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Training Tuesday

CMS Calendar Overview

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Tuesday, October 27th, 2026

A BIT OF "HOUSEKEEPING"



This webinar is being **recorded** and will be available on our support site



Use the **Q&A** for questions. Feel free to ask during the presentation.



I am working in a sandbox, but you can **follow along** in your own instance



Please complete our **survey** after the webinar

Agenda

- Calendar Module overview
- Calendar setup and event publishing workflow
- Live demo: public calendar, event management, subscriptions, CSV import
- Calendar customization and practical tips
- Q&A

CMS Calendar Module

Manage event publishing and help visitors find and act on events.

For CMS Teams

Create and manage events

Administrators maintain calendar settings and control access and approvals. Editors can publish events or submit events for publication

For Visitors

Find event information

Visitors can browse events, review details, and RSVP. The public can also submit events for review.

Included: RSVPs and public submissions. Google CAPTCHA setup is required.

ADD-ON MODULE

Calendar Administration

Administrators set up and maintain calendars and decide who can manage events.

Calendars

- Create calendars for different event programs or audiences

Event Details

- Manage attributes (categories, locations, and organizers)
- Choose which organizer details appear to visitors

Access & Approvals

- Assign who can access each calendar
- Set who can publish events

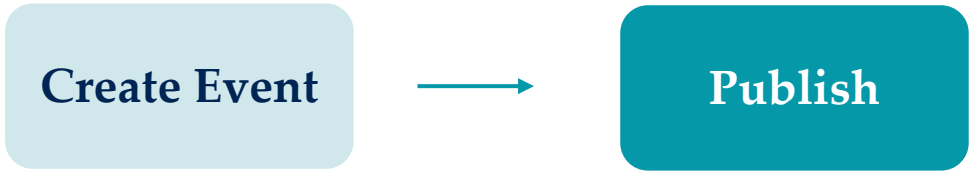
- **Scope**: event attributes are global; access and approval rights are set per calendar; display settings are global, though some can be overridden per calendar.

Event Publishing Paths

Who can publish depends on the rights assigned for that calendar

Authorized to Publish

For users with publishing rights. They are in the access group and approval group.



Needs Approval

For users who can submit events for review. They are in the access group only.



Optional: User can send approval request to notify selected approver(s) in the CMS, with email if enabled.

- **Admin setup**: assign access and approval groups for each calendar

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LET'S SEE IT!

Calendar Management Tips

Use these quick checks when creating, publishing, and updating events

Set Expectations

- Decide which events belong on which calendar
- Assign calendar owners and backups
- Set submission deadlines and approval turnaround expectations

Keep Listings Current

- Use clear titles and keep descriptions scannable
- Check dates and times
- Update or cancel events when plans change
- Review recurring events for outdated details

Make it Easy for Visitors

- Use event titles and categories visitors will understand
- Check the calendar from a visitor's perspective and ask what's hard to find

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Q&A

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One Question Reflection

Resources

Calendar basics and event workflow

- **Modern Campus CMS Calendar overview:** https://support.moderncampus.com/cms/modules/calendar/index.html
- **Get started with Calendar:** https://support.moderncampus.com/cms/modules/calendar/get-started/index.html
- **Create events:** https://support.moderncampus.com/cms/modules/calendar/events/index.html
- **Manage events:** https://support.moderncampus.com/cms/modules/calendar/events/manage.html

Public calendar features

- **Public events page:** https://support.moderncampus.com/cms/modules/calendar/public.html
- **Public event submissions:** https://support.moderncampus.com/cms/modules/calendar/events/submission.html
- **RSVPs:** https://support.moderncampus.com/cms/modules/calendar/events/rsvp.html

Customization and feeds

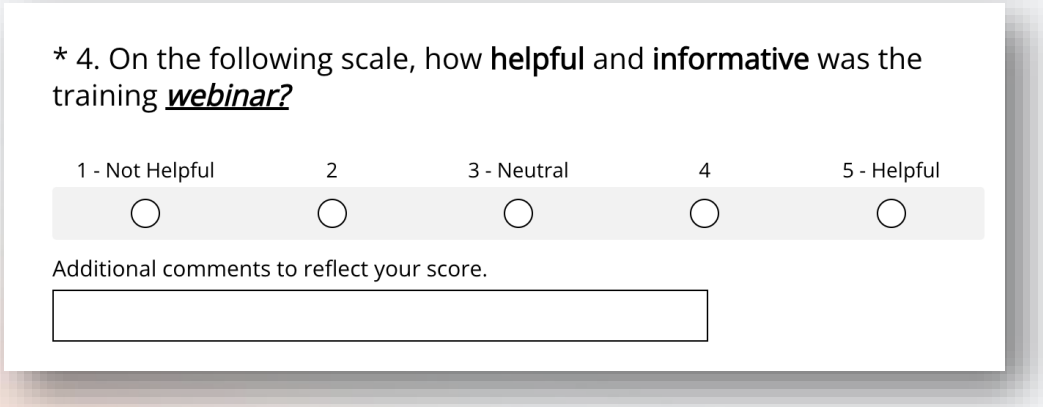
- **Custom CSS for CMS Calendar:** https://support.moderncampus.com/cms/technical-reference/calendar/custom-css.html
- **ICS and RSS feeds:** https://support.moderncampus.com/cms/technical-reference/calendar/feeds.html
- **Calendar embed settings:** https://support.moderncampus.com/cms/modules/calendar/embed/manage.html
- **Technical Resources for Calendar**: https://support.moderncampus.com/cms/technical-reference/calendar/

Other Questions?

- Email us at training@moderncampus.com
- Visit our support site (https://support.moderncampus.com/cms/)
- View all past Training Tuesdays (https://support.moderncampus.com/cms/webcasts/training-tuesday.html)

Post-Webinar Survey

- 2 minutes
- We love knowing what you like or would like improved!



Scan for a two minute feedback survey

The next Training Tuesday will be on

November 24, 2026

Using the New AI Features in Modern Campus CMS

Registration is now open!

Modern Campus
Annual User Conference

March 2–5, 2027

The Hilton
500 E 4th St
Austin, TX 78701

User Conference

Join us at the Hilton in Austin, Texas for our 2027 annual user conference! Learn about how your peers are scaling solutions to industry challenges, and how Modern Campus is evolving to meet the needs of our customers.

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Thank you!