

2025

# CMS 2.0: Calendar

REACH Media Network



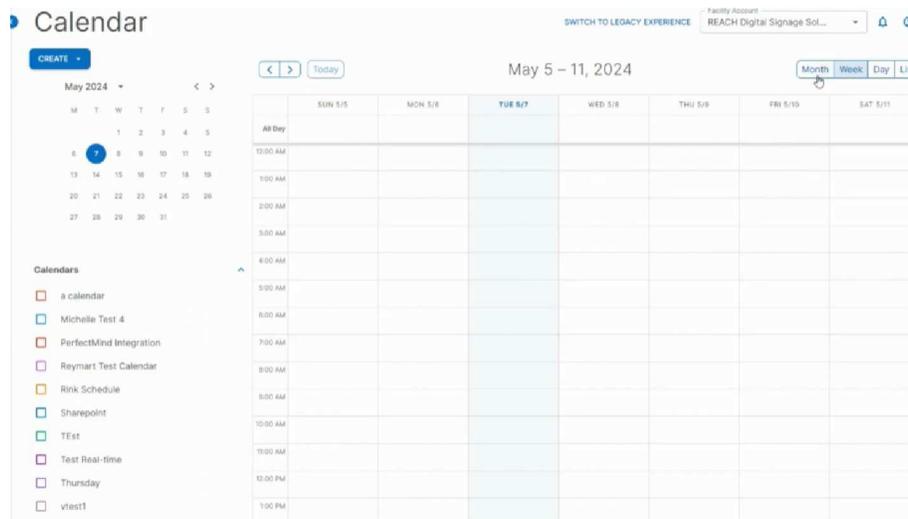
# OVERVIEW

Digital signage calendars condense necessary information your viewers need for events into dynamic, eye-catching, live bulletin boards. Once you begin entering events and schedules, you can automate scrolling features and customize branding details to fit your needs. Of course, any previously built calendars in third-party software such as Google Calendar or SharePoint can be integrated as well!

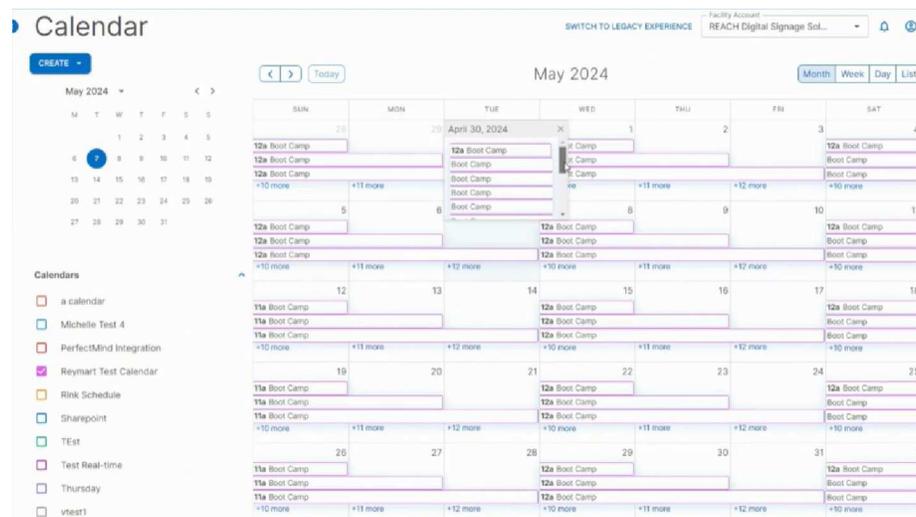
This tutorial will give you the basics on how to create, group, and edit calendars within your REACH CMS. For more information, visit our resource page for more tips and guides!

# CALENDAR OVERVIEW

Below you will see the calendar landing page. Here, you can view all the calendars you have created, as well as create new ones or access calendar details.



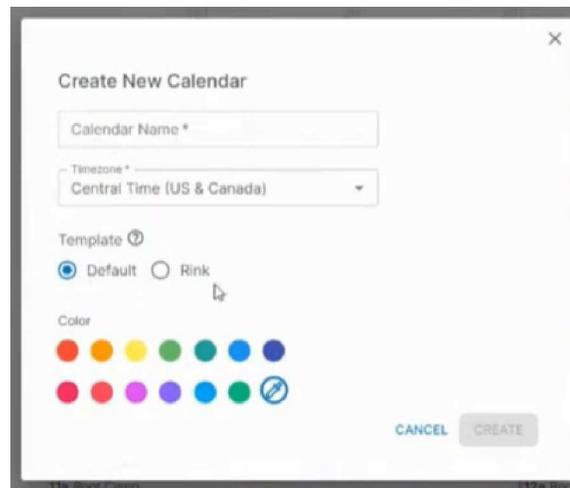
If you look to the top-right, you can see you can also change the calendar view to view events by month, week, or by day. The list view will give you a list of all upcoming events. When you have events filled in, your calendar should look similar to the one below.



Notice how if there are multiple events in a single day, a number appears. In this case, you can see a +10, +11, +12, etc. indicator near the bottom of each cell. That tells you there are that many additional events taking place that day! Clicking it will bring up a small scrolling menu for you to view and make changes to those additional events.

## CREATING A CALENDAR

To create a calendar, click the blue "Create" button and select "New Calendar." From there, you will see the following menu.

A screenshot of a "Create New Calendar" dialog box. It features a title bar with a close button (X). Below the title, there is a text input field for "Calendar Name \*", a dropdown menu for "Timezone \*" currently set to "Central Time (US & Canada)", and a "Template" section with two radio buttons: "Default" (selected) and "Rink". Below the template section is a "Color" section with two rows of colored circles. The first row contains orange, yellow, green, teal, blue, and purple. The second row contains red, pink, purple, blue, green, and a blue circle with a white diagonal line. At the bottom right, there are two buttons: "CANCEL" and "CREATE".

From here, you can name your calendar, select the appropriate time zone, and choose your template. Unless you are an ice rink or other sporting arena, we recommend using the default template. This affects certain metadata on the backend of our software, and default use is the easiest option for most clients. We also recommend choosing a color so you can differentiate which events are assigned to which calendar.

Once you click "Create," your calendar will appear within the main calendar menu. Now, it's time to fill it with events!

## ADDING EVENTS

After you have a calendar created, you must add events so your calendar actually has content to display. There are multiple ways you can add events to your calendar, and each one serves a different purpose within your workflow.

The first method is to click the "Create" button again and then select "New Event." From here, you will be able to edit a wide variety of options that will determine the parameters of the event. You can select start and end dates, if the event repeats or not, if it repeats daily, weekly, monthly, or yearly, if it lasts all day, etc. Location and description fields are also available to give viewers further details, but are entirely optional.

The screenshot shows a 'Create Event' form with the following fields and options:

- Calendar \***: Michelle's Calendar
- Event Title \***: End of Month Sprint
- Start Date**: 05/28/2024
- End Date**: 05/30/2024
- Start Time**: 08:00 AM
- End Time**: 08:00 PM
- All Day  Repeats
- Repeat Every**: 1 Month
- Monthly on the last Tuesday**
- Ends**:  Never,  On 05/20/2024,  After 1 Occurrence

The next is to create it within the calendar itself. If you click into the date you wish you add an event to, a mini pop-up will appear that will allow you to quickly add the essential details for an event. These events are ones that will simply have a start and end time, but if you would like to add more details, clicking the "More Options" button will bring you to the expanded options menu detailed above.

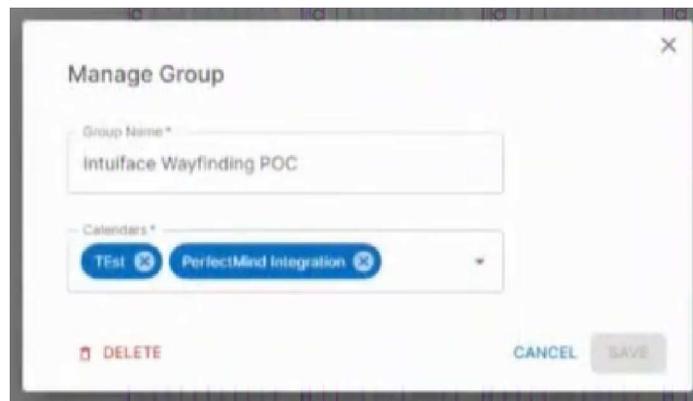
The screenshot shows a 'Create New Event' pop-up form with the following fields and options:

- Calendar \***: Adrian Calendar
- Event Title \***: Annual Review
- Start Date**: 05/20/2024
- End Date**: 05/20/2024
- Start Time**: 03:00 PM
- End Time**: 04:00 PM
- MORE OPTIONS** button
- CREATE** button

# CALENDAR GROUPS

If you have multiple calendars, for example, a fitness club or gym hosting multiple classes, grouping calendars together helps you organize your signage based on shared characteristics that can help you strategically place content. For instance, say a gym is hosting many classes, but only free weight classes will be hosted in Studio B. You'll want to group all of those classes under a "Studio B" group so you can easily find and display those schedules outside the Studio B room.

To get started, click the "Create" button and then select "New Group." From there, you can name your calendar as well as choose which calendars you want to fall under this group.



The screenshot shows a "Manage Group" dialog box with a close button (X) in the top right corner. It contains a "Group Name\*" field with the text "Intulface Wayfinding POC". Below that is a "Calendars\*" section with two buttons: "Test" and "PerfectMind Integration". At the bottom left is a red "DELETE" button with a trash icon, and at the bottom right are "CANCEL" and "SAVE" buttons.

Lastly, if you need to edit any details for a calendar or any groups you've created, simply click the gear icon and you will be able to make those changes!