

Creating Sub Calendars

You can set up this feature on each team page calendar and then set the “Club Calendar “ as a subcalendar. Anything you update on the team page calendar will only display here, but anything you add to the “club calendar” will automatically display on the team page calendar.

Setting a unique team page calendar title:

In order to distinguish each grade/team page calendars you will want to edit the calendar module title.

* If this effects all team pages within your club then it will not be necessary

1. go to the team page
2. Click “edit settings” on the calendar and rename the title
3. Save your changes as the bottom
 - a. For example, change Team calendar to 3rd Grade calendar

Set up:

1. Go the page with the calendar you want to set as the main calendar
2. Click the pencil and from the drop down menu choose “Edit Settings”
3. Scroll down to sub calendar settings
4. Check the box

Include Other Site Event

Modules:

5. Click on the calendars you want to add as subcalendars. (The >> will select all)

Include Other Site Event

Modules:

Add Sub-Calendar










Name:

Enforce View

Permissions

Add/Remove

Sub-Calendars:

Available		Selected
Club Calendar		
Team Calendar		
Team Calendar		
Team Calendar		
Team Calendar		
Team Calendar		
Team Calendar		
Team Calendar		
Team Calendar		

6. Once you have chosen all calendars click update settings