Events Calendar System

Log in to the website using your staff login information

Navigate to COMMUNITY – EVENTS CALENDAR

Navigate to the month and day you want to interact with

Place your mouse in the top right corner of the DAY you want to add an event to and click the PLUS BUTTON

The ADD EVENT window will now appear

Select the CATEGORY for your event from the available options

The Event Creator will have your login name already filled in.

Fill in your all your event information in the area marked in the green box

*** the date is already set to the date from the calendar DAY cell you started in. If your event happens over multiple days, change only the END DATE, otherwise just set your start and end times.

Add your event DESCRIPTON to the editor area. You can include images, links, email addresses – anything you wish.

*** LOCATION CONTACT & EXTRA INFO, are surplus fields we generally do not need not use because you can include all of your event info in the description area – so skip past these and leave blank

When complete, scroll to the top and click on SAVE AND CLOSE

You will now see the public view of the individual event detail.

COUNTY of ANNAPOLIS
NATURALLY ROOTED

☑ SAVE   ✔ SAVE & CLO...

Title *

Title

Categories *

PLEASE SELECT A CATEGORY ⬍

Event Creator

SELECT USER ⬍

Access Level

Public ⬍

State

Published ⬍

Start, End, Duration

All day Event or Unspecified time ☐   **12 Hour** ☑

Start date

2025-02-15   📅   **Start Time** 8:00 | AM | PM |

End date

2025-02-15   📅   **End Time** 5:00 | AM | PM |

No specific end time ☐

Repeat type

| NO REPEAT | DAILY | WEEKLY | MONTHLY | YEARLY |

Description *

Editor   Code

[Toolbar: Format ▾   Styles ▾]

[Font family ▾   Font size ▾]

Path: Words: 0

Location

Contact

Extra Info

Municipality of the County of Annapolis - Incorporated 1879

MAIN OFFICE: 752 St. George Street, PO Box 100
Annapolis Royal, NS   B0S 1A0

Phone: (902) 532-2331 or (902) 825-2005
Fax: (902) 532-2096
Public Works Emergency Phone: (844) 944-4074

SATELITE OFFICE: 291 Marshall St., Unit 4, Middleton

Open Wednesday and Thursday
8:30 am – 4:30 pm

(902) 955-3707

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Designed in Partnership with Award Winning
◆ Kevin Estey Design

☑ SAVE   ✔ SAVE & CLO...

To Edit an existing event, find the even on the calendar and click the link to the event detail view.
Then click the small EDIT ICON in the top right of the detail

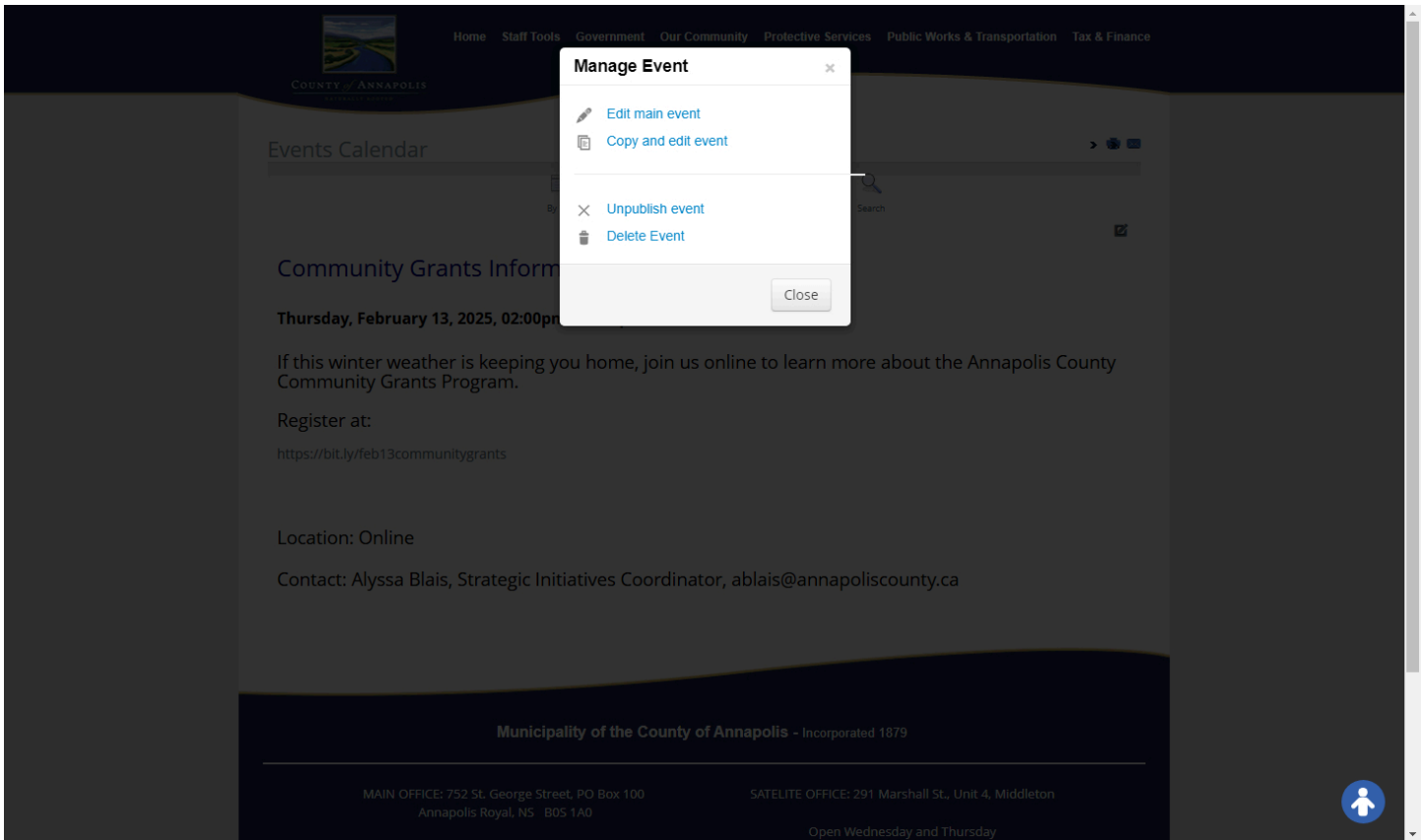From the POP-UP dialogue you can interact with this event to:

EDIT This Event

COPY and edit the new copy (change the dates, description etc)

Un-publish it, but keep it for later use

Delete it altogether.

*** In instances of multi-repeat events, you can also EDIT the MASTER EVENT, changing all copies and repeats, or you can EDIT THIS INDIVIDUAL INSTANCE, making changes to the description, time etc for that particular instance only.