

This article is also available for viewing online at <http://support.ngin.com/questions.php?questionid=122>

How do I use the Tagging feature on the Calendar?

Tags

Facility schedulers and team managers can post events with ease, and tag single events to multiple levels or teams. Organization members can then generate custom calendars that include events from single or multiple teams. Switch from "Month View" to "Day View" to get a better look at each days events and print monthly or daily calendars to hang on the fridge.

Use the "Tag Menu" to dynamically select and display event data for teams and levels without refreshing the page.

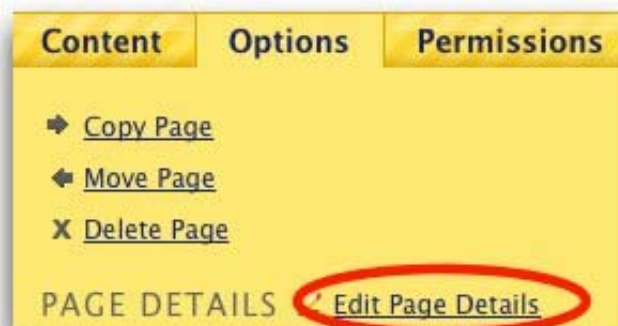


*The Calendar 'Tags' are simply pages on your website that have Events enabled. Team, League, and Division pages will automatically be taggable pages. To enable events on a General page which then makes the page taggable:

1. Go to the page you would like to be able to 'tag'
2. Ensure you're in edit mode
3. Click the Options tab



4. Click Edit page details



5. Check the 'Enable Events' box which will allow you to add/tag calendar events to this page. If the page does not yet exist, then you will need to first create a new page on your website. When doing this, you will see the option to check the box to Enable Events on that page.

Enable News: Add news articles to this page

Enable Events: Add calendar events to this page