

Working with Quick View

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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	
SAT JUL 18	Testing the quickview
SAT JUL 18	Multit-Age Day
WED JUL 22	Walk to school day
THU JUL 23	Gymnastics competition
FRI JUL 24	Special Lunch Day
FRI JUL 31	5/6 Interschool Sports

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.

HOME ABOUT US CURRICULUM ORGANISATION COMMUNICATIONS

Special Lunch Day

Date July 24,2015
Time 12:00:00 - 01:00:00









Today's special lunch will be a ham and salad wrap and a juice box for \$4.

[Save this event to my calendar](#)
[Print Event Details](#)

Working with Quick View

1. To edit the Quick View section, click on WEBSITE CONTENT – Sections.

Manage Sections

<input type="checkbox"/>	Name	Description	Category	Created	Actions
<input type="checkbox"/>	SunSmart	SunSmart	Sections	29/08/2012	  
<input type="checkbox"/>	What's On?	Upcoming Events	Sections	26/03/2013	  
<input type="checkbox"/>	Quickview			30/11/-1	 

<< previous next >>

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**.

Pages Navigation Recent News **Sections** Homepage Right Sec Homepage Bottom Sec

Edit a section

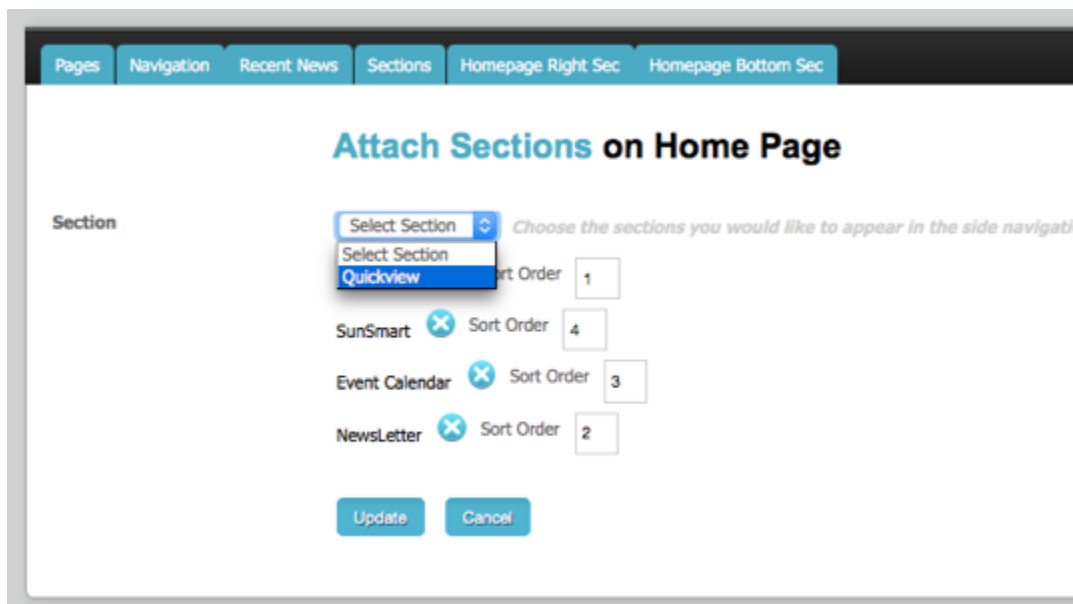
Name

Quickview Menu

- Select Quickview Menu
- Next 7 days
- Next 14 days
- Next 21 days**
- Next 30 days

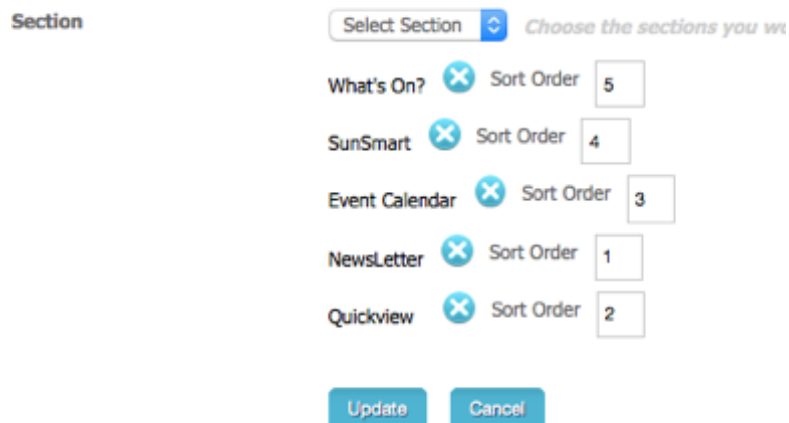
Working with Quick View

- Ensure that Quick View section is added to your homepage. Go to WEBSITE CONTENT – Sections. Click on Homepage Right Section. Choose Quick View from the drop down menu.




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

Attach Sections on Home





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

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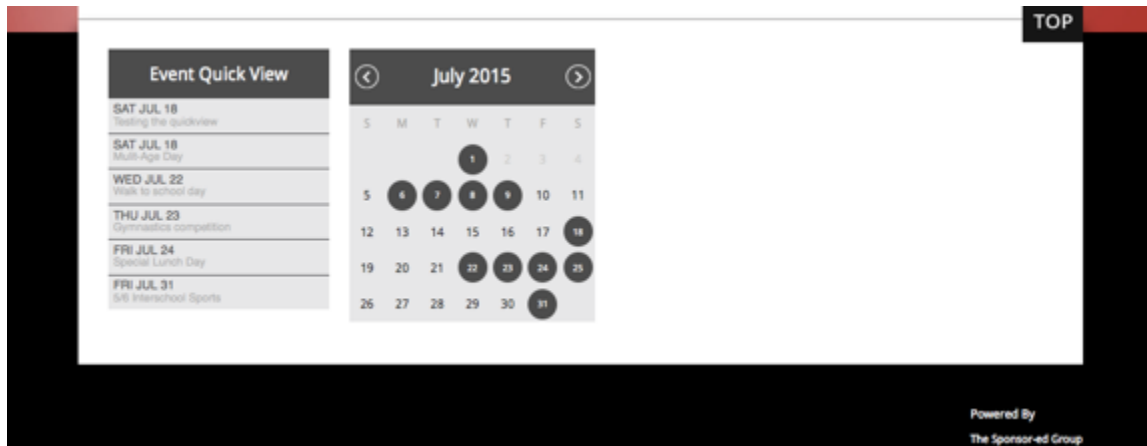
 **July 2015** 

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SunSmart

Working with Quick View

6. If you would like Quick View to be a Homepage Bottom Section – use this tab under WEBSITE CONTENT and repeat the above process.



7. Quick View can be displayed as a section 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 SECTION option with drop down menu, choose Quick View.

Show in navigation?

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

Insert Photo Gallery *Insert a photo gallery*

Section *Choose the sections*

Access Type *Choose public or private*

Select Group

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

Working with Quick View

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

Section

Select Section  Choose the sections you want to display

Quickview  Sort Order

NewsLetter  Sort Order

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

2015

[25th June](#)

[18th June](#)

[4th May](#)

[28th May](#)

[21st May](#)

[14th May](#)

news and become an email subscriber

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