

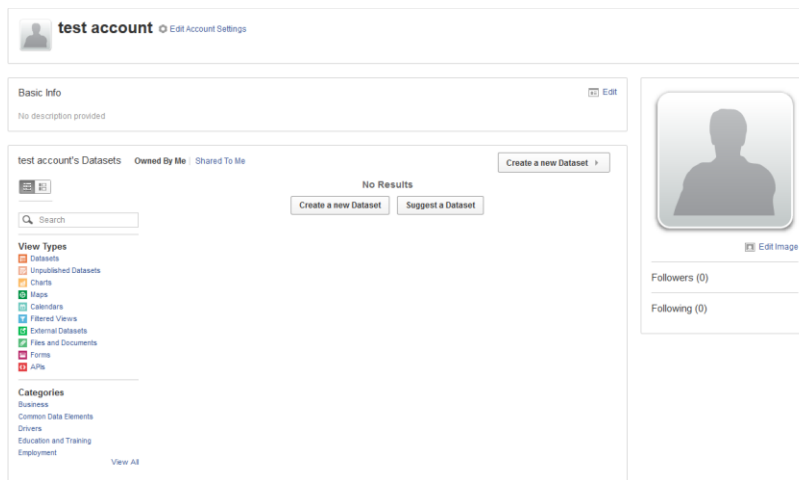
How To Create and Embed Calendars

Montana Data Portal

How To Create Calendars

Log into your Montana Data Portal account on the Socrata Platform

Once logged in, the default profile page will display



Decide the permissions that you would like for the form.

Private Dataset and Public Calendar: Allows you to keep your dataset private, and have a public calendar which will allow 'users' and the 'public' to view it.


Public Dataset and Public Calendar: The 'users' and 'public' will be able to see the dataset and calendar.

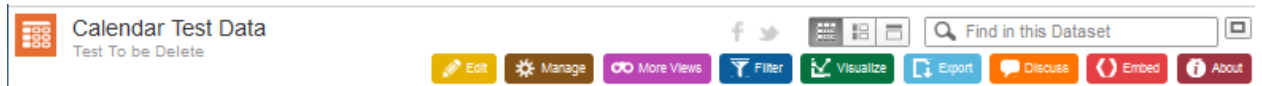
Requirement:

There must be at least one Date and Time column in your dataset.

Limits

- 500 events per calendar
- No known event limit for a single day

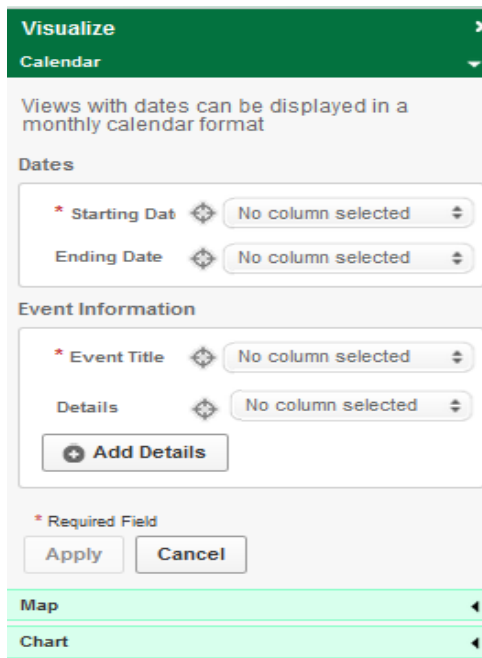
Select a dataset and navigate to the visualize  button



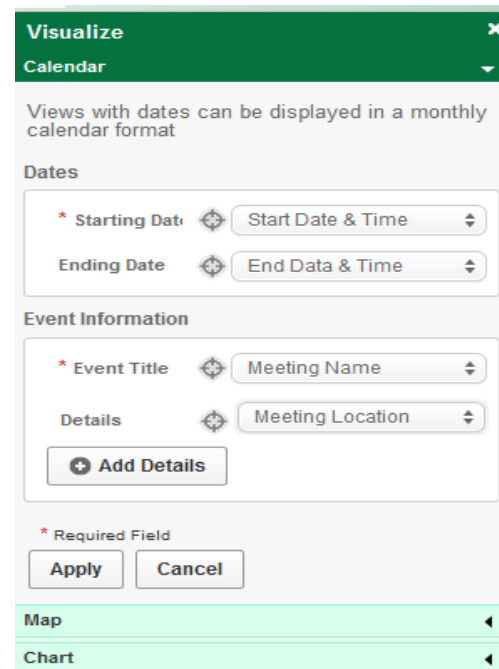
Select the Starting Date, Ending Date, Event Title, and any Details (i.e. Directions, what to bring, etc.). The example below reflects what you will see before and after these fields are selected.

You can select more details to appear in the flyout which appears when you hover on an event by selecting the 'add details' button.

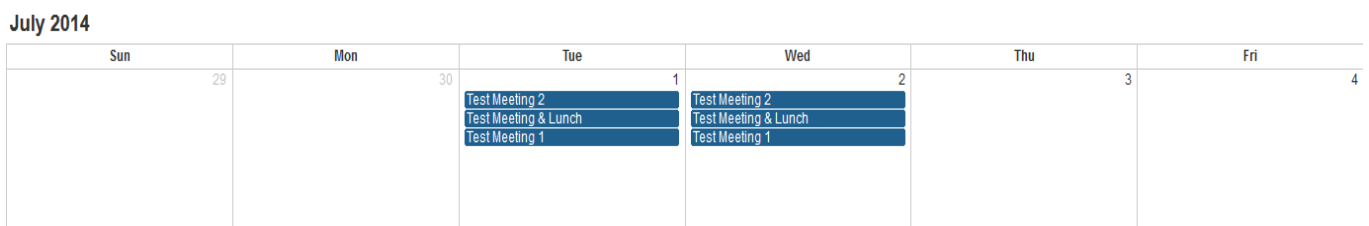
What you will see



After it's filled out

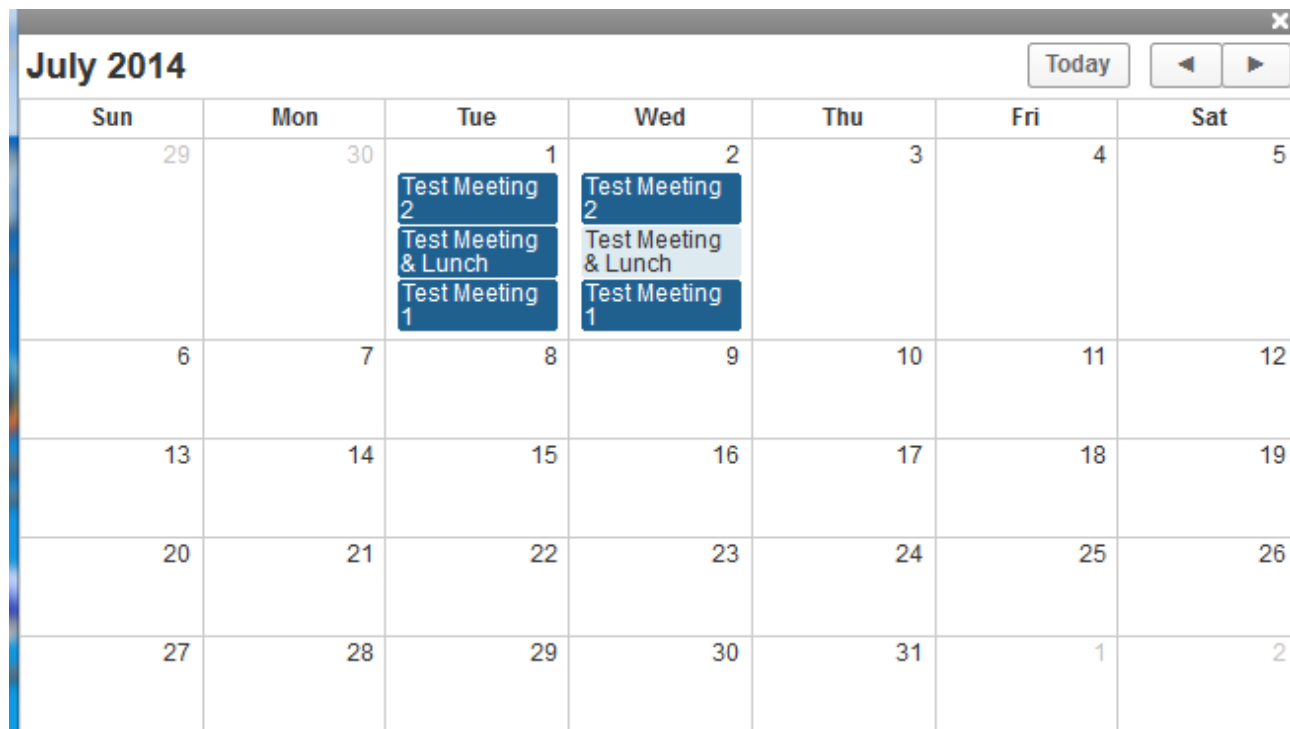


Select the apply button.



toggling the Calendar View

The events will be shown by month. You are able to page through events by month and return to the current month by clicking 'Today'. The below example includes events which extend across more than 1 day.



The screenshot shows a calendar window titled "July 2014" with a "Today" button and navigation arrows. The calendar grid displays events for the first two days of the month:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1 Test Meeting 2 Test Meeting & Lunch Test Meeting 1	2 Test Meeting 2 Test Meeting & Lunch Test Meeting 1	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	1	2

Notes

- Public Calendars can be filtered separately on the homepage 'View Types' filter menu.
- You can create a form on top of this calendar view which can be used to easily input event details into the calendar. This avoids the need for creating a working copy every time you want to add a new event. However, to make edits to existing events in the underlying dataset you must still edit through the working copy and publish the changes.

Embedding Your Calendar

Select Social Data Player

- "Embed this Form as Plain HTML": This allows you to embed the form as raw HTML into your webpage. This gives you the greatest control over the layout of the form, since you can remove form fields and control how it is styled using CSS. However, if you later go change the fields in your form by changing the names or order of your columns, they will not automatically be reflected in the form, and you'll need to update your form code each time.

Embed

Form

Social Data Player

The Social Data Player enables you to publish this dataset on the Internet at large

Embed this Dataset

```
<div><iframe width="500px" title="Test Calendar" height="425px" src="https://data.datamontana.us/w/qqq7-5azb/d3ki-dqmr?cur=uYbSW58y2As&from=root" frameborder="0" scrolling="no"><a href="https://data.datamontana.us/dataset/Test-Calendar/qqq7-5azb" title="Test Calendar" target="_blank">Test Calendar</a></iframe><p><a href="http://www.socrata.com/" target="_blank">Powered by Socrata</a></p></div>
```

This view is currently private. You can preview it, but you will need to make it public before people will be able to see it.

Size

500x425 760x646 950x808

Custom Size
425x425 is the minimum size

Width: 500
Height: 425

Social Data Player Template

Template: No Menu Button Te...
Create a New Template

Done Preview

Copy and paste the HTML into your website.

Customizing

There are additional customization options by selecting a size or defining a custom size

Select a Template

Select preview

Once completed, select done