



Calendar Widget Tip Sheet

You can create a widget to display a list of events from the university calendar on your unit's website. Follow the instructions below to get the widget embed code from the new calendar system. This code can be used on any site. The second half of these instructions are tailored to Drupal-based websites. If additional help is needed, feel free to submit a support request via the FSU Service Center: [Submit a Support Request](#)

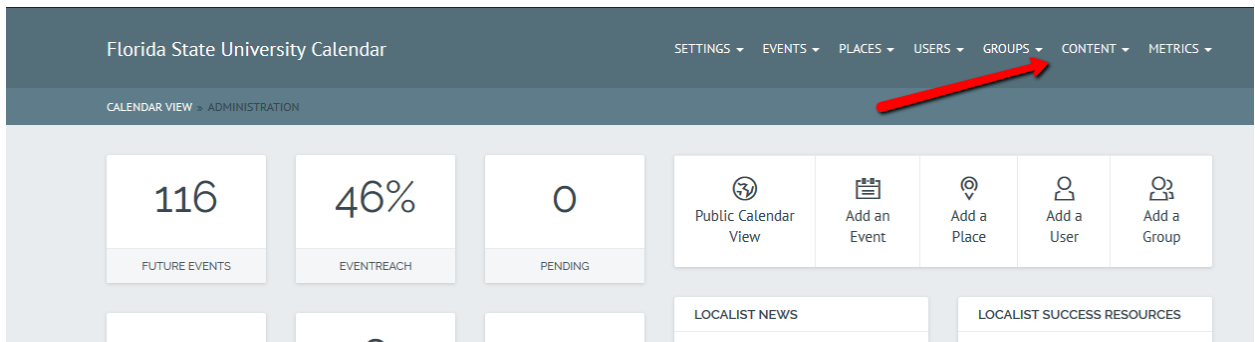
To access the Florida State University events calendar, go to: calendar.fsu.edu

Build Widget

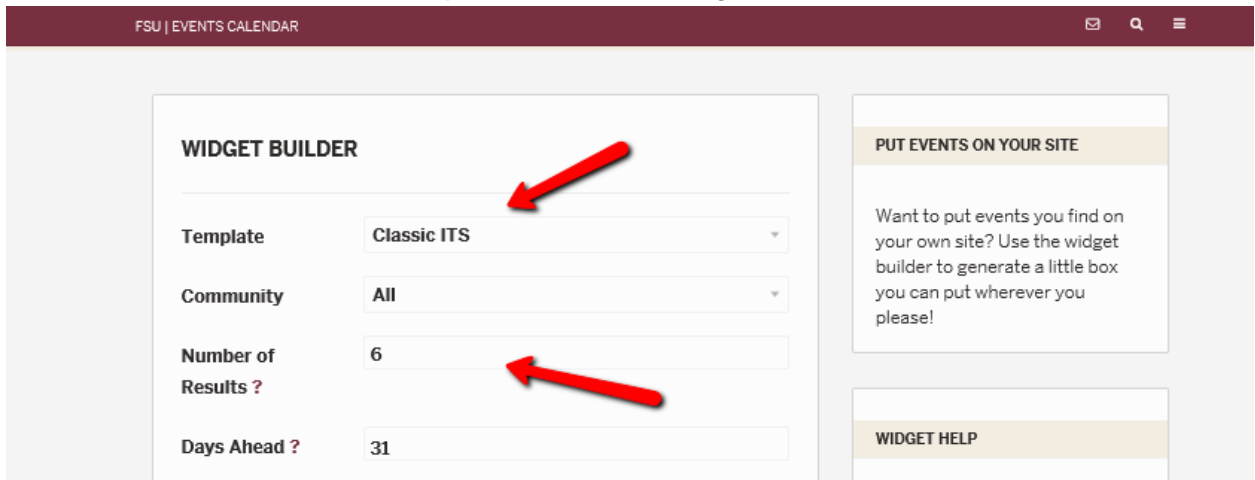
1. Go to <http://calendar.fsu.edu>
2. Click the **LOG IN** link beneath the banner image
3. Click **Log in with FSUID**
4. Enter your FSUID and password and click **LOGIN**
5. Click the **Admin** link beneath the banner image

A screenshot of the Florida State University Events Calendar website. At the top, there is a maroon header with "FLORIDA STATE UNIVERSITY" on the left and the university logo in the center. Below the header, the text "EVENTS CALENDAR" is centered. A large banner image shows a brick building with a courtyard. Below the banner, there is a navigation bar with links: "ME", "MY PLANS", "ADMIN", and "LOG OUT". A red arrow points to the "ADMIN" link. Below the navigation bar is a search bar with the placeholder text "Search places, events" and a magnifying glass icon. At the bottom, there is a section titled "FEATURED EVENTS" and a button labeled "All Events" with a calendar icon.

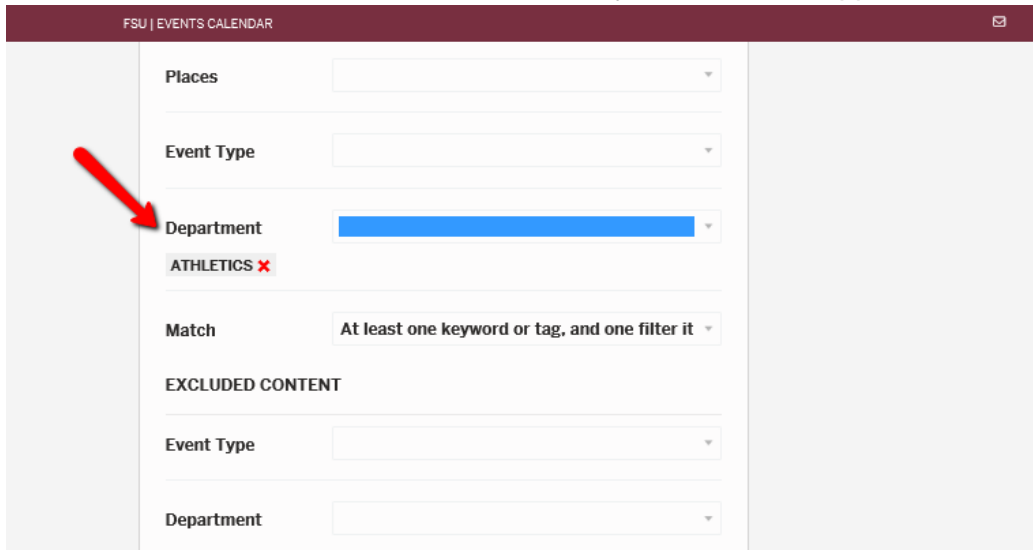
6. In the admin dashboard, click **Content** and select **Widget Builder**



7. Select one of the pre-designed templates: Classic ITS, FSU Card Widget, List Modern.
8. Use the dropdown menus on the webpage to choose the settings you want. In this case we will select **Classic ITS** for the template and set the widget to show **6** events.



9. When you select your department from the dropdown list, be sure your department is NOT selected under "Excluded Content," or none of your events will appear.



10. Click **Generate Embed Code**

DISPLAY OPTIONS

Include Styles

Widget Embed Code `<script type="text/javascript" src="http://fsu-enterprise.localnet.com/wid`

Preview Widget Generate Embed Code

11. Copy the code to clipboard

Embed Widget Code on Website (Drupal)

1. Log in to Drupal at yourdomain.fsu.edu/caslogin
2. To place a widget on one or more pages of your website, go to **Structure** and click **Block layout**

Back to site Manage Shortcuts Block Visibility Groups kelly

Content Structure Appearance Extend Configuration People

Structure

Home » Administration

There is a security update available for your version of Drupal. To ensure the security of your server.

- Block layout
Configure what block content appears in your site's sidebars and other regions.
- Comment types
Manage form and displays settings of comments.
- Contact forms
Create and manage contact forms.
- Content types
Create and manage fields, forms, and display settings for your content.
- Display Suite
Manage layouts for entities and configure fields etc.

3. Select the **Custom block library** tab and click **+Add custom block**

Custom block library ☆

Block layout Custom block library Block Visibility Groups

Blocks Block types

Home » Administration » Structure » Block layout

✘ There is a security update available for your version of Drupal. To ensure the security of your server, you should update immediately! See the [available](#) missing updates.

Blocks in the block library belong to [Custom block types](#), each with its own fields and display settings.

+ Add custom block

Block description

Apply

4. Enter a name in the **Block description** field

Add custom block ☆

Home

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Block description *

Localist Calendar Widget - Classic ITS

A brief description of your block.

7. Return to the block layout page (**Structure>Block layout**)

The screenshot displays the Drupal administration interface. At the top, there is a navigation bar with a 'Back to site' button, a 'Manage' menu, 'Shortcuts', 'Block Visibility Groups', and a user profile for 'kelly'. Below this is a secondary navigation bar with icons and labels for 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', and 'People'. The 'Structure' menu item is highlighted with a red arrow. Below the navigation bars, the page title is 'Structure' with a star icon. A breadcrumb trail shows 'Home » Administration'. A red warning box contains the message: 'There is a security update available for your version of Drupal. To ensure the security of your server.' Below the warning, a list of administrative options is shown, each with a right-pointing arrow icon. The 'Block layout' option is highlighted with a red arrow. The other options are 'Comment types', 'Contact forms', 'Content types', and 'Display Suite', each with a brief description of its function.

Back to site Manage Shortcuts Block Visibility Groups kelly

Content Structure Appearance Extend Configuration People

Structure ☆

Home » Administration

⊗ There is a security update available for your version of Drupal. To ensure the security of your server.

- **Block layout**
Configure what block content appears in your site's sidebars and other regions.
- **Comment types**
Manage form and displays settings of comments.
- **Contact forms**
Create and manage contact forms.
- **Content types**
Create and manage fields, forms, and display settings for your content.
- **Display Suite**
Manage layouts for entities and configure fields etc.

- On the block layout page, decide where you want the block to appear and click **Place block**. Primary is the navigation on the left side of the page. Secondary is the navigation or infoboxes on the right side of the page.

The screenshot shows the Drupal block layout configuration interface. It is organized into several sections, each with a 'Place block' button:

- Help:** Contains a 'Help' block.
- Content:** Contains 'Page title', 'Tabs', 'Main page content', and 'Share message' blocks.
- Primary:** Contains a 'Main navigation sidebar' block. A red arrow points to the 'Place block' button in this section.
- Secondary:** Contains a 'Localist Calendar Widget - Classic ITS' block.
- Footer:** Contains a 'GTranslate' block.
- Disabled:** An empty section.

- Start typing the name of your block and all similarly named blocks will appear.
- Find the widget block you created and select **Place block**.

The screenshot shows the 'Place block' search dialog. At the top, there is a search input field containing the text 'loca'. Below the search field is a table with the following data:

BLOCK	CATEGORY	OPERATIONS
Location	Content	Place block
Office Location	Content	Place block
Localist Calendar Widget - Classic ITS	Custom	Place block
Localist Calendar Widget - Classic ITS 2	Custom	Place block

11. On the configure block screen, uncheck the **Display title** box.
12. Use the **Pages** field to specify where you want the widget to appear. Enter the path for each page—front page, all pages, or in this case, we chose to show it on the About page.

Configure block ☆

Configure block

Home » Administration » Structure » Block layout

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Block description: Localist Calendar Widget - Classic ITS

Title *

Localist Calendar Widget - Classic ITS Machine name: localistcalendarwidgetclassicits

This field supports tokens.

Display title

Visibility

Condition Group	<p>Pages</p> <p>/about</p> <p>Specify pages by using their paths. Enter one path per line. The '*' character is a wildcard.</p> <p><input checked="" type="radio"/> Show for the listed pages</p> <p><input type="radio"/> Hide for the listed pages</p>
Custom block type	
Comment type	
Contact form bundle	
Field Name	
Content type	
Paragraph type	
Redirect type	
Shortcut set bundle	
Vocabulary	
Custom menu link bundle	
Content types	
Not restricted	
Pages	

13. Click **Save Block** button

14. Open your website, and you will see the widget appear on whatever page(s) you specified.

The screenshot shows a website interface with a navigation menu at the top: HOME, ABOUT, TEAMS, FOR STUDENTS, FOR FAMILIES, and FOR FACULTY & STAFF. A red arrow points to the 'FOR FACULTY & STAFF' item. Below the navigation, the 'ABOUT' page is displayed. On the left, there is a sidebar with links: Members, Mission, Vision, & Approach, Policies, and Reports. The main content area has the heading 'About' and a toolbar with buttons: View, Edit draft, Delete, Manage display, and Devel. The main text describes Florida State University's adoption of Healthy Campus 2010/2020. On the right, a calendar widget displays three events:

- Sep 23 Florida State Seminoles Volleyball vs. Miami - 7:00 PM ET
Home
Location: Tallahassee Fla.
- Sep 24 Florida State Seminoles Football vs. USF - 12:00 PM ET
Away
Location: Tampa FL
- Sep 25 Florida State Seminoles Volleyball vs. Louisville - 1:00 PM ET
Home
Location: Tallahassee Fla.

Revised: 3/22/2017