change your event's content.

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EVENTS LISTING:

ARCHIVED:

A checkmark will be displayed if the event is archived.

START:

This is the first day selected for the event.

CATEGORY:

This is the category your event is currently in.

TITLE:

This is the title of your event.

POSTED BY:

This shows the name of the Element user that posted the event.

Archived	Start	Category	Title	Posted By
	01-01-10	Testing	Element Event Example	Lynch, Randal
✓	01-01-10	Management	Another Event Example	Lynch, Randal

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EVENT:

EVENT TITLE:

This is the event's title.

CATEGORY:

This is the category you would like to place the event into.

Categories are used to group your events into particular areas. You can then send your visitors directly to your event listings and calendar by category using C=CategoryName in your hyperlinks.

(Example:

<http://www.yourdomain.com/events.cfm?C=CategoryName>) This will send your visitor directly to the event calendar and display

A screenshot of a web form titled 'Event'. At the top are 'Save' and 'Help' buttons. Below the title, a red asterisk indicates a required field. The form contains several input fields: 'Event Title' with the value 'Another Event Example', 'Category' with a dropdown menu showing 'Management', 'New Category' (empty), and 'Event Date(s)' with a calendar widget showing 'January 2010'. Below the calendar is an 'Auto Archive' field with the value '05/18/2041' and a calendar icon. There is also an 'Archived' checkbox which is checked. At the bottom is a large text area labeled 'Event Description'.

only the events within that category in the calendar.

NEW CATEGORY:

If you would like to start a new category, then just enter the category name here and it will add it to the Category dropdown list above and place the current event into this category.

EVENT DATE(S):

This is the event's date(s). The event dates calendar allows you to select the date(s) for your event. You can also select a date range by clicking on the beginning date and then hold down your shift key and click on the ending date.

Use the control (Ctrl) key to make any adjustments to a selected date range or to select multiple dates that are not in sequential order.

AUTO ARCHIVE:

The auto archive feature will archive the event for you automatically on the date selected. If you wish to adjust this date, just click on the field and choose the new date from the calendar. Archived events will be indicated in the calendar by a unique color.

ARCHIVED:

You can use this checkbox to modify the active status. You can manually archive or un-archive an event.

EVENT DESCRIPTION:

This button will bring up the Content Editor window and allow you to enter in the event's description. If this is a new event, you will need to save the event before this button will be available.

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