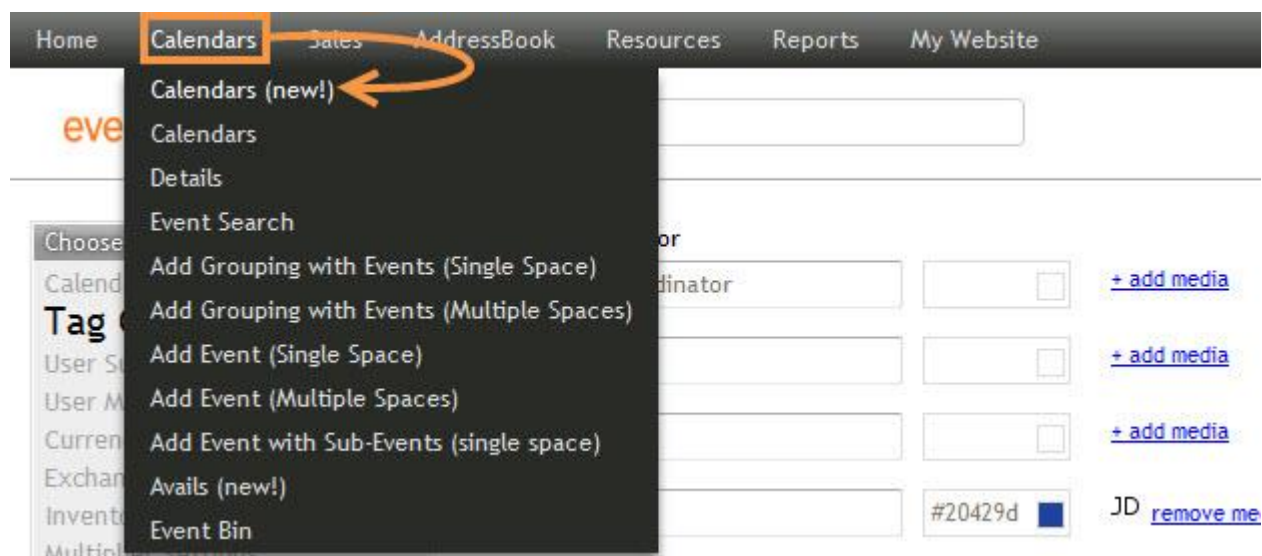


Displaying Tag Icons on the Calendar

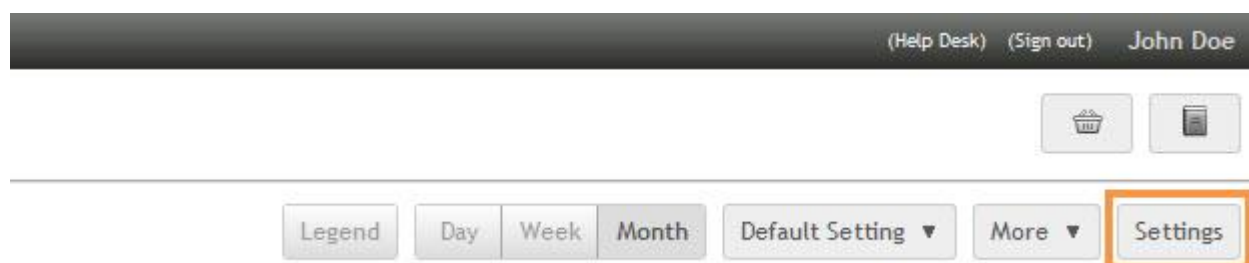
Updated: August 21, 2014

You can now have icons appear on your events under the Calendars (new!) view based on which tags are assigned. To set this up:

1. Hover over **Calendars**.
2. Click **Calendars (new!)**.



3. Click **Settings**.



4. **General** should be selected. If not, click **General**.
5. Make sure **Tag display** is set to either **Icon (or Text)*** or **Icon and Text**.

Home Calendars Sales AddressBook Resources Reports My Website

eventbooking.com Search

Default Setting Save Cancel Create New Delete Preview

General Layout Event Sales Sharing Publishing

Holidays

☐ on ☐ off Show icon

Notes

☐ on ☐ off Show private notes

☐ on ☐ off Show public notes

☐ on ☐ off Show avails notes

☐ on ☐ off Show color

Other

☐ on ☐ off Start On Today

Sunday Start of week

Events

☐ on ☐ off Move-in/Move-out

☐ on ☐ off Shadow Events

☐ on ☐ off 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

6. Click **Event**.
7. Click **Calendar** for the tag group for which you would like to display an icon.
8. Click **Save**.

The screenshot shows the eventbooking.com interface. The top navigation bar includes links for Home, Calendars, Sales, AddressBook, Resources, Reports, and My Website. The main header features the eventbooking.com logo and a search bar. Below the header, there is a 'Default Setting' section with buttons for Save, Cancel, Create New, Delete, and Preview. The 'Event' tab is selected in the left sidebar. The 'Display' section shows various fields with 'Calendar' and 'Pop Up' options. The 'Save' button is highlighted with an orange box, and an orange arrow points from the 'Calendar' option in the 'Event Coordinator' field to the 'Save' button.

General	Layout	Event	Sub-Event	Exhibitor
Default Setting				
Save Cancel Create New Delete Preview				
Display				
Calendar	Pop Up	Event Name	Calendar	Pop Up
Calendar	Pop Up	Where	Calendar	Pop Up
Calendar	Pop Up	When	Calendar	Pop Up
Calendar	Pop Up	Status	Calendar	Pop Up
Calendar	Pop Up	Event Type	Calendar	Pop Up
Calendar	Pop Up	Decision Date	Calendar	Pop Up
Calendar	Pop Up	Time Zone	Calendar	Pop Up
Calendar	Pop Up	Parking	Calendar	Pop Up
Calendar	Pop Up	Contact(s)	Calendar	Pop Up
Calendar	Pop Up	Sales Manager	Calendar	Pop Up
Calendar	Pop Up	Event Coordinator	Calendar	Pop Up
Calendar	Pop Up	Time Line	Calendar	Pop Up
Calendar	Pop Up	Company	Calendar	Pop Up
Calendar	Pop Up	Parking	Calendar	Pop Up

Before:

eventbooking.com

Home Calendars Sales AddressBook Resources Reports My Website (help Desk) (log out) John Doe

Today July 2012 Legend Day Week Month Default Setting More Settings

July 2012

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Calendars

My Shortcuts Edit Save 31

Custom-

All Home Expand Collapse

- ☒ Arena
 - ☒ Half-House Theatre
 - ☒ Loading Dock
 - ☒ Lobby
- ☒ Convention Center
 - ☒ Ballrooms
 - ☒ Ballroom A
 - ☒ Ballroom B
 - ☒ Ballroom C
 - ☒ Exhibit Halls
 - ☒ Exhibit Hall A
 - ☒ Exhibit Hall B
 - ☒ Exhibit Hall C
 - ☒ Meeting Rooms
 - ☒ Rooms 1-3
 - ☒ Room 1
 - ☒ Room 2
 - ☒ Room 3
 - ☒ Rooms 4-6
 - ☒ Room 4
 - ☒ Room 5
 - ☒ Room 6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Oliver Twist (The Mass) Theater 4:30 AM - 11:29 PM Request for Hold	7 Tomb Raider (Star) Arena 8:00 AM - 11:29 PM Request for Hold
8	9	10	11 Tomb Raider with the Be Arena 11:00 AM - 11:00 PM Confirmed	12	13 Oliver Twist (The Mass) Theater 4:30 AM - 11:29 PM Request for Hold	14
15 Oliver Twist (The Mass) Theater 4:30 AM - 11:29 PM Request for Hold	16 Tomb Raider (Star) Arena 8:00 AM - 11:29 PM Request for Hold	17 Chicken Eggs Exhibit Hall A, Exhibit 8:00 AM - 8:30 PM Pending	18 Infernal Meeting Exhibit Hall A 4:00 AM - 11:29 PM To-House Forest	19	20	21 Oliver Twist (The Mass) Theater 4:30 AM - 11:29 PM Granted Hold 2
22	23 The Scarlet Reader Theater 4:00 AM - 11:29 PM Granted Hold 4	24	25	26	27 Oliver Twist (The Mass) Theater 4:30 AM - 11:29 PM Request for Hold	28
29	30 Oliver Twist (The Mass) Theater 4:30 AM - 11:29 PM Confirmed	31	1 Star Wars Live! Arena 8:00 AM - 11:29 PM Granted Hold 1	2	3 Oliver Twist (The Mass) Theater 4:30 AM - 11:29 PM Request for Hold	4 Star Wars Live! Arena 8:00 AM - 11:29 PM Granted Hold 1

After:

eventbooking.com

Home Calendars Sales Addressbook Resources Reports My Website (Help Desk) Sign out John Doe

Today July 2012 Legend Day Week Month Default Setting More Settings

July 2012

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Calendars

My Shortcuts Edit Save 31

-Custom-

All Home Expand Collapse

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 - ☒ Exhibit Hall C
 - ☒ Meeting Rooms
 - ☒ Rooms 1-3
 - ☒ Room 1
 - ☒ Room 2
 - ☒ Room 3
 - ☒ Rooms 4-6
 - ☒ Room 4
 - ☒ Room 5
 - ☒ Room 6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
					Oliver Twist (The Magi) Theater 4:30 AM - 11:29 PM Request for Hold	Tanabata (Star) Arena 8:00 AM - 11:59 PM Request for Hold
8	9	10	11	12	13	14
			Yesterday with the Be Arena 11:00 AM - 11:00 PM Confirmed		Oliver (Dead) Arena 8:00 AM - 11:59 PM Request for Hold	
15	16	17	18	19	20	21
Oliver (Dead) Arena 8:00 AM - 11:59 PM Request for Hold	Umi no Hi (Ocean Day) Arena 8:00 AM - 11:59 PM Request for Hold	Chicken Eggs Bukhan Hall, Subje... 9:00 AM - 9:30 PM Pending	Internet Meeting Bukhan Hall A 4:00 AM - 11:39 PM In-Room Event			Oliver Twist (The Magi) Theater 4:30 AM - 11:29 PM Request for Hold 2
22	23	24	25	26	27	28
	The Scarlet Number Theater 4:00 AM - 11:59 PM Granted Hold 4				Oliver Twist (The Magi) Theater 4:30 AM - 11:29 PM Request for Hold	
29	30	31	1	2	3	4
	Oliver Twist (The Magi) Theater 4:30 AM - 11:29 PM Confirmed		Star Warriors Live! Arena 9:00 AM - 11:59 PM Granted Hold 1		Oliver Twist (The Magi) Theater 4:30 AM - 11:29 PM Request for Hold	Star Warriors Live! Arena 8:00 AM - 11:59 PM Granted Hold 1