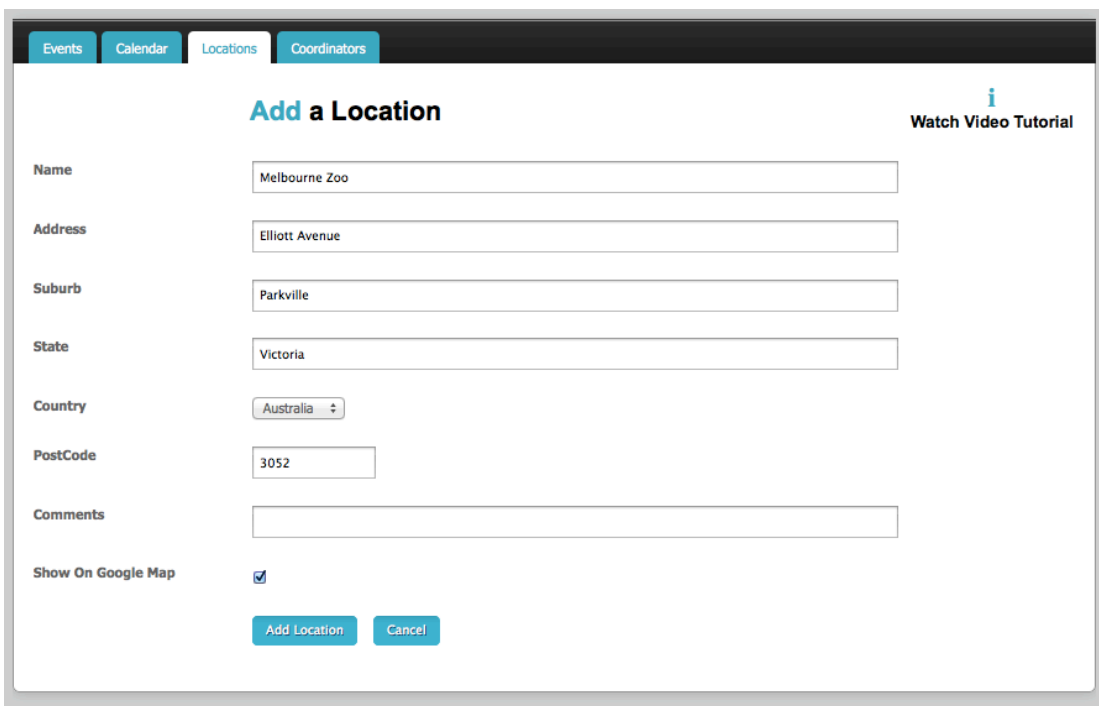


# Calendar Smarts - Locations

Often overlooked – creating a location within your event calendar adds a bit of “wow factor” for your audience. This location can be presented as an interactive Google map within your site, offering another layer of cleverness for your audience.

1. SET UP – Events – Location
  - Create New
  - Fill in the details
  - Tick the box **“Show on Google Map”**



**Add a Location** Watch Video Tutorial

Name:

Address:

Suburb:

State:

Country:

PostCode:

Comments:

Show On Google Map:

2. The event has now been added to your list of locations to for use within your site.

## Manage Locations

The Location has been saved

<input type="checkbox"/>	Name	Address	Country	Suburb	PostCode	Created	Actions
<input type="checkbox"/>	Melbourne Zoo	Elliott Avenue	Australia	Parkville	3052	18/03/2014	

with selected do:

# Calendar Smarts - Locations

3. Create or Edit the relevant event in your calendar.  
**EVENTS – Create New**  
 Fill in the relevant details and use the drop down menu “Choose Location” to select your newly created location.

**Add/Edit Your Events**

Name of Event:

Add/Edit the name of this Event. Choose a name that indicates the topic and nature of the event.

Group:  VNS  
 Newsletter  
 test group

Describe the Event: 

The Preps will be going on an excursion to the Melbourne Zoo. Bus departs at 9am and returns at 3pm. Bring your hat and your lunch in a marked plastic bag.

Start Date:

End Date:

Start Time:  :  am

End Time:  :  pm

Choose to Repeat Events:  Tick this box to repeat the event daily, weekly or monthly.

Email:

App:

Website:

Please to start with 'http://'  
 If you have created another webpage all about the event, enter the website address here.

Choose Location:  (dropdown menu open showing: Select, Sponsor-ed Offices, Vic Uni, Melbourne Zoo)

Choose Coordinator:

RSVP Required?:  Tick this box to collect rsvp information of persons that will attend the event.

Select Event Category:

Ticketing Details:

4. You may even want to link your event to the Melbourne Zoo Website, by typing the URL into the “Website” field above locations.

Website:

Please to start with 'http://'  
 If you have created another webpage all about the event, enter the website address here.

Choose Location:

# Calendar Smarts - Locations

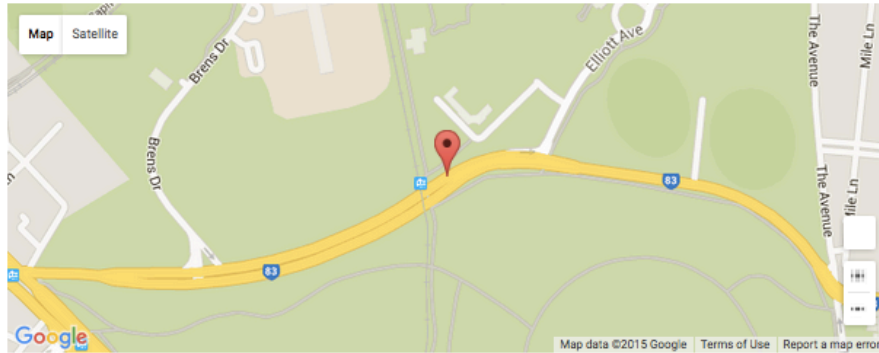
5. Once you have completed all fields you should Submit your event. Then go to your website to view your work!

## Prep Zoo Excursion

Date October 07,2015  
Time 09:00:am - 03:00:pm  
Location Melbourne Zoo  
URL <http://www.zoo.org.au/melbourne>

The Preps will be going on an excursion to the Melbourne Zoo. Bus departs at 9am and returns at 3pm. Bring your hat and your lunch in a marked plastic bag.

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



→ If you entered a URL in the website field you will see it as a clickable link in your event!