Managing custom calendars

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How to save custom calendars

A custom calendar is a set of saved settings to personalise your dashboard views based on users or activities for the bookings section.

In this guide, you can follow the steps to create a custom calendar, edit it, and set it as your default calendar.
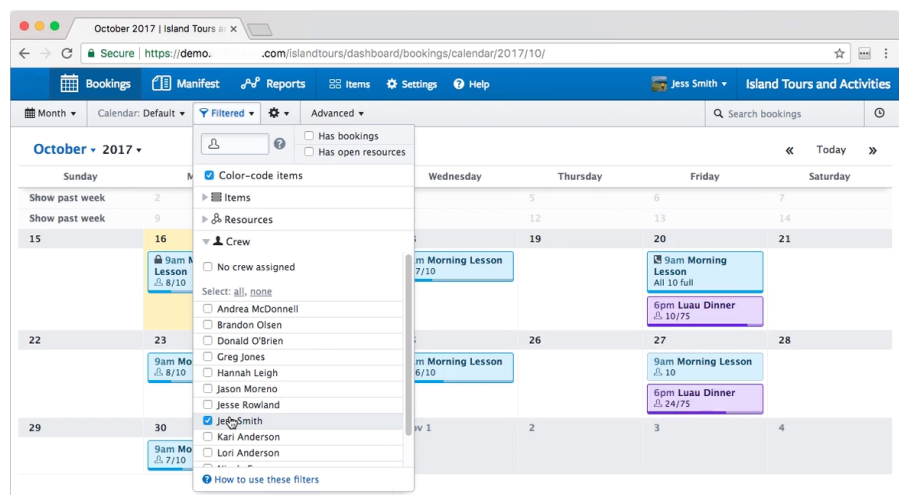
Create your custom calendar

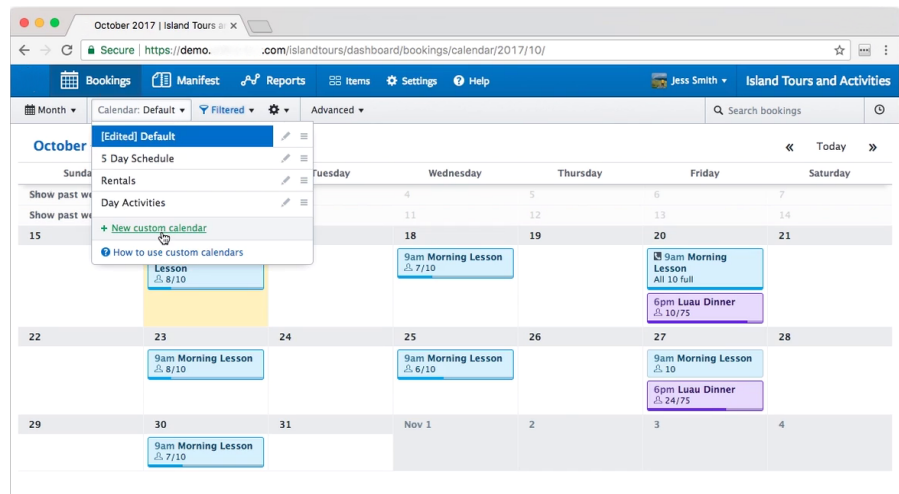**1.** On the **Bookings** section, go to the **Filter** tab.
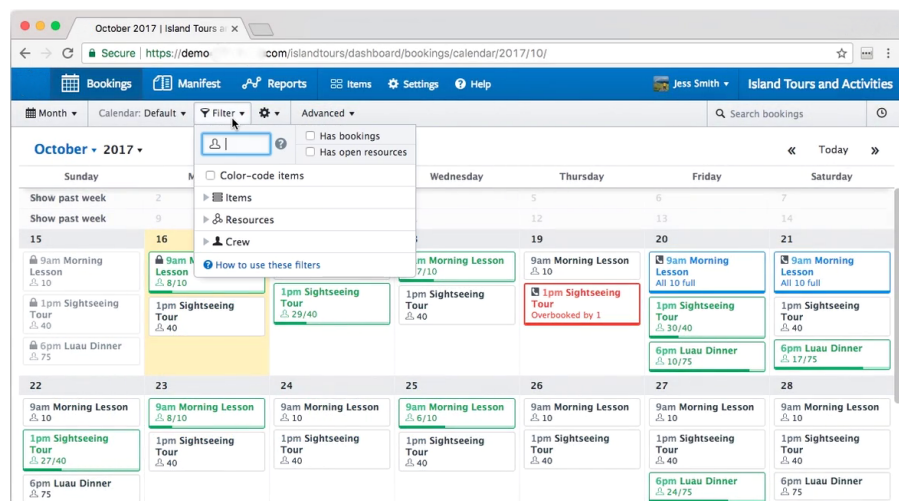
1 Filter tab

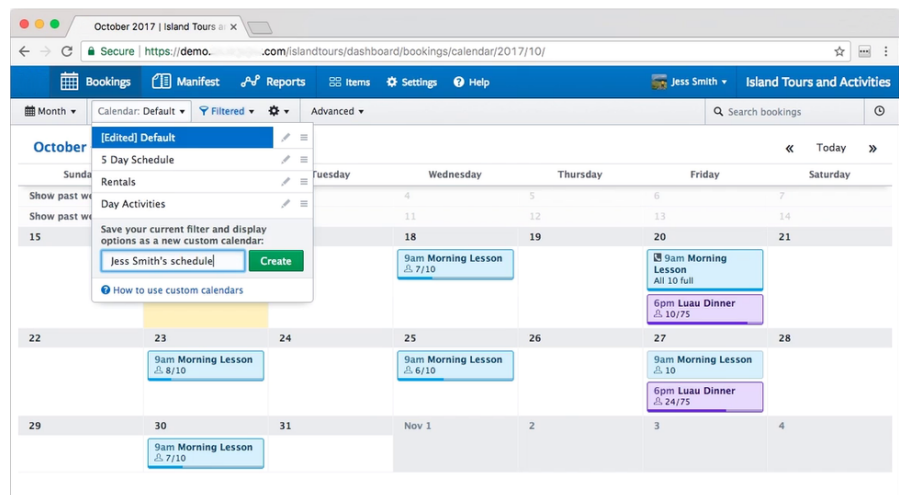**2.** Apply the filters you want to save for your custom calendar.

2 Applying filters

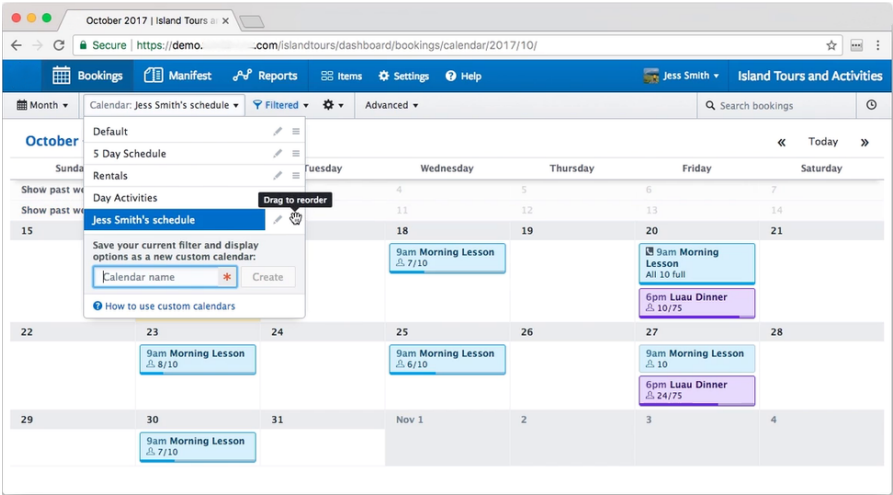**3.** On the Calendar tab, click on **+New custom calendar**.

3 New custom calendar button

4. Add a **name** to your custom calendar. Then click **Create**. The custom calendar with the selected filters will be added to your list.
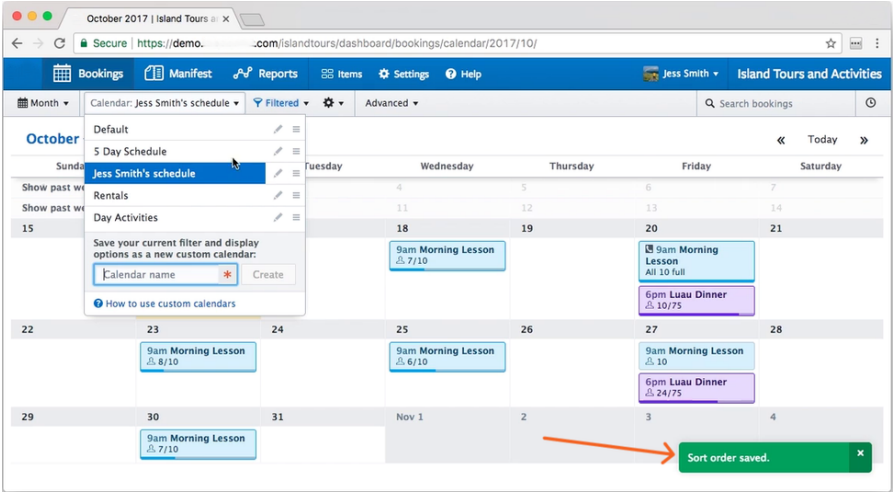

4 Naming new custom calendar

5. You can reorder your calendar by dragging and dropping it ☰ .

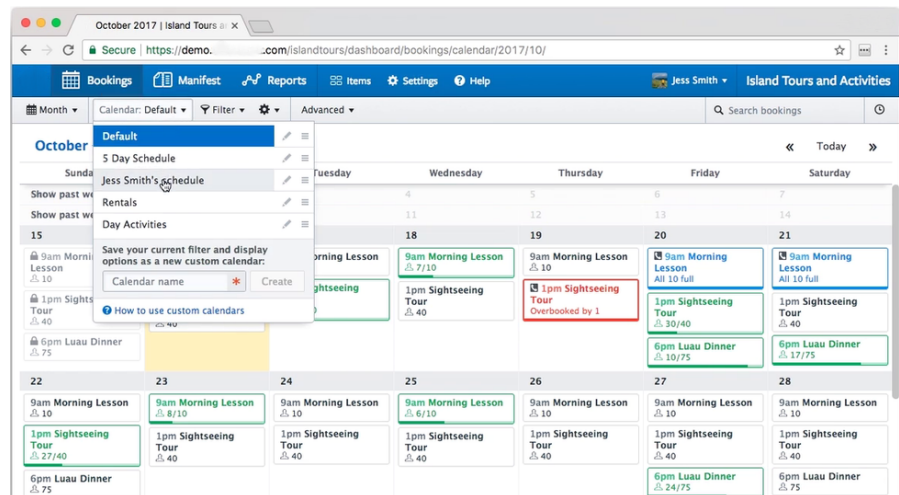5 Dragging to reorder calendar

ⓘ The new sorted order will be saved automatically.
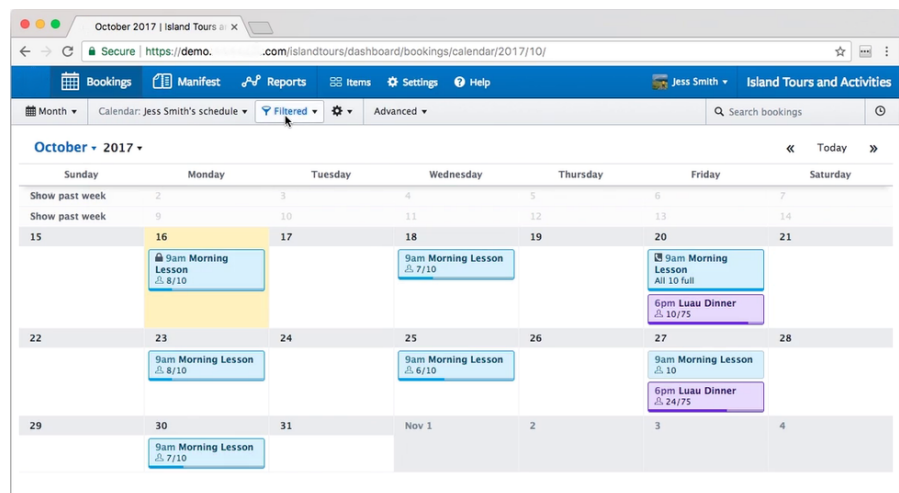

6 Sorted order saved

Edit your custom calendar

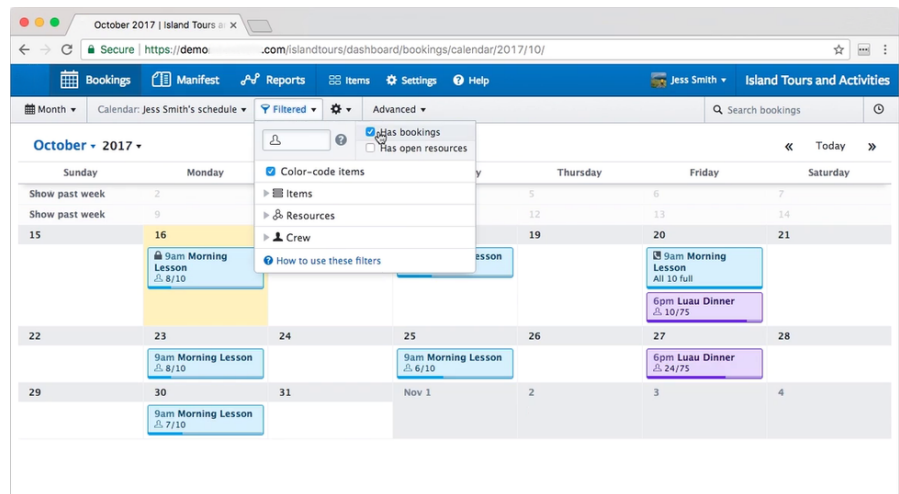**7.** On the **Calendar** tab, select your custom calendar to view it.

7 Clicking on custom calendar

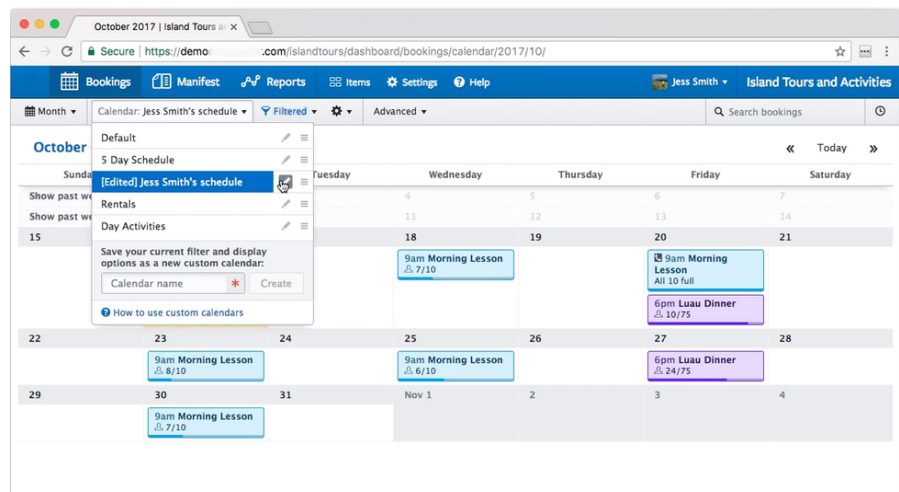**8.** Then, expand the **Filter** tab.

8 Filter tab

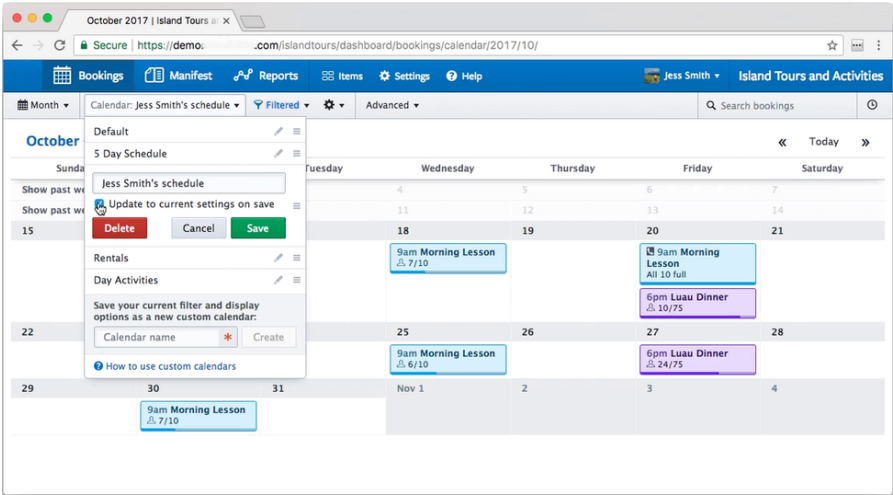**9.** Adjust your filter settings to make your changes.

9 Making filter changes

10. Go back to your custom calendar, and click on the pencil ✏ icon next to it.
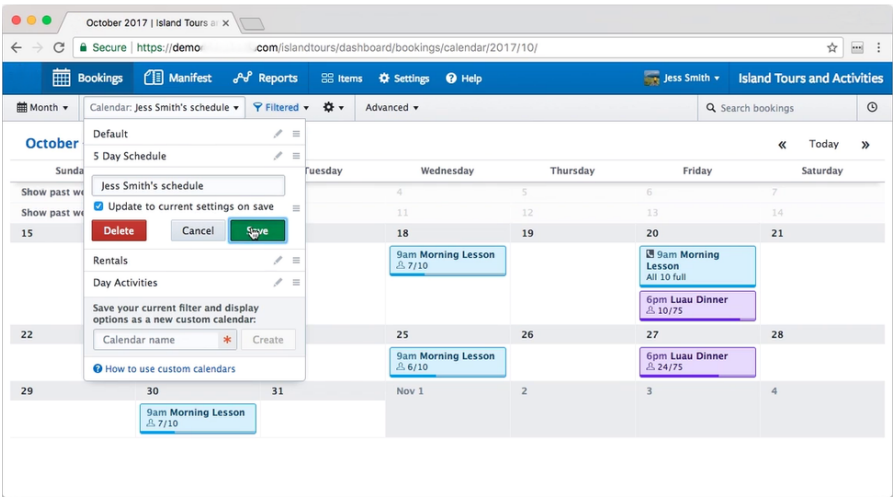

10 Clicking on pencil icon

11. From here, check the box next to "**Update to current settings on save**".
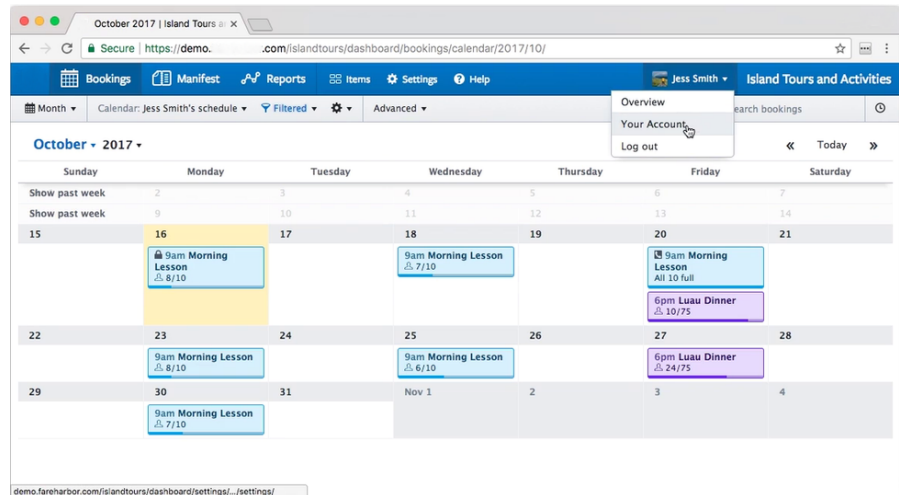

11 Checking box to update changes

12. Save your edit changes.
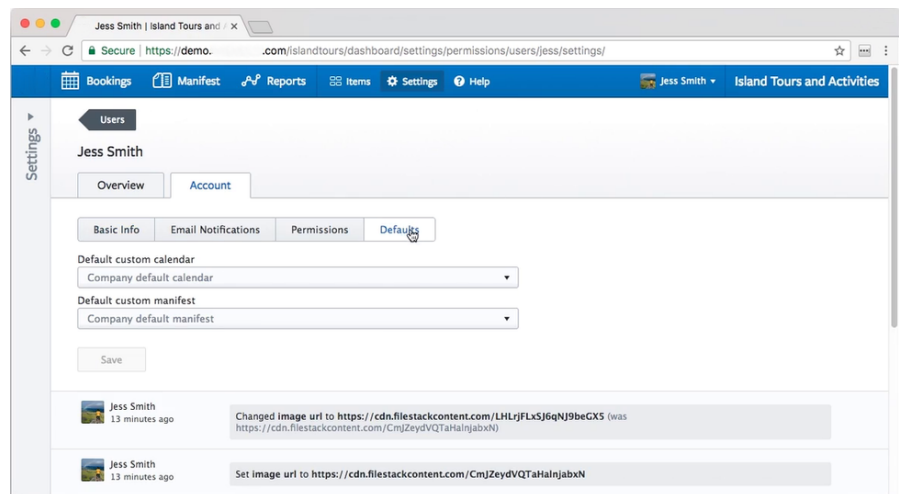

12 Saving edit changes

Set your custom calendar as default

13. On the top right corner of your dashboard, go to **Your Account** section.
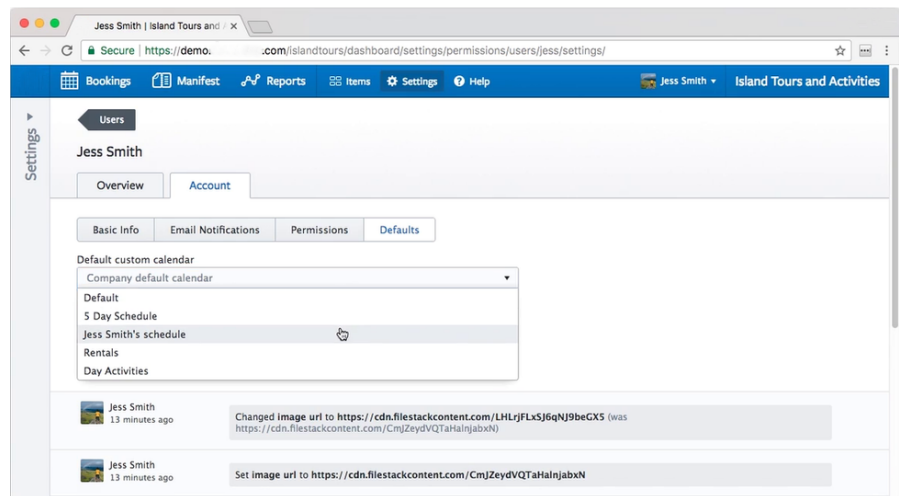

13 Clicking on account settings
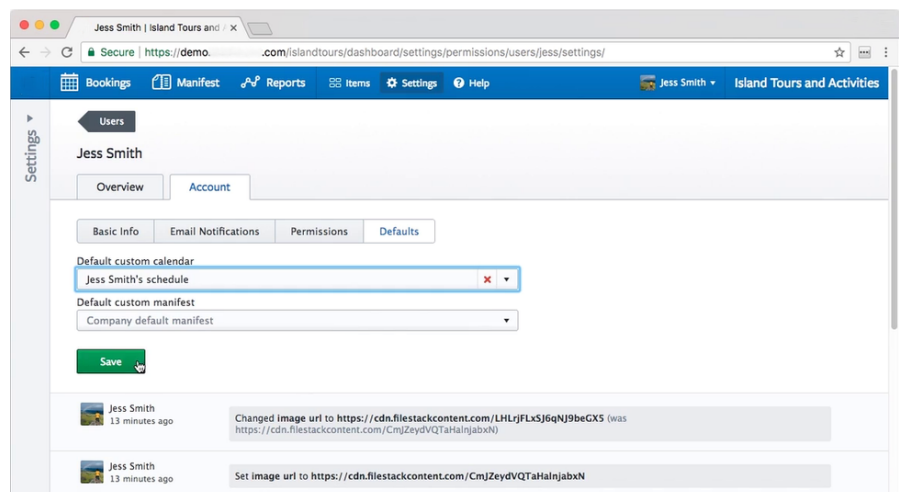
14. From there, go to the **Defaults** tab.

14 Clicking on the defaults tab

15. Under the **Default custom calendar**, select your calendar from the dropdown list.

15 Selecting default calendar

16. Save your selection.

16 Saving selection

ⓘ   If you do not specify a default calendar, the first calendar in the list will be used as the default instead.

✓   Every dashboard user can have their own default custom calendar, which will be shown whenever the user goes to the **Bookings** section.

Contact and Support

Do you need help? Just drop us a line by **reaching us directly** or by **filling out the contact form**.

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