## Filter Your Online Event Calendar Share

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We recommend you review the <u>Link to Your Online Event</u> article before moving forward with these additional filter options for your online Event Calendar.

The online Event Calendar shows your customers, at a glance, what events are happening at your site. It can be added to your website using the *External Event Calendar Link*. You can use additional HTML (code) to filter your calendar and display different information. The default settings for calendar codes are *Status* = **Open**, **Unavailable**, and **Notice**.

- 🜟 If you want an Event Calendar to display a different Status, you can do that.
- ★ If you have multiple Business Locations, you may want to show a separate calendar for each Location you can do that too!
- If you have several different Category 1's (Cat1) for different Event Types, you can also show a calendar for each one separately.

This is called filtering. The additional code provided below tells Jackrabbit to display only the events with a certain *Status, Location, Catl*, or *Event Type*.

The examples below show the code that must be added at the end of the **External Event Calendar Link** after the **OrgID** to limit the items shown on your calendar.



When you filter the calendar for an Event Type, you can only use ONE Event Type at a time. However, the Catl and Loc filters can be combined into the same code.

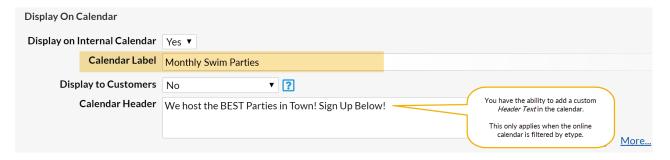
Filter by	Sample Code
Location (Loc)	Add to the end of the Event Calendar URL: &loc=(your loc code)  The loc code can be found on the Manage Locations page from the Gear icon > Settings > General > Business Locations.  Sample hyperlink: https://app.jackrabbitclass.com/eventcalendar.asp? orgid=9209&loc=JRT
Category 1 (Catl)	Add to the end of the Event Calendar URL: &catl=(your catl code)
	Sample hyperlink: https://app.jackrabbitclass.com/eventcalendar.asp? orgid=9209&cat1=Parties

Status	Add to the end of the Event Calendar URL: &status=(Status)
	Sample hyperlink: https://app.jackrabbitclass.com/eventcalendar.asp? orgid=9209&status=Notice
Date	Add to the end of the Event Calendar URL: &date=(mm/dd/yyyy)  Note: The date filter will only pull the month and year for the calendar.  Sample hyperlink: http://app.jackrabbitclass.com/eventcalendar.asp? orgid=9209&date=04/01/2014
Event Type (etype)	Add to the end of the Event Calendar URL: &etype=(your Event Type ID)  The Event Type ID is located on the bottom left of all pages in the Event Type record.  Sample hyperlink: https://app.jackrabbitclass.com/eventcalendar.asp? orgid=9209&etype=12345

## Create Calendar Header Text

If you decide to filter by Event Type, the last option in the table above, you have the ability to add a custom Calendar Header. This ONLY applies when the online calendar is being filtered by Event Type.

You will find this setting in the *Events* menu. Go to **Events** > **List Event Types** (click on an *Event Type*) > **Summary** (tab) and enter the information for the Header Text.



The *Calendar Label* and *Calendar Header* text will show at the top of the Event Calendar online when filtered by Event Type (etype).



Check out the article, <u>Link Directly to a Specific Event (Bypass the Calendar)</u> when you want to promote a single event. You can create a link to register for an event and use it on your website or send out an email announcement.

