
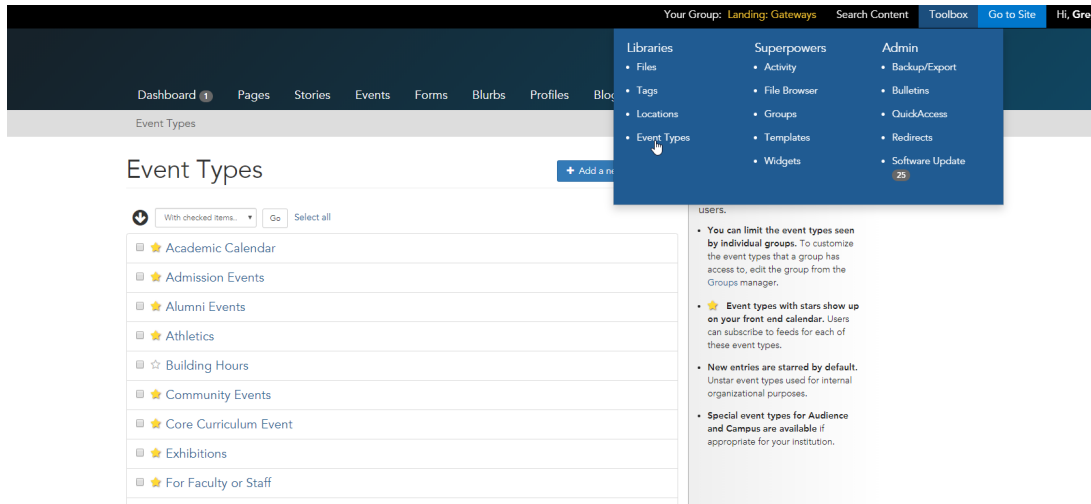


# Creating a hidden calendar event category

 The goal was to create a hidden, but feed available list of building hours leveraging capabilities in Livewhale. These are the steps involved.

## Add a new "Event Type" category in Livewhale

- Go to "Toolbox" "Event Types" (see screenshot)
- "Add a new event type" - when creating the event type, make sure to leave it un-starred



The screenshot shows the Livewhale interface for managing event types. At the top, there's a navigation bar with "Your Group: Landing: Gateways", "Search Content", "Toolbox", "Go to Site", and "Hi, Greg". Below this is a menu with "Event Types" selected. The main content area is titled "Event Types" and features a list of existing categories: Academic Calendar, Admission Events, Alumni Events, Athletics, Building Hours, Community Events, Core Curriculum Event, Exhibitions, and For Faculty or Staff. A "Add a new" button is visible. On the right, there's a sidebar with "USERS:" and a list of instructions for event types, such as "You can limit the event types seen by individual groups" and "Event types with stars show up on your front end calendar".

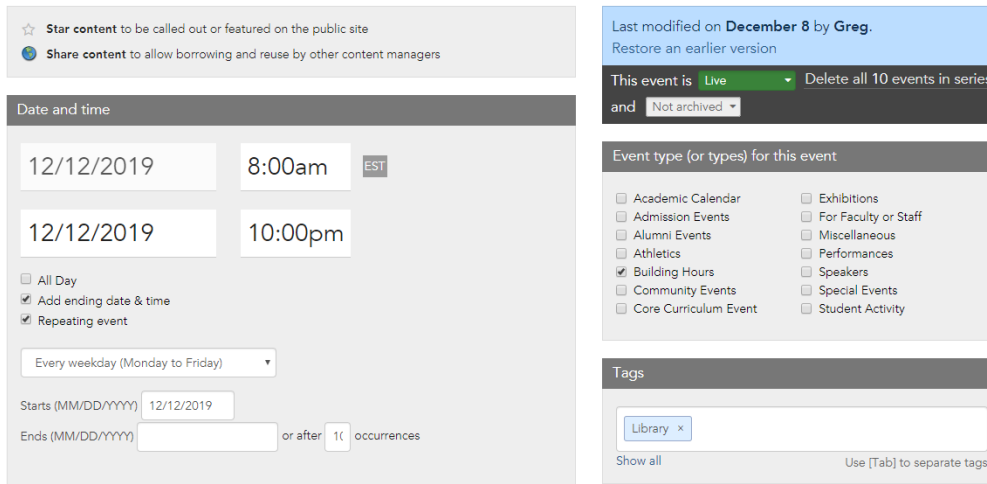
## Exclude the category

On the server, edit the `/www/html/_ingredients/includes/calendar-settings.php` file and add the following

```
<arg id="exclude_category">Building Hours</arg>
```

## Create the event

When creating a new event, make sure to select the new event type (see screenshot)



The screenshot shows the Livewhale event creation form. It includes a "Date and time" section with two date and time inputs: "12/12/2019 8:00am EST" and "12/12/2019 10:00pm". There are checkboxes for "All Day", "Add ending date & time", and "Repeating event". The "Repeating event" checkbox is checked, and the frequency is set to "Every weekday (Monday to Friday)". The "Starts (MM/DD/YYYY)" field is "12/12/2019" and the "Ends (MM/DD/YYYY)" field is empty, with "or after 1 occurrences" indicated. On the right, there's a "Last modified on December 8 by Greg" section with a "Restore an earlier version" link. Below that, "This event is Live" and "Delete all 10 events in series" are shown, along with a "Not archived" dropdown. The "Event type (or types) for this event" section has a list of checkboxes, with "Building Hours" checked. The "Tags" section has a "Library" tag selected.

## Finished

The event will not show up on any public webpages, but will be available via a data feed

Feed url example - <https://www.ursinus.edu/live/rss/events/tag/library/category/Building%20Hours>