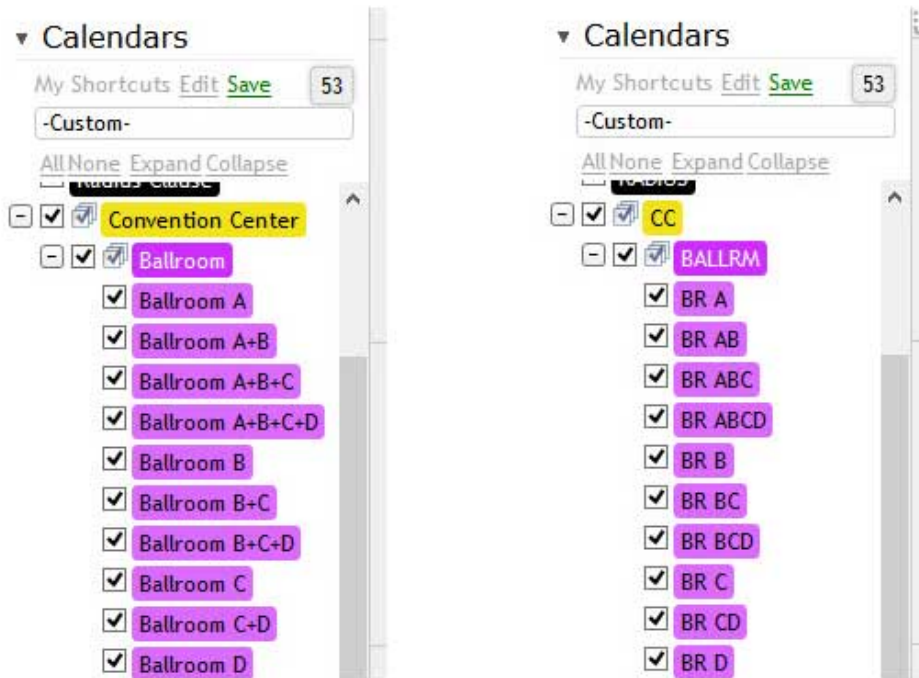


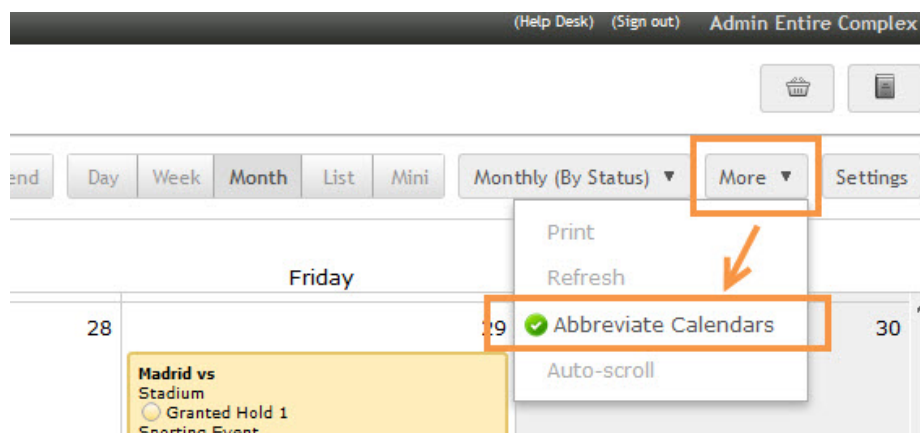
Displaying Calendar Names or Abbreviations

Updated: April 8, 2015

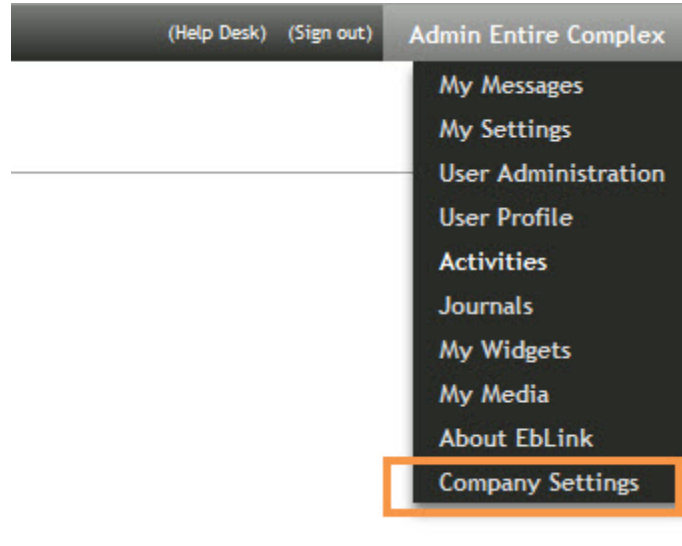
When viewing your calendars, you are able to have the calendar names display either the full name or the abbreviation by toggling the "Abbreviate Calendars" setting.



To change your setting, click *More* in the upper right corner on the calendar page, and then *Abbreviate Calendars*.



If you are the Sys Admin on your account, you are able to edit the calendar abbreviations. Hover over your name in the upper right corner and click *Company Settings*.



Choose *Calendars* and update the abbreviation for each calendar as you wish.

A screenshot of a web application interface for managing calendars. On the left, a sidebar titled 'Choose a Section' has 'Calendars' selected. The main content area shows a table of calendar settings. At the top, there is a 'Default Day of Week Start' dropdown set to 'Start on Sunday'. The table has three columns: 'Calendar Name', 'Abbreviation', and 'Color'.

Calendar Name	Abbreviation	Color
Arena	Arena	#c200ab
Arena Floor	AR-FLR	#c200ab
Restaurant	REST	#c200ab
Green Room	GRN-RM	#c200ab
Parking Lot A	PKLT A	#bc8fb7
Parking Lot B	PKLT B	#bc8fb7
Radius Clause	RADIUS	#000000
Convention Center	CC	#f2e318
Exhibit Halls	Ex Halls	#0097db
Exhibit Hall A	EXH-A	#0097db
Exhibit Hall B	EXH-B	#0097db