

Customize Event Categories

All events scheduled in the Calendar fall into one of several different categories. A new event category must be created before an event can be added to it.

Add a New Event Category

- ❖ Click the **Course** tab in the **Navigation Tree**.
- ❖ Under **Course Home**, click **Calendar**.
- ❖ Click the **Add an Event** list arrow.
- ❖ Select **Customize Categories**.
- ❖ Click **Go**.
- ❖ The **Customize Categories** window will open (see illustration below).

The screenshot shows a web browser window titled "http://calendar.ecollege.com/ConfigCatagory.asp - Windows Internet Explorer". The address bar shows "http://calendar.ecollege.com/ConfigCatagory.asp". The main content area is titled "Customize Categories" and contains the following elements:

- A heading: "Customize Categories"
- Text: "To add new custom categories to your calendar enter the name below and click 'Add'"
- A form with a "Title:" label, an empty text input field, and an "Add" button.
- A section titled "Customize Personal Categories" with a "None" option.
- A section titled "Edit Standard Category Colors" with five rows, each containing a category name and a color dropdown menu:
 - Personal Events: Red
 - Unknown: Grey
 - Club Events: Blue
 - Campus Events: Turquoise
 - Course Events: Green
- Buttons: "Save Changes" and "Cancel" at the bottom right.

- ❖ In the **Title** field, input a **Title** or **Category Name** for the **Custom Event Category**.
- ❖ Click **Add**.
- ❖ The new category will display in the **Personal Categories** list.
- ❖ In the **Color** list, select a **Color** for the new category.
- ❖ Click **Save Changes**.
- ❖ When a new category event is created, the **Category Name** will display in the **Category** list when events are scheduled.

Delete Event Category

- ❖ Click the **Course** tab in the **Navigation Tree**.
- ❖ Under **Course Home**, click **Calendar**.
- ❖ Click the **Add an Event** list arrow.
- ❖ Select **Customize Categories**.
- ❖ Click **Go**.
- ❖ The **Customize Categories** window will open (see illustration above).
- ❖ Click the **Delete** button next to the **Category** that is to be deleted.
- ❖ All events scheduled in that **Category** will be deleted.
- ❖ Only **Custom Categories** can be deleted.
- ❖ The **Categories** under **Standard Category** cannot be deleted.