

# The Activity Calendar - An Overview

Last Modified on 07/10/2025 9:01 am EDT

Jackrabbit's Activity Calendar is designed to streamline your scheduling process, providing a centralized solution for managing activities with greater efficiency and clarity across your organization.

Manage your classes, events, and appointments in one place, which helps you organize your operations and prevent scheduling conflicts.

Avoid double-booking with a clear view of activities and real-time staff availability, saving time and reducing errors.

Customize your calendar with filters and flexible views, including side-by-side or stacked, and options to display by week, day, room, instructor, or in an agenda format.

Permissions determine what data your Users can access and what actions they can perform. Before proceeding, review [User Permissions for the Activity Calendar](#).

To access the Activity Calendar, use the **Calendar** link at the top right of all pages in Jackrabbit.

Explore the links below to learn more about the Activity Calendar.

|   |  |
|---|--|
| <b>Maximize Your Activity Calendar Settings</b> | Set default views, adjust calendar settings, and align your Activity Calendar with your organization's scheduling structure. |
|---|--|

|   |  |
|---|--|
| <b>Get to Know Your Activity Calendar</b> | Get familiar with your Activity Calendar to take control of your schedule. Filter activities, view key details through activity cards, and save customized filter groups for a streamlined experience. |
| <b>Choose Your Activity Calendar View</b> | Switch between views like Week, Day, and Instructor to find your ideal layout and manage activities more effectively.  |
| <b>Print Your Activity Calendar</b>       | Print your Activity Calendar in various formats, and customize your printouts to match your scheduling preferences.  |

|  |  |
|--|--|
|  |  |
|--|--|