SU Calendar Feed

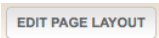
When to use it

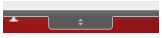
Use the SU Calendar Feed to add a calendar listing from the main SU calendar to a layout. This may be added to either the Primary Content or Related Content areas.

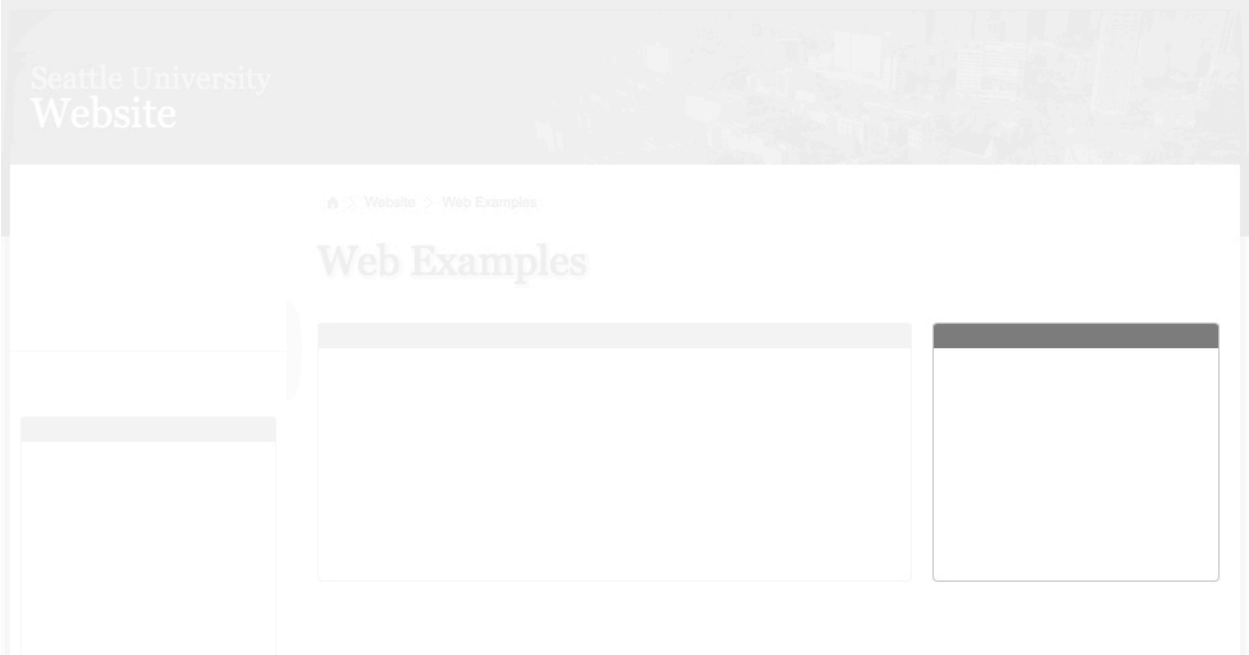
Best Practices

- Keep the calendar up to date with upcoming events
- If calendar falls into disuse, remove from layout

Getting Started

1. In the CMS Navigation Pane, navigate to the Layouts folder.
2. Find the layout to which the content will be added. Click the title of the layout.
3. Click Edit Page Layout icon 

. A new window the sites layout and existing content will pop up.
4. Click  to see available widgets.
   The areas with gray boxes below are called "Drop Zones," and widgets can be added to those columns.

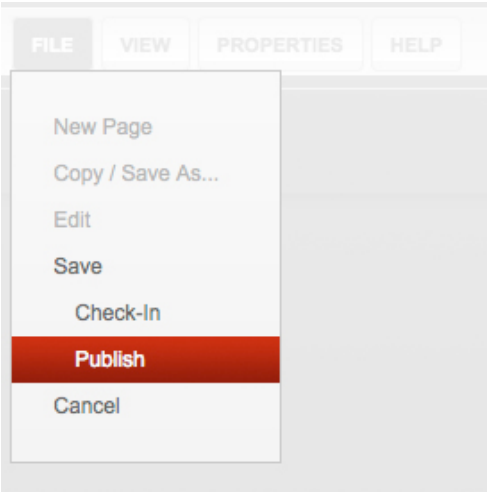


5. Select "SU Calendar Feed" and drag it from the horizontal bar into the desired zone on the layout.

Add content to the Smartform

1. Click in the upper right corner of the content block widget.
2. Navigate to the sub calendar to add to the layout.
3. Select the title of the content.
4. Click save
   Please note: The "Su Calendar feed" does not automatically generate a title for the calendar. If you want a title, create a content block with an H2 heading and drag that content block above the calendar feed.

When you have completed your updates and changes select file > publish from the top left hand side of the page.



If you don't see this and only see two arrows (see figure D below), select the red arrow to open up the bar that will let you publish the file.