

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**.

Mountain View Explorers

DB Daniel Brookbank

Admin

Admin

Dashboard

Today

Membership Signups

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Do Not Sell or Share My Personal Information

Events

Manage co-op events and activities

Upcoming3

Past2

Drafts0

Search events...

EVENT	DATE & TIME	CAPACITY	PRICE	STATUS					
Native Plants & Pollinators Workshop Foothills Nature Center	Jul 17, 2026 9:00 AM - 11:00 AM	0/30	\$45.00	Published	Class	Roster	Attendance	Registr	
Junior Ranger Day at Foothills State Park Foothills State Park	Jul 31, 2026 9:00 AM - 2:00 PM	0/30	\$95.00	Published			Attendance	Registr	
Family STEM Build: Caterpillars View	Aug 14, 2026 9:00 AM - 11:00 AM	0/30	\$15.00	Published	Class	Roster	Attendance	Registr	

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.

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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.

Event Calendar

Upcoming events for Mountain View Explorers

List View

Subscribe to Public Calendar

New events will appear automatically in your calendar app.

Add to Google Calendar

Subscribe (Apple Calendar)

Download .ics

<Today>

July 2026

MonthWeek

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30Backyard Astrono...	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17Native Plants & Po...	18
		21	22	23	24	25

Cookie preferences

Do Not Sell or Share My Personal Information

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

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Upcoming Events

Browse and register for upcoming co-op events

Native Plants & Pollinators Workshop

📅 Jul 17, 2026 · 9:00 AM

📍 Foothills Nature Center

0 / 30 spots

Junior Ranger Day at Foothills State Park

📅 Jul 31, 2026 · 9:00 AM

📍 Foothills State Park

0 / 30 spots

Family STEM Build: Catapults

📅 Aug 14, 2026 · 9:00 AM

📍 Mountain View Library — Maker Room

0 / 30 spots

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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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