

Printing a Monthly Calendar

Updated: November 4, 2015

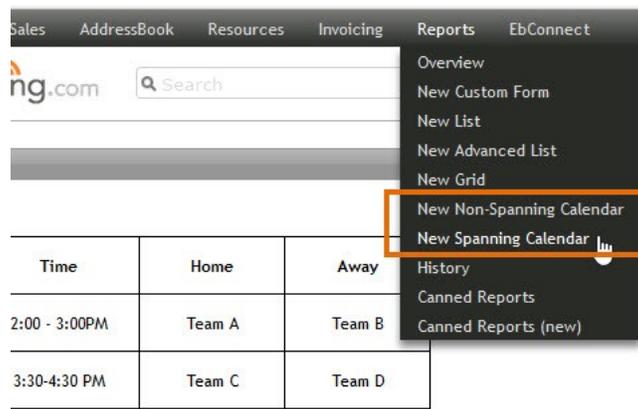
If you need to print, export to PDF, or email your calendar, you are able to build a monthly calendar report that will allow you to do so.

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:

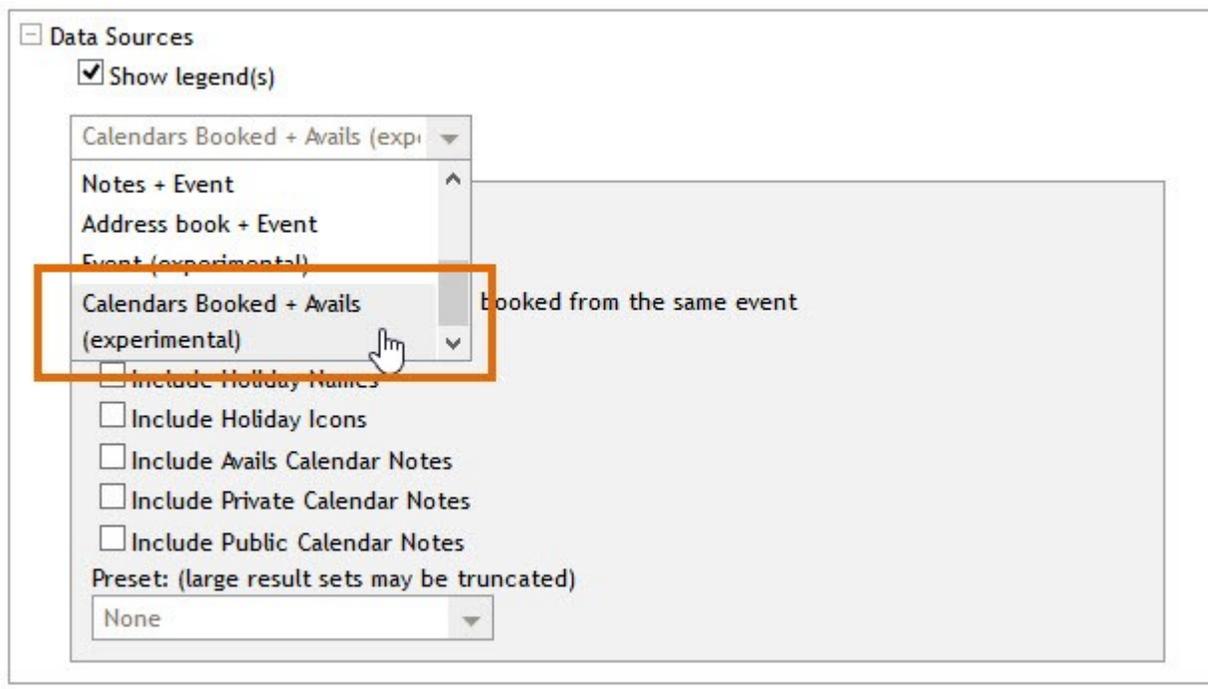
- **Quick Calendar Report:** Found in *Reports - Canned Reports*, this report allows you to choose which calendars you would like on your report. You are also able to adjust the paper size and orientation (portrait vs. landscape) before exporting to PDF or emailing.
- **Quick Calendar:** Found in *Reports - 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*.

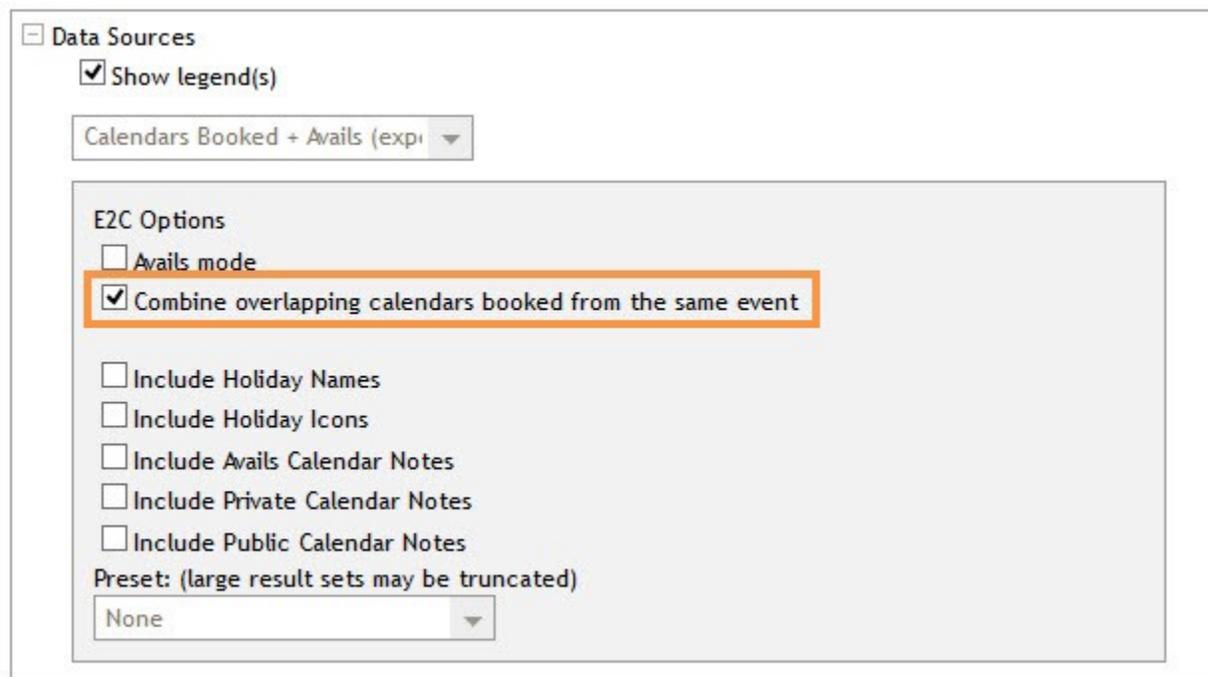
Spanning refers how multiple day events are displayed. In a spanning calendar, a multi-day event will have one block across multiple days. In a non-spanning calendar, each day of your multi-day event will have a separate block.



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



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



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. At the top, there is a checkbox labeled 'Show legend(s)' which is checked and highlighted with an orange border. Below it is a dropdown menu with the text 'Calendars Booked + Avails (exp)'. Underneath is a section titled 'E2C Options' containing 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 of this section is a 'Preset: (large result sets may be truncated)' dropdown menu with 'None' selected.

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

This screenshot shows the same '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 border. The other checkboxes ('Avails mode', 'Include Avails Calendar Notes', 'Include Private Calendar Notes', and 'Include Public Calendar Notes') remain unchecked. The 'Preset' dropdown menu is still 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

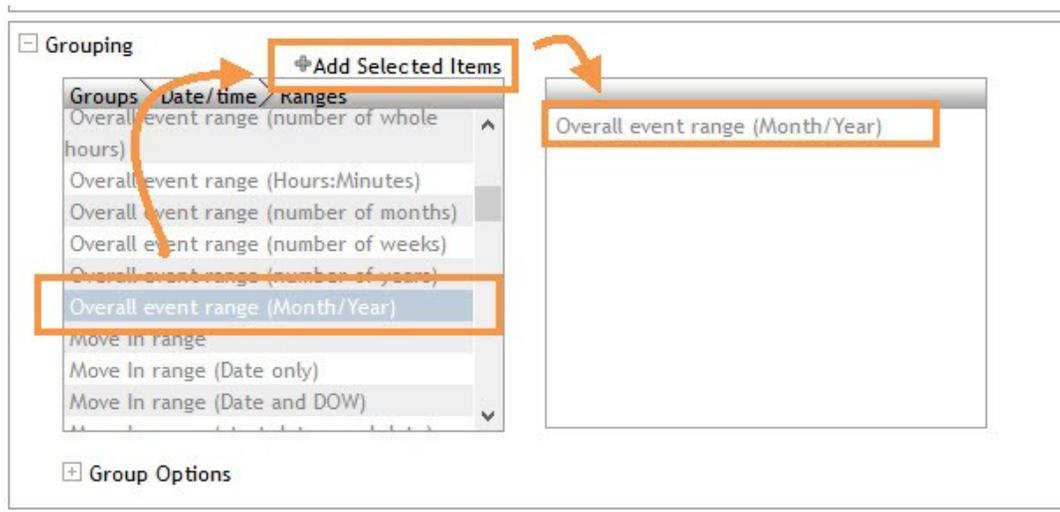
All
 Arena
 EB Arena
 Convention Center
 Theatre
 Stadium
 Athletic Facilities
 Park
 Club EB
 Area Events

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*.

The screenshot displays a software interface with two main sections: 'Grouping' and 'Group Options'.

Grouping Section:

- Buttons: **Groups**, **Date/time**, **Ranges**, **+Add Selected Items**
- List of Ranges:
 - 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)** (highlighted)
 - Move In range
 - Move In range (Date only)
 - Move In range (Date and DOW)
- Preview window: Overall event range (Month/Year)

Group Options Section:

- Selected Group: **Overall event range (Month/Year)**
- Style: Numeric
- PDF Only:
 - Page break after this group
- Date Density: None (dropdown menu open)
 - None
 - Year
 - Month** (highlighted with an orange box and a mouse cursor)
 - week
 - Day
 - Hour
 - Quarter

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

The screenshot displays a software interface with the following components:

- Grouping** (expanded):
 - Groups > Date/time > Ranges** (selected):
 - 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)** (highlighted)
 - Move In range
 - Move In range (Date only)
 - Move In range (Date and DOW)
 - Overall event range (Month/Year)** (displayed in a preview window)
- Group Options** (expanded):
 - Overall event range (Month/Year)**:
 - Style:** Numeric
 - PDF Only:**
 - Page break after this group** (highlighted with an orange box)
 - Date Density:** Month

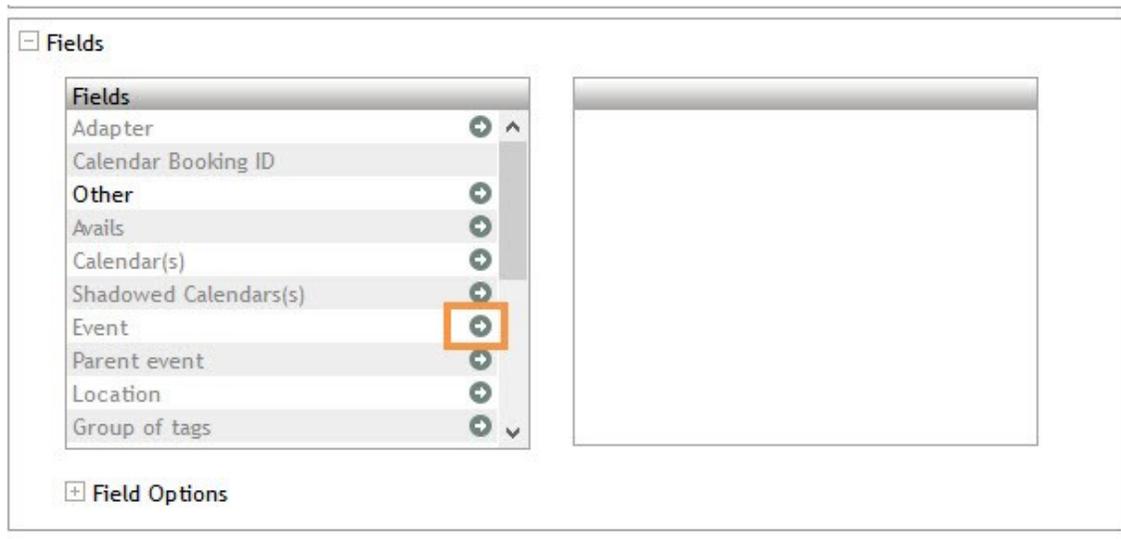
15. Click *Grouping* to collapse the box.

16. Click *Fields*.

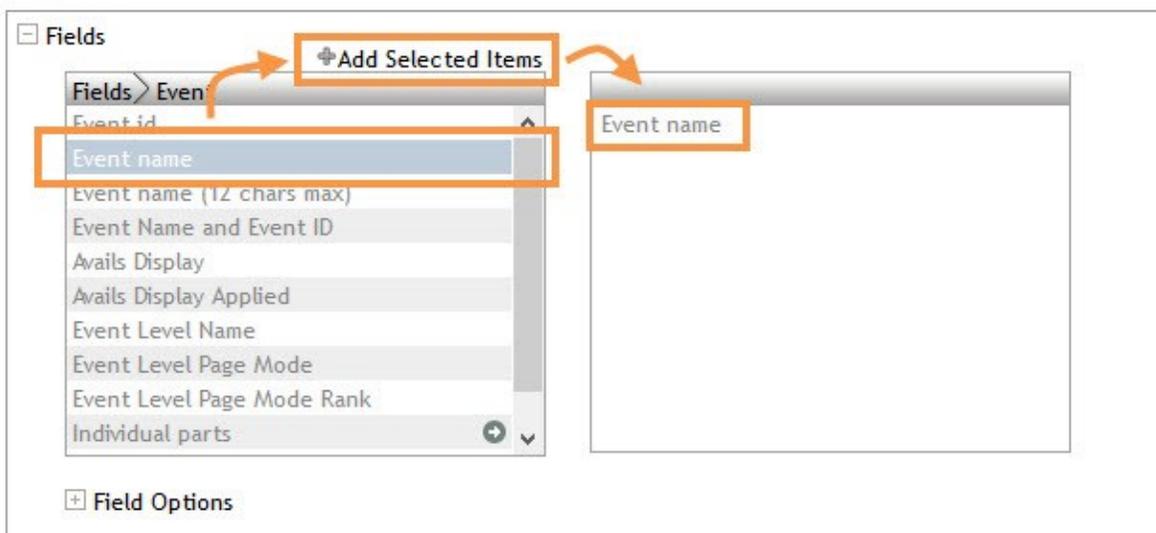
17. Choose the fields you wish to include on your calendar. Below are instructions for the most requested fields; you are welcome to add more.

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:

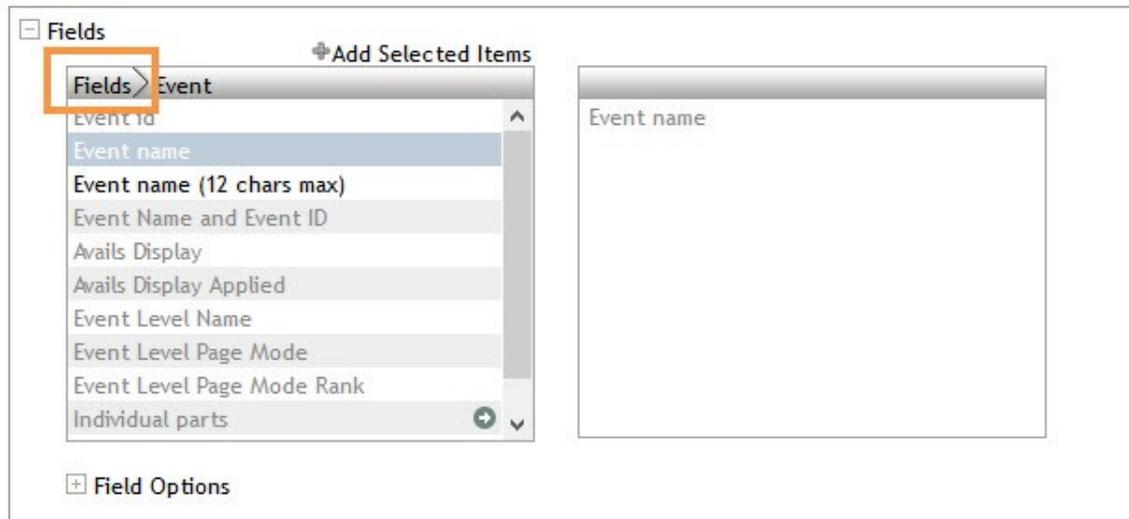
a) Scroll down in the left box until you see *Event*. Click on the **+** to go to the sub-folder.



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:**

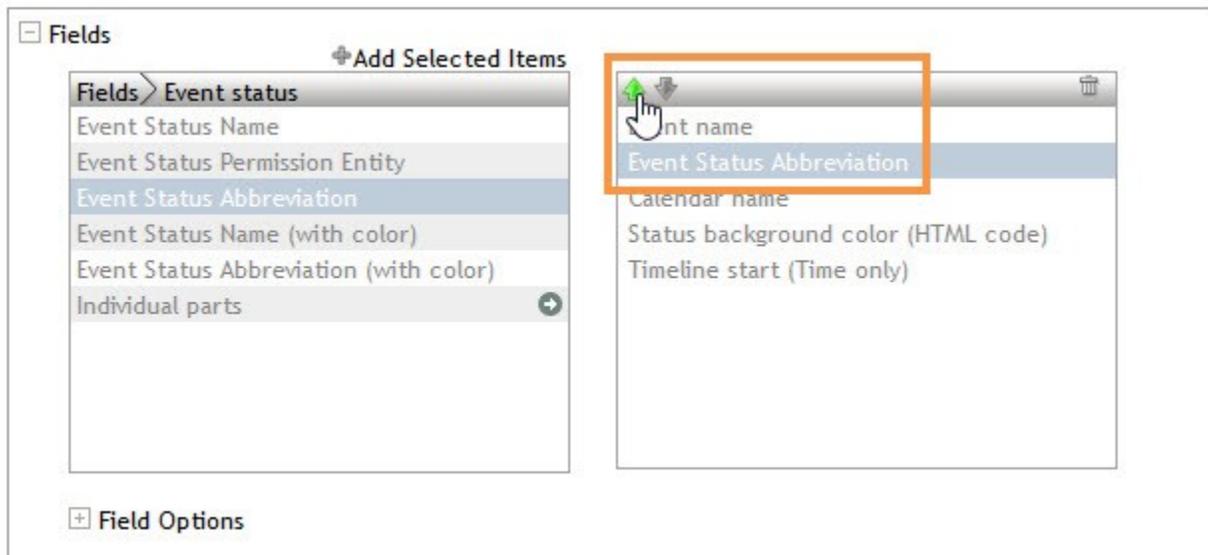
- To list the status name or abbreviation:** Find *Event Status*, click ➕, select *Event Status Name* or *Event Status Abbreviation*.

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

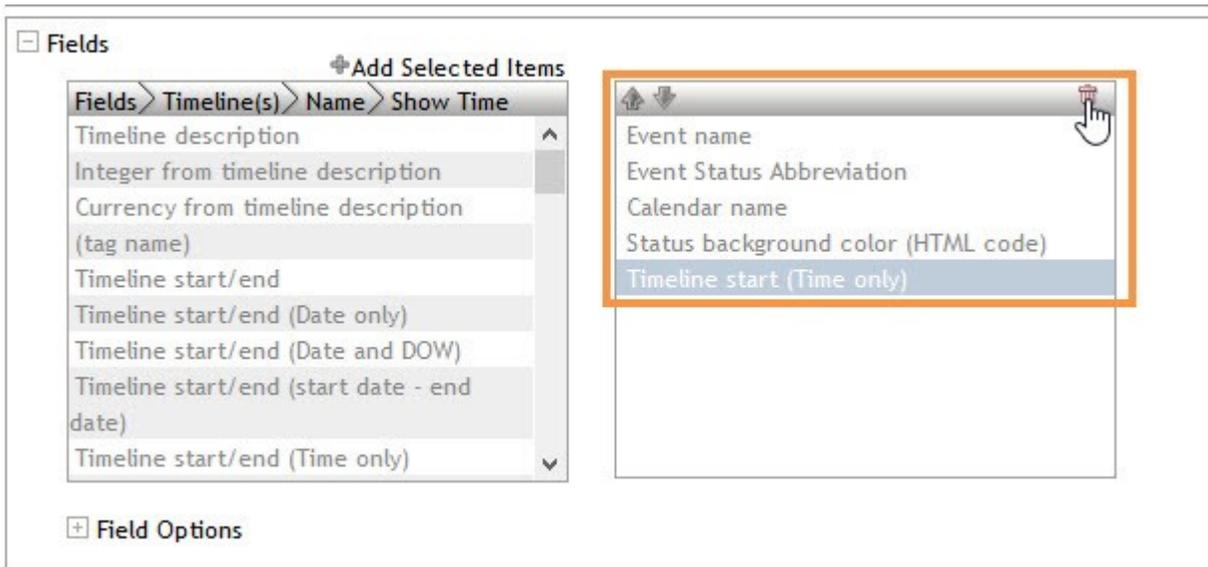
If your calendar contains more than one status of events, it is recommended that you include the event status. If you calendar has only Confirmed events (for example) you may skip that field.

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

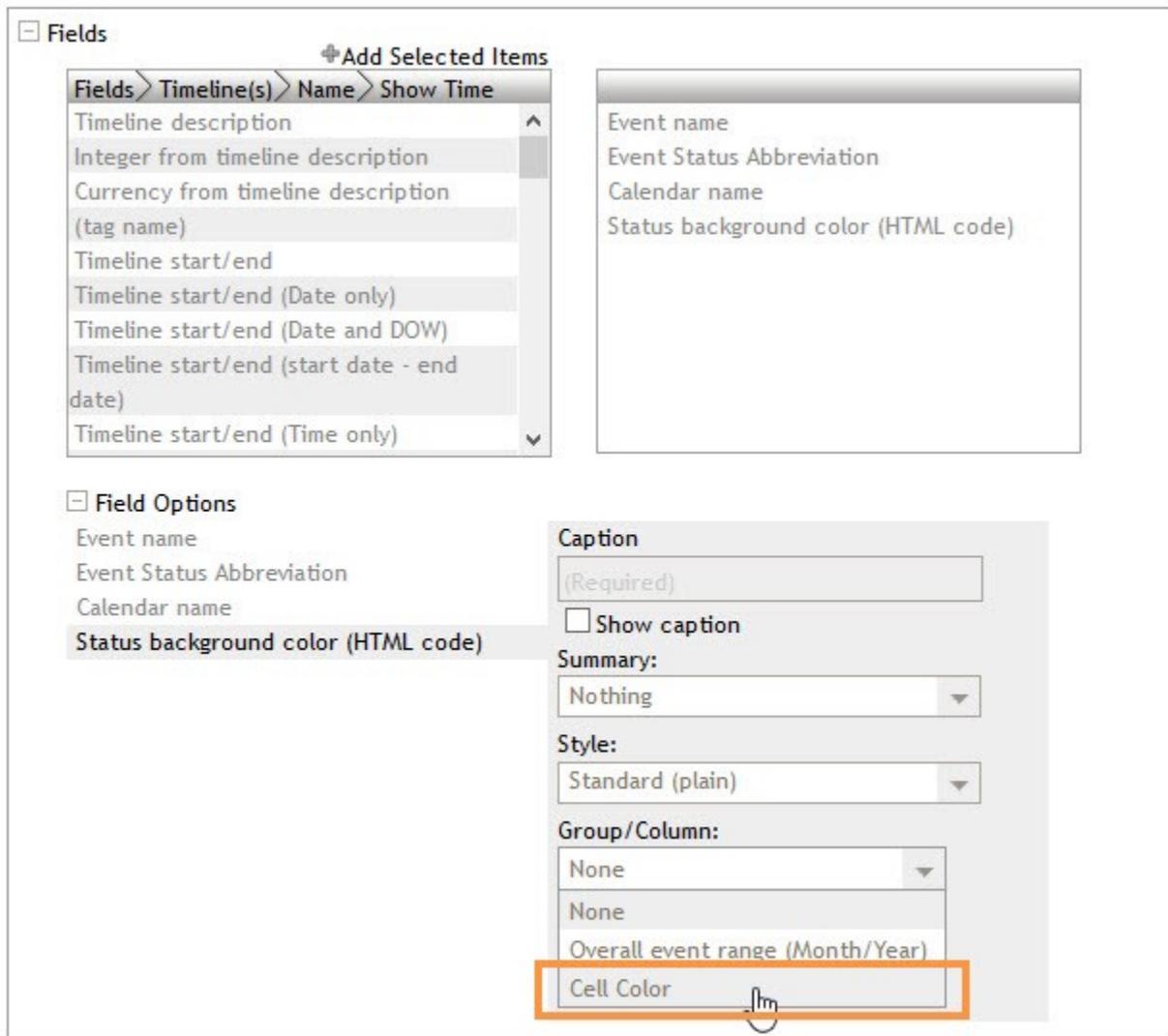
If you would like your event information to be listed in a different order, select a field in the right box and click the up or down arrows until your fields are in the order you wish.



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.



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

Format

Page Size

Orientation

Cell Height

don't split weeks across pages (pdf only)

Output Style

Memorization



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 CDNF Convention Center, Theatre, Arena, Stadium One Direction CDNF Convention Center, Stadium, Arena, Theatre	One Direction CDNF Arena, Theatre, Convention Center, Stadium
	Billy Joel GHI Arena, Stadium, Theatre, Convention Center	Billy Joel GHI Convention Center, Stadium, Theatre, Arena	Jarvis Trierberlake PCOR Arena Billy Joel GHQ Arena, Convention Center, Stadium, Theatre	The Who GHI Arena Disney on Ice GHQ Theatre, Convention Center, Arena, Stadium	Ben Jovi GHQ Arena The Who GHI Arena Disney on Ice GHQ Stadium, Convention Center, Theatre, Arena Concert Hold CAHC Arena	Disney on Ice GHI Stadium, Convention Center, Theatre, Arena Ben Jovi GHQ Arena Arena Hold CAHC Arena Concert Hold CAHC Arena
Disney on Ice GHI Convention Center, Theatre, Arena, Stadium	Disney on Ice GHI Theatre, Stadium, Arena, Convention Center	Disney on Ice GHI Theatre, Convention Center, Stadium, Arena	The Who GHI Arena Disney on Ice GHQ Theatre, Arena, Convention Center, Stadium	Disney on Ice GHI Arena, Stadium, Theatre, Convention Center	Disney on Ice GHI Convention Center, Theatre, Stadium, Arena Concert Hold CAHC Arena	Disney on Ice GHI Convention Center, Arena, Stadium, Theatre Arena Hold CAHC Arena Concert Hold CAHC Arena