

# Calendar Items

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When posting a calendar entries, here are some details to consider:

## Show Tag Menu

By default, the tag associated with the calendar entry will be your team's tag (ex. PeeWee A (2011-2012)). If you need to have calendar entries show up on multiple team calendars or other calendars, you can click on the "show tag menu" and select additional tags for the entry. This will make the entry show up on other pages depending on the tags you select. If you need to post something for all PeeWee's, you would select all of the individual PeeWee tags (A, B, and C) as well as the main PeeWee tag under the teams section of the tag menu.

## Event Name

This is the event title. Keep in mind that the tag(s) selected will control where this entry shows up. Therefore when entering something like a practice, scrimmage, team party, etc. you may simple want to put "Practice" for the event name since it will only show up on certain calendars. You can then provide more details in the description section.

## When

This is simply the date, start time, and end time for the event.

## Repeats

This simply allows you to put a recurring event on the calendar if it repeats on the regular basis.

## Location

For any home on ice or dryland events, you will want to put East Rink, West Rink, or Dryland so the event shows up on the Ice schedule page. For away events, you can select the put an image along with the article. This typically wouldn't be used but you can choose this option if needed. You'll need to browse for the image, and select other option if you choose to use this.

## Description

This is where you can specify additional details for the event. If you just put something like "Practice" for the event name, you could put "Bantam A practice" here to clarify more about the event.