


Access ACS Calendar Locations


Calendar locations are user-defined locations associated with your organization. When you create community events, you can assign locations to them. When users view the events, they can find out where the event is held.

For example, your organization plans to host a church picnic on the church playground. You create a calendar location named "playground." When you add the church picnic to the Access ACS built-in calendar, you assign it to the "playground" location.

Before using the Access ACS built-in calendar, you must set up your calendar locations.

1. Point to **Admin**, then click **Calendar Setup**.
2. In the **New Location** field, enter the location name.
3. Click **Save**.

1. Point to **Admin**, then click **Calendar Setup**.
2. Beside the location you want to change, click **Edit** .
3. Change the location name.
4. Click **Update**.

1. Point to **Admin**, then click **Calendar Setup**.
2. In the **Location Name** list, click **Delete**  beside the location you want to remove. A confirmation dialog displays.
3. Click **OK**.

Related Topics

[Setting Up Access ACS Calendar Types](#)
[Getting Started](#)