

Consolidated Club and District Calendar

We're excited to release a new calendar service that consolidates both club and district events into a single view. It provides several improved features to make using the calendar simple:

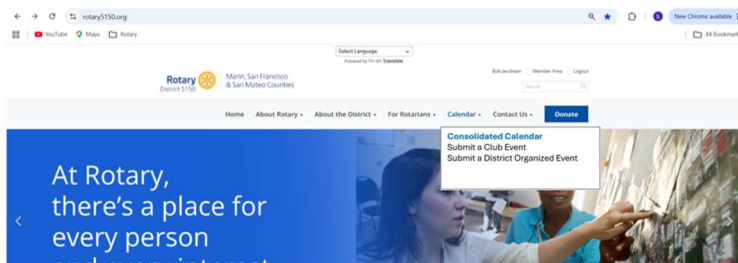
- Clubs can push their fundraisers and other significant events to the Consolidated Calendar for the entire district to view
- District committees can place their internal meetings and important events on the Consolidated Calendar to assist committee members managing their schedule
- Events can be filtered and viewed in a normal calendar, grid or list view
- You can subscribe to the Consolidated Calendar, importing it into your local calendar

With the Consolidated Calendar, we can easily check for possible conflicts when scheduling events as well as better manage our personal / Rotary time.

What it looks like

The Consolidated Calendar leverages ClubRunner's improvements in event calendaring.

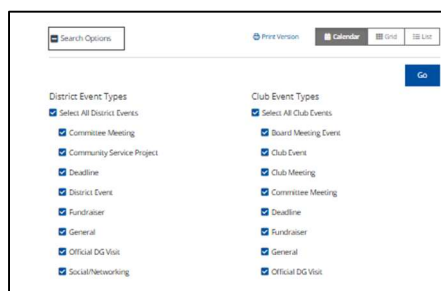
You can access the Consolidated Calendar from the District 5150 home page:



It provides a simple interface which we're all familiar with:



- 1) The default view is a standard 1-month view of all events
- 2) Since there may be many events on any given day, you can easily switch between a grid view and a list view.
- 3) Events are classified as either a district or club event and then tagged with specific areas of interest. For example, a fundraiser or committee meeting.
- 4) Events can be filtered and searched based on their tag



Adding Club Events to the Consolidated Calendar

If your club uses ClubRunner, the submitting an event to the Consolidated Calendar is simple.

If your event is a CLOUD EVENT in ClubRunner and fill in the following:

Event Name

Event Details

Name *
A clear and descriptive title for the event.

Permalink *
This will form the unique URL for your event page on your website. It helps visitors find the event directly.

Tags

Event Type
The category that best fits the event. This is used to help organize and visually differentiate events on the calendar and can also be used to filter events by.

Display Settings

☒ Display on Events pages
When enabled, allows this event to be displayed on events listing, grid, and calendar views. It is also displayed in the ClubRunner mobile app.

☒ Display on Upcoming Events widgets
When enabled, allows this event to show on upcoming events widgets on the website and in bulletins.

☒ Display on District Calendar and Event List
When enabled, allows this event to appear on the district's calendar and event list. District administrators can manage visibility at the district level.

Cancel [Save and Continue Setup](#)

- Set the event type from the pull-down list
- Click the checkbox “Display on District Calendar and Event List

If your event is an EVENT RUNNER event, check “Show Event in District Calendar:

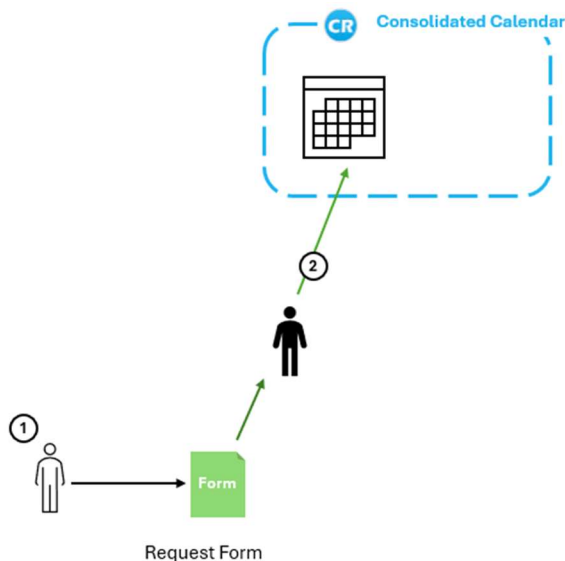
Show Event in home page?	☒ Yes	☐ No
Show Event in Calendar?	☒ Yes	☐ No
Show In Events List?	☒ Yes	☐ No
Show Event in Bulletin?	☒ Yes	☐ No
Display Social Media Share Bar?	☒ Yes	☐ No
Show Event in District Calendar?	☒ Yes	☐ No
Show Map?	☒ Yes	☐ No

IMPORTANT: Limit the events you display on the District Calendar to fundraisers, community service projects with volunteer opportunities or special events that would benefit from district-wide visibility and participation. If in doubt, contact your Assistant Governor.

If you don't use ClubRunner, please follow the instructions [HERE](#).

Adding District Events to the Consolidated Calendar

Adding district events to the Consolidated Calendar is a 2-step process



- 1) Anyone wishing to add an event to the District Event Calendar fills out a Google Form with the event information. The form can be found [HERE](#). You can also reach the form from the District 5150 home page (**Calendar -> Submit a District Organized Event**)
- 2) The District Admin will add the event to the Consolidated Calendar