



## How to Create a Group Calendar

The new TownPlanner.com experience allows users to create their own Group calendars for families, businesses, organizations or other special interests. Your Group calendars and any of our Public Special Interest calendars can be followed and consolidated into one view in your Personal calendar. In this document we will show you how to create a Group calendar. Create as many as you like and invite your friends to join you in keeping everyone informed.

Under your login, select Console and then from the top black bar select Calendars > My Calendars. When you click on “My Calendars”, you will be redirected to a page with one button that says “Create A Calendar”. If you have not previously created one you can create one here. Click the blue button that says “Create A Calendar”. If you have created a calendar already it will be listed here.

Once you click on the “Create A Calendar” button you will land on a form titled “Create A Group Calendar”. This is where you will add all the information you wish to customize your calendar: name and description of the calendar, imagery to include and various permissions to allow access. Throughout this section you will find a number of ? which, when clicked on, will give you additional information.

### Create a Group Calendar

Calendar Information

name ?

description ?

Background Image

Choose File No file chosen ?

(\* .gif, \*.jpg, and \*.png images only). When Uploading a background image for your calendar you should first crop the image just above the main subject in the photo as our photos load from the top and too much dead space above the subject will not yield a good result in the background.

Logo

Choose File No file chosen

(\* .gif, \*.jpg, and \*.png images only). If you wish, you can upload a logo to the upper left corner of your calendar.

Viewing Permissions  Public ?  Private ?

Posting Permissions  Admin Only ?  All Subscribers ?

Publishing Permissions  Automatic ?  After Approval ?

Invitation Permissions  Open ?  Admin Only ?

create your calendar Close Form

First, name the calendar however you see fit. For example, “The Smith Family Vacation Property Rental Schedule” and perhaps a description such as “Be sure to include the week you are planning to reserve for your family use each year.” The description form field can be expanded by pulling down on the corner of the description field.

name ? ← Name

description ? ← Description

Next add a background image which will appear on top of the calendar as a banner.

**IMPORTANT:** When uploading a background image for your calendar, first crop the image right above the photo's main subject. Photos load from the top and too much blank space above the photo's subject will result in a less than ideal background. Ensure that the photo is a gif, jpeg, or png, image or it will not correctly upload.

You can also add a business or group logo for these types of calendars. It will appear in the top left corner of your online calendar replacing the TownPlanner logo. The logo file must also be a gif, jpeg, or png image to upload correctly. If your first upload does not look acceptable, you can delete it and try again. A good horizontal image can make a big difference in your calendar's appearance.

Background Image **Background Image**  
Choose File | No file chosen

(\* .gif, \*.jpg, and \*.png images only). When Uploading a background image for your calendar you should first crop the image just above the main subject in the photo as our photos load from the top and too much dead space above the subject will not yield a good result in the background.

Logo **Logo**  
Choose File | No file chosen

(\* .gif, \*.jpg, and \*.png images only). If you wish, you can upload a logo to the upper left corner of your calendar.

You also have the ability to make your calendar public or private under Viewing Permissions as shown below. The "Public" option allows the whole world to see the calendar whereas the "Private" option allows only the people you approve to see the calendar.

The next permission is "Posting Permissions". Click "Admin Only" to allow only those with administrative rights to post and update events or click "All Subscribers" to allow anyone with access to add or update events.

The next permission is "Publishing Permissions". In this section you can select when your events are added or updated. The "Automatic" option allows event additions and updates to appear automatically in the calendar upon submission. The "After Approval" setting will delay events from appearing until an administrator approves them.

The final permission is "Invitation Permissions". There are two options. First, "Open" which allows anyone with permission to view the calendar to also send emails to others inviting them to view the calendar. The second option "Admin Only" will only allow administrators to send emails to others to view the calendar.

Viewing Permissions  Public  Private **Viewing Permissions**

Posting Permissions  Admin Only  All Subscribers **Posting Permissions**

Publishing Permissions  Automatic  After Approval **Publishing Permissions**

Invitation Permissions  Open  Admin Only **Invitation Permissions**

When you are satisfied with the information entered, click the create calendar button at the bottom of the page. Congratulations, you have created a new calendar!

**create your calendar** | Close Form

You will land on the next page which lists the calendars you have created. It will show you the name of your calendar and the permissions you have set; "View" for viewing permissions, "Posting" for posting

permissions, “Publishing” for publishing permissions, and “Invite” for invitation permissions. Once additional calendars are added, you can sort them by name and various permissions.

## My Calendars

CREATE A CALENDAR



On the left side of the box, you will see two icons under “Tools”. These are the Edit and Delete buttons. The edit icon allows you to make various calendar changes such as renaming it, changing permissions, adding a logo or changing the background image. The trash can icon allows you to delete the calendar all together.

You can view your newly created Group calendar by clicking the calendar name or by any of the other links available to you on the Home calendar page.

With the permissions you set, it will give you the option to send your calendar to someone else. Based on your zip code, it will display local content in your area, including ads from our sponsors, if available. You can also search for and follow other calendars. Let’s explore posting an event next under the Help tab.

For additional assistance email us [Help@townplanner.com](mailto:Help@townplanner.com).

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