



Events Calendar

A dynamic and date-based module designed to suit all occasions

Contegro®

The resourceful Contegro® Events Calendar module allows businesses or community groups to easily administer, display and receive enquiries from simple one-line events through to complex occasions.

For maximum impact, viewers are presented with a variety of ways in which to view events. They can browse the Events List, click-through the dynamic Calendar Display to locate an event on a particular date, or use the keyword Site-wide Search function.

The various display options make the Events Calendar module extremely flexible. Pagination will automatically control an unlimited number of events on a page-by-page basis. Past events can be displayed and you can also reverse the list by date order - which is ideal to display news snippets. A specific date range can be set, or simply limit the list to; events for today, the coming week, month or the following year - very flexible!

Suitable Uses

- » School timetables
- » Sports fixtures
- » Retail promotions
- » Seminars and Webinars
- » Community festivals
- » Concert & performing arts
- » Exhibitions

Key Features

Member Interactivity

Members can create their own events, which can be active immediately or marked as pending to wait for approval. The Booking and Enquiry forms will pre-populate with the Members details to streamline any sign up process.

Effective Administration and Scheduling

Common fields (such as location, organiser and contact name) are preset for convenience, but custom fields can be added using a simple drag and drop control. A 'copy' function makes it easy to create new events with pre-populated details - ready to update as required. To avoid unnecessary database entry, a recurring schedule can be set to daily, weekly, fortnightly or monthly, or by individual selection.

Archived and Searchable

Once an event date has passed, the Auto Archive function automatically allocates it to Past Events, with an option to view them by day, month or year.

Intuitive Site-wide Searching

This module integrates into Contegro's® Search module with features such as an alphabetical A to Z selector, 'Auto Complete' keyword tool, a 'Did you Mean' prompt and 'Tabbed' layout for search results. Results are ordered by 'relevancy', which you can adjust for your site.

Full Details Printable 'Pop-up'

Events consist of a calendar-based display for key information and details page (with optional printable 'pop-up' window) for full graphical information for 'up-sell' opportunities. Viewers can save events to personal calendars within Outlook or Google.

Built-in RSS Feed Generation

Viewers are encouraged to subscribe to the Events List through an RSS feed. Subscribers can be automatically notified when new events appear.

Enquiry & Booking Options

Extend the functionality of this module by using the Enquire and Book Now buttons that link to other modules, such as the Form Builder. Which could allow viewers to enquire or register for a particular event. Or link to an external Booking or CRM system and Payment Gateway for online payments.

The screenshot displays the Contegro Events Calendar interface. On the left, a sidebar lists navigation options like 'Add-on Modules', 'Blog', 'Document Library', etc. The main content area shows a list of events, with the 'Travel Guru Seminar' selected. The event details page includes:

- Event Title:** Travel Guru Seminar
- Start Date:** 1/03/2010 10:00 a.m.
- Location:** 59 Waipuna Road, Mt. Wellington, Auckland
- Organiser:** Waipuna Hotel
- Contact Number:** 09 526 3000
- Summary:** Welcome to Waipuna Hotel and Conference Centre.
- Category:** Hotel Conferences

The event description highlights the use of natural light and space for a conducive learning environment. It includes links for 'Click here for a floorplan of Waipuna Hotel and Conference Centre' and 'Click here for a quick-overview of our conference rooms and capacities'. At the bottom of the event page are buttons for 'ENQUIRE', 'BOOK NOW', 'Add to Outlook', and 'Add to Google Calendar'.

Below the event page is an 'Event Registration' form with the following fields:

- Selected Seminar:** Travel Guru Expo - 1/07/2011
- No. of Attendees*:** [Input field]
- Contact Name:** [Input field]
- Email:** [Input field]
- Registration Fee (NZ\$):** Single - \$35 | Couple - \$65 | Groups of 3 or more \$20pp
- Cost:** [Input field]
- SUBMIT** button

At the bottom left, there is an 'Events Calendar' widget showing a monthly grid with the 13th of February highlighted for the 'Travel Guru Seminar'.

The example shown is indicative only and will be designed to suit your Contegro website.