

# Adding QuickView to your Updat-ed App

**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. It is a quick and easy calendar reference for your families – and now you can have it on your app!!!

1. Create a new page on your website with the title Upcoming Events or something similar.
2. You need not add any content in the page if you do not wish to do so.

## Add/Edit a Webpage

Type

Normal Page

Page Title

Upcoming Events

*Type the name of the Webpage here.*

Meta Description

Meta Keywords

*Keywords are used for search engine optimisation, please enter keywords separated by a comma.*

Content

**B** / *I* / U ABC | [List Icons] | Styles | Format | Font Family | Font Size

[Rich Text Editor Icons]

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3. Go to SECTIONS in the menu items underneath the content and choose the QuickView Section.

**Show in navigation?**  *Tick this box if you would like this page to appear in your website navigation*

**Publish Page?**  *Tick this box to publish this page, that is to be viewed publicly or privately, it*

**Insert Photo Gallery**  *Insert a photo gallery with the page if ap*

**Section**  *Choose the sections you would like to appear in the side na*

**Access Type**  *is public or private and select the group that can view if priva*

**Administrative Access**  *administrator*

**Group**  Test  
 email  
 Android  
 IOS  
 email\_push\_test  
 email\_scheduler\_testing

**Email**

**App**

- ✓ Select Section
- Quickview
- NewsLetter
- Event Calendar
- Facebook
- Miss Irene Post
- New section
- SunSmart
- Translator
- Literacy Links
- Curriculum

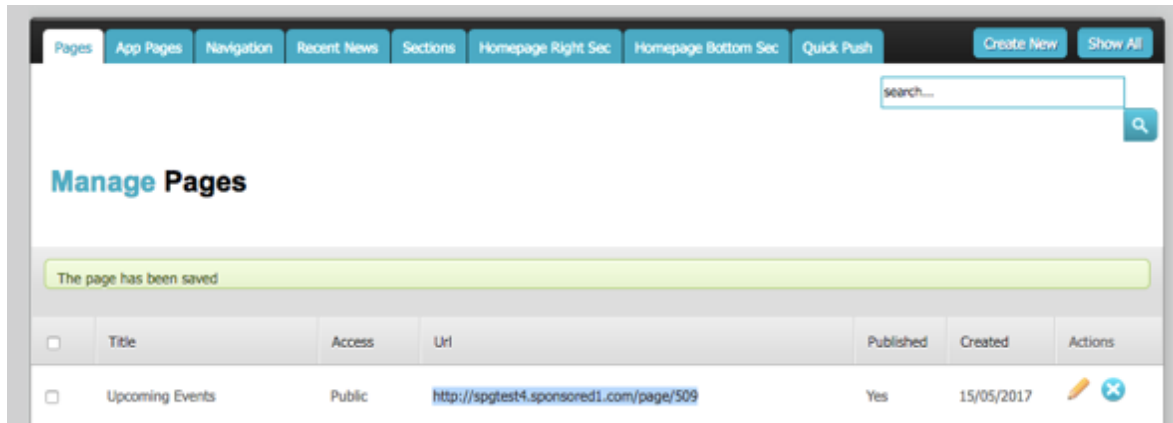
4. Give the section a position order of 1 and update/submit your page.

**Section**  *Choose the sections you w*

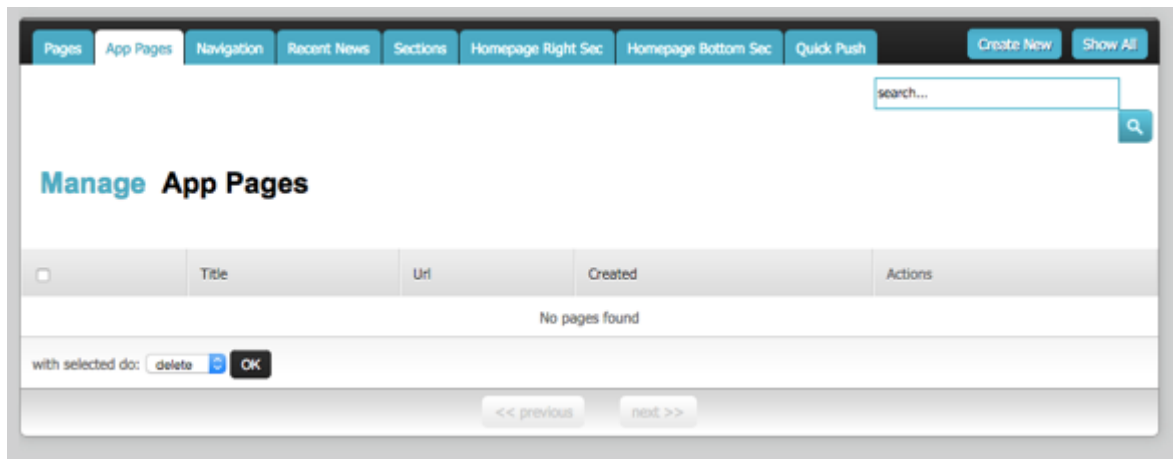
Quickview  Sort Order

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5. WEBSITE CONTENT – Manage pages, highlight and copy the URL of your new page.

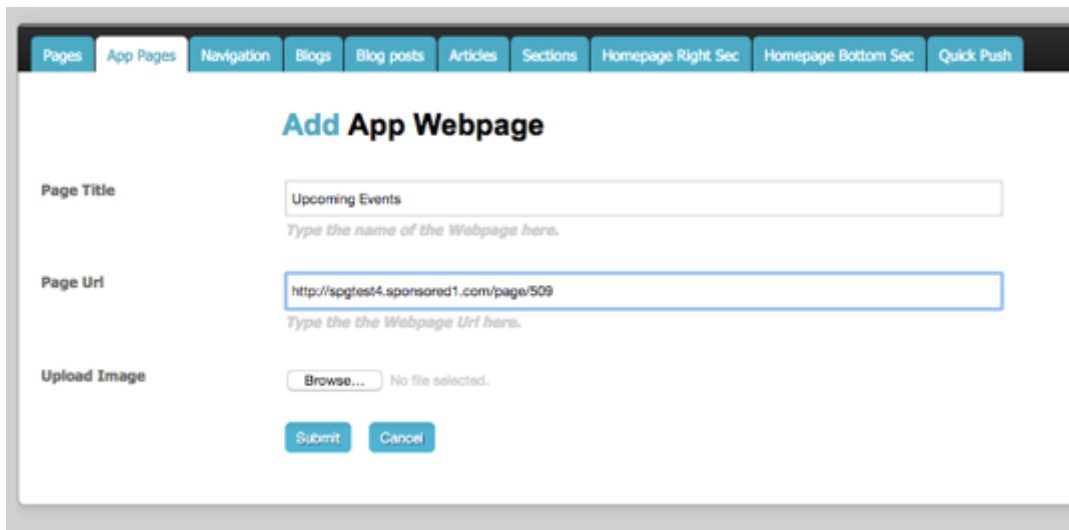


6. WEBSITE CONTENT – App Pages: Click on Create new



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7. Type the name of your new App Menu (same as your page name)
8. Paste in the URL of your new page with QuickView
9. Upload an icon – a set can be found here: <http://sponsor-ed.com.au/page/250/Updat-ed-App-Icons>



The screenshot shows the 'Add App Webpage' form with the following fields:

- Page Title:** Upcoming Events
- Page Url:** <http://spgtest4.sponsored1.com/page/509>
- Upload Image:** Browse... (No file selected)

Buttons: Submit, Cancel

10. Open your app to see your new app page with Quick View!

