

Setting Up and Styling Event Actions

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Event Actions add options to your calendar which allow visitors to

- Have event info and event **ics** file emailed to them
- Forward emails to others (free advertising!)
- Subscribe to a list of events or the entire calendar
- Add events to their own calendars
- Receive text messages about events
- And more...

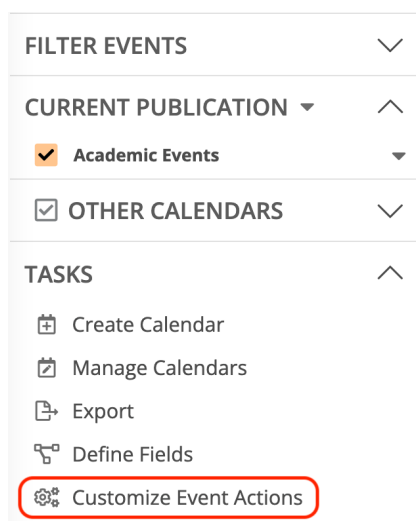
As such, these tools are very useful for engaging your calendar visitors and spreading awareness about the events occurring on your campus.

Prior to publishing your new calendar on a website, you need to take a few easy steps to configure the Event Actions to optimize them.

To Setup and Style the Event Actions

1. Click the Customize Event Actions Link

The **Customize Event Actions** link is located below the list of your calendars in the left content pane of the Publisher dashboard.



Clicking this link will open the **Edit Settings for Event Actions** window containing two tabs: [Settings](#) and [Styles](#).

Edit Settings for Event Actions

Settings		Styles	
ORGANIZATION			
Organization name:	<input type="text"/>	Type the name of the organization that supplies your event information. Visitors see this name in their account menus so choose a name they'll recognize.	
BANNER			
Banner image:	<input type="text" value="[No image]"/>		New
Add a logo or other image that will appear in the upper left corner when the Event Actions window is opened on the desktop. The image will be scaled to a maximum of 400x76.			
Mobile banner image:	<input type="text" value="[No image]"/>		New
Add a logo or other image that will appear in the upper left corner when the Event Actions window is opened on a mobile device. The image will be scaled to a maximum of 210x57. If not supplied, the banner image will be used for mobile devices.			
VISITOR ACCOUNTS			
Visitor accounts:	<input type="radio"/> Not available <input checked="" type="radio"/> Optional <input type="radio"/> Required		Select how visitor accounts are available. Not available: Visitors can perform event actions but have no sign-in options. Optional: Visitors can opt to sign in. Required: To perform event and calendar actions, visitors must sign in.
Sign in methods:	<input type="text" value="Facebook, Google, Microsoft"/>	Select the services visitors can use to sign in to their visitor accounts.	
HIDE ACTIONS			
Hidden event actions:	<input type="text"/>	Select the event actions you want to hide from visitors.	
Hidden calendar types:	<input type="text"/>	Select the calendar types you want to hide from visitors who add events to their personal calendars.	
DATE/TIME OPTIONS			
Label ongoing events:	<input checked="" type="radio"/> Yes <input type="radio"/> No		Include a label for multi-day events that start in the past and extend into the future. To display ongoing events, you must select "Include events that started in the past" in the Grouping section of calendar view settings.
Ongoing events label:	<input type="text" value="Ongoing through"/>	The text used to identify ongoing events. This label is shown in place of the event start date, for example: "Ongoing through Friday, January 20, 2024".	
Date format:	<input type="text" value="January 20, 2023"/>	Select the event date format.	
Day of the week:	<input type="text" value="Wednesday"/>	Include the day of the week with the event start/end dates and specify its format.	
Show end date:	<input checked="" type="radio"/> Yes <input type="radio"/> No		Show the end date (in addition to the start date). For single-day events, only the end time appears.
Show time:	<input checked="" type="radio"/> Yes <input type="radio"/> No		Include the event time along with the event date.
Time format:	<input type="text" value="8:30am"/>	Select the event time format.	
Time zone display:	<input type="text" value="Short"/>	Include the time zone after event times, and specify its format.	
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Reset to Default"/> <input type="button" value="Preview"/>			

2. Edit the Event Actions Settings

Organization

ORGANIZATION	
Organization name:	<input type="text" value="Insert Campus Name Here"/>

Organization Name: Enter your Campus Name in this field.

Banner

These images replace the Event Actions header at the top of the Event Actions window with an image of your choosing. (Typically a campus logo).

BANNER	
Banner image:	<input type="text" value="[No image]"/> New
Mobile banner image:	<input type="text" value="[No image]"/> New

Banner Image: Scales to a maximum size of 400px x 76px

Mobile Banner Image: Scales to 210px x 57px

Click the **New** link to open the **Add an Image** window

Add an Image

The screenshot shows a dialog box titled "Add an Image". It has two main sections: "IMAGE SOURCE" and "IMAGE PROPERTIES".

IMAGE SOURCE section:

- Text: "Enter the complete path of the image file you wish to upload:"
- Field: "Browse..." with "No file selected."
- Text: "-OR-"
- Text: "Enter the web address of the image:"
- Field: (Empty text box)
- Radio buttons: ☒ "Copy the image" and ☐ "Link to the image"
- Text: "Supported file formats are BMP, JPEG, GIF, TIFF, and PNG."

IMAGE PROPERTIES section:

- Text: "Display name:"
- Field: (Empty text box)
- Text: "Owning calendar:"
- Field: "2015 Special Events Calendar" (dropdown menu)
- Text: "Frequently used:"
- Field: ☐
- Buttons: "OK" and "Cancel"

At the bottom, there is a disclaimer: "The maximum size for uploaded images is 1 megapixel. We resize larger images to that maximum and save them in JPEG format. We store without change JPEG, PNG, and GIF files smaller than or equal to 1 megapixel. We review images for conformance with the CollegeNET [Terms of Use](#). If you upload nonconforming images, we delete them and we may suspend your account privileges."

Image Source

Browse and upload to the **Images** directory in 25Live Publisher

OR

Enter the entire web address of the image. Then choose:

Copy the Image: Copies the image contained on the link you provide which would deposit it in the **Images** directory

Link to the Image

Image Properties

Display Name: This field will populate the requisite field in HTML for screen readers

Owning Calendar: Select any calendar you have already published to become the owner of this image.

Once you are satisfied with your selections, click the **OK** button to upload your image. You may then use it by selecting the dropdown list in the **Banner image**, or **Mobile banner image**. You may also search for the image using the magnifying glass.

Visitor Accounts

This group contains settings governing how visitor accounts are available.

VISITOR ACCOUNTS	
Visitor accounts:	<input type="radio"/> Not available <input checked="" type="radio"/> Optional <input type="radio"/> Required
Sign in methods:	Facebook, Google, Microsoft

Visitor accounts: Selects how visitor accounts are available.

- **Not available:** calendar visitors may take event actions but they have no sign-in options.
- **Optional** (recommended): calendar visitors may opt to sign-in creating a virtual sandbox on the CollegeNET servers for their individual information and events they are interested in attending
- **Required:** requires calendar visitors to log in in order to perform event and calendar actions.

Sign-in methods: Select the services visitors may use to sign in to their visitor accounts.

Facebook, Google, Microsoft
Select: All None
<input checked="" type="checkbox"/> Facebook
<input checked="" type="checkbox"/> Google
<input checked="" type="checkbox"/> Microsoft

Hide Actions

This group contains two options to control the actions available to calendar visitors.

Hidden event actions: Contains a dropdown menu listing all of the available event actions. Checking any item in this list will remove it as an option for calendar visitors. It is a best practice to remove none of the event actions.

Select: All None
<input type="checkbox"/> Add To My Calendar
<input type="checkbox"/> Email Me Event Updates
<input type="checkbox"/> Email Reminder
<input type="checkbox"/> Forward To Friends

Hidden calendar types: Contains a dropdown menu listing all the various calendar types that will be revealed under the **Add To My Calendar** event action. It is a best practice to remove none of the calendars.

Select: All None
<input type="checkbox"/> Google Calendar
<input type="checkbox"/> Outlook Calendar
<input type="checkbox"/> Apple Calendar
<input type="checkbox"/> Outlook.com or Office 365

Date/Time Options


This group contains settings governing the label of events with repeating occurrences such as the date, day of

the week, and time formats, whether or not to show the end date and time, and the time zone. These settings are exactly the same set of **date/time options** that have been discussed on styling of emails, feeds, and various spuds. The key factor you want to remember is to match the settings here to how you have used them throughout your calendar implementation.

DATE/TIME OPTIONS	
Label ongoing events:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Ongoing events label:	Through
Date format:	January 20, 2020 ▾
Day of the week:	Wednesday ▾
Show end date:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Show time:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Time format:	8:30 AM ▾
Time zone display:	None ▾

3. Edit the Event Actions Styles

Banner Colors

BANNER COLORS	
Background:	#FFFFFF  
Foreground:	#23478e 

Background: Typically, the background will match the background color you have been using throughout your calendar implementation for backgrounds. The recommended color is white (#FFFFFF).



Title Bar Colors

TITLE BAR COLORS	
Background:	#23478e  
Text:	#ffffff 

Background: Typically a color from your campus's color palette. Often, this is a darker background color.

Text: Any color that will contrast the background color, for maximum contrast and readability.

Link Styles

LINK STYLES	
Link color:	#0654F0  :link #183e76  :hover
Link text decoration:	none ▾
Link hover text decoration:	underline ▾

Link color: contains settings for both the **:link** and the **:hover** effect. The colors you select for this should match the link and hover colors set throughout your calendar implementation.

Link text decoration: controls whether or not links are underlined when first viewed in the events in the event actions region. Best practice is to match this to the calendar settings.

Link hover text decoration: controls whether or not links are underlined when a user hovers their mouse pointer over the link. Best practice is to match this to the calendar settings.

Button Colors

This group contains stylistic settings for the **Commit**, **Navigate**, **Delete**, and **Abandon** buttons in the Event Actions. Best practice is to match these to your overall calendar implementation. Replicate the colors from the **Base Calendar Styles** for the **:link**, **:hover**, and **button text** color in each of these four buttons.

BUTTON COLORS ?			
Commit button:	#0654F0	<div><div></div></div> :link	(same as Link color - click to edit)
	#183e76	<div><div></div></div> :hover	
Commit button text:	FFFFFF	<div><div></div></div>	
Navigate button:	#0654F0	<div><div></div></div> :link	(same as Link color - click to edit)
	#183e76	<div><div></div></div> :hover	
Navigate button text:	FFFFFF	<div><div></div></div>	
Delete button:	#0654F0	<div><div></div></div> :link	<div><div>sample link</div><input checked="" type="checkbox"/></div>
	#183e76	<div><div></div></div> :hover	
Delete button text:	FFFFFF	<div><div></div></div>	
Abandon button:	#0654F0	<div><div></div></div> :link	<div><div>sample link</div><input checked="" type="checkbox"/></div>
	#183e76	<div><div></div></div> :hover	
Abandon button text:	FFFFFF	<div><div></div></div>	

4. Preview and Save Your Changes

Once you are satisfied with your selection, click the **OK** button to save your changes. You may preview your work by clicking the **Preview** button which will present a list of events. Select one and perform an event action to see your newly styled event actions window open up for review.

OK

Cancel

Reset

Reset to Default

Preview

PREVIOUS: Styling Emails and Feeds

UP NEXT: Configuring Custom Fields and Event Templates