

How to Manage Your Co-op Calendar

Overview

CooplyHQ gives your co-op two calendar tools that work together:

- The **Admin Events list** — where you create and manage events
- The **Public Event Calendar** — a month-view grid where members and families browse your schedule

This guide covers both.

Step 1: Open the Events list in your admin panel

1. Sign in to your admin panel.
2. In the left sidebar, click **Events**.

Admin panel showing the Events link in the sidebar — desktop view

The Events page is your central place to manage your co-op's schedule. Every event you publish here appears on the public Event Calendar.

Step 2: Understand what is on your calendar

The Events list organizes all your events by status using three tabs.

Admin Events list with Upcoming tab selected — desktop view

Tab	What it shows
Upcoming	Published events with a future date — visible to members
Past	Events that have already occurred
Drafts	Events saved but not yet published — admin-only

Each event row shows:

- Event name and location
- Date and start/end time
- Capacity (spots taken / total)
- Price (Free or paid amount)
- Status badge (Published or Draft)

Use the **Search events** box to filter by keyword when your list grows long.

Step 3: Add a new event to your calendar

1. On the Events page, click + **Create Event** (top right).
2. Fill in the event details.
3. Click **Publish Event** to make it visible to members.

“ **Note:** Events are added and edited from the admin Events page. The public calendar grid is view-only — it cannot be used to create or edit events.

For full event creation instructions, see [How to Create an Event and Enable Member Registration](#).

Step 4: View the public Event Calendar — what families see

Members and families browse your schedule at:

[yoursite.cooplyhq.com/calendar](#)

To view it yourself, click your co-op's name in the top-left corner of the admin panel to open your public site, then navigate to **Schedule & Events** in the top navigation.

Public Event Calendar — month view, desktop

The public Event Calendar shows:

- A **month grid** with published events placed on their dates
- Navigation arrows (< and >) to move forward and backward by month or week
- A **Today** button to return to the current date
- A **Week** button to switch to a week-by-week layout

Subscribe to the calendar

At the top of the calendar page, families see a **Subscribe to Public Calendar** section.

Option	What it does
Add to Google Calendar	Subscribes to your co-op's live calendar — new events appear automatically
Subscribe (Apple Calendar)	Subscribes in Apple Calendar or any compatible calendar app
Download .ics	Downloads a snapshot of current events in iCal format

Sharing this subscription option with families means they always see your latest events without checking your site manually.

Step 5: Browse upcoming events in list format

Families can also view your events as a searchable list at:

[yoursite.cooplyhq.com/events](#)

Upcoming Events list — desktop view

Each event card shows:

- Event name
- Date, time, and location
- Spots remaining (e.g., "4 / 30 spots")

Members can use the **Search events** box to filter by keyword. To register, they click the event card and follow the steps on the event detail page.

Next Steps

- To create a new event, see [How to Create an Event and Enable Member Registration](#).
 - To review who has registered for an event, see [How to Manage Registrations and Track Attendance](#).
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