Calendars: Making Events Known

The key to any successful business is making sure that people are aware of important dates on the horizon for your company. With REACH's Calendar tool, you can make sure that the next ceremony, fundraiser, or event will not be missed!
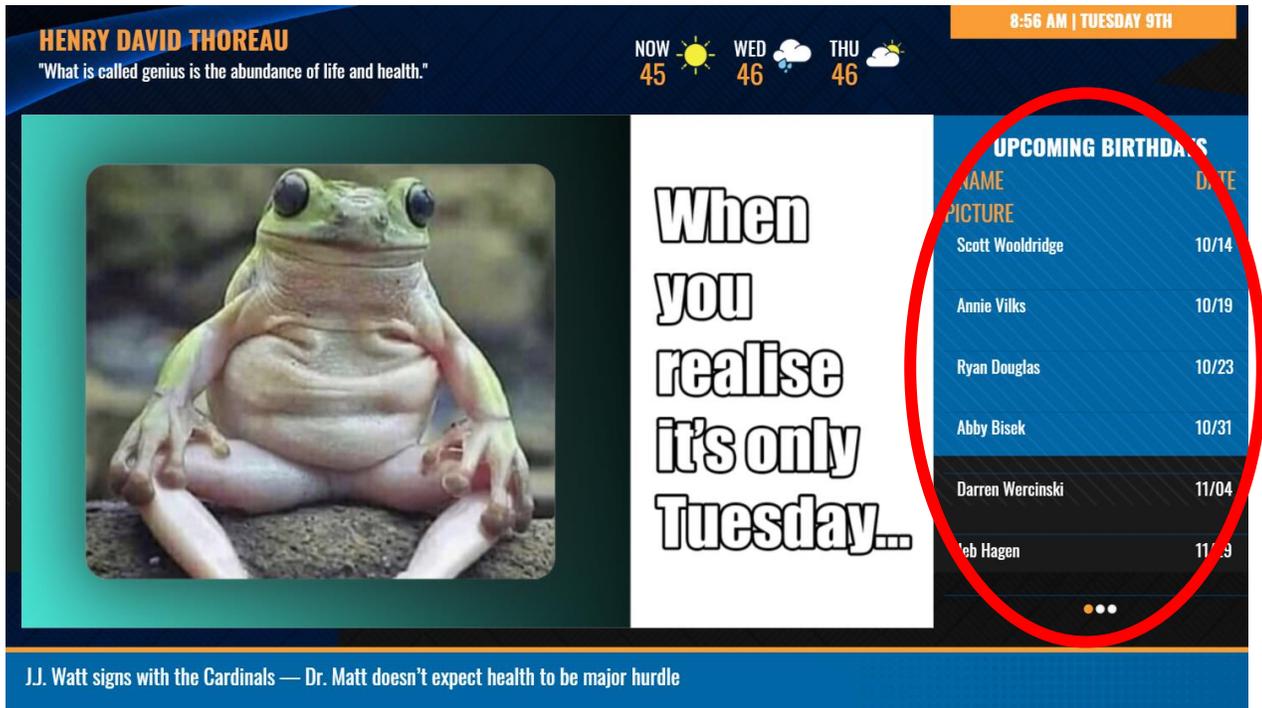
Whether it is a one-time event or an annual occurrence, our CMS allows calendars to be created from scratch. You can also integrate events from other sources such as Google Calendar and Microsoft Exchange. Below you will find all options available through the Calendar Application.

Creating a Calendar Manually

When you are ready to create a calendar, you can find it along the left-hand side of our CMS. If you are not able to see the Calendar tab, please reach out to us and one of our REACH team members will enable this for you.
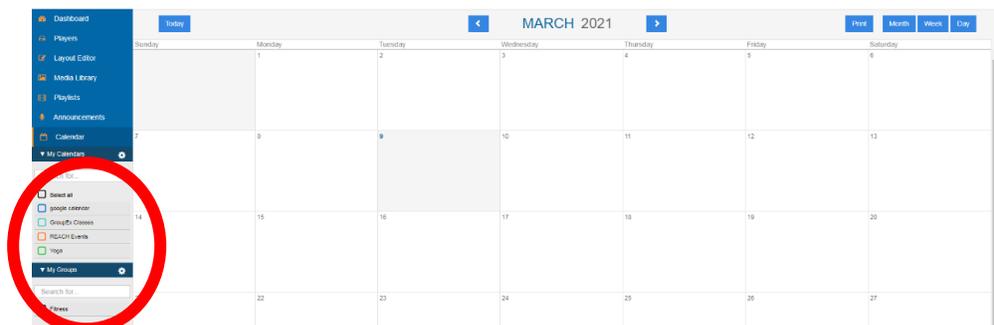
Once you arrive at the Calendar tab, you will notice a gear icon next to the section "My Calendars." Click that to get started.
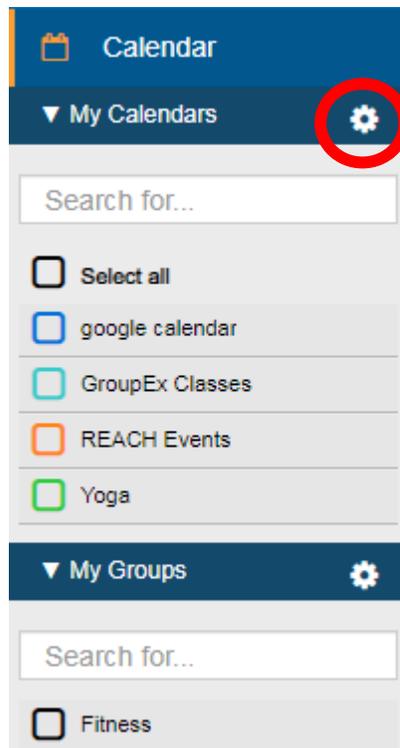
This will bring you to a pop-up that will allow you to create new calendars or manage ones you have already implemented. To start a new one, click the plus icon.
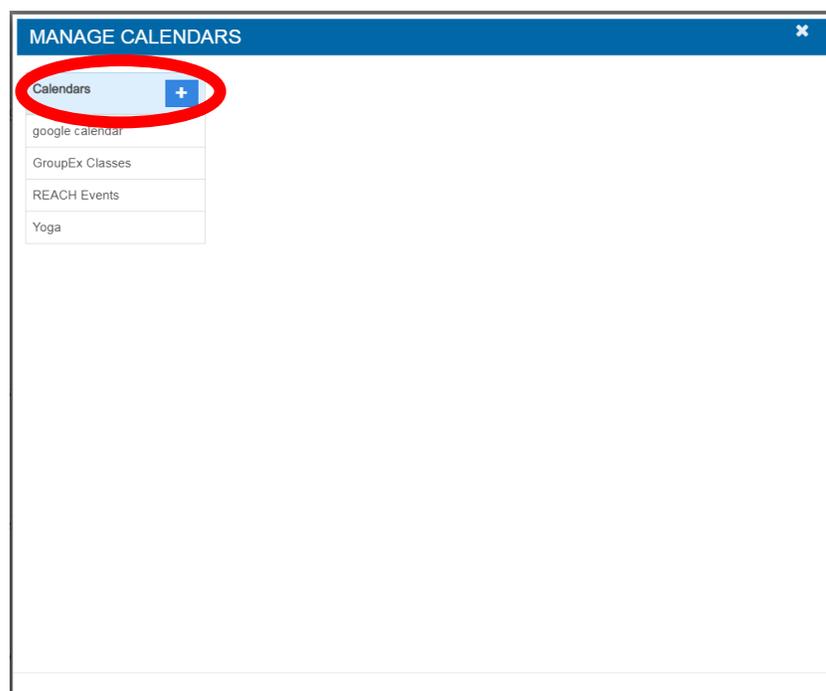
You will then be prompted to enter in all the necessary fields for this specific calendar. Once you have tailored these to your liking, click the "Create" button to add this calendar to your list. Something to keep in mind is that descriptions are optional and will not be displayed on your digital signage. However, picking a color for the calendar is mandatory. This will also not be displayed on your digital signage. It is simply meant to differentiate it from other calendars.

IMPORTANT NOTE: You will notice two options under the "Events Template" dropdown menu. Aside from the default template, there is a "Rink" option. This template is specifically designed for ice-skating/hockey rinks, so we recommend using the default template for all other purposes.

When you have multiple Calendars created, you will have some options available to you before you get to editing that calendar. In the top-right of the menu, you will notice these three buttons:

The "Month/Week/Day" buttons allow you to change the view of the calendar, allowing you to view every event being held for the month down to the specific day of certain events. If you would like to print out your calendar, the "Print" button will allow you to do just that.

If you go back to the "My Calendars" section underneath the Calendar tab, you will find small checkboxes next to each of your calendars.
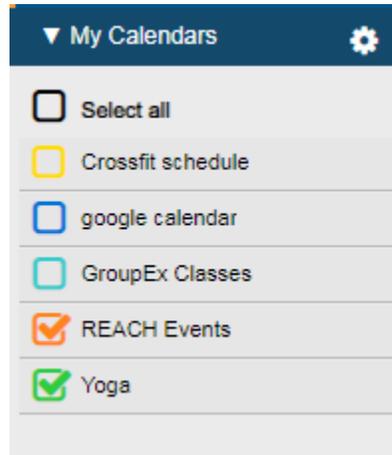
Selecting one or multiple will determine which calendars you are currently viewing, as displayed below:
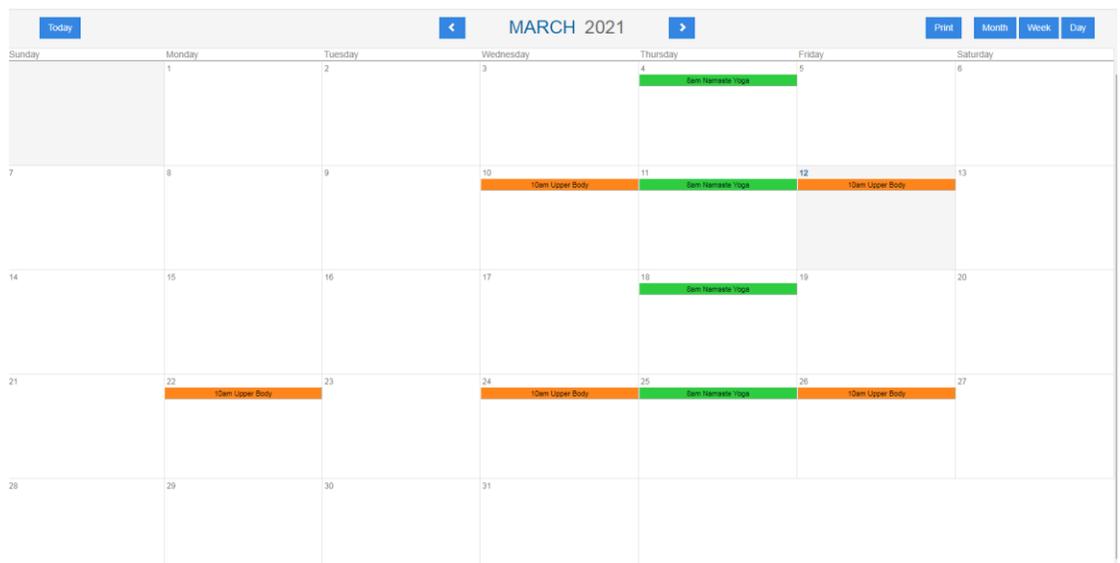
Once the Calendar has been created, you can begin adding events. By clicking on any day of your choosing, a window will appear that allows you to briefly add one-time, 24-hour events. You will be able to assign which calendar to link this event to as well as add a title and brief description. However, if you need more in-depth settings, click the "More Details" button.
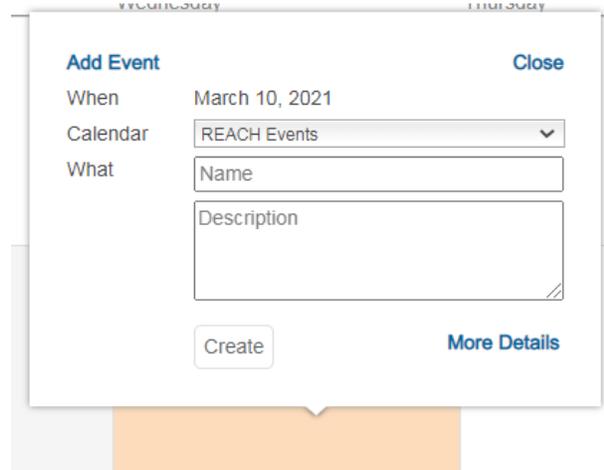

This will expand the options available to you. The first step is to make sure you select the correct calendar from the dropdown menu.
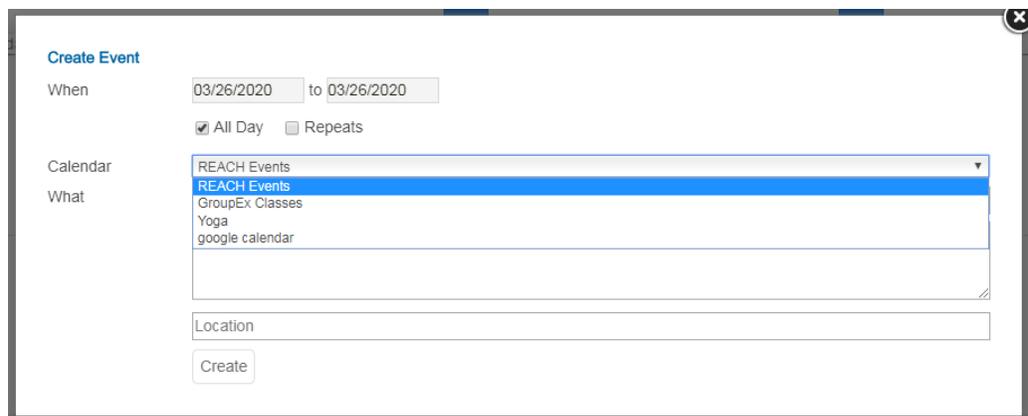
By default, all events will start out as "All Day, Non-repeating." Keep in mind, this does not dictate when the event will be displayed onscreen. Rather, this is setting up when the event will take place. This is a great option for one-time events such as potlucks or networking events. However, if you are running a workout training program or host annual conferences, you will need to be more specific.

Deselecting the "All Day" option will allow you to set up specific dates for events. If you choose to have an event repeat, you can have it repeat on a daily, weekly, monthly, or yearly basis. You can then choose what day of the week, month, or year those events will repeat, such as "Every 2 weeks on Mondays and Wednesdays" or "The first Sunday of every month." Additionally, you can set the event to have no end date if you want it to run continuously, or you can have it end after a certain number of occurrences or on a specific date.

After setting your event parameters, click the "Create" button and you will then see that event in your Calendar tool.

If you ever need to update a recurring instance for a holiday or some other event, you can click on the event a select "More Details" again. From here, you can edit whatever materials you see fit, and then set whether those changes apply for the entire series or just that instance. Once you are done, click update and those changes will appear back on the calendar.

Creating Groups

As you begin adding more Calendars and events, you may find your Calendar view will begin looking cluttered and hard to follow. By arranging your calendars into "Groups," you can add similar events under one umbrella that will allow you to view just that set of events. It also allows you to assign a group of calendars to play together once you implement it into the Layout Editor!

To get started, click the gear icon next to "My Groups." You can find it under the "My Calendars" section beneath the Calendar tab.
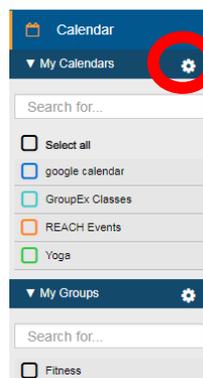
From here you will be brought to a menu where you can manage or export your current groups. To create a new one, press the "Create" button.
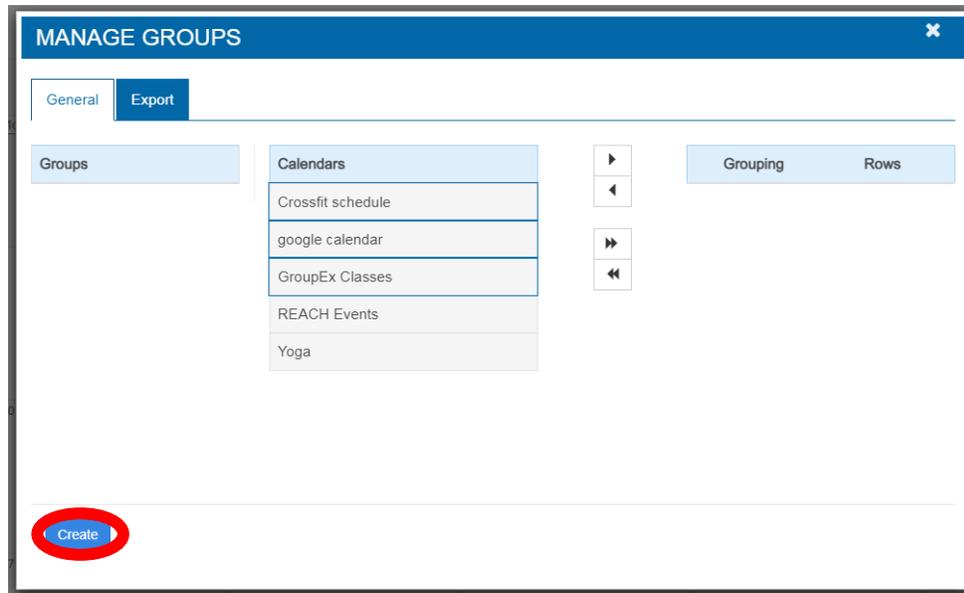
Enter the name of the group. To add Calendars, select which one you want to add and then click the single arrow button pointing right. If you want to remove a calendar, click the single arrow button pointing left. To add or remove every calendar to a group, click the double arrow buttons right or left, respectively. It is important to note that the "Rows" are the number of events each calendar will show in the group.
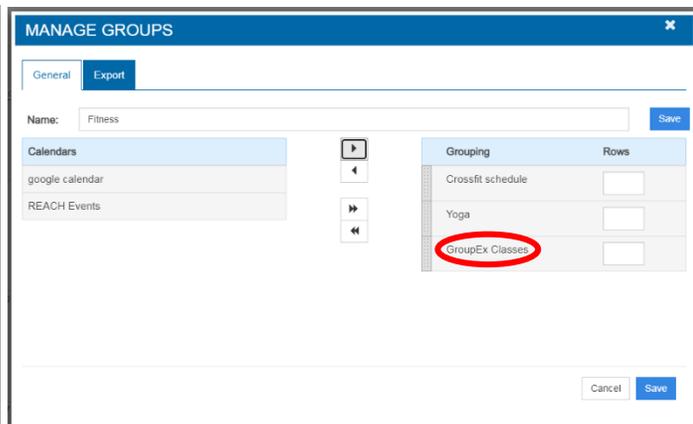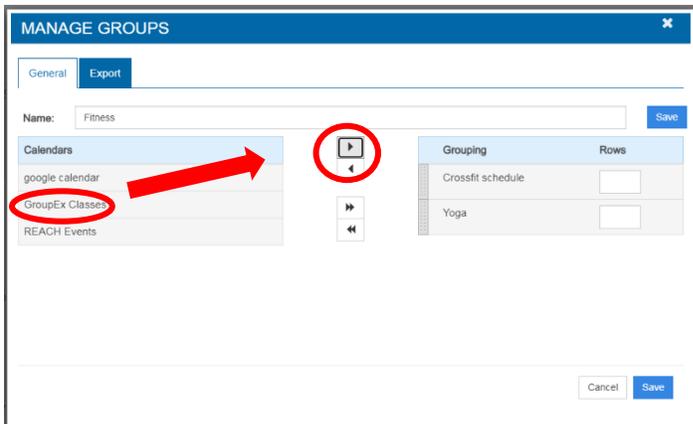
After creating the group, you can select it from the "My Groups" section of the Calendar tab. Once selected, only events that fall under that group will appear on the calendar, allowing you to keep track of certain events much easier.
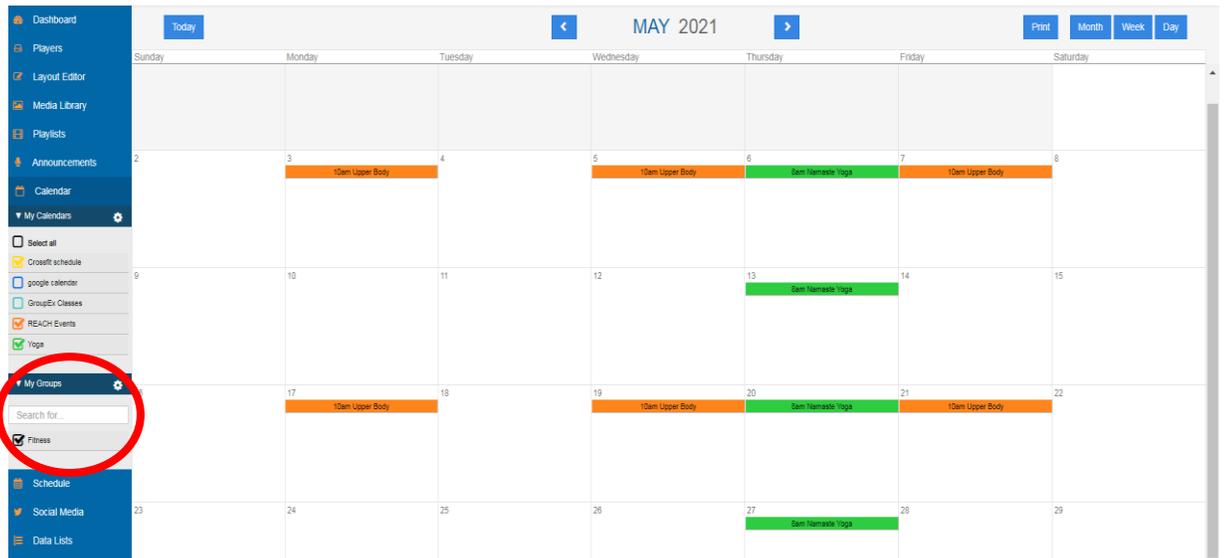
Calendar Integrations

In addition to creating calendars manually within our CMS, we integrate with hundreds of existing calendar software to automate information. In this example, we will be demonstrating Google Calendar integration.

Before the integration is set up, you must create the calendar within the CMS. Click the Gear icon next to "My Calendars" and create a new calendar. We recommend naming the calendar to coincide with the integration. We will use "Google Calendar" for this example. Keep in mind the name of the actual calendar will be displayed on your signage if you do not hide this element within the layout editor. Once you are ready, press the "Create" button.

The calendar will then appear on the left side of your toolbar underneath the "My Calendars" section. To begin the integration progress, click the settings icon again.
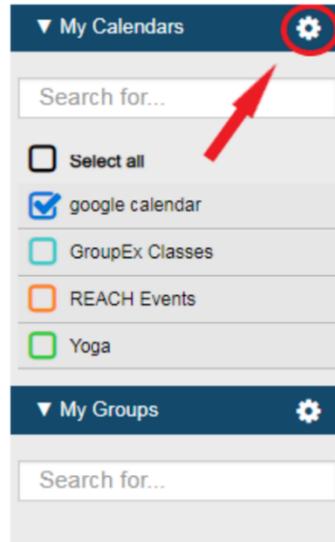
You will see all your previously made calendars to the left side. Select the Google Calendar one you just made and click the "Integrations" tab. Then click "Create Integration."
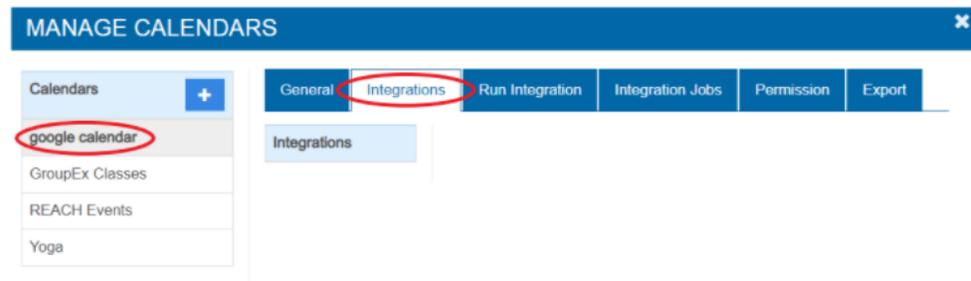
Now you can name your calendar or keep it listed as "Google Calendar" if you would like. Skip the part that says, "Data Type" and go to the "Transport" dropdown menu. Select the option that says "Vendor Integration." A new dropdown menu will appear that will allow you to pick which vendor you are pulling from. Select "Google Calendar" and click the "Save Integration" button.

IMPORTANT NOTE: You can also pull integrations from software such as EMS, SharePoint Online and Microsoft Exchange. This list does not limit what else you can integrate. If you are trying to implement an option that you do not see, please reach out to us and we can set this up for you.

From here, you will need to sign in with the Google Account linked with the calendar you are trying to pull in. Click "Sign in with Google" and log into your account. Once you are logged in and have given REACH permission to pull your calendar data, you will be taken back to the REACH Calendar page.

Click the Gear icon again next to "My Calendars" and select the "Integrations" tab.
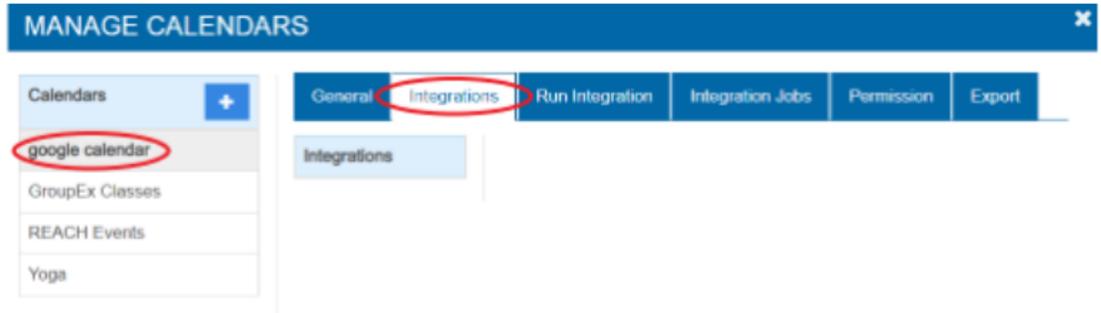
This will bring up a menu for your integration. Check the "Enabled" box and then select which Google Calendars you would like to integrate from the circled section below. You will also see a "Days" and "Days Prior" section. "Days" determines how much information in the future it will pull, and "Days Prior" determines how much information it will pull from the past. For instance, in the example below, we set both parameters to 31. This means the calendar will pull events from the last month as well as the next month.
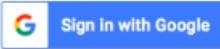
Once you have it set up the way you want, click "Save Integration."

This will bring you back to the menu. Click over to the "Run Integration" tab and select "Run Now."

You will now see all the information pulled from your selected Google Calendar displayed within the REACH Calendar! Feel free to integrate additional calendars as you see fit. Just know that these events are locked and cannot be edited within our CMS.