

Printing a Monthly Calendar

Updated: November 4, 2015

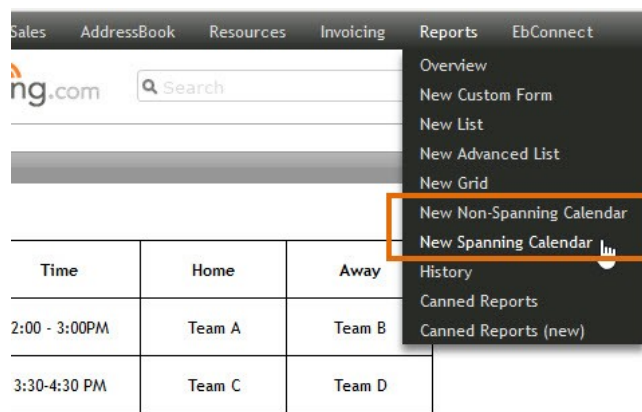
If you need to print, export to PDF, or email your calendar, you are able to build a monthly calendar report that will allow you to do so.

By building a monthly calendar report, you are able to customize the event information and which event statuses appear on your report. We also have several pre-built calendar reports which you may wish to use:

- **Quick Calendar Report:** Found in *Reports - Canned Reports*, this report allows you to choose which calendars you would like on your report. You are also able to adjust the paper size and orientation (portrait vs. landscape) before exporting to PDF or emailing.
- **Quick Calendar:** Found in *Reports - Canned Reports (new)* this report allows you to choose calendars before downloading a PDF or Word file. This is our only calendar that exports to Word.
- Most accounts already have a Printable Monthly Calendar report built. Please check your Reports Overview page before following the steps below!
- You are also able to do a quick print from your calendar view; [see this article for instructions](#).
- We are also more than happy to build this report for you. Just contact us at support@eventbooking.com or 865-966-4900.

1. Hover over *Reports* and choose either *New Non-Spanning Calendar* or *New Spanning Calendar*.

Spanning refers how multiple day events are displayed. In a spanning calendar, a multi-day event will have one block across multiple days. In a non-spanning calendar, each day of your multi-day event will have a separate block.



2. Click *Data Sources*. In the drop down, scroll to the bottom and select the *Calendars Booked + Avails (experimental)* data source

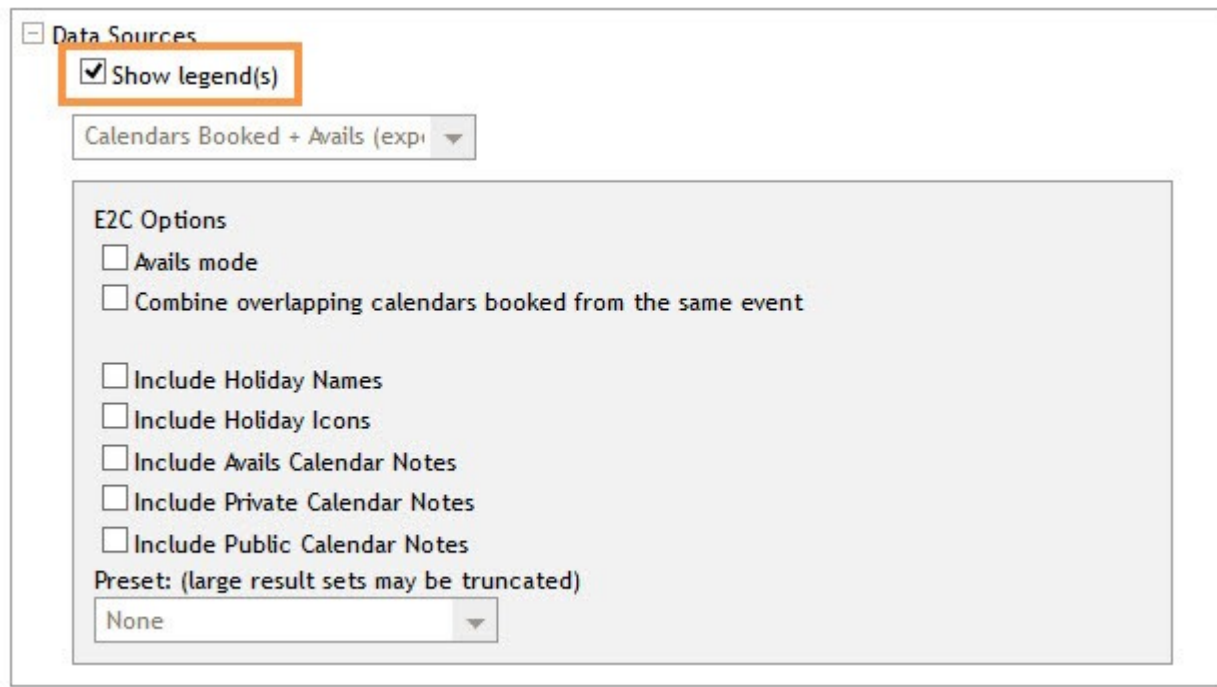
The screenshot shows a 'Data Sources' dropdown menu. The menu is open, displaying a list of options. The option 'Calendars Booked + Avails (experimental)' is highlighted with an orange rectangular box. A mouse cursor is pointing at this option. Other visible options include 'Calendars Booked + Avails (expi...', 'Notes + Event', 'Address book + Event', and 'Event (experimental)'. Below the dropdown, there are several checkboxes: 'Include Holiday Names', 'Include Holiday Icons', 'Include Avails Calendar Notes', 'Include Private Calendar Notes', and 'Include Public Calendar Notes'. A 'Preset' dropdown menu is also visible, currently set to 'None'.

3. Click *Combine overlapping calendars booked from the same event* so that there is only one block for each event.

The screenshot shows the 'E2C Options' section. The 'Combine overlapping calendars booked from the same event' checkbox is checked and highlighted with an orange rectangular box. Other visible options include 'Avails mode', 'Include Holiday Names', 'Include Holiday Icons', 'Include Avails Calendar Notes', 'Include Private Calendar Notes', and 'Include Public Calendar Notes'. A 'Preset' dropdown menu is also visible, currently set to 'None'.

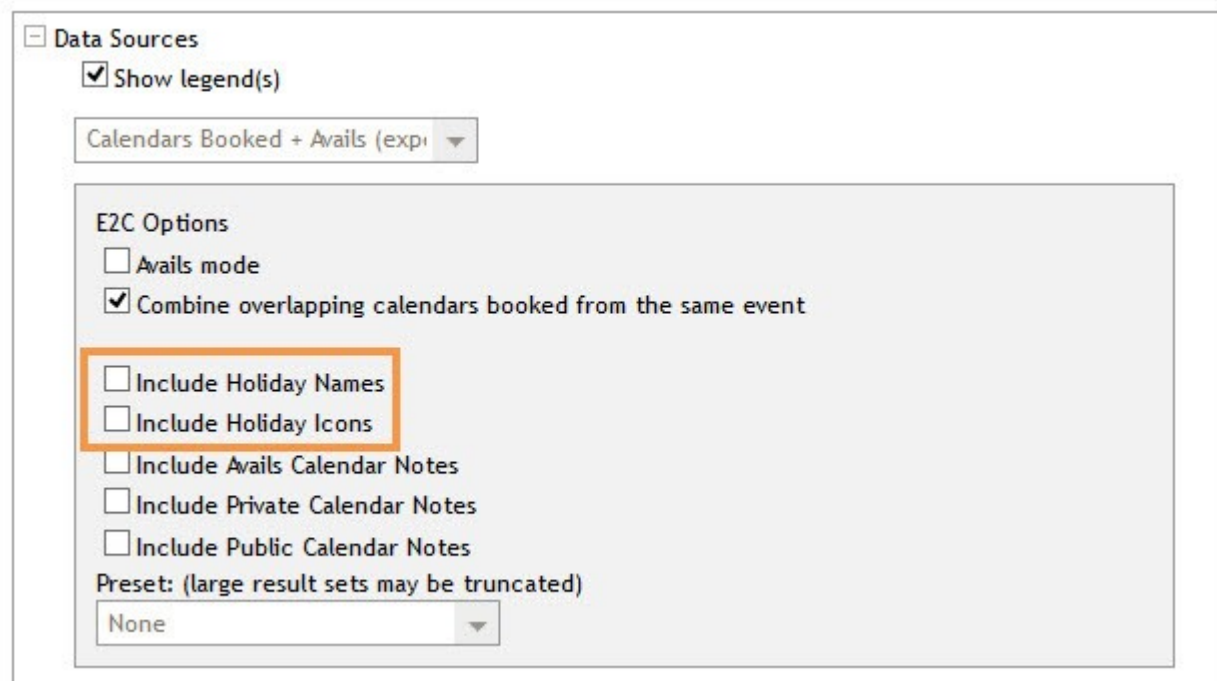
4. Choose other options as you wish:

- Check *Show legend(s)* to display a key to your status colors below your calendar.



The screenshot shows the 'Data Sources' settings panel. The 'Show legend(s)' checkbox is checked and highlighted with an orange box. Below it is a dropdown menu showing 'Calendars Booked + Avails (exp)'. The 'E2C Options' section contains several unchecked checkboxes: 'Avails mode', 'Combine overlapping calendars booked from the same event', 'Include Holiday Names', 'Include Holiday Icons', 'Include Avails Calendar Notes', 'Include Private Calendar Notes', and 'Include Public Calendar Notes'. At the bottom, there is a 'Preset' dropdown menu set to 'None'.

- Choose whether your holiday names and/or icons will display on your calendar.



The screenshot shows the 'Data Sources' settings panel. The 'Show legend(s)' checkbox is checked. The 'Combine overlapping calendars booked from the same event' checkbox is also checked. The 'Include Holiday Names' and 'Include Holiday Icons' checkboxes are highlighted with an orange box. The other checkboxes in the 'E2C Options' section are unchecked. The 'Preset' dropdown menu is set to 'None'.

- Choose whether your calendar notes will display on your calendar.

☐ Data Sources

☒ Show legend(s)

Calendars Booked + Avails (exp: ▼)

E2C Options

☐ Avails mode
 ☒ Combine overlapping calendars booked from the same event

☐ Include Holiday Names
 ☐ Include Holiday Icons

☐ Include Avails Calendar Notes
 ☐ Include Private Calendar Notes
 ☐ Include Public Calendar Notes

Preset: (large result sets may be truncated)

None ▼

5. Click *Data Sources* to collapse its box.

6. Click *Filters*.

7. Choose a date range that contains events. You'll be able to change this date range when you print your calendar in the future; this is just so you'll be able to see if you've built your report properly.

☐ Filters

Event Date Range

11/1/2015 📅 To 11/30/2015 📅

Publicity

☐ Only include events with announce date before now
 ☐ Only include events with announce date before 11/2/2015 📅 12:00 PM

Event Level Selection

☒ Grouping
 ☐ Sales

Status Selection by Event Level:

Tag Selection by Event Level:

☐ All
 ☒ Arena
 ☐ EB Arena
 ☒ Convention Center
 ☐ Theatre
 ☐ Stadium
 ☒ Athletic Facilities
 ☐ Park
 ☐ Club EB
 ☐ Area Events

☒ Filter Options

8. Click the + beside Grouping, and check *Event* so that your report pulls event information.

☐ Filters

Event Date Range
11/1/2015 To 11/30/2015

Publicity
☐ Only include events with announce date before now
☐ Only include events with announce date before 11/2/2015 12:00 PM

Event Level Selection
☐ Grouping
☒ Event
☐ Sales

9. Select the status(es) of the events you would like to display on your calendar.

Status Selection by Event Level:

Event

Event status - Request ☒ All ☐ RFH
Event status - Tentative ☒ All ☐ GH1 ☐ GH2 ☐ GH3
Event status - Pending ☒ All ☐ PCON ☐ IHE
Event status - Confirmed ☒ All ☐ CONF
Event status - Cancelled ☐ All ☐ CANC
Event status - Blocked ☒ All ☐ BO

10. Choose the calendars you would like to be included in your calendar.



☐ Comedy ☐ Comedy ☐ Funeral ☐ Wedding
☐ Church - Internal ☐ XYZ Club ☐ Reception ☐ Women's Club
☐ XYZ Club

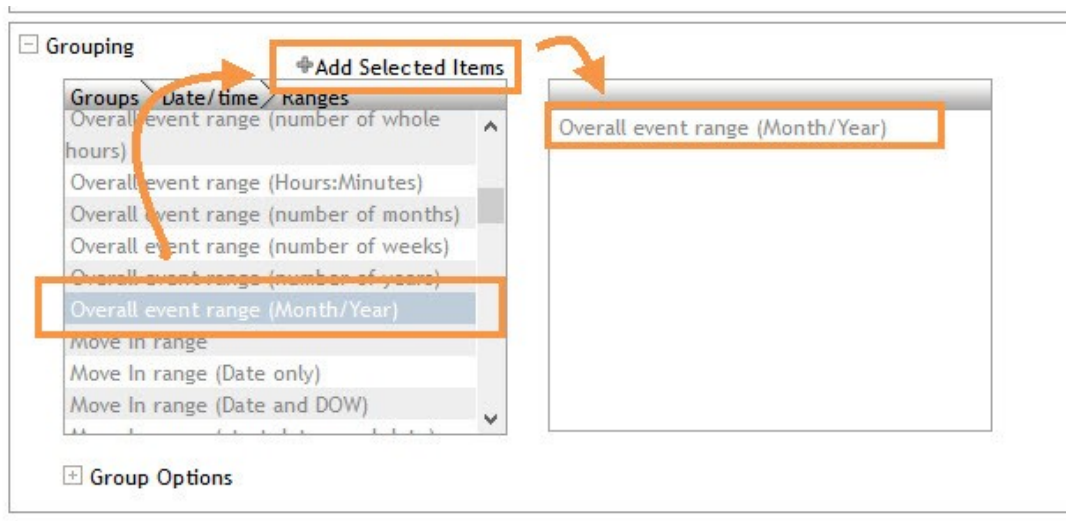
☐ All
☒ Arena
☐ EB Arena
☒ Convention Center
☒ Theatre
☒ Stadium
☐ Athletic Facilities
☐ Park
☐ Club EB
☐ Area Events

☒ Filter Options

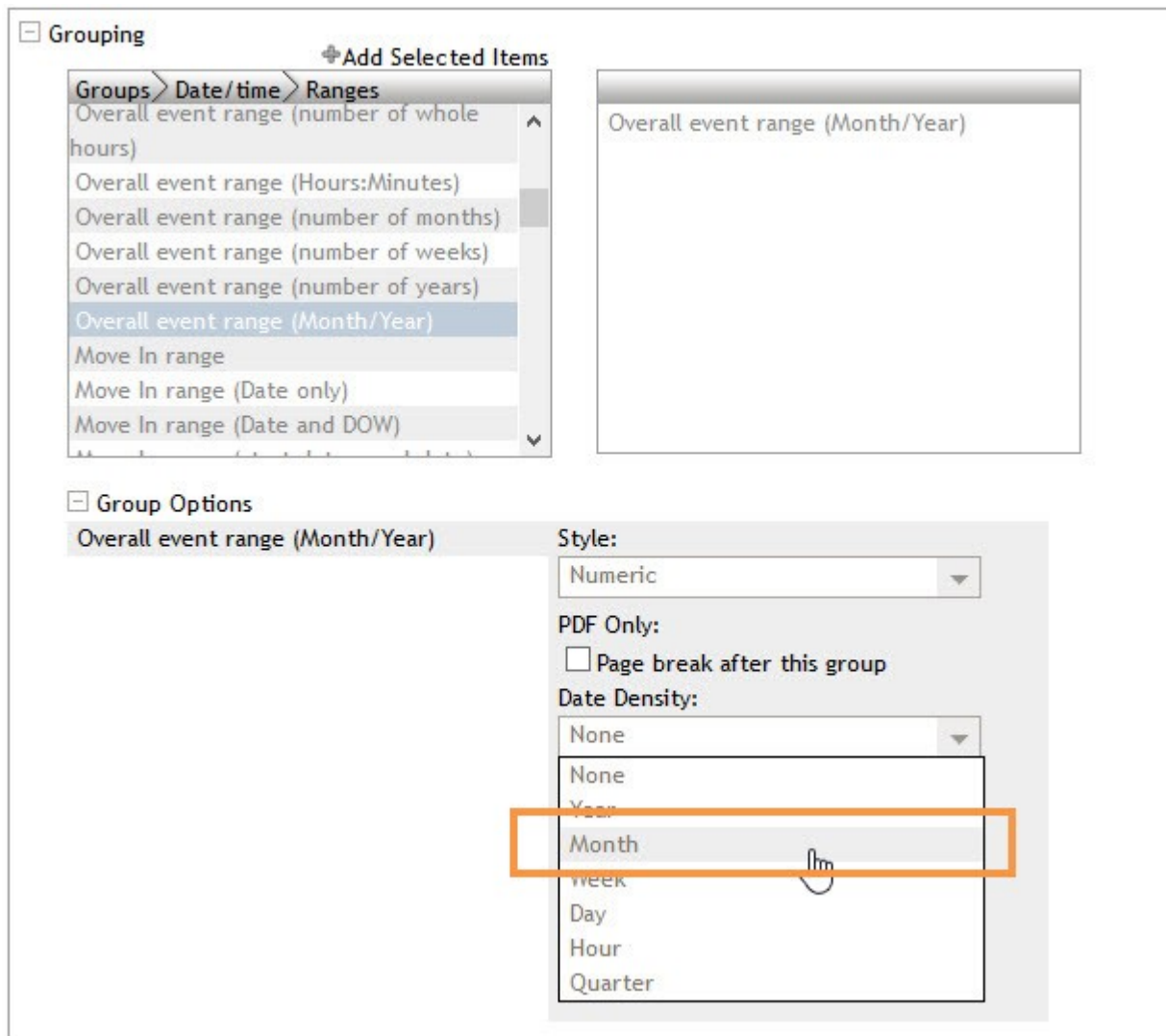
11. Scroll back up to the top of the *Filters* box, and click on *Filters* to collapse it.

12. Click *Grouping*.

13. Click the  by *Date/time*, click the  by *Ranges*. Scroll down and click *Overall event range (Month/Year)* to select it, then click *Add Selected Items* to move your selection to the right column.



14. Click *Group Options*, then *Overall event range (Month/Year)*. In the *Date Density* dropdown, select *Month*.



15. Check *Page break after this group* if you would like each month to appear on its own page.

The screenshot shows a software interface with two main panels. The top panel, titled "Grouping", contains a breadcrumb navigation bar with "Groups", "Date/time", and "Ranges". Below this is a list of range options: "Overall event range (number of whole hours)", "Overall event range (Hours:Minutes)", "Overall event range (number of months)", "Overall event range (number of weeks)", "Overall event range (number of years)", "Overall event range (Month/Year)" (which is highlighted), "Move In range", "Move In range (Date only)", and "Move In range (Date and DOW)". To the right of this list is a large empty box labeled "Overall event range (Month/Year)". Below the "Grouping" panel is the "Group Options" panel. It features a header "Overall event range (Month/Year)" and a "Style:" dropdown menu set to "Numeric". A section labeled "PDF Only:" contains a checked checkbox for "Page break after this group", which is highlighted by an orange rectangle. Below this is a "Date Density:" dropdown menu set to "Month".

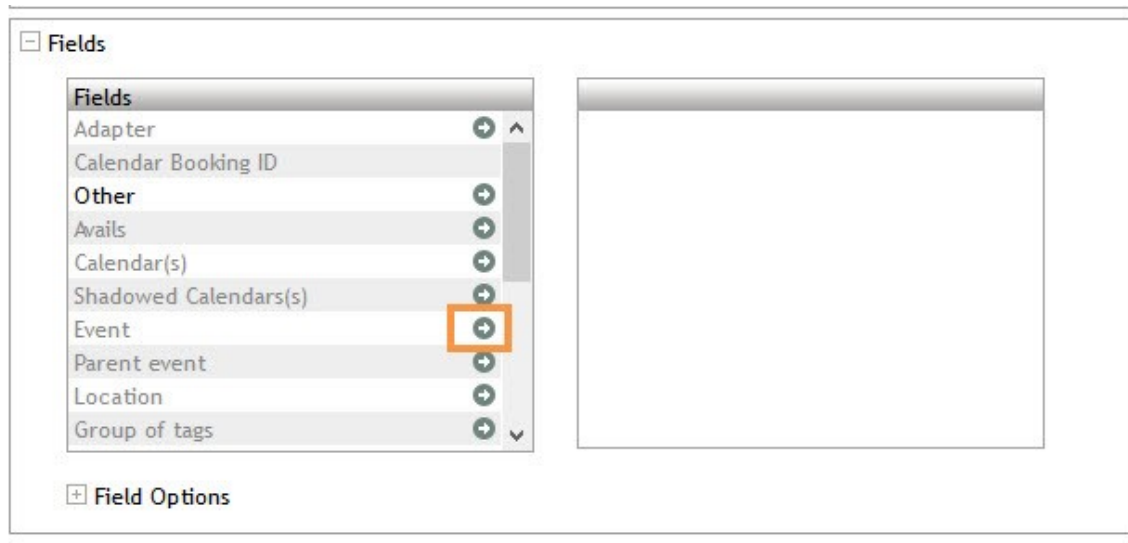
15. Click *Grouping* to collapse the box.

16. Click *Fields*.

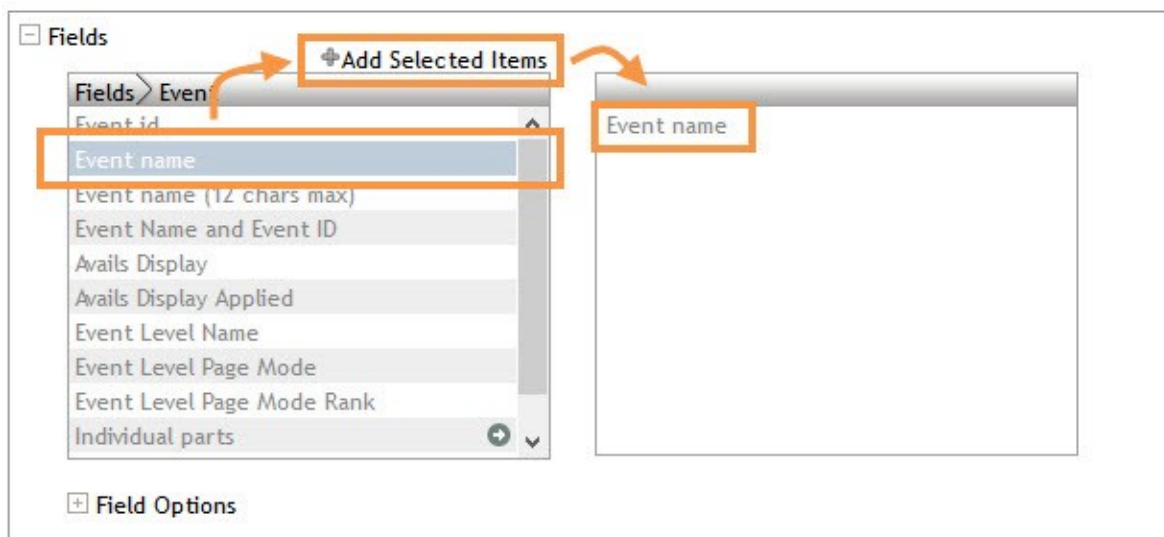
17. Choose the fields you wish to include on your calendar. Below are instructions for the most requested fields; you are welcome to add more.

Fields are found in folders, just like files on your computer. You will often need to click the ➔ to go to a sub-folder containing your desired field. For example, to find the *Event Name* field:

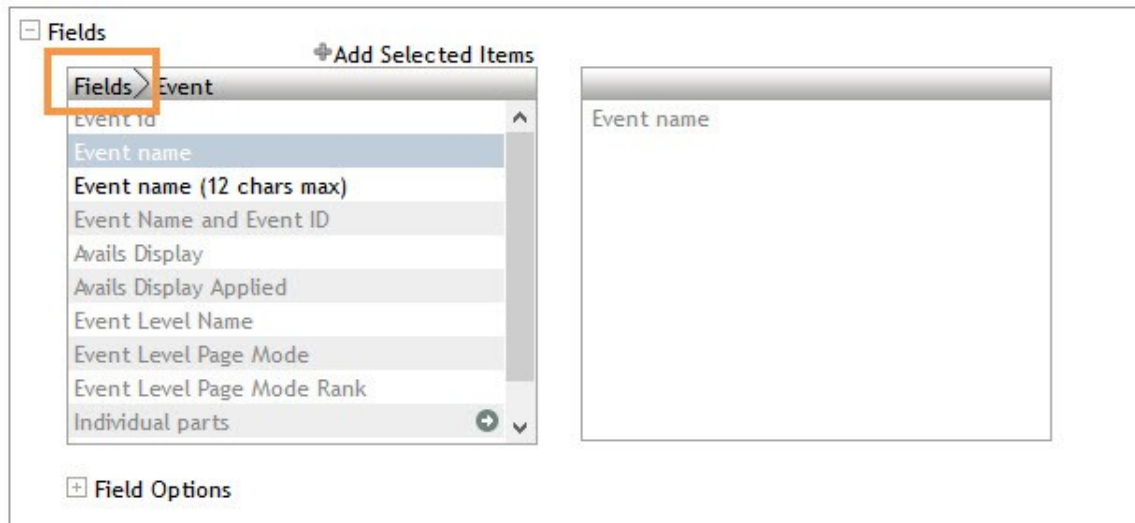
a) Scroll down in the left box until you see *Event*. Click on the ➔ to go to the sub-folder.



b) Click on *Event name* to select it. When you select it, *+Add Selected Items* will appear above the left box. Click on *+Add Selected Items* and *Event Name* will be added to the right box. The fields listed in the right box are the ones that will appear on your calendar.



c) Click *Fields* in the header of the left box to return to the "home" list.



Follow the steps below to find additional information fields and add them to your calendar. Don't forget to click *+Add Selected Items* so the field is added to the right box, and then click *Fields* to return to the home list to find your next field.

- **Calendar Name:** Find *Calendar(s)*, click ➡, select *Calendar name* OR *Calendar abbreviation*

- **Status:**

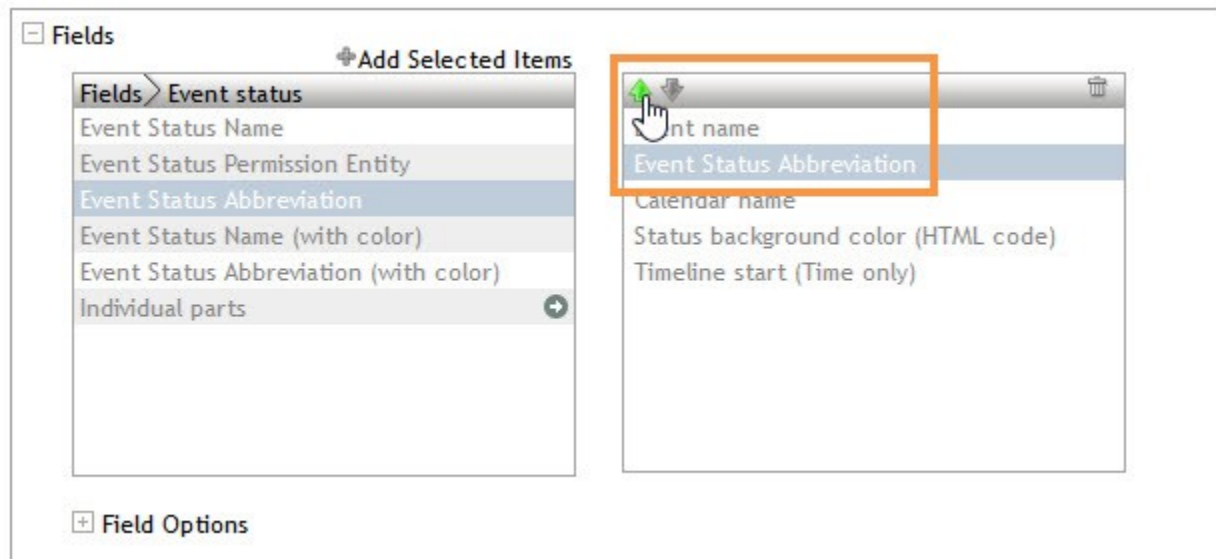
- To list the status name or abbreviation:** Find *Event Status*, click ➡, select *Event Status Name* or *Event Status Abbreviation*.

- To color code each event by status:** Find *Event Status*, click ➡, find *Individual parts*, click ➡, select *Status background color (HTML code)*.

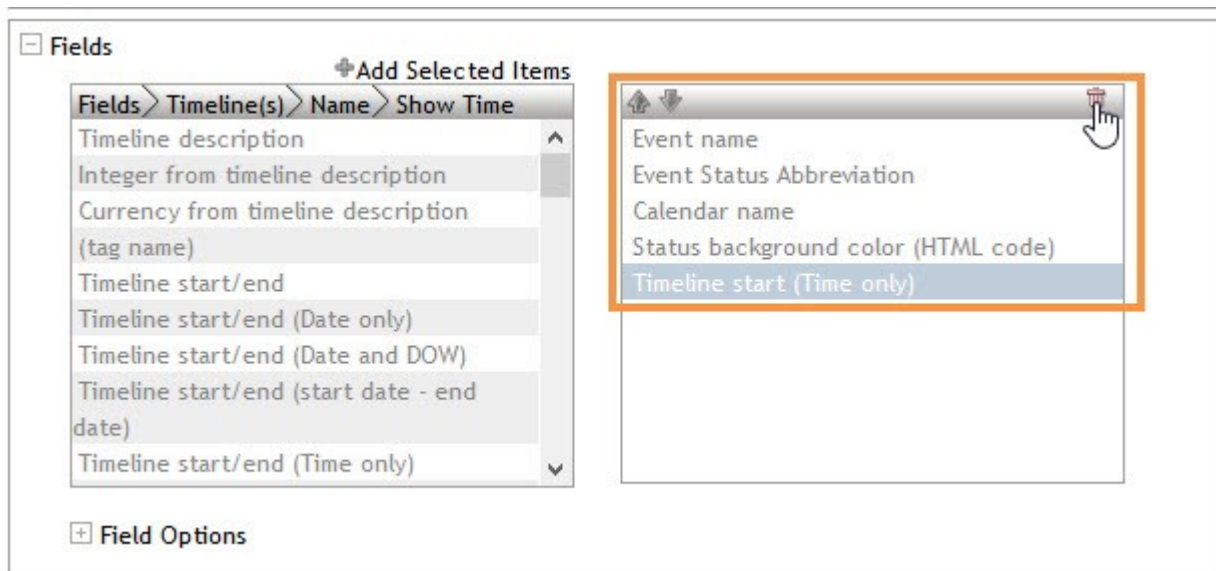
If your calendar contains more than one status of events, it is recommended that you include the event status. If you calendar has only Confirmed events (for example) you may skip that field.

- **Showtimes:** Find *Timeline(s)*, click ➡, find *Name*, click ➡, find *Show Time*, click ➡, select *Timeline start/end (Time only)* OR *Timeline start (Time only)*

If you would like your event information to be listed in a different order, select a field in the right box and click the up or down arrows until your fields are in the order you wish.



If you would like to remove a field from your report, select it in the right box and click the trash can - this doesn't delete the field, just removes it from the report. Be sure that only the fields you wish to remove are selected!



18. Click *Field Options*. Select *Status background color (HTML code)*. Under the *Group/Column* drop down, select *Cell Color*. This will color the event's box to match its status.

The screenshot shows a software configuration window with two main sections: 'Fields' and 'Field Options'.

Fields Section:

- A tabbed interface with tabs: 'Fields', 'Timeline(s)', 'Name', and 'Show Time'. The 'Fields' tab is active.
- A list of fields: 'Timeline description', 'Integer from timeline description', 'Currency from timeline description', '(tag name)', 'Timeline start/end', 'Timeline start/end (Date only)', 'Timeline start/end (Date and DOW)', 'Timeline start/end (start date - end date)', and 'Timeline start/end (Time only)'.
- A button labeled 'Add Selected Items'.

Field Options Section:

- A list of options: 'Event name', 'Event Status Abbreviation', 'Calendar name', and 'Status background color (HTML code)'. The last option is selected.
- Configuration settings for the selected option:
 - Caption:** A text box containing '(Required)'.
 - Show caption:** An unchecked checkbox.
 - Summary:** A dropdown menu set to 'Nothing'.
 - Style:** A dropdown menu set to 'Standard (plain)'.
 - Group/Column:** A dropdown menu with 'None' selected. Below it, a list of options is visible: 'None', 'Overall event range (Month/Year)', and 'Cell Color'. The 'Cell Color' option is highlighted with an orange box and a mouse cursor.

19. Click *Fields* to collapse the box.

20. Click *Output Options*.

21. Select your preferred options:

- **Template:** if you would like a header with your logo and contact information on your calendar, select a Header. If not, leave on *None*.
- **Format:** For building reports, HTML is a quicker way to preview your work. You will be able to choose PDF, the only export option for calendars, when you generate it. You may also choose PDF now.
- **Page Size:** Choose the size of paper in your printer, usually Letter or A4.

- **Orientation:** Portrait or Landscape
- **Cell Height:** You may choose a minimum number of "rows" that each cell will have. This can help each week in your calendar be a more consistent size.
- **Check *Don't split weeks across page (pdf only)*.** This will ensure that if you have a week with a large number of events that week will not be on two different pages.
- **Output style:** If you have a large number of events and are trying to squeeze your calendar onto one month, select *Compact*. This will remove any extra spacing and use a smaller font size.

22. Type the name of your calendar in the bottom *Memorization* box and click *Run Report*. You must enter a name in Memorization and run your report to save it!

+ Data Sources

+ Filters

+ Grouping

+ Fields

- Output Options

Title

Subtitle

Template

None

▼

Format

HTML

▼

Page Size

Letter

▼

Orientation

Portrait

▼

Cell Height

3

▼

☒

don't split weeks across pages (pdf only)

Output Style


Normal

▼

Memorization

Monthly Calendar

Run Report



23. Your calendar is ready! If you make any changes to your report, be sure to click *Save Changes* under *Output Options* and run the report again to save them.

Report_130909700727190551						
November 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Leadership Meeting Gen Boardroom 1		Building Inspection BO Theatre, Convention Center, Stadium, Arena	Garth Brooks CON Convention Center, Theatre, Arena, Stadium	One Direction CON Arena, Theatre, Convention Center, Stadium	
				One Direction CON Convention Center, Stadium, Arena, Theatre		
	Billy Joel Gen Arena, Stadium, Theatre, Convention Center	Billy Joel Gen Convention Center, Stadium, Theatre, Arena	Justin Timberlake PCON Arena	The Who Gen Arena	Ben Jovi GHQ Arena	Disney on Ice GHQ Stadium, Convention Center, Theatre, Arena
			Billy Joel GHQ Arena, Convention Center, Stadium, Theatre	Disney on Ice GHQ Theatre, Convention Center, Arena, Stadium	The Who GHQ Arena	Ben Jovi GHQ Arena
					Disney on Ice GHQ Stadium, Convention Center, Theatre, Arena	Arena Hold CONC Arena
					Concert Hold CONC Arena	Concert Hold CONC Arena
Disney on Ice Gen Convention Center, Theatre, Arena, Stadium	Disney on Ice Gen Theatre, Stadium, Arena, Convention Center	Disney on Ice Gen Theatre, Convention Center, Stadium, Arena	The Who Gen Arena	Disney on Ice Gen Arena, Stadium, Theatre, Convention Center	Disney on Ice Gen Convention Center, Theatre, Stadium, Arena	Disney on Ice Gen Convention Center, Arena, Stadium, Theatre
			Disney on Ice GHQ Theatre, Arena, Convention Center, Stadium		Concert Hold CONC Arena	Arena Hold CONC Arena
						Concert Hold CONC Arena