

Events Calendar



- ▶ Add Single Event
- ▶ Add Recurring Events & Schedules
- ▶ Edit Recurring Events & Schedules
- ▶ Add / Remove Calendars

Setting up multiple calendars is especially helpful if you would like to have events or calendars that only a portion of your membership has access to.

You can add events by selecting either:

- **Add Single Event:** For one-time events.
- **Add Recurring Event:** For events that happen regularly (e.g., weekly meetings).

Edit Calendar Event

Calendar: Main Events Calendar

Event Title: Run Event

Start Date: May 2025

End Date: [blank]

Start Time: 8:00 AM

End Time: 10:00 AM

Event Location: [blank]

Event Details: [text area]

Thu	Fri	Sat
		1 2
	7	8 9

Both of these require you to choose which calendar you would like to display your event on, as well as the Event Title and Start Date. You can also choose to add an event End Date, Start Time, End Time, Event Location, Map Address, Event Contact Info, Event Details, and an Optional Download File. You can also change the appearance of the background and text of the event on the calendar and, if you choose, send out an email or text reminder to members who have access to this calendar.

If you leave sections blank they will not be included on the individual calendar listing:

Fun Event



Calendar

May 8, 2026

Time: 08:00 AM

End Time: 09:00 AM

Location: Neptune

Details: Event details

Contact: Contact Poseidon

Update Event

Remove Event

Keep the events updated regularly to ensure members have the latest information. Encourage members to RSVP or participate in events by linking to forms or providing contact information. Use visual elements or special formatting to highlight key events that require more attention.

Calendar List and Calendar Month

In addition to the calendar page, events can be displayed via the Calendar List Module or the Calendar Month Module. Both modules are features within the UnionActive platform that allows you to display a list of upcoming events on your website, but are cosmetically displayed as a List or a Month. Each can be found on the Add Module List.

Calendar List:

Upcoming Events

Jun
11
Thu
Monthly Membership Meeting
Jun 11, 2026
Union Hall

Jul
09
Thu
Monthly Membership Meeting
Jul 09, 2026
Union Hall

Aug
13
Thu
Monthly Membership Meeting
Aug 13, 2026
Union Hall

Sep
10
Thu
Monthly Membership Meeting
Sep 10, 2026
Union Hall

Oct
08
Thu
Monthly Membership Meeting
Oct 08, 2026
Union Hall

Calendar Month:

May 2026						
S	M	T	W	T	F	S
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						

Date

The Date Module in UnionActive, meanwhile, displays the current date- rather than calendar events.

May 25, 2026
