

APPENDIX V

My Calendar PRO

This is the user's guide for My Calendar Pro, which is a paid add-on for My Calendar. The add-on allows several advanced features:

- Public submission of events (paid, free, or members only)
- Post new events from your blog posts, Pages, or other custom post types
- Create blog posts when you post a new event using My Calendar
- Use an advanced search form to query your events.
- Import events from uploaded files or remote URLs via iCal or CSV.
- Responsive My Calendar grid
- REST API

Contents:

- Installation
- Event Submissions Settings
- Payments
- Blog New Events
- Create Events from Posts
- Advanced Search
- REST API
- Widgets and Shortcodes

1. Installation

Since My Calendar Pro is an add-on to My Calendar, you must have My Calendar installed **and up to date** to run the submissions add-on. My Calendar Pro does not do anything on its own, and must be installed with My Calendar 2.4 or later to function.

Download My Calendar Pro

Extract the .zip archive

Upload the extracted directory to yourdomain.com/wp-content/plugins/

Navigate to WordPress > Dashboard > Plugins and activate the plugin.

Navigate to WordPress > My Calendar > My Calendar Pro

Enter your license key in the 'License Key' field.

Save your settings.

Note: My Calendar and My Calendar Pro are continuously updated to work together. Keeping both plug-ins up to date will best ensure full functionality. Allowing one plug-in to fall behind while updating the other may have undesirable results.

I cannot provide support for any plug-in that is not at the latest current release.

2. Event Submission Settings

Event Submissions Settings

[✎ Review pending events](#) [📄 Create a submissions form](#)

Event Submission Page ID [Edit "Submit Events"](#)

Date format hint ▼

Time format hint ▼

Prevent conflicting events. (if locations are used, checks only for conflicts at that location.)

Copy submitted locations into Locations tables

Allow public event submitters to upload their own images

Automatically publish submitted events

Figure 21: General Submission settings

Link to view pending events: All events submitted via the public submission forms are automatically assigned “Pending” status, and require approval to be posted to your calendar. This link will display the standard event manager view in My Calendar with only 'Pending' events shown. My Calendar includes mass approval options, so you can check off each event you wish to approve and hit the “Approve all” option at the bottom of the screen.

Link to create a submissions form: Although a basic shortcode is automatically created when you install the plug-in, you may want to customize it. This link goes to the shortcode generator so that you can more easily configure the settings for your submission form.

Date Format hint: What date format is used in the My Calendar date selector.

Time format hint: What time format is used in the My Calendar time selector.

Prevent Conflicting Events: If checked, My Calendar: Submissions will reject event submissions that conflict with a previously scheduled event (in the same location, when location information is being submitted as well.)

Copy submitted locations into locations tables: If a user submits a new location, it will be copied into the location table for other users to choose.

Allow public event submitters to upload images: If checked, submitters will be able to upload images to your site for their event image when that field is included in your form. Otherwise, they must provide a URL to the image.

Automatically publish submitted events: Normally, all events are expected to go through approval. If you want them to just go immediately to the calendar, however, you can allow all events to be automatically approved. By default, any events submitted by users who already have permission to post events to the calendar will be automatically approved.

Required Fields

Public Submission Required Fields

Required fields

Required fields will be automatically added to any form that does not include them.

- Title
- End
- Host
- Recurring
- Description
- Short description
- Link
- Image

Figure 22: Checkboxes to set fields as required.

The administrative version of My Calendar's event manager only requires a date to submit events. The public form, however, may need other requirements implemented. Some fields cannot yet be marked as required – categories, locations, and other complex fields are not easily made required.

If you make a field required, it will have to be required on all submission forms; you cannot require a field in one form and omit it from another.

Submission Permissions

Event Submission Permissions

Who may use the public event submission form?

- General public.
- Members.
- Members with the "mc_add_events" capability.

Figure 23: Permissions settings

Submission Criteria: My Calendar: Submissions can be set up to allow submissions from any visitor, only from visitors who are logged-in, or only from visitors who are logged-in **and** have been granted the “Add Events” permission in the My Calendar permissions settings.

When using these submission criteria, the shortcode can either return a message or empty space if the current user can't submit events. The message is the content area of the shortcode:

```
[submit_event]
```

Hey, you can't submit events! Create an account to submit an event.

```
[/submit_event]
```

Submission Messages

New event notifications

Disable submitter email notification on automatically published events.

Disable admin email notification on automatically published events.

Send email notifications as HTML.

Send notifications from:

[Administrator Email Settings](#) [Submitter Email Settings](#)

Send notifications to:

Sent for new events

Notification Subject

Notification message

Available template tags: `first_name`, `last_name`, `email`, `title`, `date`, `time`, `description`, `short`, `image`, `url`, `location`, `street`, `city`, `phone`, `blogname`, `edit_link`

Sent on event edits

Notification Subject (Edits)

Notification message (Edits)

New Event Messages: My Calendar Pro sends notifications to administrators and to event submitters after a successful submission. These fields allow you to customize the texts sent to both parties. The first set of fields are the messages sent to the site administrator (or other responsible party). The second set is the thank you message sent to the event submitter.

Send email notifications as HTML: Use HTML email messages, instead of plain text.

Subject vs. Subject (edits): If you're sending the `{edit_link}` option to event submitters, then a different subject line will be sent in the notification email depending on whether the event is a new event or an edited event. Only **logged-in** users are allowed access to edit events via the front-end form.

There are two messages that might be sent to administrators: one when the event is submitted, and one when it is edited.

There are three messages for submitters: one when the event is received, one when it is edited, and when sent only if the event is edited **and** converted to a published status.

3. Public Event Management

You can allow users to manage events from the front-end by using the shortcode [submitted_events]. This grants users the ability to view events they submitted, if they submitted them while logged-in. Users who submit events without a log-in cannot use this method; only logged-in users have permissions to edit or delete events.

<u>ID ↓</u>	<u>Title</u>	<u>Location</u>	<u>Date/Time</u>	<u>Category</u>
527	✎ Multiple instances View Delete		June 17, 2020, 1:00 pm Recurs Weekly – 9 Times	General
526	✎ Second Event Today View Delete		June 16, 2020, 4:30 pm Recurs Never	General
525	✎ Test Event Number Four View Delete		June 26, 2020, All day Recurs Never	New Category
524	✎ Test Event Number Three View Delete		June 21, 2020, 11:00 am Recurs Never	General
523	✎ Test Event Number Two View Delete		June 11, 2020, 3:30 pm Recurs Never	Examples
522	✎ Test Event Number One View Delete		June 16, 2020, All day Recurs Never	Blue

Figure 24: Public edit events panel

The layout is a limited version of the administration provided in the site admin, and inherits the sorting de-faults you configured for the admin.

Shortcode usage:

```
[submitted_events]
```

message displayed to users who are not logged-in.

```
[/submitted_events]
```

Site users can filter their submitted events by location or category, a link to view their event, and can edit or delete the event. Deleting an event requires confirmation:

You are deleting “Test create event all fields”. Please confirm deletion.

Event Title (required)

Test create event all fields

Date (required)

1 November 2017

Time

12:00:00

3. Event Payment Settings

Payment Settings

Require payment to submit an event

Place gateway in Testing mode

Payment Form Message (shows above payments form)

This is a payment form message {begins}

Available template tags: `blogname` , `begins` , `ends` , `price` , `discount` , `currency`

Require payment to submit an event: Obviously, it's not the default to require payments. The additional settings here will only be visible if payment is required, generally.

Place gateway in Testing mode: When you first set this up, you'll want to use the testing mode to check your payment processing using the Paypal Sandbox

Payment form message: Text that displays to the user indicating that payment is required.

New purchase messages

Sent to administrators

Payment Notification Subject

Payment Notification message

Available template tags: `blogname` , `first_name` , `last_name` , `price` , `key` , `quantity` , `receipt`

Sent to purchaser

Payment Confirmation Subject

Payment Submitter confirmation message

Available template tags: `first_name` , `last_name` , `price` , `key` , `quantity` , `receipt`

New purchase messages: Like the event submission messages, except that they are notifying you about payments, not about event submissions. Same idea, though. There's one set which is the notification to the purchaser, and another notifying the seller.

Pricing

Base price:

User role-based pricing

Price: Editor Price: Author

Price: Contributor Price: Subscriber

Price: Classifieds Moderator Price: Keymaster

Price: Spectator Price: Blocked

Price: Customer Price: Shop Manager

Price: Moderator Price: Participant

Price: Booking Manager

Currency: ▼

Member discount (%) Member's discounted cost: 3.00

Base price: The basic price for submitting an event.

User role based pricing: Apply different pricing based on logged-in user's roles.

Currency: Self explanatory, I should hope.

Member discount: The percentage discount that logged-in members get under the base price. If the base price is \$5.00 and members get a 10% discount, they'll pay \$4.50 per event.

Payment Gateway Settings

Payment Gateways

Use Paypal

PayPal Settings

Paypal email (primary)

Paypal merchant ID

PayPal gateway settings.

Paypal email, merchant ID: Email and merchant ID are required.

One of the major tasks in preparing the My Calendar Pro 2.0.0 release was to ready the payment processing for the addition of more payment gateways. The primary goal is adding the Stripe gateway in the next major release.

Configure a Sale

Sale settings

Date sale begins (e.g. November 24th, 2013) Discounted cost per event: \$3.00

Date sale ends (e.g. December 25th, 2013)

Percentage discount

Note: if members have a discount, the additional sale rate will not be compounded with their normal rate.

[Save Payment Settings](#)

Sales: You can set up an event sale based on dates and a percentage discount. The sale discount is not compounded with a member discount.

Manual Entry of Payments

Navigate to My Calendar > Payments

My Calendar Pro does only offer one method of payment – but it also allows you to manually enter payments, which allows you to accept payments in any way you wish, without needing to use the payment methods in My Calendar: Submissions.

Add a manual payment

Quantity	1	Price Paid (total)	3.00
First Name			
Last Name			
Email			
Transaction Date	17 June, 2020		
<input type="button" value="Add Payment"/>			

Quantity: How many events this payment key is good for. Enter 4 and the person can enter four events.

Price Paid: The total amount paid for this key (which will be automatically generated when you enter the payment.) It can be any number – this is the way to handle bulk purchases where you want to provide a special deal. The manually entered payments do not enforce any relationship at all between the number of events purchased and the total payment.

Name/Email: Needed for sending notification to the purchaser with their payment key and other purchase information.

Transaction Date: Defaults to today's date, but you can change it if you need to. Doesn't impact the use of the license key in any way, however. A future dated transaction will not prevent that license key from being used now.

Search Transactions

My Calendar Pro provides a basic search tools for your past transactions, searching by name, email, transaction ID, payment ID (provided by the payment gateway), payment key, a date range, or status of payment.

It provides basic statistics giving your total earnings, earnings during the current or last year, and earnings during the current or last month.

Search Transactions

Name of Payer

Email of Payer

Transaction ID

Payment Key

After

Before

Status of payment

Earnings Summary

Latest Earnings

Current month: \$15.00
Current year: \$15.00

Previous Earnings

Last month: \$0.00
Last year: \$0.00

All time

Total: \$30.00

The list of transactions (default view shows the most recent 20 transactions, with pagination to see older transactions) looks like this:

My Calendar Event Payments

- Date is between "2020-06-01" and "2020-06-11"
- Payment status is "Completed"

3 transactions • Total Paid: \$12.00. Pending Payments: \$0.00

ID	Key	Price	Status	Transaction	Purchaser	Uses
29	E5ee15370370a0	\$3.00	Completed	2020-06-10 05:06:04 9DH74019D0783650B	Joseph Dolson shopping@joedolson.com	1/1
28	E5ee14fb36e3b7	\$6.00	Completed	2020-06-10 05:06:07 834920635F396082C	Joseph Dolson shopping@joedolson.com	1/1
1	E5edd5e044999e	\$3.00	Completed	2020-06-07 17:37:08 3SJ86725L0963570G	Joseph Dolson shopping@joedolson.com	1/1

ID	Key	Price	Status	Transaction	Purchaser	Uses
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Click on the ID to edit a payment.

Edit Payments

Editing payment 29

Quantity Price Paid (total)

Submissions Purchased

First Name

Last Name

Email

Transaction Date

Status

Edit payments to modify their status, change the number of submissions available on a purchase, or modify contact information.

4. Blog New Events

Post New Events as Posts

Copy new events as posts

Events as Posts Settings

Blog Post Content

Blog Post Title

Custom Title Format

Blog Post Author

Blog Post Status

Post Type

Post Publish Date

Custom Post Time (in seconds before event date) 1 hour before event happens

With this option enabled, every time a new event is created, a new blog post will also be created. (With one exception: if you **also** have "Events from Posts" enabled, creating an event from a blog post will **not** create a new blog post. That would be insane.)

The Post Publish Date may be complicated. There are three options to select:

- the publication date (the blog post will be published using the time that you publish the event);
- the event date (the blog post will be published on the event date);
- and "custom".

If you select the custom date option, you'll then set a custom post time in seconds. If you use a negative number, you're scheduling the post for an amount of time prior to the event. If you use a positive number, you're scheduling the post for an amount of time after the publication of the event.

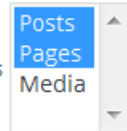
5. Events from Posts

Post New Events from Posts

Post events from posts

Events as Posts Settings

Post from Post Types



Events from Posts are always unapproved.

Save Settings

When you enable posting new events from posts for a post type, you'll have access to a new post meta box on that post type, which you can use to add event data. This form is not usable for editing events; it's only intended to create them.

The form will go away as soon as you've added information to it and saved your post; from that point on, you'll need to do any further editing of the post from the My Calendar manage events interface.

My Calendar Event

Event Title

Event Description

Host ▼

Category ▼

URL Link will expire after event

Date (YYYY-MM-DD) From To

All day event
 Hide end time

End Date (YYYY-MM-DD, optional)

Choose a preset location: ▼

Not all features are available in the event from posts meta box; you can create recurring events, but you can't create multiple occurrences of events. However, for basic event creation, this will do almost everything you need.

If you want an image associated with the event, any featured image you set for the post will be copied over to the event as it's featured image, as well.

6. Advanced Search Form

Advanced Search

Advanced Search Page Page will be generated on save

Enabled Search Fields

Dates
 Author
 Host
 Category
 Location

Location search options

Location Name
 City
 State
 Country
 Postal Code
 Region

Search Results Template

```
<strong>{date}</strong> {title} {details}
```

See [templating help](#) for template assistance.

The advanced search creates a page where you can search using multiple parameters: search between two specific dates, limited to author or host, limited by category, and limited by location based on a variety of search parameters.

You can also customize the search results using the template editor on this screen.

The advanced search uses the same date formatting rules you set up for event submissions.

Advanced Search

Search Events

From

To

Author ▼

Host ▼

Category ▼

Location ▼

SEARCH EVENTS

7. Widgets and Shortcodes

The primary widget and shortcode for My Calendar Pro is the submissions form. When payments are enabled, the payment form appears as part of the submissions form. You can also output the payment form independently via shortcode, but it doesn't have a widget.

The Widget

My Calendar: Submit an Event: Submit

Widget Title:
Submit an Event

Included Fields

Event Title (required)
 Date/Time (required)
 Name
 Email (required)
 End date
 End time
 Event Description
 Short Description
 Event Link
 Event Recurrences
 Event image

Categories
 Include list of categories

General Default category

Locations

Can choose a location
 Can enter or choose a location
 Can enter a location
 Cannot choose a location

Joe's Bar and Grill Default location

Included Location Fields

Location Label (required)
 Street Address
 Street Address (2)

The Submissions widget is long, but pretty simple. The bulk of the fields are simple checkboxes, where you select the fields you want to have appear in the form. Event title, date/time, name, and email are always required; but all other fields are optional.

If omitted, “End date” and “End time” will still save values: “End date” will default to the same value as the date; “End time” will default to one hour later than the start time.

Event image doesn't grant people the ability to upload images to your site; it merely provides them with a field for a URL to the image.

The default category for publicly submitted events allows you to set a default category but omit the list of categories; all events will be submitted to that default category.

Locations are complicated: you can restrict to selecting from a defined list, provide the ability to either select from the list or enter a new location, or you can only allow new locations to be entered. (Or none of the above.) You can then select each individual location field you want to use (which I've cropped out, so that I could keep this on one page.)

The Shortcode

The essential shortcode is:

```
[submit_event]
```

As written, that shortcode will produce a submissions form with essentially all fields enabled. To customize it, there are six available attributes:

```
[submit_event fields="end_time, short_description, event_link, event_recurring" categories="1" category="1"
locations="either" location="5" location_fields="street,phone,city,state,url"]
```

This example form uses all six of the attributes. It will create a submissions form which includes the four required fields plus the end time, short description, event link, and recurring options. It will include categories (1), and will preselect category 1. It will allow users to enter or select locations, and the default location will be the location with ID 5. Location fields allowed will be the location name (which is required), the street, phone, city, state, and URL.

With locations, if you set the 'locations' attribute to disable the form, but provide an ID for the 'location' attribute, that location will be used for all submissions.

While the fields attribute defaults to requiring only the field names, you can customize field labels as well, using this format:

```
[submit_event fields='end_time=Time,short_description=Brief,event_link=Your
Home Page']
```

Attributes:

- fields – end_date, end_time, description, short_description, event_link, event_recurring, event_image
- location_fields – street, street2, phone, city, state, zip, region, country, url, gps
- categories – “0” to exclude; omit or “1” to include
- category – Specify a category ID to be default
- locations – “either”, “choose”, “enter” or “neither”
- location_id ID of a location to use as the default setting

The order of fields in the 'fields' attribute controls what order the fields appear in the submission form.

Shortcode Generator

That's all quite complicated. My Calendar Pro provide a shortcode generator that allows you to configure all of these settings. It's a long form, but allows you to customize form labels and choose which fields to use.

My Calendar Shortcode Generator

[Main](#)
[Upcoming](#)
[Today](#)
[Submissions](#)

My Calendar: Submissions

Event Field Settings

Re-order	Fields	Label
▲ ▼	(Required) Title	Custom label for "Title" <input type="text"/>
▲ ▼	(Required) Date	Custom label for "Date" <input type="text"/>
▲ ▼	(Required) Time	Custom label for "Time" <input type="text"/>
▲ ▼	<input type="checkbox"/> End date	Custom label for "End date" <input type="text"/>
▲ ▼	<input type="checkbox"/> End time	Custom label for "End time" <input type="text"/>
▲ ▼	<input type="checkbox"/> Host	Custom label for "Host" <input type="text"/>
▲ ▼	<input type="checkbox"/> Recurring	<i>Custom label not available for compound fields.</i>
▲ ▼	<input type="checkbox"/> Description	Custom label for "Description" <input type="text"/>
▲ ▼	<input type="checkbox"/> Short description	Custom label for "Short description" <input type="text"/>
▲ ▼	<input type="checkbox"/> Access	Custom label for "Access" <input type="text"/>
▲ ▼	<input type="checkbox"/> Link	Custom label for "Link" <input type="text"/>
▲ ▼	<input type="checkbox"/> Image	Custom label for "Image" <input type="text"/>

Figure 25: First part of submissions shortcode generator

Payments Shortcode:

The payment button shortcode is very simple: `[submit_payment]`. It has no options.

Advanced Search Shortcode:

```
[advanced_search date='true' author='true' host='true' category='true'
location='true' home='custom URL']
```

In the advanced search shortcode, most parameters are just true or false, to indicate whether you want that option to appear. The 'home' parameter should be a URL indicating where this shortcode has been set up.

8. Import Events from CSV and iCal Sources

As of My Calendar Pro 1.5.0, you're able to import events from external sources. You can do this either via a file upload, using a CSV you've created or a .ics file you've downloaded from another source, or you can do it by entering the URL for a file online and importing it directly from that source.

Import Events

Restrict event import by time: Ignore events more than one month in the past ▼

Upload File (.csv or .ics)

Browse... **No file selected.**

Remote import

Import from URL

iCal format (.ics) Character separated values (.csv)

Import to category: Default ▼

Remote import frequency One time import ▼

Import Events

Scheduled Imports

Events imported will be automatically published.

Next	URL	Frequency	Delete
Aug 5, 2019 @ 7:57 (~1 month)	http://ical.mac.com/ical/US32Holidays.ics	monthly	Delete

[Clear Schedule](#)

Importing sources that you don't control sometimes contain events you don't want. My Calendar Pro offers the option to restrict the scope of imported events so that only events within the time frame you need are imported.

iCal files are of limited scope; you can only import the fields supported within the iCal format. Specifically, you'll be able to set the event's start and end dates and times, provide a description and a title, and you can use a location, though the entire location will be saved in the location's "label" field, as iCal doesn't support multiple fields for locations.

If the iCal event is recurring, the recurring events will be propagated and created as individual events.

Because iCal doesn't support categories, My Calendar offers the option to assign events from an iCal source to a My Calendar category. All events in that import will be assigned that category.

CSV files, or 'character separated values' files are more flexible. You can generate a CSV file from an Excel document by choosing the option to save as CSV.

Your CSV file **must** have a header row that includes the field names as they'll be handled by My Calendar. Any field without a recognized header will be ignored during the import. Field headers should **not** be surrounded by quotes in your CSV file.

The only required fields are 'event_title' and 'event_begin', which provide the title of your event and the beginning date without a time, but you can add a large number of additional fields.

The CSV formatted file can use either a semi-colon, comma, or pipe character to separate fields. Strings should be quoted "like this". HTML entities should **not** be encoded, e.g. "<p>This is my funky text.</p>".

Scheduled Imports

You can schedule a recurring import for any URL that shares an iCal or correctly formatted CSV data set. As long as events have a UID field included in the data, any event that already exists in the database will be updated instead of added. Events will be inserted in the database using your pre-defined rules for approval of events – if events require approval to be published, new events will be imported as pending, and will need to be approved in the admin before they appear on the calendar.

List of Available CSV Fields:

event_title

The event title.

event_begin

Starting Date in string format: For example, 2019-01-24 or January 24th, 2019. Date formats must use a valid date format as listed under the heading "Localized Notations" here: <http://php.net/manual/en/datetime.formats.date.php>

event_end

Ending Date in string format

event_time

Starting Time in string format: For example, 10:00 pm or 22:00

event_endtime

Ending Time in string format

content

Description in string format

event_short

Short Description

event_link

External event URL

event_link_expires

Link expiration; boolean: 0 if no, 1 if yes.

event_recur

Recurring frequency period codes: S - single, D - day, E - weekdays, W - weekly, M - month/date, U - month/day, Y – year

event_repeats

Number of repetitions: 4 = event repeats 4 times, for a total of 5 occurrences.

event_every

Recurrence frequency multiplier: 3 == every 3 days if period set to D, 2 == every two weeks if period set to W

event_image

Event Image URL: any URL accessible from the importing site.

event_allday

Event is all-day: boolean, default 0, 1 if event is all day.

event_author

Author ID: WordPress User ID

event_category

Category Name or ID. If name, DB is checked for matching category name; if no, category is inserted. If ID, must match existing category ID.

event_fifth_week

Omit week 5 recurrences: Boolean, default 0, 1 if event should omit 5th week.

event_holiday

Cancel on Holidays: Boolean, default 0, 1 if event should be canceled if overlapping holiday.

event_group

Event is grouped

event_group_id

Event Group ID

event_span

Event spans multiple days

event_hide_end

Hide end date - boolean, default 0, 1 if the end date should not be shown on the front-end.

event_host

Event Host ID: WordPress User ID

events_access

Serialized array of accessibility services for the event

Ticketing/Registration data

event_tickets

Event Tickets Link: URL to purchase tickets.

event_registration

Event Registration Info: Text about registration information.

event_open

Open for registrations: three-way value: 0 - closed, 1 - open, 2 - not applicable (default 2)

Location Data

location_preset

Location ID - Integer location ID from locations database (if provided, overrides all other location data)

event_label

Location Label – String

event_street

Location Street – String

event_street2

Location Street (2) – String

event_city

Location City – String

event_state

Location State – String

event_postcode

Location Postcode – String

event_region

Location Region – String

event_country

Location Country – String

event_url

Location URL – URL

event_phone

Event Phone Number - primary location phone

event_phone2

Alternate Event Phone - secondary location phone number

event_longitude

Location longitude - float value up to 6 precision digits

event_latitude

Location latitude - float value up to 6 precision digits e.g. 0.000000

event_zoom

Map zoom level - integer value from 0 – 22

event_access

location accessibility data - serialized array

Meta Data: (instructions with the event.)

mc_copy_location = 1 or 0.

Copy location into DB - when providing a new location, using this setting set to '1' will also insert that location into the Locations DB.

9. Event Sharing with the REST API

Configure REST API

Your site can be used as an **API client** (it can post to another calendar if that site is an API server), or as an **API server** (it can receive events posted from sites enabled as API clients).

This site is enabled as a API client, and can post events to enabled remote calendars.

- REST API features disabled
- This site is an API server. (REST API enabled)
- This site is an API client. (REST API disabled) [Configure Endpoints](#)

Save Settings

Any site with My Calendar Pro installed can be set up to share events with another site that has My Calendar Pro installed. For security purposes, there are a number of controls in place to restrict how that works.

You can enable the REST API from the My Calendar Pro settings. By default, the REST API is fully disabled, and there's no access to it. You can either enable My Calendar to act as a **server** or as a **client**.

As a Server

If your site is a server, then the REST API is enabled on this web site, and external sites can query the API for this site. You will have an interface for adding clients, or URLs for outside web sites that are allowed to send events to this site.

Add Clients

My Calendar API - Clients

My Calendar API Key Choose an API key to provide to client sites for authentication.

Manage Clients

Home URL	Label	Display on Calendar
<input type="text" value="https://joedolson.com"/>	<input type="text" value="Joe Dolson"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes
<input type="text" value="https://demos.joedolsor"/>	<input type="text" value="Demos"/>	<input type="radio"/> No <input checked="" type="radio"/> Yes
<input type="text"/>	<input type="text"/>	<input type="radio"/> No <input type="radio"/> Yes

API Key: You can set the API key for your site. This is an API key that any other site will need to have entered in their Endpoint settings in order to be allowed to post events on your site.

URL: The `home_url()` value of a site that you are allowing to post events to your site.

Label: How that site will be labeled when it is shown on your site as an event source or when filtering events.

Display on Calendar: Whether the display of events from these clients should default to 'on' or 'off'. If 'off', the events will be hidden by default.

Filter API Events on the Calendar

The widget 'My Calendar: API Filters' allows you to enable and disable the display of all events from a specific source on a calendar displayed on the same page as the widget.

The list of sources presents as an unordered list of buttons, and is also available via the shortcode `[my_calendar_api_sources]`, with no options.

As a Client

If your site is a client, then the REST API is not enabled, but the user interface for adding your events to other site's is enabled. You will have an interface for adding endpoints, or URLs that this site can attempt to send events to.

Add Endpoints

My Calendar API - Endpoints

My Calendar API Key Supplied by My Calendar API Server

Manage Endpoints

Home URL	Label	Post as Author	Key
<input type="text" value="https://demos.joedolsor"/>	<input type="text" value="Demos"/>	<input type="text" value="1"/>	<input type="text" value="this is a beacon"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The API key entered for endpoints must be that provided by the API server. This is the default API key; if you're using multiple endpoints, each endpoint can have a unique API key.

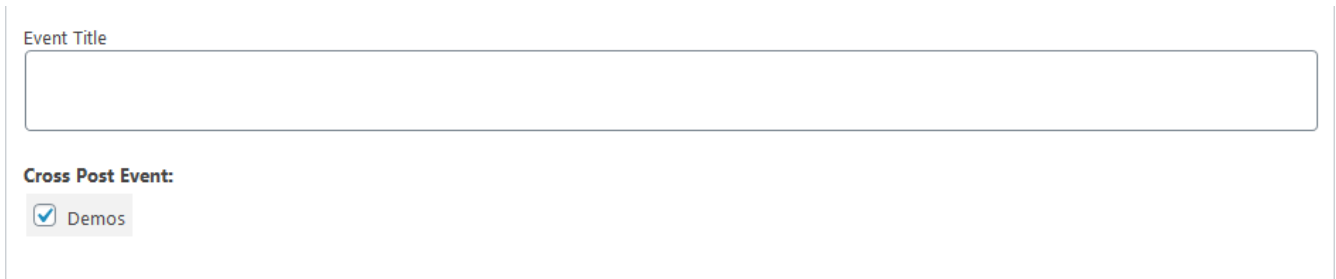
URL: The home URL for the My Calendar server.

Label: The label that will be displayed in the user interface for selecting where to send events.

Author: The author ID that should be sent as the author on the remote site. This will probably not be an author ID that exists in your site, so you will need to be provided with an appropriate author for the target site.

Key: The API key for this site. If left blank, will use the API key set globally.

Cross Post Events



The screenshot shows a form for entering an event title. At the top, the text "Event Title" is positioned above a large, empty rectangular input field. Below this field, the text "Cross Post Event:" is displayed. Underneath, there is a checkbox with a checkmark inside, followed by the word "Demos".

Figure 26: Cross post checkbox under event title.

When a valid site is enabled for cross posting, it will display as a checkbox to select under the event title entry field in the admin.

Cross posting is not available from the public submissions form.