

Events managed by the Events module are stored in the content tree as pages of the **Event (booking system)** page type (code name **CMS.BookingEvent**).

In a typical scenario, events are displayed using the **Event calendar** web part, while registration to the events is ensured by the **Event registration** web part. You can see an example of such a setup on the **Community -> Events** page of the sample **Corporate Site**. Once the **Event calendar** web part is placed on a page, editors can [create events](#).

In this topic, you can learn about:


- [Creating an events page](#)
  - [Placing the Event calendar web part](#)
  - [Placing the Event registration web part](#)

## Creating an events page


1. In the **Pages** application, create a new **Page (menu item)** where you want to place the events page.
2. Fill in the **Page name** and choose whether you want to use a template or create a blank page.
3. Click **Save**. The system creates the page in the path that you chose.

## Placing the Event calendar web part

1. Switch to the **Design** tab of the events page that you created.
2. [Place](#) the **Event calendar** web part on the page. A **Web part properties (Event calendar)** dialog opens.
3. Specify the web part properties. Hover over a property label to see more information about the property.


 By default, the properties of the web part are set to work in conjunction with the **Event (booking system)** page type (code name **CMS.BookingEvent**). To create a new event, users create a new page of the **Event (booking system)** type under the path specified in the web part and use its *EventDate* and *EventEndDate* fields.

4. Click on **OK**. The system places the web part on the page.

 You can use the **Event calendar** web part to display other page types as well. For example, you can configure it to display **News** pages on your site based on the date they were published on. This example is described in [Displaying various page types in a Calendar web part](#).

## Placing the Event registration web part

1. Make sure you are on the **Design** tab of the events page that you created.
2. [Place](#) the **Event registration** web part on the page. A **Web part properties (Event registration)** dialog opens.
3. Specify the web part properties. Hover over a property label to see more information about the property.

 You can make sure the registration web part is displayed only when users select an event in the calendar. To do so, under **Visibility** properties, use the **Select** button next to the **Show for page types** field to specify the page type that your site uses for creating events (**CMS.BookingEvent** by default).

4. **Save & Close**. The system places the web part on the page.

You have set up an events page. Editors can now [create events](#) that the visitors of the website can view and register for.



Event calendar

### Events in Calendar

February 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 No event	27 No event	28 No event	29 No event	30 No event	31 No event	1 No event
2 No event	3 No event	4 No event	5 No event	6 No event	7 No event	8 No event
9 No event	10 No event	11 No event	12 No event	13 No event	14 No event	15 No event
16 No event	17 No event	18 No event	19 No event	20 No event	21 No event	22 No event
23 No event	24 No event	25 No event	26 No event	27 No event	28 No event	1 No event
2 No event	3 No event	4 No event	5 No event	6 No event	7 No event	8 No event

Event registration

To validate the look of the event calendar on the page, use the **Preview** mode.



**Allowing editors to create only Event (booking system) page types under the event page**

Use [Page type scopes](#) to limit the pages that editors can create under the events page to the **Event (booking system)** page type.