

Working with Quick View

1 / 7

Quick View is a built in section on your website that works with your calendar. Quick View displays the next 7, 14, 21 or 30 days of events from your calendar neatly in a section on your homepage or any other page on your site.

EVENT QUICK VIEW

First Day Term 4
Mon 8th October

Year 3/4 Robotics Incursion
Our Science and Technology cur
Tue 9th October

Breakfast Club
Tue 9th October

[MORE DATES](#)

The name of each event is a link to the calendar entry – so parents can find out more information, or save the calendar date to their device.

YEAR 3/4 ROBOTICS INCURSION

Date October 09,2018

Time 09:00:am - 11:00:am

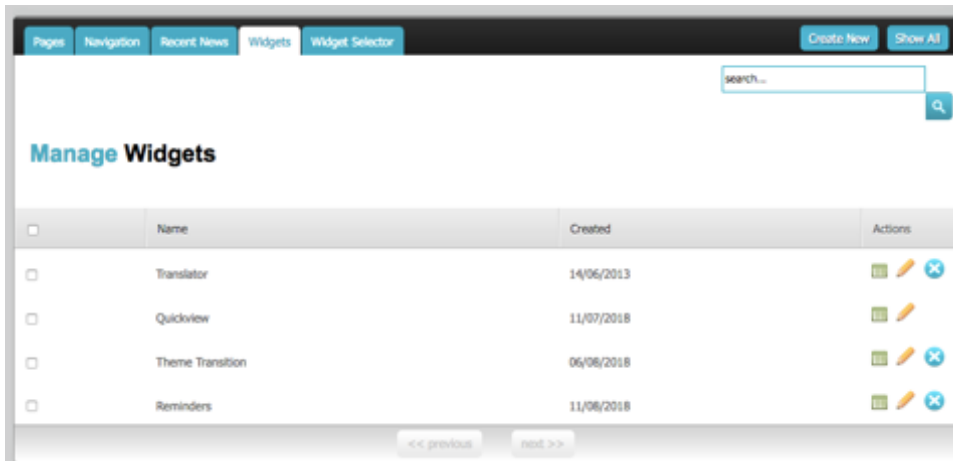
Our Science and Technology curriculum will expand with this brilliant hands on incursion for our 3/4 children

[Save this event to my calendar](#)

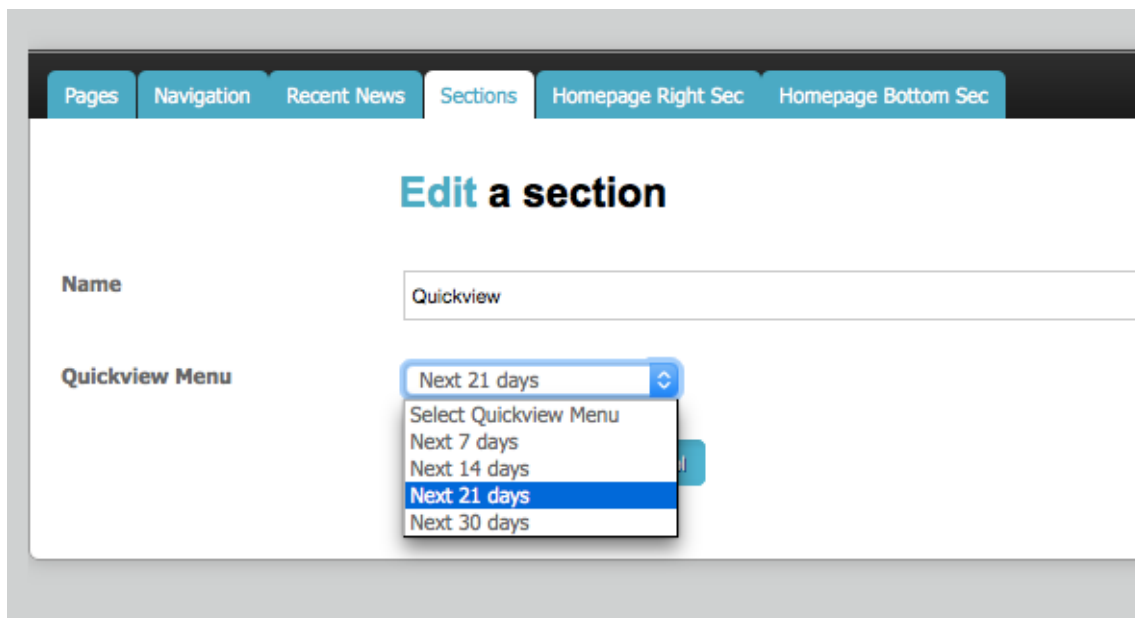
[Print Event Details](#)

Working with Quick View

1. To edit the Quick View widget, click on WEBSITE CONTENT – Widgets.

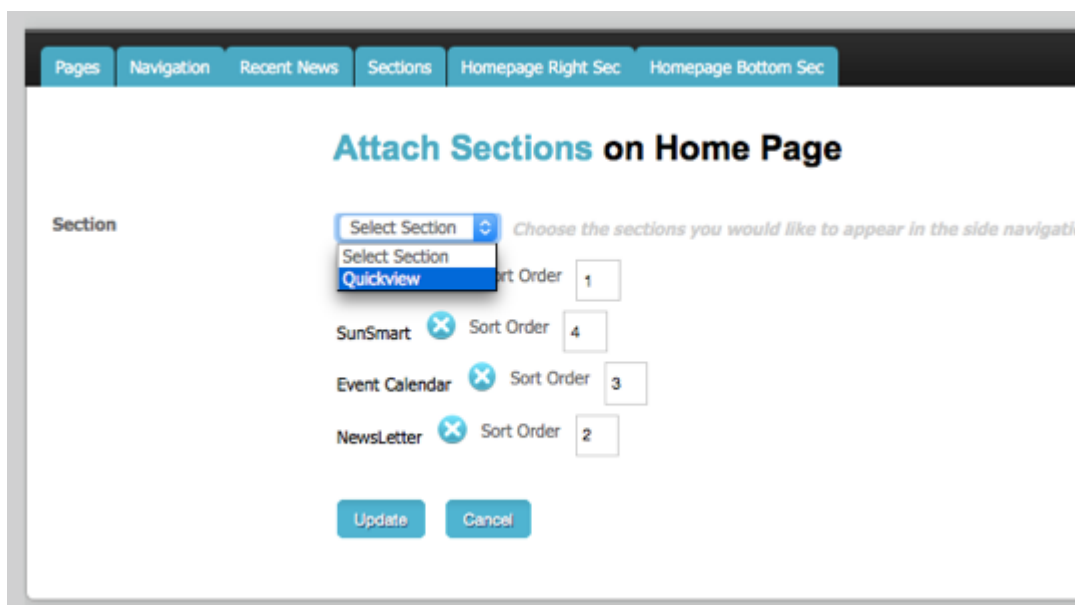


2. Click on the PENCIL icon beside Quick View. Use the drop down menu to choose the amount of days you wish to display. Then click on **UPDATE SECTION**.

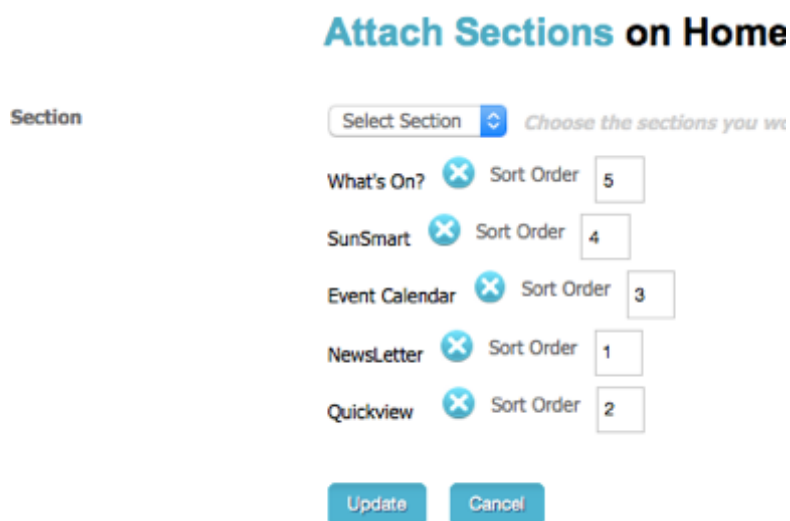


Working with Quick View

3. Ensure that Quick View widget is added to your homepage. Go to WEBSITE CONTENT – Widget Selector. Choose Quick View from the drop down menu.



4. Use the numbering system to sequence your sections. Click on **UPDATE**.



5. Visit your site to see your new Quick View Section!

Working with Quick View

7. Quick View can be displayed as a widget on any page on your site – WEBSITE CONTENT – click on the PENCIL icon beside the page you wish Quick View to appear.
8. Scroll down until you see the Widget option with drop down menu, choose Quick View.

Show in navigation?

Publish Page? *Tick this box to publish this page, that is to be view*

Insert Photo Gallery Select Gallery *Insert a photo gallery with the pag*

Widget Select Widgets *Choose the sections you would like to appear in the side navigational structure.*
 Blogs
 Event Calendar
 Translator
 Theme Transition
 Reminders
 Quickview
 Order

Access Type *Choose public or private and s*

Administrative Access
 Blog Moderator
 Fund Raising Page Administrator
 PMP Roster
Choose the Role that can edit this page besides your

9. Give your widgets a number to sequence their order. UPDATE your page.

Widget Select Widgets *Choose the sections you would like to appear in the side navigational structure.*

NewsLetter Sort Order

Quickview Sort Order

Working with Quick View

10. Visit your site and find the page you just worked on! Done!

NEWSLETTERS

Term 1
Issue 1
Issue 2

Term 2
Issue 11
Issue 12

Term 3
Issue 21
Issue 22

Term 4
Issue 31
Issue 32

SUBSCRIBE TO EMAIL



Keep up with all the news and become an email subscriber

SUBSCRIBE

EVENT QUICK VIEW

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ADDING QUICKVIEW TO YOUR EMAIL

COMMUNICATE – Email

In the body of the email (generally just before you sign off) type the code:

@@quickview@@

This will attach the QuickView to your email!

Content

The screenshot shows a TinyMCE editor interface. The menu bar includes File, Edit, View, Insert, Format, Tools, Table, and Help. The toolbar contains icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, and indent. The text area contains the following content:

Hi @@name@@,

Check out this week's news, [click here](#)

@@recentnews@@

@@quickview@@

POWERED BY TINYMCE

Event Quick View
MON 8TH OCTOBER First Day Term 4
TUE 9TH OCTOBER Year 3/4 Robotics Incursion
TUE 9TH OCTOBER Breakfast Club
WED 10TH OCTOBER Board Meeting
TUE 16TH OCTOBER Breakfast Club
WED 17TH OCTOBER Breakfast Club
THU 18TH OCTOBER 3/4 STEM Incursion
WED 24TH OCTOBER 5/6 Performing Arts Excursion

Working with Quick View

ADDING QUICKVIEW TO YOUR APP

We have a dedicated guide for this.

http://sponsored.com.au/uploaded_files/media/50_adding_quickview_to_your_app.pdf