

Calendar Display Options

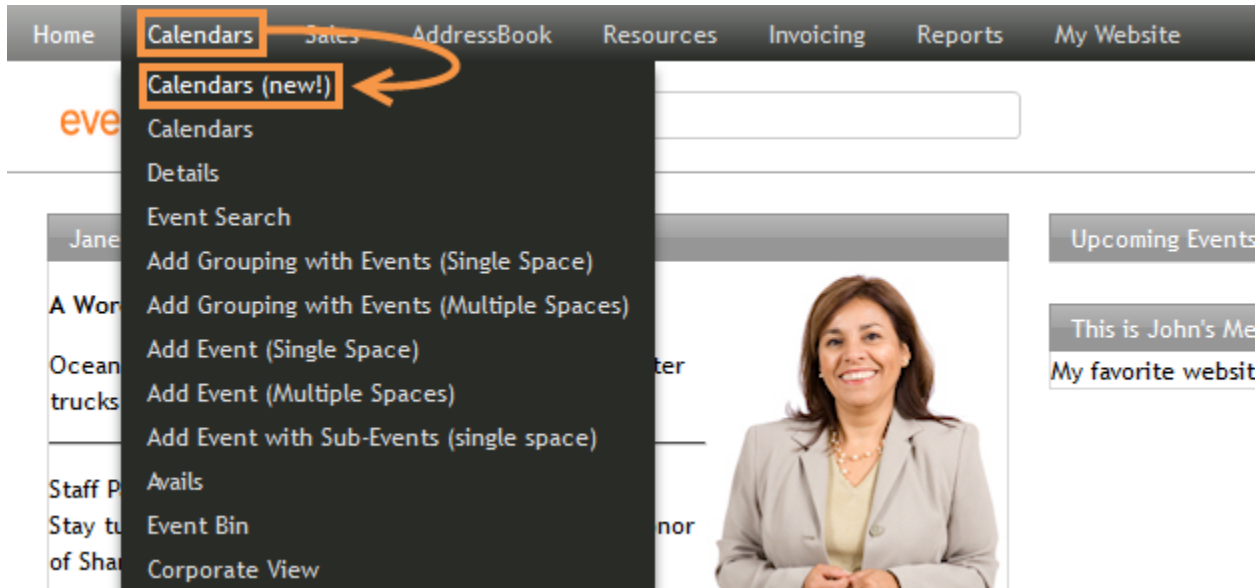
Updated: November 25, 2014

One of the first steps to fully utilizing EventBooking is setting up your calendar view to display the information you need in the most helpful way. This document will walk you through using the most common calendar display settings.

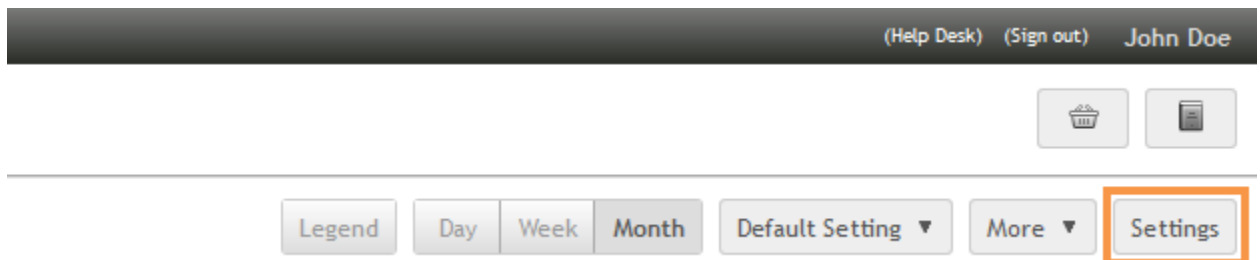
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Navigating to the Calendar Settings

1. Hover over **Calendars** and click **Calendars (new!)**.



2. Click **Settings** in the upper-right corner of the screen.



General Settings

Events

The screenshot shows the 'eventbooking.com' settings interface. The 'Events' section is highlighted with an orange border. It contains the following settings:

- Move-in/Move-out:** on off
- Shadow Events:** on off
- Show internal record ID:** on off

Other visible settings include:

- Holidays:** on off Show icon
- Notes:**
 - Show private notes: on off
 - Show public notes: on off
 - Show avails notes: on off
 - Show color: on off
- Other:**
 - Start On Today: on off
 - Start of week: Sunday
- Color events by:** Status (selected), Calendar, Tag Group
- Sort events by:** Time, Status (selected), Calendar
- Tag display:** Icon (or Text)* (selected), Icon and Text, Text Only

*If no icon, text will be displayed

1. **Move-in/Move-out** sets whether or not the Move-in/Move-out times are included in the times displayed for an event.

The comparison shows two event listings side-by-side, separated by a vertical line. Each listing is for 'EB Beta Arena' and includes a 'Request for Hold' button.

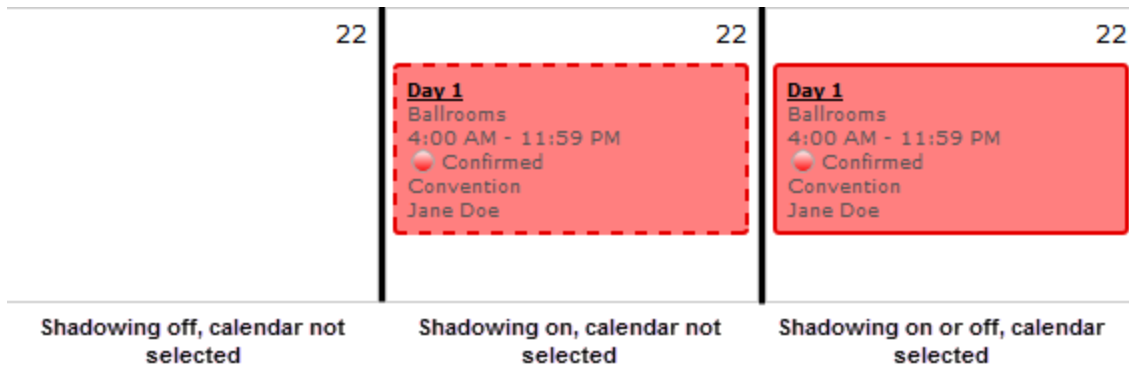
MIMO Off:

- TEB 1:** EB Beta Arena, 5:00 AM - 10:59 PM
- TEB 2:** EB Beta Arena, 5:00 AM - 10:59 PM

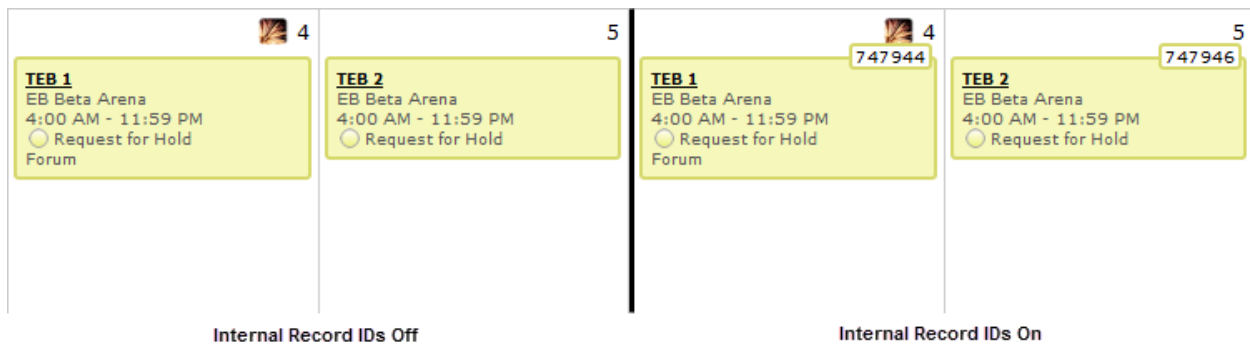
MIMO On:

- TEB 1:** EB Beta Arena, 4:00 AM - 11:59 PM
- TEB 2:** EB Beta Arena, 4:00 AM - 11:59 PM

- 2. **Shadow Events** sets whether or not events display on related calendars. If an event is being shadowed, it will display with a dashed border instead of a solid border.



- 3. **Show internal record ID** sets whether or not event IDs are displayed.



Notes

The screenshot shows the 'eventbooking.com' settings interface. A search bar is at the top. Below it are buttons for 'Default Setting', 'Save', 'Cancel', 'Create New', 'Delete', and 'Preview'. A left sidebar lists menu items: General, Layout, Event, Sales, Sharing, and Publishing. The main content area is divided into sections: 'Holidays' (with 'Show icon' toggle), 'Notes' (highlighted with an orange box, containing 'Show private notes', 'Show public notes', 'Show avails notes', and 'Show color' toggles), and 'Other' (with 'Start On Today' toggle and 'Start of week' dropdown). The 'Events' section on the right includes 'Move-in/Move-out', 'Shadow Events', and 'Show internal record ID' toggles, and options for 'Color events by' (Status, Calendar, Tag Group) and 'Sort events by' (Time, Status, Calendar). The 'Tag display' section has 'Icon (or Text)*', 'Icon and Text', and 'Text Only' options, with a note: '*If no icon, text will be displayed'.

These settings control which calendar notes, if any, will display on the calendar and whether or not they will be colored according to the calendars on which they are entered.

The diagram illustrates the visual output of the 'Notes' settings. It shows five vertical calendar columns, each representing a different configuration of the settings. Each column has a '7' at the top. The first column, 'Notes Off', is empty. The second, 'Private Notes On', shows a grey 'Internal Note' box. The third, 'Public Notes On', shows a grey 'Public Note' box. The fourth, 'Avails Notes On', shows a grey 'Avails Note' box. The fifth, 'All Notes On, Colors On', shows three colored boxes: a green 'Internal Note', a light green 'Public Note', and a blue 'Avails Note'. Each box has a small 'X' icon in the top-left corner.

Color events by

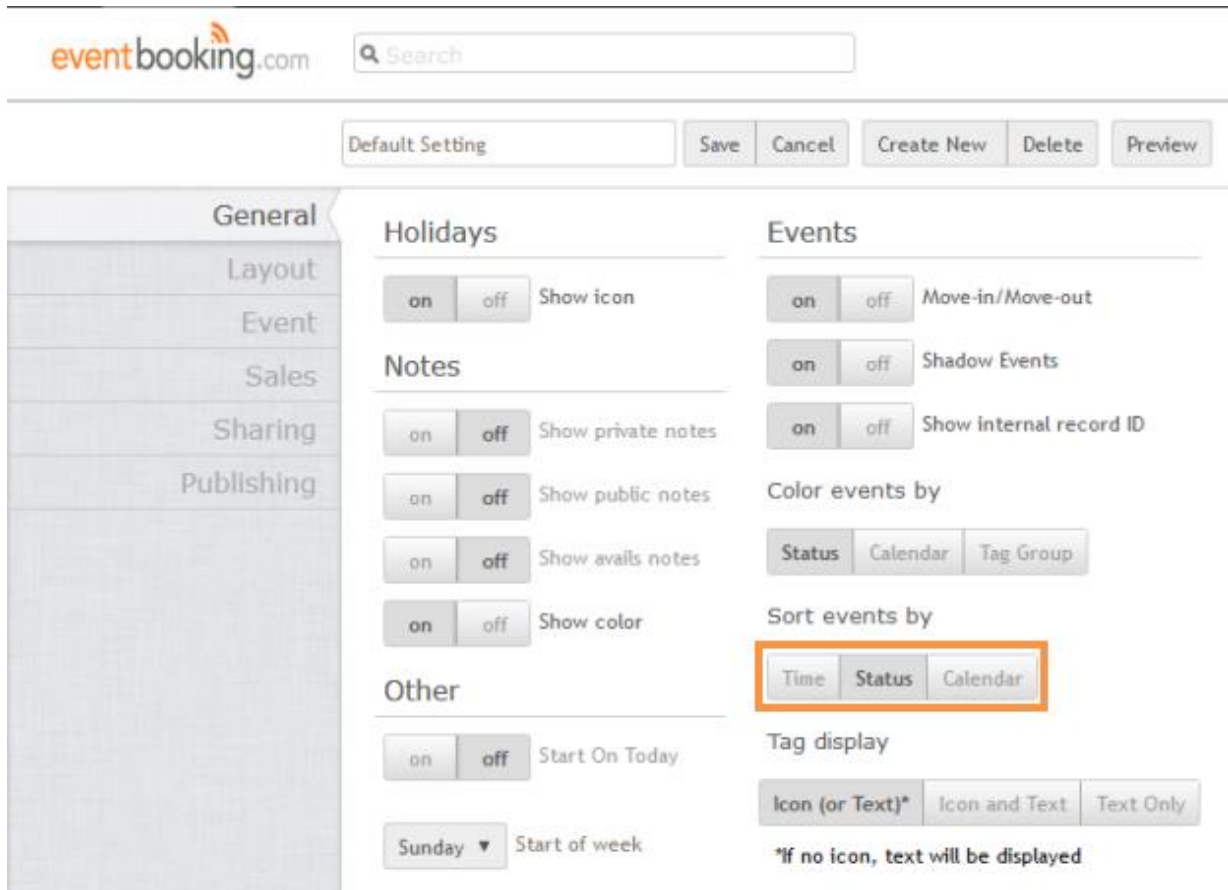
The screenshot shows the 'eventbooking.com' settings interface. On the left is a navigation menu with options: General, Layout, Event, Sales, Sharing, and Publishing. The main content area is divided into three sections: 'Holidays', 'Notes', and 'Other'. The 'Events' section is expanded, showing settings for 'Color events by' (with 'Status' selected and highlighted by an orange box), 'Sort events by' (with 'Status' selected), and 'Tag display' (with 'Icon (or Text)*' selected). The 'Color events by' section also includes 'Calendar' and 'Tag Group' options. The 'Sort events by' section includes 'Time' and 'Calendar' options. The 'Tag display' section includes 'Icon and Text' and 'Text Only' options. A note at the bottom states: '*If no icon, text will be displayed'.

This setting allows you to choose to color your events by their status, calendar or event type.

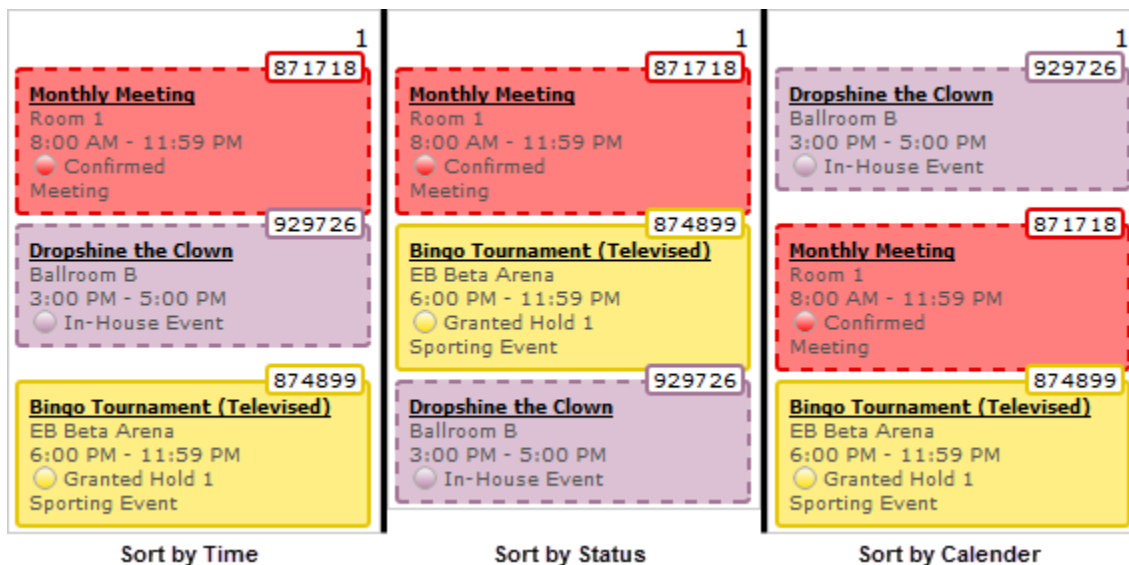
The image displays three columns of event cards, each illustrating a different coloring method. Each card contains the following text: 'Monthly Meeting', 'Room 1', '8:00 AM - 11:59 PM', 'Confirmed Meeting', and 'Bingo Tournament (Televised)', 'EB Beta Arena', '8:00 AM - 11:59 PM', 'Granted Hold 1', 'Sporting Event'. The cards are numbered '1' in the top right corner.

- Color by Status:** The 'Monthly Meeting' card is red with a red dashed border, and the 'Bingo Tournament (Televised)' card is yellow with a yellow solid border.
- Color by Calendar:** The 'Monthly Meeting' card is light grey with a grey dashed border, and the 'Bingo Tournament (Televised)' card is light green with a green solid border.
- Color by Tag Group:** The 'Monthly Meeting' card is light yellow with a yellow dashed border, and the 'Bingo Tournament (Televised)' card is light blue with a blue solid border.

Sort events by



This setting allows you to choose to sort overlapping events by time, status priority or calendar priority.



Other

The screenshot displays the 'Other' settings section of the eventbooking.com interface. The page includes a search bar, navigation buttons (Default Setting, Save, Cancel, Create New, Delete, Preview), and a sidebar menu with options like General, Layout, Event, Sales, Sharing, and Publishing. The main content area is divided into three columns: Holidays, Notes, and Other. The 'Other' section contains two highlighted settings: 'Start On Today' (with 'on' selected) and 'Start of week' (set to 'Sunday').

1. **Start On Today** allows you to choose whether the calendar will always default to the current day (on) or remember where you last were (off) each time you navigate to or reload the calendar view.
2. **Start of week** allows you to choose whether your weeks begin on Sunday, Monday or Saturday.

Layout Settings

All Views

General

Layout

Event

Sales

Sharing

Publishing

All Views

on off Span events across days

on off Wrap text

Month View

on off Group by event

Week View

on off Hide empty rows

on off Collapse calendars

on off Group by event

Number of days to show

Split options:

Day View

on off Hide empty rows

on off Collapse calendars

on off Group by event

1. **Span events across days** sets whether events spanning multiple days will appear as a single block on your calendar or individual blocks on each day they are scheduled.

<div style="display: flex; justify-content: space-between; padding: 5px;"> 9 10 </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 929786 <p>Vicki House EB Beta Arena 8:00 AM - 11:59 PM Pending</p> </div>	<div style="display: flex; justify-content: space-between; padding: 5px;"> 9 10 </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 929786 <p>Vicki House EB Beta Arena 8:00 AM - 11:59 PM Pending</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 929786 <p>Vicki House EB Beta Arena 8:00 AM - 11:59 PM Pending</p> </div> </div>
Spanning On	Spanning Off

- 2. **Wrap text** sets whether text will wrap to the next line or be cut off when it reaches the edge of an event.



Month View

Default Setting Save Cancel Create New Delete Preview

General
Layout
Event
Sales
Sharing
Publishing

All Views

on off Span events across days

on off Wrap text

Month View

on off Group by event

Week View

on off Hide empty rows

on off Collapse calendars

on off Group by event

7 Number of days to show

Split options:

AllDay Quarters

Day View

on off Hide empty rows

on off Collapse calendars

on off Group by event

Group by event sets whether booked spaces for an event will appear as one event or as separate entries for each space.

12	12
<div style="border: 1px solid red; padding: 5px;"><p>929797</p><p>The Impressive Planet of Perci...</p><p>Event City Theater, Grounds</p><p>8:00 AM - 11:59 PM</p><p>Confirmed</p><p>Family Show</p></div>	<div style="border: 1px solid red; padding: 5px;"><p>929797</p><p>8a 11:59p</p><p>The Impressive Planet of Perci...</p><p>Event City Theater</p><p>8:00 AM - 11:59 PM</p><p>Confirmed</p><p>Family Show</p></div> <div style="border: 1px solid red; padding: 5px;"><p>929797</p><p>8a 11:59p</p><p>The Impressive Planet of Perci...</p><p>Grounds</p><p>8:00 AM - 11:59 PM</p><p>Confirmed</p><p>Family Show</p></div>
Grouping On	Grouping Off

Hide empty rows

Default Setting Save Cancel Create New Delete Preview

General
Layout
Event
Sales
Sharing
Publishing

All Views

on off Span events across days

on off Wrap text

Month View

on off Group by event

Week View

on off Hide empty rows

on off Collapse calendars

on off Group by event

Number of days to show

Split options:

AllDay Quarters

Day View

on off Hide empty rows

on off Collapse calendars

on off Group by event

Number of days to show

Default Setting Save Cancel Create New Delete Preview

General
Layout
Event
Sales
Sharing
Publishing

All Views

on off Span events across days

on off Wrap text

Month View

on off Group by event

Week View

on off Hide empty rows

on off Collapse calendars

on off Group by event

Number of days to show

Split options:

AllDay Quarters

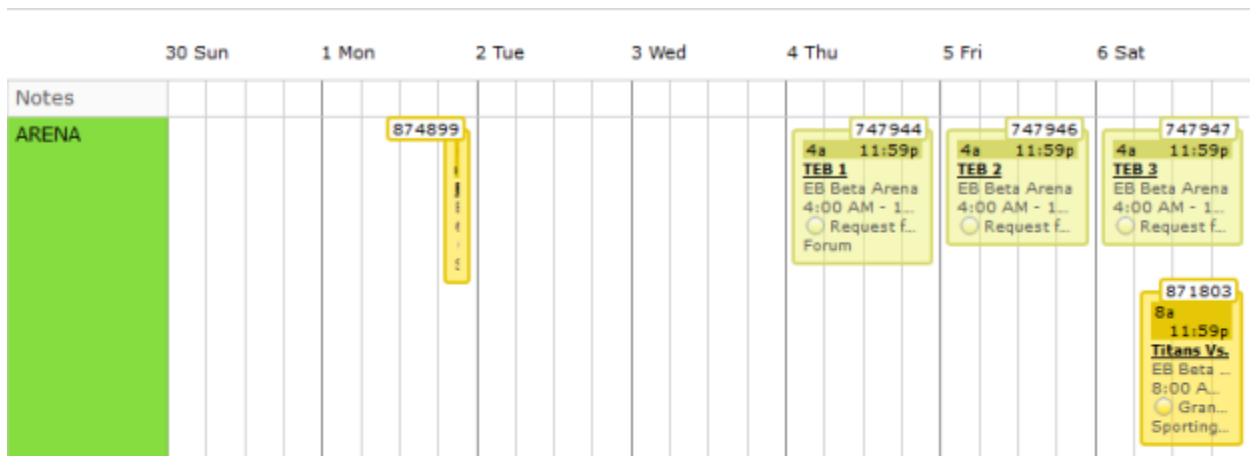
Day View

on off Hide empty rows

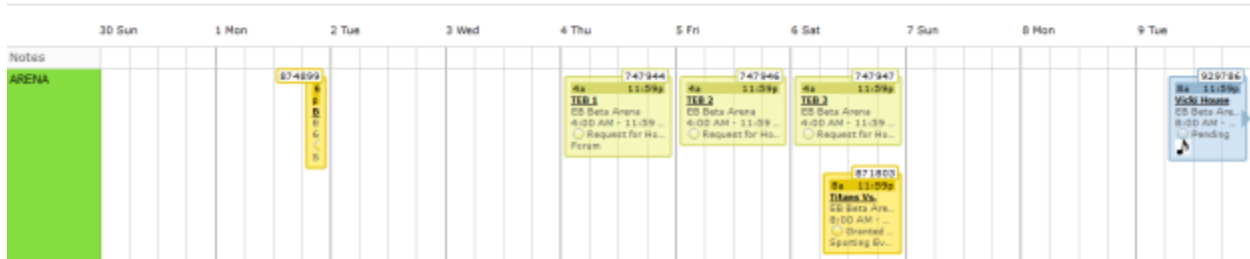
on off Collapse calendars

on off Group by event

This option allows you to set how many days display on the week view. It can be set between 7 and 14 days.



7 Days



10 Days

Event Settings

Event Level

Default Setting

General **Event** Sub-Event Exhibitor

Layout

Event

Sales

Sharing

Publishing

Display

<input type="button" value="Calendar"/> <input type="button" value="Pop Up"/>	Event Name	<input type="button" value="Calendar"/> <input type="button" value="Pop Up"/>	Decision Date	<input type="button" value="Calendar"/> <input type="button" value="Pop Up"/>	Contact(s)
<input type="button" value="Calendar"/> <input type="button" value="Pop Up"/>	Where	<input type="button" value="Calendar"/> <input type="button" value="Pop Up"/>	Time Zone	<input type="button" value="Calendar"/> <input type="button" value="Pop Up"/>	Sales Manager
<input type="button" value="Calendar"/> <input type="button" value="Pop Up"/>	When	<input type="button" value="Calendar"/> <input type="button" value="Pop Up"/>	Parking	<input type="button" value="Calendar"/> <input type="button" value="Pop Up"/>	Event Coordinator
<input type="button" value="Calendar"/> <input type="button" value="Pop Up"/>	Status	<input type="button" value="Calendar"/> <input type="button" value="Pop Up"/>	Showtimes	<input type="button" value="Calendar"/> <input type="button" value="Pop Up"/>	Time Line
<input type="button" value="Calendar"/> <input type="button" value="Pop Up"/>	Event Type	<input type="button" value="Calendar"/> <input type="button" value="Pop Up"/>	Company	<input type="button" value="Calendar"/> <input type="button" value="Pop Up"/>	New or Repeat?

Statuses

<input checked="" type="checkbox"/> on <input type="checkbox"/> off	Confirmed	<input checked="" type="checkbox"/> on <input type="checkbox"/> off	Granted Hold 3	<input type="checkbox"/> on <input checked="" type="checkbox"/> off	Cancelled
<input checked="" type="checkbox"/> on <input type="checkbox"/> off	Pending	<input checked="" type="checkbox"/> on <input type="checkbox"/> off	Granted Hold 4		
<input checked="" type="checkbox"/> on <input type="checkbox"/> off	Request for Hold	<input checked="" type="checkbox"/> on <input type="checkbox"/> off	In-House Event		
<input checked="" type="checkbox"/> on <input type="checkbox"/> off	Granted Hold 1	<input checked="" type="checkbox"/> on <input type="checkbox"/> off	Granted Hold 5		
<input checked="" type="checkbox"/> on <input type="checkbox"/> off	Granted Hold 2	<input checked="" type="checkbox"/> on <input type="checkbox"/> off	Blackout		

This option allows you to set which event level displays on your calendar. Only one option can be selected at any given time, so most users leave this set to **Event**.

Display

Default Setting

General
Layout
Event
Sales
Sharing
Publishing

Event Sub-Event Exhibitor

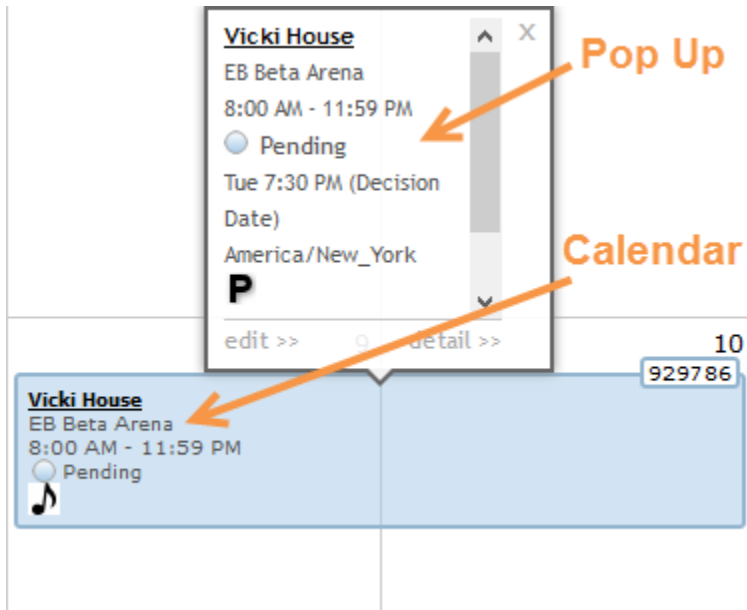
Display

Calendar	Pop Up	Event Name	Calendar	Pop Up	Decision Date	Calendar	Pop Up	Contact(s)
Calendar	Pop Up	Where	Calendar	Pop Up	Time Zone	Calendar	Pop Up	Sales Manager
Calendar	Pop Up	When	Calendar	Pop Up	Parking	Calendar	Pop Up	Event Coordinator
Calendar	Pop Up	Status	Calendar	Pop Up	Showtimes	Calendar	Pop Up	Time Line
Calendar	Pop Up	Event Type	Calendar	Pop Up	Company	Calendar	Pop Up	New or Repeat?

Statuses

<input type="checkbox"/> on <input type="checkbox"/> off	Confirmed	<input type="checkbox"/> on <input type="checkbox"/> off	Granted Hold 3	<input type="checkbox"/> on <input checked="" type="checkbox"/> off	Cancelled
<input type="checkbox"/> on <input type="checkbox"/> off	Pending	<input type="checkbox"/> on <input type="checkbox"/> off	Granted Hold 4		
<input type="checkbox"/> on <input type="checkbox"/> off	Request for Hold	<input type="checkbox"/> on <input type="checkbox"/> off	In-House Event		
<input type="checkbox"/> on <input type="checkbox"/> off	Granted Hold 1	<input type="checkbox"/> on <input type="checkbox"/> off	Granted Hold 5		
<input type="checkbox"/> on <input type="checkbox"/> off	Granted Hold 2	<input type="checkbox"/> on <input type="checkbox"/> off	Blackout		

These settings allow you to select what information displays for each event. There is a **Calendar** option, which sets information to display right on the event, and the **Pop Up** option, which sets information to display once an event has been clicked.



Statuses

Default Setting Save Cancel Create New Delete Preview

General
Layout
Event
Sales
Sharing
Publishing

Event Sub-Event Exhibitor

Display

Calendar Pop Up	Event Name	Calendar Pop Up	Decision Date	Calendar Pop Up	Contact(s)
Calendar Pop Up	Where	Calendar Pop Up	Time Zone	Calendar Pop Up	Sales Manager
Calendar Pop Up	When	Calendar Pop Up	Parking	Calendar Pop Up	Event Coordinator
Calendar Pop Up	Status	Calendar Pop Up	Showtimes	Calendar Pop Up	Time Line
Calendar Pop Up	Event Type	Calendar Pop Up	Company	Calendar Pop Up	New or Repeat?

Statuses

<input checked="" type="checkbox"/> on <input type="checkbox"/> off	Confirmed	<input checked="" type="checkbox"/> on <input type="checkbox"/> off	Granted Hold 3	<input type="checkbox"/> on <input checked="" type="checkbox"/> off	Cancelled
<input checked="" type="checkbox"/> on <input type="checkbox"/> off	Pending	<input checked="" type="checkbox"/> on <input type="checkbox"/> off	Granted Hold 4		
<input checked="" type="checkbox"/> on <input type="checkbox"/> off	Request for Hold	<input checked="" type="checkbox"/> on <input type="checkbox"/> off	In-House Event		
<input checked="" type="checkbox"/> on <input type="checkbox"/> off	Granted Hold 1	<input checked="" type="checkbox"/> on <input type="checkbox"/> off	Granted Hold 5		
<input checked="" type="checkbox"/> on <input type="checkbox"/> off	Granted Hold 2	<input checked="" type="checkbox"/> on <input type="checkbox"/> off	Blackout		

These settings allow you to select which statuses will be displayed on your calendar. Most users have everything other than cancelled events set to display.

Finishing Up

Once you have selected the settings and options you would like, click **Save** towards the top of the screen.

Default Setting **Save** Cancel Create New Delete Preview

General
Layout
Event
Sales
Sharing
Publishing

Holidays
 Show icon

Notes
 Show private notes
 Show public notes
 Show avails notes
 Show color

Other
 Start On Today
Sunday ▼ Start of week

Events
 Move-in/Move-out
 Shadow Events
 Show internal record ID

Color events by
Status Calendar Tag Group

Sort events by
Time Status Calendar

Tag display
Icon (or Text)* Icon and Text Text Only

*If no icon, text will be displayed