

Basic Overview

[Screenshot 2025-08-12 at 9.33.36 AM.png](#)

Main Calendar

Main calendar would be a table, with columns for date, event, time.

Other columns could be added:

- "Add to calendar" button for visitors to add individual events to their calendar.
- Links to a general page for the sponsoring WG, or a general page for categories like "book clubs," "wellness," etc.

[screenshot-2025-08-29-at-2-42-12-pm.png](#)

Scheduling Tools

Event managers (rental coordinators, programming group) would have access to a series of "Scheduling tools" via a sidebar or scheduling menu.

It's possible that WGs might be able to post draft events that require confirmation from programming.

If draft events were posted by WGs, it might be possible to send emails or ping a chat platform (just probably not Signal).

Technical Stuff

[Screenshot 2025-08-12 at 9.35.27 AM.png](#)

Events can have numerous "fields" attached, e.g. organizer, capacity, whether it's a rental, status (hold, awaiting deposit, confirmed). Displays can be created for private or public use - so the public event listing won't show organizer name/contact, but logged in users will see it.

Custom feeds can also be made, so that event coordinators can have calendar feeds via google, ical, etc. and not have to log into the site. They would have to log-in to **manage** events.

Private fields can be inserted into the event description for organizers. See following .ics has organizer name inserted into event description, to provide organizer with detailed information via a calendar feed.

[Screenshot 2025-08-12 at 9.50.10 AM.png](#)

