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Quick Start Guide For Administrators

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Our online calendar makes it easy to share your calendar on your website or members of a group or organization.

This guide will help calendar administrators and owners quickly optimize calendar set up to meet your organization's needs. If you haven't already, we welcome you to take a free 30 day trial.

Get Started For Free (<http://www.calendarwiz.com/free-calendar-trial.php>)

Here's list of topics covered in this guide:

- **Add Events** (<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709169-quick-start-guide-for-administrators/#add-events>)
- **What is a Category?** (<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709169-quick-start-guide-for-administrators/#add-categories>)
- **Upcoming Events List**
(<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709169-quick-start-guide-for-administrators/#upcoming-events>)
- **Link calendar to your website**
(<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709169-quick-start-guide-for-administrators/#website-link>)
- **Room or facility booking**
(<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709169-quick-start-guide-for-administrators/#room-booking>)
- **Mobile App** (<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709169-quick-start-guide-for-administrators/#mobile-app>)
- **Add Users & Subscribers**
(<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709169-quick-start-guide-for-administrators/#add-users>)

- **Upload pdfs, docs, & images to events**
(<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709169-quick-start-guide-for-administrators/#add-files>)
 - **Set Calendar Options** (<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709169-quick-start-guide-for-administrators/#set-options>)
 - **Change Calendar Colors**
(<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709169-quick-start-guide-for-administrators/#change-colors>)
 - **Email Marketing with Email to List**
(<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709169-quick-start-guide-for-administrators/#email-to-list>)
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Add Events

Add events using the **Quick Event** or the **Full Event** editor. Between them both, you'll find everything you need when adding events.

- **Quick Event:** click the **+** in a day cell or the **[Add Event]** button.
- **Full Event:** click **+** to add an event and then **[More event options...]** button to open the Full Event editor. Review the **tabs** at the top of the Full Event editor to get an overview of its powerful features.

Delete or **Edit** events by clicking the (edit) link next to an event

Learn More in this article (<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709255-adding-and-editing-events/>).

What is a Category?

We use categories to group events into separate calendar views as well as control if events are public or private. For example:

Schools might create categories for academics, athletics and administration (*private category*).

Businesses might create all *private* categories for staff vacation, marketing, and staff meetings

Churches might set up categories for mass schedule, church hall bookings and clergy appointments (*private category*). **Learn how to prevent double booking here**

(<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709109-room-or-facility-booking-setup-guide>)

Make a category **public** to allow any calendar visitor to view its events or make a category **private** to require login to view its events.

Admin Menu > under calendar settings > **Categories** > click **Add** > select font styles, legend colors & public or private > **Save**

Note: you may edit and rename the “General” category.

Upcoming Events List

Our upcoming events list and mini calendar web plugins can be **customized** and added to any web page. Adjust colors, styles, and text and save. Next, simply copy and paste JavaScript code in your web page editor. Events **automatically update** in the upcoming events list as you update your calendar. To learn more click go to:

Admin Menu > under website plugins > **Upcoming Events List**

More info on adding an upcoming events list to your web page:

Learn more in this article (<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709110-add-an-upcoming-events-list-to-your-web-page>)

Add Calendar to Your Website

Below is the standard calendar link to add to your website. Be sure to replace “yourcalendaridentifier” with the unique calendar identifier name.

<https://www.calendarwiz.com/> (<https://www.calendarwiz.com/>)yourcalendaridentifier

Our website integration tool makes it easy to create code and customized links to add your calendar to your website.

Admin Menu > under Website Plugins > **Website Integration**

For more information:

Learn more in this article (<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709277-easy-website-calendar-integration>)

Room or Facility Booking

Prevent double booking of rooms, facilities, staff schedules, etc. by using our conflict prevention features in categories and saved locations.

Options also allow users to make self-service reservations of conference rooms and resources. To learn how to set up a scheduling or reservation calendar, follow the link below:

Learn more in this article

(<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709109-room-or-facility-booking-setup-guide>)

Mobile App

Mobile App allows administrators and permitted users to **view, add, and edit events** via a Smartphone browser, including iPhones, Androids, Blackberry and Windows phones. To access the mobile app, simply open your phone's browser and enter your calendar link:

<https://www.calendarwiz.com/yourcalendaridentifier>

(<https://www.calendarwiz.com/yourcalendaridentifier>).

Select Mobile view when prompted. For more info on mobile and sync options:

Learn more here

(<https://calendarwiz.freshdesk.com/support/solutions/folders/60000479416>)

Users & Subscribers

Share your calendar by adding users and subscribers. Both users and subscribers can receive event **Reminders, Announcements & Email to List newsletters**

(<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709173-email-to-list-user-guide>) **as well as RSVP to events.**

Here's how users and subscribers are different...

Users:	Subscribers:
<ul style="list-style-type: none">• Have a password to login to calendar• Add & edit events in all or part of calendar• View private categories and private notes	<ul style="list-style-type: none">• Belong to your calendar email list• Signup for email list by website form• View public calendar categories only

Click **Admin Menu** button > under calendar settings > **Users & Subscribers** > Add >

Click for more info on managing users and subscribers.

(<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709244-managing-users-subscribers>)

Upload Documents & Images

It's easy to add an image or attach a document to an event.

Learn how to add images (<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709410-add-images-to-your-events>).

Learn how to attach files (<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709408-attach-a-document-or-file-to-your-event>).

Set Calendar Options

Set **calendar-wide** options that affect how your calendar operates. Review the Basic, Advanced, Expert, Social Media tabs to optimize your calendar set up to meet your needs.

Click to go to **Admin Menu** > under calendar settings > **Calendar Options**

Change Calendar Colors

Customize calendar colors to match your organization's website or brand. Use the **Calendar Colors** tool to customize your own colors or select a color scheme from the **Themes**.

Go to **Admin Menu** > under Branding & Calendar Colors >

- **Calendar Colors:** select a theme or insert any colors you like. Let us know if we can help you match your website's color scheme.
 - **Logos:** upload graphics or images from your computer to display as logos in the calendar headline.
 - **Reminder Email Template:** customize event reminder colors and text styles
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Email Marketing with Email to List

Send beautiful engaging email and newsletters to your calendar users and subscribers. Our Email to List feature makes it easy stay in touch with your audience.

Learn More About Email to List >>

(<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709173-email-to-list-user-guide>)

If you have any questions, contact us via email at support@calendarwiz.com
(<mailto:support@calendarwiz.com?Subject=>)

Thanks,

The CalendarWiz Team

FEATURES

[Overview](https://www.calendarwiz.com/features/) (<https://www.calendarwiz.com/features/>).

[Multi-user Editing](https://www.calendarwiz.com/features/#multiuserediting) (<https://www.calendarwiz.com/features/#multiuserediting>).

[Website Calendar](https://www.calendarwiz.com/features/#websiteplugins) (<https://www.calendarwiz.com/features/#websiteplugins>).

[Categories](https://www.calendarwiz.com/features/#categories) (<https://www.calendarwiz.com/features/#categories>).

[Import & Export](https://www.calendarwiz.com/features/#importexport) (<https://www.calendarwiz.com/features/#importexport>).

[Mobile](https://www.calendarwiz.com/features/#mobileapp) (<https://www.calendarwiz.com/features/#mobileapp>).

CUSTOMERS

[Small & Medium Business](https://www.calendarwiz.com/customers/small-medium-business/) (<https://www.calendarwiz.com/customers/small-medium-business/>).

[Primary Education](https://www.calendarwiz.com/customers/primary-education/) (<https://www.calendarwiz.com/customers/primary-education/>).

[Higher Education](https://www.calendarwiz.com/customers/higher-education/) (<https://www.calendarwiz.com/customers/higher-education/>).

[Religious](https://www.calendarwiz.com/customers/religious/) (<https://www.calendarwiz.com/customers/religious/>).

[Enterprise](https://www.calendarwiz.com/customers/large-business/) (<https://www.calendarwiz.com/customers/large-business/>).

[Community](https://www.calendarwiz.com/customers/community-chambers/) (<https://www.calendarwiz.com/customers/community-chambers/>).

[Associations](https://www.calendarwiz.com/customers/clubs-associations/) (<https://www.calendarwiz.com/customers/clubs-associations/>).

[Government](https://www.calendarwiz.com/customers/government/) (<https://www.calendarwiz.com/customers/government/>).

[Nonprofit](https://www.calendarwiz.com/customers/non-profit/) (<https://www.calendarwiz.com/customers/non-profit/>).

[Individuals](https://www.calendarwiz.com/customers/individual-family/) (<https://www.calendarwiz.com/customers/individual-family/>).

SOLUTIONS

[Shared Calendars](https://www.calendarwiz.com/howuse/shared-online-calendar/) (<https://www.calendarwiz.com/howuse/shared-online-calendar/>).

[Website Plugins](https://www.calendarwiz.com/howuse/website-calendar/) (<https://www.calendarwiz.com/howuse/website-calendar/>).

[Staff Scheduling](https://www.calendarwiz.com/howuse/staff-work-schedule/) (<https://www.calendarwiz.com/howuse/staff-work-schedule/>).

[Room Scheduling](https://www.calendarwiz.com/howuse/room-scheduling-software/) (<https://www.calendarwiz.com/howuse/room-scheduling-software/>).

[Interactive Calendar](https://www.calendarwiz.com/howuse/interactive-calendar/) (<https://www.calendarwiz.com/howuse/interactive-calendar/>).

COMPANY

About (<https://www.calendarwiz.com/about/>)

Partner Login (<https://www.calendarwiz.com/partners/signin/>)

Become a Partner (<https://www.calendarwiz.com/partners/>)

Sales (<https://www.calendarwiz.com/support/?type=sales>)

HELP & RESOURCES

Get Started (<https://calendarwiz.freshdesk.com/support/solutions/articles/60000709169-quick-start-guide-for-administrators>)

Knowledge Center (<https://calendarwiz.freshdesk.com/support/solutions>)

Contact Support (<https://www.calendarwiz.com/support/?type=support>)

Contact Sales (<https://www.calendarwiz.com/support/?type=sales>)

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(<https://www.facebook.com/calendarwiz>)

(<https://www.twitter.com/calendarwiz>)

(<https://www.linkedin.com/company/calendarwiz>)



(https://www.capterra.com/reviews/130288/CalendarWiz?utm_source=vendor&utm_medium=badge&utm_campaign=capterra_reviews_badge)