

Maximize Your Activity Calendar Settings

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To make the most of your Activity Calendar, adjust settings to fit your preferences and streamline your workflow. Customizing the Calendar Settings and applying [filters](#) helps tailor the calendar to fit your organization's needs and enhances your scheduling experience.

Permissions determine what data your Users can access and what actions they can perform. The ability to edit the Calendar Settings requires the *Activity Calendar Settings* permission in the Activity Calendar category. This permission is automatically granted to Users with the roles of Owner and/or Manager/Director and can be granted to other Users by your system administrator. Learn more about [Permissions for Jackrabbit Users](#).

All settings are organization-wide and apply to all Users. Follow these steps to optimize your Calendar Settings.

1. Access the Activity Calendar Settings from the calendar header.
 - In the expanded header, select the **Gear** icon .
 - In the collapsed header, select the **More Options** icon and choose the **Calendar Settings** option.
2. In the *Calendar Preferences* section, set the calendar's default time range, Week View settings, and time increments.
 - Set the **Activity Calendar Start Time** and **Activity Calendar End Time** to reflect your organization's operating hours. This ensures the calendar displays only relevant times, simplifying your view.
 - Choose the **Activity Calendar Start Day** for the day your calendar will start in Week View.
 - Select/Deselect the **Activity Calendar Active Days** to control which days appear in Week View. Note: Days in gray (deselected) will be hidden from your calendar.
 - Set the **Activity Calendar Time Increment** to a default time increment (15, 30, or 60 minutes). Longer increments reduce vertical compression, minimizing scrolling.

3. In the *Display Options* section, set your organization's default calendar view and card density preferences.

- Select the **Default Calendar View** from the drop-down list to choose your preferred [calendar view](#) (Week, Day, Agenda, Room, or Instructor).
- Choose your **Default Card Density** to control the amount of information displayed on activity cards and how they are laid out on the calendar.
 - **Stacked:** Displays activity cards based on their starting time increment, without extending to the end time. Activities starting simultaneously are stacked below, condensing the view to show more hours in the day.
 - **Side-by-Side:** Displays activity cards starting at the activity's start time and extending through the end time. Simultaneous activities are shown next to each other, spreading the timeline vertically and making it easy to compare overlapping activities.
 - **Comfortable:** Shows both start and end times on each activity card.
 - **Compact:** Hides start and end times on activity cards, condensing the view.
- Optionally, adjust the calendar view and card density directly from the Activity Calendar using the options in the [calendar header](#). These changes will revert to the selections made in your Calendar Settings.

4. Click **Save** to apply the Calendar Settings for your organization.
