



Jive Interactive Intranet

9.x Administrator Guide

Events

Notices

For details, see the following topics:

- [Notices](#)
- [Third-party acknowledgments](#)

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Table of Contents

Aurea global support.....	5
Chapter 1: Jive Events overview.....	6
System requirements.....	6
Supported browsers.....	7
Chapter 2: Administering Jive Events.....	8
Setting up Jive Events.....	8
Installing Jive Events plugin	9
Event properties.....	9
Setting up event visibility and attendance policy.....	11
Determining event permissions.....	11
Chapter 3: Using Jive Events.....	13
Creating events.....	13
About event visibility and attendance.....	15
Inviting people.....	16
Tracking responses.....	17
Exporting attendee list.....	18
Troubleshooting invitations	18
Viewing events	18
Sharing events.....	21
Editing events.....	22
Canceling events.....	22
Moving events	23
Displaying events in places.....	23
Adding Upcoming Event tile to Activity page.....	23
Adding event widgets to Overview page.....	24
iCalendar integration.....	25

Aurea global support

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- Search the articles on the [Aurea Knowledge Base](#) for solutions to your issues.
- Search the product documentation and other product-related information that are also available on [Support Central](#).

If you still cannot find a solution, open a ticket on [Aurea Support Central](#). Information about the support organization is available on [Support Portal](#) as well.

You can also find the setup files on [Support Portal](#).

For information about purchasing an upgrade or professional services, contact your account executive. If you do not know who your account executive is, or for other queries, contact us through our [website](#).

1

Jive Events overview

Jive Events allows members of a community to schedule, discover, and attend events in a social setting. With an event planner, you can set dates, times, locations, and other information about an event, and invite users to get the word out. You can make an event visible so other people can join or use events privately to manage your own schedule. Community members can let others know whether or not they plan on attending an event, with classic Yes, No and Maybe responses.

Events exist in the community just like any other content type, such as documents or discussions, and can be created in places, including spaces, social groups, projects, or your personal container. Events show up in your activity stream, are searchable, taggable, and visible throughout the community.

Jive Events adds calendaring and event invitations to Jive spaces, groups, and projects, and can integrate with iCalendar functionality.

For details, see the following topics:

- [System requirements](#)
- [Supported browsers](#)

System requirements

Here you can find system requirements for installing and using Jive Events.

Software requirements

Jive 9.0.0 or later

iCalendar integration requirements

If advanced incoming email monitoring is enabled for your community, you can use iCalendar-compatible email client to add events created in your Jive community to your email calendar.

For more information about email monitoring, see [Configuring incoming email](#) in the Jive 9.x Community Manager Help.

Supported browsers

Jive works with most current web browsers. Note that if you need to use Content Editor features, such as cut and paste, script access to the clipboard must be enabled.

- Microsoft Edge* (Chromium-based).
- Apple Safari 8 and 9 (on Macs only).
- Mobile Safari on iPhone and iPad for iOS 8 and 9 and later. (For a browser-independent native iOS phone app, be sure to look for the Jive Daily Hosted app, if your community uses it, in the App Store.)
- Mobile Chrome on Android devices for Android 4.4 and later. (For a browser-independent native Android phone app, be sure to look for the Jive Daily Hosted app, if your community uses it, in Google Play.)
- Mozilla Firefox*.
- Google Chrome*.

* Google Chrome, Mozilla Firefox, and Microsoft Edge browsers are released frequently. Jive Software makes every effort to test and support the latest version.

Note: The recommended minimum screen resolution for desktop devices is 1024 x 768. Results may vary if you use zoom to adjust your view to levels other than 100%.

Important notes and restrictions

- Beta versions of web browsers are not supported, but they are quickly added to the supported list after they're formally released.
- Apps are not supported on mobile devices. These features may not work correctly on mobile devices.

2

Administering Jive Events

With Jive Events enabled, events become a standard content type you can enable and disable for any place, such as space, group, or project.

As a community administrator, you can determine how users see and interact with events in Jive.

For details, see the following topics:

- [Setting up Jive Events](#)
- [Installing Jive Events plugin](#)
- [Event properties](#)
- [Setting up event visibility and attendance policy](#)
- [Determining event permissions](#)

Setting up Jive Events

The first step in setting up Events is installing the Events plugin if it is not already installed.

To set up Jive Events:

1. Verify whether the Events plugin is installed. In the Admin Console, go to **System > Plugins > Installed Plugins** and check if the Events Plugin is present in the list.

If you don't see the plugin, contact [Support](#) to obtain a license. [Support](#) can also help you find the appropriate plugin to download.

2. Install the plugin JAR file, as described in [Installing Jive Events plugin](#) on page 9.
3. If you want users to be able to add events to MS Outlook or another iCalendar-compatible program, make sure that you have advanced incoming email monitoring configured in your community.

For more information about email monitoring, see [Configuring incoming email](#) in the Jive 9.x Community Manager Help.

Note that users must have email notifications enabled to receive emails which then integrate with the calendar app. For more information, see [Choosing between email and stream notifications](#) in the Jive 9.x User Help.

Installing Jive Events plugin

You can install the Jive Events plugin from the Plugins page of the Admin Console.

Fastpath: Admin Console: System > Plugins > Add Plugin

The Events plugin JAR file can be downloaded from the [Jive Events Extension](#) page on Worx. You must also have a valid license to install the plugin.

Note that if you later uninstall the plugin, calendar data will still be stored in the application, but won't be visible to users.

Caution: After you add the Events JAR, you need to restart your Jive instance to make the plugin available.

To install the Jive Events plugin from the JAR file:

1. In the Admin Console, go to **System > Plugins > Add Plugin**.
2. Under **Install a new Plugin**, click **Browse** to select and open the plugin JAR file you downloaded.
3. Click **Upload** to add the plugin to your community.
4. Restart the application as root: `/etc/init.d/jive-application restart`.

Events content type becomes available in the community.

Event properties

Through the Events properties in the Admin Console, you can enable and disable the Event content type in your community and determine how community users can use it.

Fastpath: Admin Console: System > Events

<code>attachments.maxAttachmentsPerEvent</code>	Specifies the maximum number of attachments that are allowed for a single event.
<code>jive.event.default.enabled.community</code>	Specifies whether the event type is enabled by default for communities.
<code>jive.event.default.enabled.project</code>	Specifies whether the event type is enabled by default for projects. Users can disable events for their projects.
<code>jive.event.default.enabled.socialGroup</code>	Specifies whether the event type is enabled by default for groups. Users can disable events for their groups.
<code>jive.event.description.required</code>	Makes the event description field required.

<code>jive.event.eventAccess.closed.enabled</code>	Specifies whether the Closed event access level is available. For more information, see Setting up event visibility and attendance policy on page 11.
<code>jive.event.eventAccess.covert.enabled</code>	Specifies whether the Private event access level is available. For more information, see Setting up event visibility and attendance policy on page 11.
<code>jive.event.eventAccess.open.enabled</code>	Specifies whether the Open event access level is available. For more information, see Setting up event visibility and attendance policy on page 11.
<code>jive.event.eventType.required</code>	Makes the event type field required.
<code>jive.event.eventTypes</code>	<p>Specifies the available event types and the order in which they are available for selection. The default event types are Conference, Demo, Meeting, Party, Trade Show, and Webinar. You can edit or delete the defaults.</p> <p>For example, the following line adds the default event types:</p> <pre>1=Conference 2=Demo 3=Meeting 4=Party 5=Trade Show 6=Webinar</pre>
<code>jive.event.ics.outlookCompatibility.enabled</code>	Enables MS Outlook compatible ICS format. Changing this property requires a restart.
<code>jive.event.location.required</code>	Makes the event location field required.
<code>jive.event.upcoming.maxResults</code>	Specifies the maximum number of results that can be returned in an Upcoming Events widget. The default is 100.
<hr/> Tip: Limiting the number of results can improve performance. <hr/>	
<code>plugin.events.ics.hostname</code>	Specifies the hostname contained within the generated ICS file. The default is <code>localhost</code> .
<code>plugin.events.ics.id</code>	Specifies the identifier for event ICS files. The default is <code>-//Jive Software//Jive Events//EN</code> .

Setting up event visibility and attendance policy

You can determine the event visibility and attendance policy for events created in your community through event access types and space permissions.

Fastpath: Admin Console: System > Events

Your community members choose an event access type — **Open**, **Closed**, or **Private** — for their event when they are creating it. For more information on how user perspective, see [About event visibility and attendance](#) on page 15.

Event Visibility & Attendance Policy

- ☒ **Open** All registered users can view and attend the event.
- ☐ **Closed** All registered users can view. Invited users can view expanded event details.
- ☐ **Private** Only users who have been invited to the event may view or attend the event.

Event access types provide another layer of permissions over the place permissions. You can disable event access types to limit the choices that your community members have in regards to visibility and attendance.

- To disable event access types, change the corresponding `jive.event.eventAccess` property to `false`.

For example, if you want to require all events to be open, you can set `jive.event.eventAccess.closed.enabled` and `jive.event.eventAccess.covert.enabled` to `false`. Note that open events can be created in a private or private unlisted group if you don't want everyone to be able to read about or attend them.

For more information about the corresponding system properties, see [Event properties](#) on page 9.

Determining event permissions

You can decide which community members and groups have permission to perform which actions for events.

Permissions for events are based on space permissions, similar to any other content type. If you want a specific community member or group to have certain permissions in a space, such as the ability to create or moderate events, assign a space permission level.

For more information, see [Managing space permissions](#) in the Jive 9.x Community Manager Help.

Space permissions

You can further manage event permissions with space permissions. You can create space permissions for events, just as you can with other content types. The space permissions can be applied to specific users and user groups.

Permissions for the Events content type can be specified as one of three different presets, or an advanced, custom set of entitlements.

Permission level	Read	Create	Insert image	Rate	Comment / reply
Create					
Contribute					
View					

For more information, see [Setting up user group permissions for spaces](#) and [Creating user overrides for spaces](#) in the Jive 9.x Community Manager Help.

3

Using Jive Events

Events allow you to schedule, discover, and RSVP to events from your Jive community. Like other content types, they are searchable, taggable, and visible in streams.

For details, see the following topics:

- [Creating events](#)
- [About event visibility and attendance](#)
- [Inviting people](#)
- [Viewing events](#)
- [Sharing events](#)
- [Editing events](#)
- [Canceling events](#)
- [Moving events](#)
- [Displaying events in places](#)
- [iCalendar integration](#)

Creating events

An event is a great way to invite people to community activities and track RSVPs, or use events privately to manage your schedule. Events can be created in places, similar to other content types.

To create an event:

1. Click  and select **Event**.

2. Under **Event title**, give your event a title.

It helps to add a descriptive title, so when people see the event in a stream, they know right away whether it matters to them.

3. Add a description to provide more information about the event.

The description is displayed below the title. You can attach images or video that guest can download.

4. Under **Event Date and Time**, specify the start and end date and time of the event.
- An event can be created for any date and time (including in the past) or duration, as long as the start time is before the end time.
 - When viewed by a user, the time zone auto-adjusts for their specified timezone, so they know exactly when the event will take place. The user time zone is determined by user preferences.

5. Under **Location**, specify where the event will take place. Click **Show location details** if you want to provide exact location information and define the event language.

6. In **Event Visibility & Attendance Policy**, select the visibility of the event.

You can open the event to the entire community or only to those who are invited.

- ☒ **Open** All registered users can view and attend the event.
- ☐ **Closed** All registered users can view. Invited users can view expanded event details.
- ☐ **Private** Only users who have been invited to the event may view or attend the event.

For more information, see [About event visibility and attendance](#) on page 15.

7. In **Set Attendee Limit**, you can specify how many people can attend your event. This may be helpful when you only have a certain amount of seats or space. Once that many **Yes** RSVPs have been received, the event will display a message saying the event is at capacity, and no one else will be able to respond.

8. Under **Event Type**, select the type of the event.

In the events list and in calendars, events are color-coded based on the event type.

9. Under **Event Type**, click **Show contact details** and add contacting info, including the contacting email and phone number, and website for the event.

10. In **Publish Location**, select where you want to publish this event.

You can publish to a Jive place if you are going to expose it only to those following that place or publish it to the entire community for everyone to see. When it's hidden, only you can see it.

When you publish an event in a place, it's displayed on the calendar for that place, in the Events tab. Place permissions affect who will be able to view your event. For more information, see [About event visibility and attendance](#) on page 15.


11. In **Tags**, add tags to make the event easier to find.

12. In **Categories**, assign one or more categories to the event.

This option is available if categories are defined in the selected publishing location.

13 To assign other community members as authors, letting them edit and administer the event:

a) Under **Advanced Options**, select **Add authors**.

b) Select **Specific People** and enter the community members or select them by using .

You can add one or more users.

14 Click **Create event** to create the event.

The event is created. The next step should be inviting people, especially if you created a closed or private event. For more information, see [Inviting people](#) on page 16.

About event visibility and attendance

Who can see your event and who is invited depends first on place permissions and then on event access type.

Place permissions

Place permissions apply to events, so where you create your event determines who sees it. All place members can see events that are created there, and events show up in activity streams. For more information about permissions, see [Content visibility](#) in the Jive 9.x Community Manager Help.

Event access types

To further manage access to your event, choose an event access type — Open, Closed, or Private — when creating your event. Note that some of these types may be disabled in your community.

Event Visibility & Attendance Policy

- ☒ **Open** All registered users can view and attend the event.
- ☐ **Closed** All registered users can view. Invited users can view expanded event details.
- ☐ **Private** Only users who have been invited to the event may view or attend the event.

Event access types provide another layer of permissions over the place permissions.

Event access type	Visibility	Attendance policy
Open events	Open events can be seen by anyone with access to the place where these events are posted and anyone following the place in a stream.	Everyone is invited, and an RSVP link is visible to everyone until the event is at capacity.
Closed events	Closed events can be seen by anyone with access to the place where these events are posted and anyone following the place in a stream.	Only the people you invite can see an RSVP link. For more information, see Inviting people on page 16.
Private events	Private events can only be seen by people who have been invited.	Only the people you invite can see an RSVP link. For more information, see Inviting people on page 16.

Tip: If you create an open event in a private or secret group, everyone in the group is invited, but only the group members can see the event.

Inviting people

You can invite other community members to your event to apprise people about the event and to track RSVPs.

Attention: You can invite people only if you created the event, if you have rights in the Jive place where the event was created, or if you were added as event author.


To invite other people to an event:

1. Open the event.

You can do it either from an Inbox event notification, an email, or a stream.

Restriction: If you cannot view an event, you don't have rights to it and, therefore, cannot invite other people to it.

2. Click **Invite others**.


3. Enter the names of the community members you want to invite or select them by using .


If required, you can also change the message that accompanies the invitation.

Invite others to this event

×

Invite (Required)

 Daisy



Message (Required)

Hi,
You are invited to the event 'Best Party Ever' in West Egg.
-- Jay Gatsby

Submit

Cancel

4. Click **Submit**.

The community members you have chosen are invited through an Inbox event notification and will be able to RSVP.

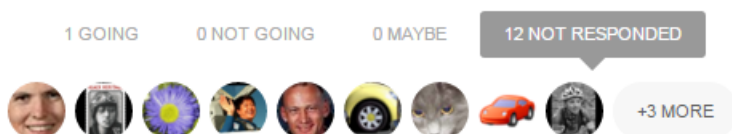
You can track the responses in the event itself, as described in [Tracking responses](#) on page 17. Besides, you can export the attendee list, as described, in [Exporting attendee list](#) on page 18.

Tracking responses

You can track RSVP responses in the event itself.

To view RSVP responses and the avatars of your connections who were invited:

- Review **Attending**, **Not Attending**, **Tentative** and **Awaiting Response** in the published event.



Note the event behavior if you set the attendees limit. Once the amount of positive RSVPs is received, the event will display a message saying the event is at capacity, and no one else will be able to respond.

Exporting attendee list

You can export the list of attendees from the event itself.

Attention: You can export the attendee list only if you created the event, if you have rights in the Jive place where the event was created, or if the event creator added you as an author.

To export attendees and attendee information:

1. Open the event for which you want to get the list.
2. Select **Export attendees** to open the **Export Attendees** dialog box.
3. Select the fields you want to export and clear the check boxes for the fields you don't want to export.

By default, all available fields are selected. Click **Select none** to clear the selection quickly.

4. Click **Export attendees**.

The information you selected is saved to your computer as a CSV file.

Troubleshooting invitations

Under some circumstances, a user who would normally be able to RSVP to an event, will not be permitted to do so. Here you can find the main reasons.

The event has ended

Once the end time has passed, RSVPing to the event will not be permitted. Check the end date of the event to make sure that the event has not ended.

The event is at capacity

If an attendance cap has been specified, once the number of Yes replies has reached that number, RSVPing to the event will not be permitted. In this case, the following message is displayed: `Event is at capacity`.

The event is closed

While a user may be able to see the event, the attendance policy may dictate that an invitation is required in order to RSVP. In this case, RSVP will be disabled. In this case, the following message is displayed: `Event is closed`.

Viewing events

*You can view a place's events on the **Calendar** tab in the place menu.*

Event page

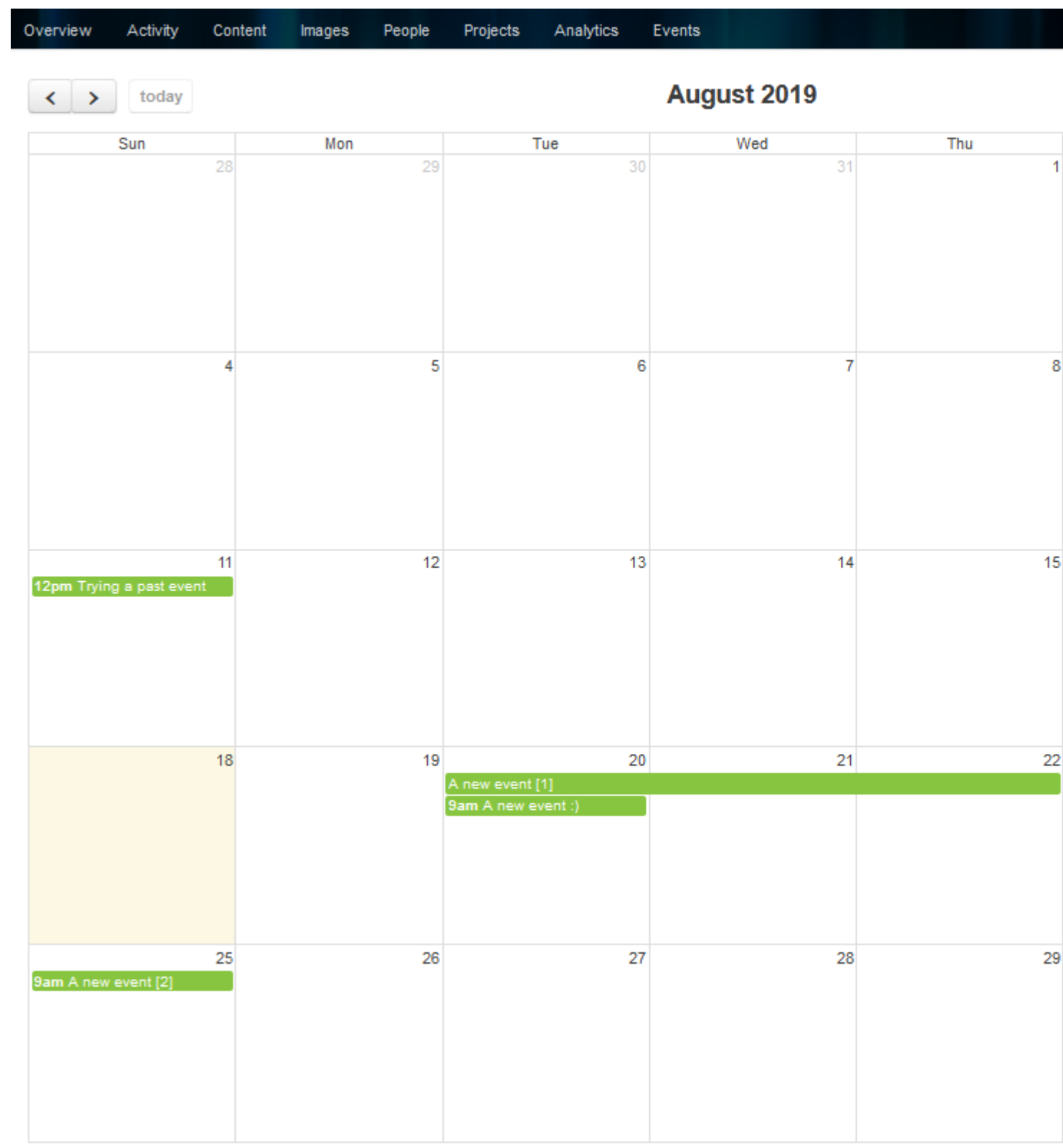
When you open an event, you can see the details provided by the event's author when the event was created or last edited. This includes the date and time (in your time zone), the event description, location, contact information, and type.

You can confirm if you will or won't be attending and check how other users responded on the invitation. For more information about inviting other users, see [Inviting people](#) on page 16.

You can also add the event to your Calendar client if it supports iCalendar. For more information, see [iCalendar integration](#) on page 25.

Place Calendar tab

The calendar displays each event for the date on which it occurs. Events that are scheduled for multiple days span those days on the calendar. And events that are scheduled for part of the day are displayed in time slots below the all-day events.



The calendar itself offers three views: **Month**, **Week**, and **Day**, with the **Week** and **Day** views displaying the events in an agenda-style timeline.

To the full calendar:

- In a place, select the **Calendar** tab.

You can drag events in the calendar to reschedule them. Events can be moved or resized. Note that only the event creator, assigned event authors, and administrators can edit events.

- When you move an event from within the Month view, you can make the event an all-day event. You can also elect to keep the start and end times the same and change only the day on which the event occurs. Note that these options are presented if the event being moved is not an all-day or longer event.
- Resizing an event in the Month view causes the event to be converted to an all-day event. For events that are not already all-day events, you will be prompted before the transformation is completed.

Updates on News and Activity pages

You can get a quick overview of the upcoming events in the place Activity page or on the News page (if the pages were configured to pull the updates). You should look for the Upcoming Events tiles. For more information, see [Displaying events in places](#) on page 23.

Sharing events

You can share a published event with other community members. This does not invite them, only notifies them of the event.

Note that you can share events with other places, such as groups, spaces, or projects, as well. Place permissions apply to all sharings. For more information about permissions, see [Content visibility](#) in the Jive 9.x Community Manager Help.

To share an event:

1. Open the event you want to share.

You can do it either from an Inbox event notification, an email, or a stream.

2. Click **Share** to open the **Share** dialog box.

3. Enter the names of the community members, or select them from .

4. If required, change the conveyance message.

5. Click **Share**.

The link to the event is shared as follows:

- Users receive invitation messages in their Inbox. They can use it to access the event.
- In places, a link to this event is added to the place. Only people with access to the content in its original place will be able to view it.

Editing events

You can edit event details if you have sufficient permissions.

Only the event creator, assigned event authors, and administrators can edit events.

To edit an event:

1. Open the event you want to edit.

You can do it either from an Inbox event notification, an email, or a stream.

Restriction: If you cannot view an event, you don't have rights to it and, therefore, cannot edit it.

2. Click **Edit** to open the event for editing.

3. Make the necessary changes.

For more information about particular settings, see [Creating events](#) on page 13.

4. Click **Update event** to save the event.

The attendees receive a notification about the change in Inbox and on email.

Canceling events

At some times, you may need to cancel events. You can do that if you have sufficient permissions.

Only the event creator, assigned event authors, and administrators can cancel events.

To cancel an event:

1. Open the event you want to cancel.

You can do it either from an Inbox event notification, an email, or a stream.

Restriction: If you cannot view an event, you don't have rights to it and, therefore, cannot cancel it.

2. Click **Actions > Delete event**, and then confirm the deletion.

The event is deleted from the community. The sent Inbox invitations to the event are deleted as well; an update about the canceled event is sent on email.

Moving events

You can move an event from place to another if you have sufficient permissions in both places.

Only the event creator, assigned event authors, and administrators can move events. They also must have sufficient permissions for creating content in the destination place.

To move an event:

1. Open the event you want to move.

You can do it either from an Inbox event notification, an email, or a stream.

Restriction: If you cannot view an event, you don't have rights to it and, therefore, cannot edit it.

2. Click **Move**.
3. In the **Choose Location** dialog box, select the place to which the event must be moved.
4. In the **Confirm Move** step, do the following:
 - a) Review the move setting.
 - b) If you want the move to be visible in the activity streams, select the **Show location change in streams** check box.
 - c) Click **Yes - move it here** to confirm the move.

The event is moved to another place. The attendees receive a notification about the change in Inbox and on email.

Displaying events in places

If you are the owner or administrator of a place in your community, you can display upcoming events in a widget or tile.

Adding Upcoming Event tile to Activity page

You can include the **Upcoming Events** tile on your place Activity page to notify place visitors of events.

Note that you can add an **Upcoming Events** tile to the Activity or any custom page of your place. For the detailed procedure of adding tiles, see [Adding tiles to Activity page](#) and [Designing activity and custom pages for places](#) in the Jive 9.x Community Manager Help.

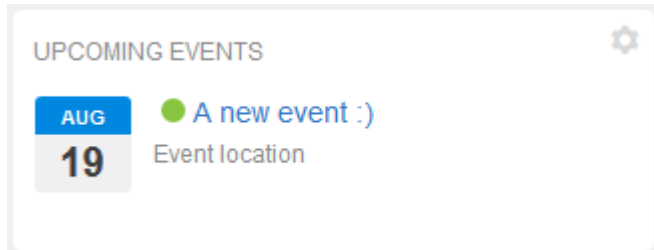
To add an **Upcoming Event** tile from a place Activity page:

1. In your place, click the **Manage > Settings** to open the Activity page for editing.
2. Click **Add a tile**.
3. In the dialog box, select the **Collaboration** category on the left, and select the **Upcoming Events** tile on the right.

The tile opens for editing.

4. In **Title**, specify the title for the tile.
5. In **Number of items to display**, specify the number of events to be displayed in the tile.
6. Click **Save** to save the tile settings and close the dialog box.
7. Click **Save** to save your Activity page.

Once the Activity page opens, the tile is automatically populated with events scheduled in your place.



Adding event widgets to Overview page

If widgets are enabled in your community, you can include events widgets in your place Overview page to notify place visitors of events.

Note: We do not recommend that you use widgets and widgetized Overview pages in your community. For more information, see [Understanding pages in places](#) in the Jive 9.x Community Manager Help.

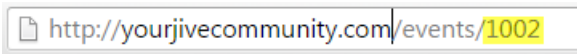
The Overview page supports the following events widgets:

Event Calendar	Displays all events created in the place are automatically pulled into it.
Event View Widget	Displays a specific event.
Tagged Event Widget	Displays events that are tagged with the specific tag.
Upcoming Events	Displays all upcoming events created in the place.

For more information about adding widgets, see [Designing Overview pages for places](#) in the Jive 9.x Community Manager Help.

To add an event widget from the Overview page:

1. In your place, open the Overview page.
2. Select the **Manage > Overview page**.
3. In the **Widgets** section, select **Content**, then select the widget you want to add.
4. **Drag to Add** your selection into your page layout.
5. Configure the widget as follows:
 - a) Click the drop-down arrow in the upper right corner of the widget and then click **Edit this widget**.
 - b) Specify the widget properties:

Event Calendar	Specify a custom title, if the widget should show sub-space events, and a place from which to pull events.
Event View	<p>Specify the Event ID, a custom title, and if the widget border should be hidden options.</p> <p>To find an event's ID, look at its URL:</p> 
Tagged Event	Specify one or more tags to pull the tagged events, a custom title, a place from which to pull events, and if the widget border should be hidden options.
Upcoming Events	Specify a custom title, the number of results to be displayed, if the widget should show sub-space events, and a place from which to pull events.

- c) Click **Save Properties** to save the widget.

6. Click **Publish Layout** to save changes on the Overview page.

iCalendar integration

If you use an iCalendar-compatible program, such as iCal or MS Outlook, you can add Jive events to your calendar.

You can add Jive events to your calendar by clicking **Add to calendar** in an email notification or within a published event.

Clicking **Download event for my calendar** downloads an iCalendar file with the name of `<event name>.ics`. Import this file into your Calendar app to add the event to your calendar.

Note: The formatting of the description information in your event may be different than the formatting of the same information once it is added to your calendar.

Restriction: If you don't see an **Download event for my calendar** link, your administrator may not have enabled this in your community.
