









Selecting and Styling Control Spuds

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In This Article:

- [Adding a Control Spud](#)
- [Setting Up and Styling the Default Control Spuds](#)
- [Calendar List Spud](#)
- [Filter, Go to Date, & Search Spuds](#)
- [Month List Spud](#)
- [Timezone Picker Spud](#)
- [View Chooser & View Chooser Tabbed Spuds](#)
- [Other Control Spuds](#)

The next step in preparing your calendar for your campus web page is to select the control spuds you want to make available to your calendar's visitors and then style those control spuds. The purpose of the control spud is to give the visitor to your calendar some limited control over what they are viewing. The following control spuds are available:

 Calendar List	Preview Allows the user to select which calendars to view.	 Filter	Preview Controls filtering of content shown.	 Go to Date	Preview Go to a date that the user enters.	 Month List	Preview Displays a list of months with events. Selecting a month displays the month's events in the main calendar spud.
 Search	Preview Controls searching for content by key word.	 Timezone Picker	Preview Allows you to change the timezone that events are displayed in.	 View Chooser	Preview Allows the user to select the current view.	 View Chooser Tabbed	Preview Allows the user to select the current view.

The control spuds provide different types of functionality that can be quite useful to calendar visitors trying to find events on campus that fit their interests as well as making navigation of the calendar quicker and easier.

Adding a Control Spud

To add a control spud to your calendar:

Locate and click the **Add Control Spud** button located in the upper right region of the **Control Spuds** region.

Publishing Control Panel for Camps, Clinics, and Fairs Event Calendar

[Return to Camps, Clinics, and Fairs Event Calendar](#)

Filter View: [none] ?

[Publish Settings](#) [Calendar Spuds](#) **[Control Spuds](#)** [Promotion Spuds](#) [Email](#) [Feeds](#) [Hosted View](#)

Control Spuds

[Add a Control Spud](#)

You use control spuds next to the main calendar spud to change the current state of the main spud.

Note: The Date Finder spud is now classified as a Promotion spud. ?

Search

Label: Search

Search button image: Button: Search (18x18)

Copy this script and paste it into your code to mash this spud into your web page.

[Learn more...](#)

```
<script type="text/javascript" src="//25livepub.collegenet.com/scripts/spuds.js"></script>
<script type="text/javascript">
$Trumba.addSpud({
webName: "camps-clinics-and-fairs-event-calendar",
spudType: "searchlabeled" });
</script>
```

☒ Spud will appear on the same page as the main calendar spud.

[Preview](#) [Edit Settings & Styles](#) [Clone Spud](#) [Remove](#)

Month List

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[Learn more...](#)

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<script type="text/javascript">
$Trumba.addSpud({
webName: "camps-clinics-and-fairs-event-calendar",
spudType: "monthlist" });
</script>
```

The **Add Spud** window will open. Click on the control spud you want to add to your calendar to select it.

Add Spud

[Return to Camps, Clinics, and Fairs Event Calendar](#) | [Publishing Control Panel for Camps, Clinics, and Fairs Event Calendar](#)

Calendar List

[Preview](#)
Allows the user to select which calendars to view.

Filter

[Preview](#)
Controls filtering of content shown.

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[Preview](#)
Go to a date that the user enters.

Month List

[Preview](#)
Displays a list of months with events. Selecting a month displays the month's events in the main calendar spud.

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[Preview](#)
Controls searching for content by key word.

Timezone Picker

[Preview](#)
Allows you to change the timezone that events are displayed in.

View Chooser

[Preview](#)
Allows the user to select the current view.

View Chooser Tabbed

[Preview](#)
Allows the user to select the current view.

[OK](#) [Cancel](#)

Click the **OK** button to add the control. You will immediately be presented with the **Settings** and **Styles** for this new control. These settings and styles are reviewed in the following steps.

Setting Up and Styling the Default Control Spuds

Every newly published calendar begins with three control spuds pre-enabled: **Search**, **Month List**, and **View Chooser Tabbed**. These three controls are the most commonly used control spuds and will need to be styled before placing them on a webpage with your Calendar View spud. Please note, that it's recommended that you enable the filter cache under the **Publish Settings** for the best performance.


Publish Settings
Calendar Spuds
Control Spuds
Promotion Spuds
Email
Feeds
Hosted View

Control Spuds

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[Edit Settings & Styles](#)
[Clone Spud](#)
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Month List




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<script type="text/javascript">
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  webName: "camps-clinics-and-fairs-event-calendar",
  spudType: "monthlist" });
</script>
```

☒ Spud will appear on the same page as the main calendar spud.

[Preview](#)
[Edit Settings & Styles](#)
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View Chooser Tabbed



Copy this script and paste it into your code to mash this spud into your web page.
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```
<script type="text/javascript" src="//25livepub.collegenet.com/scripts/spuds.js"></script>
<script type="text/javascript">
$Trumba.addSpud({
  webName: "camps-clinics-and-fairs-event-calendar",
  spudType: "tabchooser" });
</script>
```

☒ Spud will appear on the same page as the main calendar spud.

[Preview](#)
[Edit Settings & Styles](#)
[Clone Spud](#)
[Remove](#)

Calendar List Spud

The **Calendar List** control should be used when you are working with mixed-in or sub-calendars. This control gives the user a list of all the calendars that are mixed together or make up a group of top-level and sub-calendars. Using this control, a visitor may select which calendar views they want to see and turn off those that they are not interested in seeing.

+ Setting Up and Styling the Calendar List Control

Filter, Go to Date, & Search Spuds

The **Filter**, **Go to Date**, and **Search** controls all give the user access to control the content being displayed on the calendar.

The **Filter** control allows the user to filter the content based on criteria selected by you when you build the filter. The criteria can include things like the location assigned, categories on the event, and many more.

The **Go to Date** control allows the user to go to a date on the calendar that they enter in the search box.

Finally, the **Search** control provides a search box for the user to enter a keyword in order to find events that match that keyword.

⊕ **Setting Up and Styling the Filter Control**

⊕ **Setting Up and Styling the Search Control Spud**

Month List Spud

The Month List control allows calendar users to jump to a future month containing upcoming events. This useful control saves calendar users time in navigating around the calendar. Instead of using the next buttons to get to the next page of events to navigate the calendar. This control speeds that process up for calendar users.

⊕ **Setting Up and Styling the Month List Control**

Timezone Picker Spud

The Timezone Picker control allows calendar users to alter the time on events to their time zone. Most campuses will not need this functionality but this control is an option to add it to your calendar.

View Chooser & View Chooser Tabbed Spuds

Finally, the View Chooser and the View Chooser Tabbed controls offer different options for allowing calendar users to alter the calendar view. Since the Calendar Spud can provide users multiple calendar views to select from, these controls allow the user to switch between those views.

The **Viewer Chooser** is great if you prefer offering the choices in a drop-down menu.

The **View Chooser Tabbed** is great if you want the calendar view choices to float above the calendar view itself.

Each control has its own control spud javascript allowing you to add as many of these controls to your calendar as you like.

⊕ **Setting Up and Styling the View Chooser Tabbed Control**

Other Control Spuds

There are a couple of additional less frequently used control spuds. These control spuds include a Go to Date control, a Timezone Picker control, and a View Chooser control. The Go to Date control allows the calendar visitor to enter a date and then go to that date on the calendar. It works similarly to the Search control but instead of entering a keyword, you enter a date. The Timezone Picker control allows the calendar visitor to change the timezone in which events are displayed. Typically, this control is only needed where an institution has multiple campuses distributed over multiple time zones. Finally, the View Chooser contains the same functionality as the View Chooser Tabbed allowing the calendar visitor to switch between different calendar views by clicking that view's name. In the case of the View Chooser, the control creates a drop-down list of the calendar views available to calendar visitors. As such, where screen real estate is limited, you could place this control in a left navigation region of a web page with the calendar being in the right region of content. All of these additional controls are configured the same as those we have reviewed. Each contains both a Settings and a Styles tab to format the control consistently with all your other calendar elements.

Add Spud

[Return to Camps, Clinics, and Fairs Event Calendar](#) | Publishing Control Panel for Camps, Clinics, and Fairs Event Calendar

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[Preview](#)
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OK Cancel

[PREVIOUS: Selecting and Styling Calendar Views](#)

[UP NEXT: Selecting and Styling Promotion Spuds](#)