

My Calendar User's Guide

Welcome to the **new** My Calendar user's guide! This guide should give you everything you need to know when it comes to configuring and customizing My Calendar. It won't cover every possibility – this is a very flexible plug-in, and everything it can possibly do would require a much longer book. However, it should give you a good grasp on where to go next.

A few notes on this book:

First, the administrative screenshots and navigation instructions in this book are taken from **WordPress version 3.2.1** and **My Calendar 1.9.3**. The front-end screenshots and layout instructions are using the Twenty-Eleven WordPress theme with the default styles and behaviors that are included with My Calendar 1.9.3. Those default styles and behaviors may not be the same as those you're using if you've installed a prior version of My Calendar, since the plug-in retains your stylesheet and scripting when you perform an upgrade.

Second, while I've tried to make this book as complete and accurate as I can, there may be errors or issues I've just left out. If so, please let me know! Send me an email at design@joedolson.com to let me know what you've found.

Thanks for supporting My Calendar development & decreasing my support tasks by buying this book! It's greatly appreciated!

Table of Contents

Basics

1. [Installation](#)
2. [Configuration](#)
 - a. [Permissions](#)
 - b. [Text Settings](#)
 - c. [Output Settings](#)
 - d. [Input Settings](#)
 - e. [Multisite Settings](#)
 - f. [Email Notifications](#)
 - g. [User Settings](#)
3. [Display Options](#)
 - a. [Shortcodes](#)
 - b. [Widgets](#)
4. [Managing Events](#)
 - a. [Basic Event Entry](#)
 - b. [Creating Multiple Events](#)
 - c. [Recurring Events](#)
 - d. [Grouped Events](#)
5. [Managing Locations](#)
6. [Managing Categories](#)

Advanced

7. [Working with templates](#)
8. [Editing Stylesheets](#)
9. [Editing Behaviors](#)
10. [Filters](#)

Tips

11. [Troubleshooting](#)
12. [Accessibility](#)
13. [Requesting Support](#)

Appendices:

I: [Style Guide](#) – a guide to the styles and CSS hooks used in My Calendar.

The Basics

1. Installation

With most hosting services, installing a WordPress plug-in is very simple; just a matter of searching for the name of the plug-in from your WordPress plug-in management page and choosing to install it. Updating a plug-in is even easier – you just need to navigate to your plug-ins page and select “Update Plug-in” when the plug-in notifies you that an update is available.

Add new plug-ins: Dashboard > Plugins > Add New

Manage plug-ins: Dashboard > Plugins > Installed Plugins

However, some hosting services are more restrictive, requiring you to do a manual install. A new install of a plug-in is fairly straightforward, but installing an upgrade requires a little more precision.

Manual installation (not upgrading):

1. Download the latest copy of My Calendar from the WordPress plug-in repository.
2. Unzip the download. (On most modern computers, right click or command click and extract.)
3. Upload the new directory `/my-calendar/` into your WordPress plug-ins directory via FTP, located in your WordPress installation at `/wp-content/plugins/`.
4. Navigate to the Plugin management page in WordPress, where you should see My Calendar listed as an inactive plug-in.
5. Activate the plug-in.

Manual installation (with upgrade):

1. Deactivate your current installation of My Calendar.
2. Download or copy into new files any customizations: particularly customized stylesheets, jQuery behaviors, or custom icons.
2. Do **not** use the WordPress delete option to remove files*; instead, log in via FTP or a web host control panel and delete your old installation manually.
3. Upload the new version of My Calendar.
4. Navigate to your Plugin management page in WordPress and activate the new version of My Calendar.

* **Why not use the WordPress delete option?** Using WordPress to delete a plug-in does more than just delete the files; it also deletes all of your settings for the plug-in. If you use that method to remove a plug-in, you will need to reconfigure any settings you've changed in the plug-in, including your stylesheets, unless you're using My Calendar's custom files directory to store styles.

2. Configuration

Dashboard > My Calendar > Settings

Before I dive into the My Calendar settings, I want to quickly mention two settings that are controlled outside the plug-in: the time zone events are displayed in and the day of the week the calendar starts on. These options are set from the WordPress general settings: Dashboard > Settings > General

a. Calendar Management Settings

My Calendar's management settings allow you to control who is allowed to create, approve, and edit events within your site. My Calendar doesn't support public event creation at this time, but you can allow any level of registered user to add or edit events on your site.

Calendar Management Settings

Lowest user group that may create events

Lowest user group that may approve events Enable approval options.

Lowest user group that may edit or delete all events

By default, only administrators may edit or delete any event. Other users may only edit or delete events which they authored.

[Save Approval Settings »](#)

The first selection option is the lowest user group allowed to create new events. Any level of member can be allowed to create new events. When this is enabled, they'll see a panel to Add/Edit events in the WordPress dashboard when they log in. *This only provides permission for these users to edit events that they have added themselves.*

The second option comes into play if you want to take some administrative control over whether or not community-contributed events are automatically displayed on the calendar. If you enable approval options, you can (for example), allow Contributor level accounts to post new events, but require Editor approval before they are made public in your calendar.

The third option exists if you want multiple members to be able to edit all events, but don't want to make them administrators. By default, administrators can edit any event. You can adjust this option to allow other levels of users to edit all events; otherwise, all users can only edit their own events.

If multi-site options are enabled, (see below) then this section will also include a means to switch which calendar you are currently editing. Multi-site networks can be configured to allow site administrators to choose which calendar (their own or the global calendar) they are currently contributing to or editing.

If you are currently in the primary site for the network, you will simply receive a notice to that effect, as the primary site's local calendar **is** the global calendar.

Otherwise, you'll see an option to select which calendar you're currently editing – either the calendar local to your site on the network or the network's centralized calendar.

Currently editing my local calendar

Currently editing the network calendar

[Save Approval Settings »](#)

If you're allowing lower-level users (such as subscribers or contributors) to create events, it may comfort you to know that if you have [Akismet](#) installed and active, new events by users without administrator-level permissions will be automatically checked against the Akismet service. Anything suspicious will be flagged for you to approve.

Manage Events

ID	Title	Location	Description	Start Date	Recurs	Author	Category	Edit / Delete
<input checked="" type="checkbox"/> 9	Possible spam: Akismet Spam Test		This is invalid....	1970-01-01, 8:17 am	Never – N/A	Joe Dolson	<input type="checkbox"/> General	Copy · Edit · Delete
<input type="checkbox"/> 8	Every 4th Friday	Montana Location	...	2011-04-22, 11:00 am	Monthly (by day) – Forever	Joe Dolson	<input type="checkbox"/> General	Copy · Edit · Delete

b. Calendar Text Settings

My Calendar gives control over a small number of elements of text via this section of settings. These aren't the only elements of text that can be controlled; almost any element of event and date output can be modified. These, however, are the sections of text that do not include the ability to use My Calendar's Template Tags.