

# Color Coding your Calendar

Updated: September 22, 2017

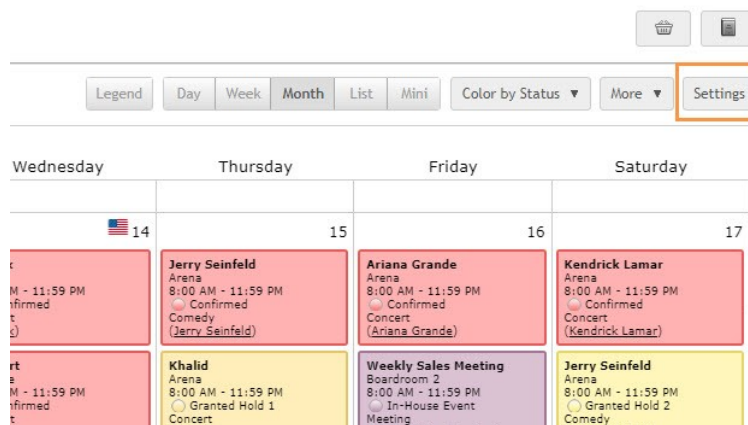
Color coding your calendar is a great way to easily see what's happening in your building. By default your calendar is colored by event status, but you can easily create custom profiles to color by where events are happening (by venue or space) or by the event type (or other tag group).

If you need to assign colors to your spaces or tags, please see the steps at the bottom:

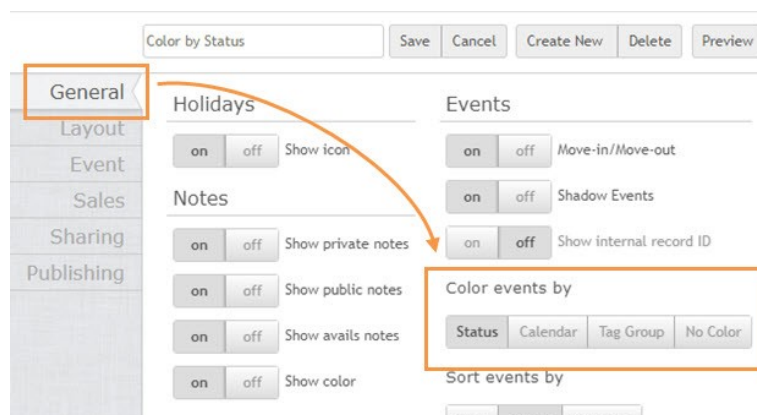
- Assigning colors to spaces
- Assigning colors to tags

## Creating a custom-colored view

Click *Settings* in the upper right corner of your calendar.



In the menu on the left, select *General*. In the right column, you will see the *Color events by* option.



Select the option you prefer, *Calendar* or for Event Type select *Tag Group*.

Color events by

Status	Calendar	Tag Group	No Color
--------	----------	-----------	----------

To color by Event Type, be sure to choose *Type* from the drop down menu.

Color events by

Status	Calendar	Tag Group	No Color
--------	----------	-----------	----------

Type ▼ Event

Enter the name of your new view and click *Create New*.

Color by Type

Save Cancel Create New Delete Preview

Holidays

on off Show icon

Notes

on off Show private notes

on off Show public notes

on off Show avails notes

Events

on off Move-in/Move-out

on off Shadow Events

on off Show internal record ID

Color events by

Status	Calendar	Tag Group	No Color
--------	----------	-----------	----------

Your new profile will be saved. To switch between profiles, click the drop down in the upper right of the calendar. You may create as many views as you wish!

Legend Day Week Month List Mini Color by Type ▼ More ▼ Settings

Wednesday Thursday Friday Saturday

31 1 2 3

Weekly Booking Meeting  
1st Floor  
8:00 AM - 11:59 PM  
In-House Event  
Meeting  
Weekly Booking Meeting

Red Hot Chili Peppers  
Arena  
8:00 AM - 11:59 PM  
Confirmed  
Concert  
(Bryson Tiller)

Weekly Sales Meeting  
Boardroom 1  
8:00 AM - 11:59 PM  
In-House Event  
Meeting  
(Weekly Sales Meeting)

7 8 9 10

Jessica's Birthday Party  
Arena, Theatre, Ballroom D  
8:00 AM - 11:59 PM  
In-House Event  
In-House

14 15 16 17

XX  
18  
8:00 AM - 11:59 PM  
Confirmed

Jerry Seinfeld  
Arena  
8:00 AM - 11:59 PM  
Confirmed

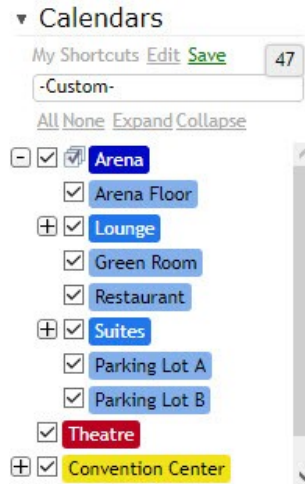
Ariana Grande  
Arena  
8:00 AM - 11:59 PM  
Confirmed

Kendrick Lamar  
Arena  
8:00 AM - 11:59 PM  
Confirmed

Catered Events  
Color by Space  
Color by Type  
SM/EM View  
Sports View  
Checklist View  
Color by Status  
Confirmed Events

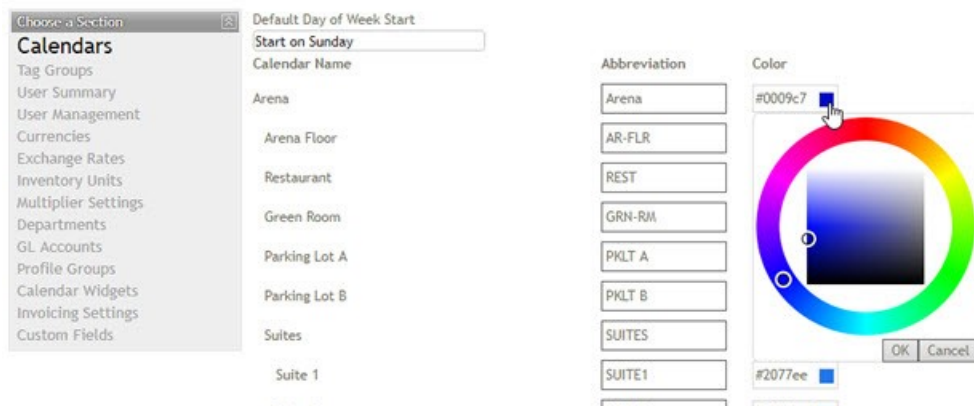
## Assigning Colors to Spaces

First, to color by space we'll have to assign colors to each space or group of spaces. You can see if they've been assigned and what they are in the space list on your calendar:



If you are the admin on your account, you are able to add and update colors in Company Settings.

1. Hover over your name in the upper right corner and click on *Company Settings*.
2. Select *Calendars* from the menu on the left. You'll see a list of your spaces with the colors assigned.
3. Click on the color block to bring up a color picker, or you can type a color's hex code into the color field. If you'd like assistance picking coordinating colors, [this site](#) can be helpful. We are also happy to set these colors for you!



## Assigning Colors to Tags

When EventBooking creates your event types or other tags, we assign a color to each one. As Admin, you can update those colors yourself via Company Settings.

1. Hover over your name in the upper right corner and click *Company Settings*.
2. In the menu on the left, click *Tags*.
3. Click the plus by the group which you would like to color to expand it. You'll see a list of your tags and each tag's color.
4. Click on the color block to bring up a color picker, or you can type a color's hex code into the color field. If you'd like assistance picking coordinating colors, [this site](#) can be helpful. We are also happy to set these colors for you!

