

### Calendar Control

There are several pages on your website that use a Calendar, such as Homework, Calendar, Projects, and pages you can create yourself.

The Calendar Control allows you to add Event Information, and link it to dates displayed on the calendar.

Clicking dates on the Calendar will display events set for that date.

You can keep using the same Event Information year-after-year simply by changing the Event Date.



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Calendar
Jefferson High School  
Mr. Payne Chemistry II

Calendar

#### Special School Event

Wednesday, 9/10/2003

Use the Calendar to keep parents and students up-to-date on school events. You can put your information right on this page, or add linked pages for greater detail.

[Expand on Topics using Linked Pages](#)

Select Day to view Calendar Events.



August		September 2003					October
S	M	T	W	T	F	S	
31	1	2	3	4	5	6	
7	8	9	10 Special School Event	11	12	13	
14	15	16	17	18 Special School Event	19	20	
21	22	23	24	25	26	27	
28	29	30	1	2	3	4	

### Calendar Control Editing

This is a view of the control in **Edit Mode**.

The Calendar Control is edited the same way as the Informational Control except that it also contains **Event Date** fields.

Set the **Event Date** field to the correct date, and after you save the form, the event Head Text will show in the calendar.

To insert the same event into the calendar multiple times, use the repeat fields. Set the fields to the number of event occurrences, and the time interval (days) between the events.

See the **Informational Control Guide** for more detail on information editing.

Head Text

Event Date

July / 31 / 2004

To show this event multiple times, specify:

Repeat this event every 1 days.

Number of repeats 0

Sub-Head Text

Body Text

Link to a New Page

Adds a link at the end of your Body Text to a new page.

New Page Name

New Page Type No Link

**Add Image**

Select from our Clip Art: Clip Art

or

Upload your own Image: Upload

Caption: (optional)

Add link to view image at actual size.

**Image Placement**

Image on Right Side

Image on Left Side

Hide Image

**Upload a File**

Use this button to upload a file to your website; PDF, Word PowerPoint... A link will appear allowing visitors to view, or download the file.

Upload

Save Cancel