



INDITION COMMERCE

Calendar Events — User Manual

How to put holidays and other events on the Class Calendar, repeat them, color the calendar, and print it, step by step.

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Before you start

- A **calendar event** is a dated entry with no product behind it: a holiday, a closed day, an open house. It has no price, seats, location or page of its own.
- Events show on the **Class Calendar** widget beside the classes.
- Everything you create can be edited or deleted afterwards.

Create an event

1. Go to **Education > Calendar Events**.
2. Click **Create Calendar Event** at the top right (or **+ Add a Calendar Event** when there are none yet).
3. Enter a **Name**, for example "Thanksgiving - Store Closed".
4. Pick the **Date**.
5. Leave **All Day** on, or turn it off and set a **Start Time** and, if the event has one, an **End Time**. Times use a 24-hour clock, for example 14:30.
6. Type the **Content**: a short plain-text description. It is what visitors see when they point at the event.
7. Optionally pick a **Calendar Background Color** (see "Colors" below).
8. Click **Create**. The event opens, ready to edit.

The form refuses to save without a name, date and content, without a start time when All Day is off, or with an end time that is not later than the start.

Edit or delete an event

- **Edit**: click the pencil icon in the grid, change the event, and click **Save**.
- **Delete**: click the trash icon in the grid and answer **Yes**.

Find events in the grid

COLUMN	FILTER
Name	Type part of the name
Date	From and To dates (MM/DD/YYYY)
Time	All, All Day or Has a Time
Content	Type part of the content

Click a column heading to sort. **Clear** resets the filters. **Page Size** sets how many rows show. **Actions > Export** downloads the events as an Excel file; Export Filtered Records keeps the filters.

Repeat an event: Mass Duplicate

1. Open the event.
2. Click **Actions** and choose **Mass Duplicate**. If the menu does not open, click Actions again.
3. Set **Repeat every**: a number from 1 to 99 and day(s), week(s) or month(s).
4. Weekly: tick the days. Monthly: choose **Dates of every month** or **Weekdays of every month** and add a row for each date or weekday.
5. Choose how it **Ends**: **After** a number of events, or **On** an end date.
6. Point at the **?** beside Repeat every to read the rule in words.
7. Click **Create Events**. The dialog lists the new events with their dates; click one to open it, or **Close**.

The new dates start after this event's date, or from today when that date has passed. Each copy has the same name, times, content and color.

Colors

An event's color

On the event form, **Calendar Background Color** sets the event's card color on the Class Calendar. Pick a color, or type one such as `#9b59b6`. **Clear** removes it, and the event uses the calendar widget's Event Background Color.

A category's color

1. Go to **Education Settings > Categories** and open the category, for example Sewing Classes.
2. Set **Calendar Background Color** the same way, and click **Save**.

The classes of that category show in that color. A class in several colored categories uses the most specific one. A full class keeps the widget's Full Class color, and pointing at a card still shows the hover color.

What visitors see

- Each event shows on its date with All Day or its time range and its name. All-day events come first in the day.
- Pointing at an event shows its name, date, time and content above it.
- When a visitor chooses a Category, Class Location or Class Name, only the matching classes show; events return when every filter is on All.
- In the list view, events are grouped under Calendar Events with When and Details.

Print the calendar

1. In the Class Calendar widget settings, set **Show Calendar Print** to **Yes** (it is No by default) and save the page.

2. On the calendar page, choose the month and any filters.
3. Click **Print Calendar** at the right of the filter row.

The print shows the calendar alone, as it is on screen, on a landscape page: no site header or footer, no filters, buttons or tooltips. Colors print as shown.