



## Customizing Your Personal Calendar

If you have an account you will also have a generic Welcome (Your Name) Home calendar. This calendar is where all of the events that you have created (or from calendars you elect to follow) will be consolidated into your "Home Calendar". Let's take a look below at a Customizing Your Home calendar. This is very easy to do and we will give you the steps for customizing your page with a photo of your choice.

Once you have logged in you will be sent to your Management Console where you can link to calendar creation and event posting as well as customizing your Home Calendar page.

From the console select the Calendars link in the top black bar and then select Home Calendar Settings to change your photo. It should look like the screen below.

### Home Calendar Settings


This screen allows you to control settings on your home calendar page.

Settings Options

Home Calendar Background Image

*Please limit your image to no more than 1500 pixels width and 8 MB or less in size. Only \*.GIF, \*.JPG, and \*.PNG images can be accepted. Landscape images work better than portrait. For best results, crop your photo just above the main subject matter. We load our photos from the top edge down so any dead space in the photo will push the photo down below the overlay.*

**Current Image:**



remove image

No file chosen

Be sure to read the on screen instructions for best results. Horizontal images cropped just above the main subject will work the best. If you are unhappy with your first attempt click the "remove image" box, update the page and try again.

When you are happy with the look of your custom Home calendar page you can set that page as your default page in your browser so every time you launch your browser your Personal calendar will open. Or set up an icon on your phone to launch your Personal calendar with a single click.

At any time you can click the TownPlanner logo to take you back to your Personal Home calendar page. It is also referred to as Home Calendar under your login name.

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