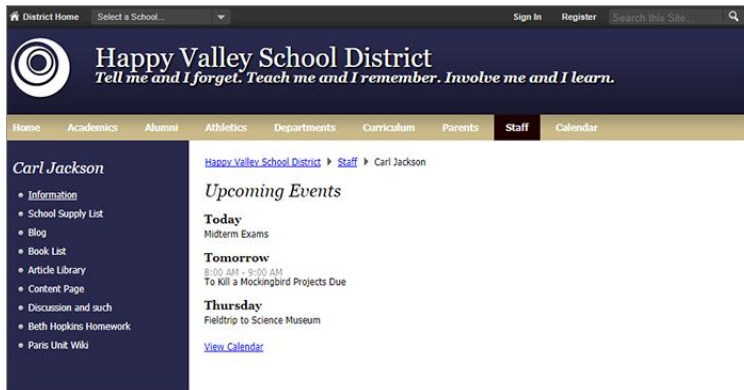


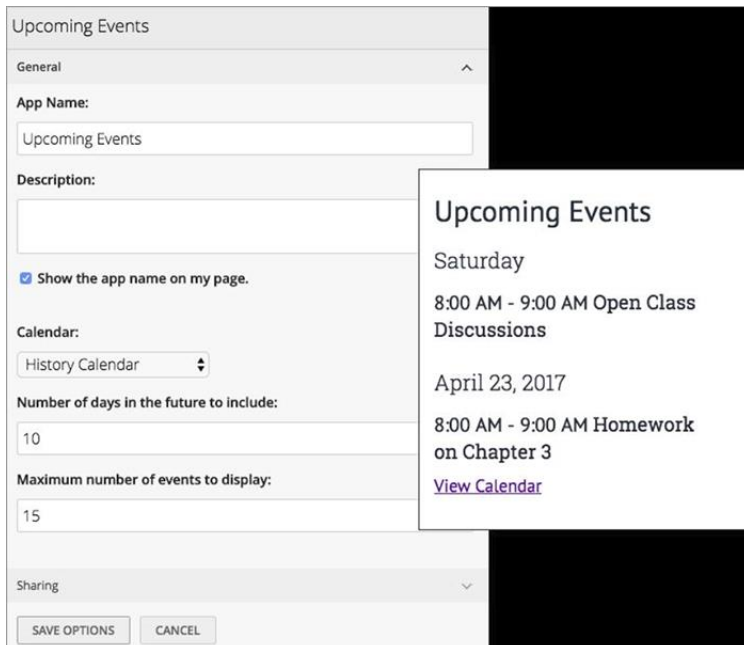
Upcoming Events App User Guide

The Upcoming Events app automatically pulls events from a site calendar and adds them to your homepage. Connecting to an existing calendar saves you time because this app pulls those events for you. Use this for event reminders for classes, schools, or districts. Use this along with the Calendar app to provide the most information with quick accessibility.



Add the Upcoming Events app

Drag the Events app onto your page.



You aren't going to be entering calendar events into this app. You'll be adding this app to list the upcoming events listed on a selected calendar.

1. Enter the *App Name* and enter the description.
2. Select *Show the app name on my page* to display the updated app name.
3. Select the *Calendar* from which you'd like to pull the events.
4. Select the *Number of days in the future to include* and *Maximum number of events to display* settings.
5. Select *Save Options*

Display properties

- The app displays events from the calendar to which it's associated.
- The app is associated with a single calendar in the same workspace. It only displays the upcoming events for that particular calendar, for the time period specified.
- The app displays all events of the associated calendar, including events pushed to that calendar from other calendars.
- If you choose the options to *Force this event to display in Upcoming Events from today until the event occurs*, the associated Upcoming Events app always displays that event. However, when an event is pushed from another calendar, the app ignores this option.