How to Make a Calendar Show in the News Feed Calendar List

What Is This?

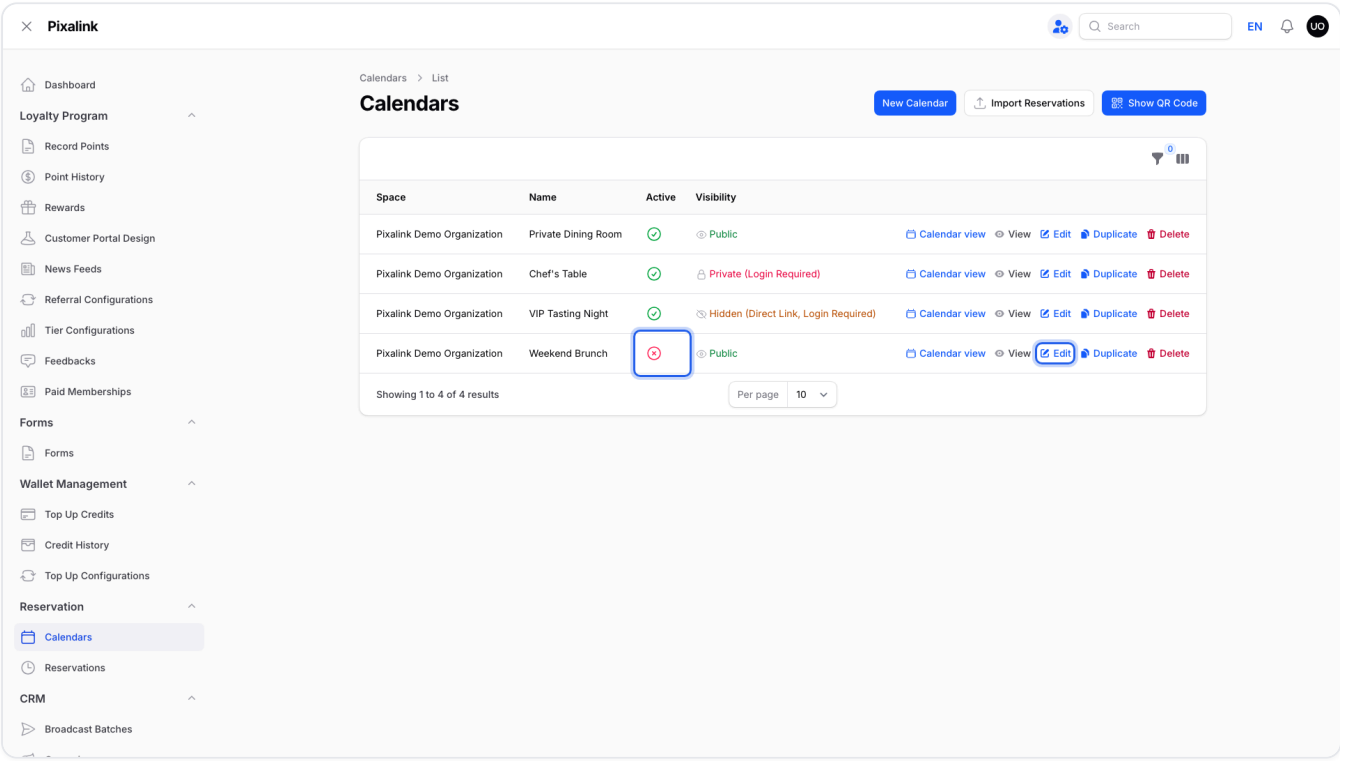
A News Feed card can open one of your booking calendars, so customers book straight from your portal home page. The News Feed **Calendar** list only shows calendars that are switched on.

Real-Life Example

Wei Lin runs a restaurant with a weekly brunch. She copied her dinner calendar with **Duplicate** and named it "Weekend Brunch". When she made a News Feed card, the calendar wasn't in the list. A copied calendar starts with **Active** switched off. She turned it on and saved. Now "Weekend Brunch" is in the list, and customers book brunch from her portal.

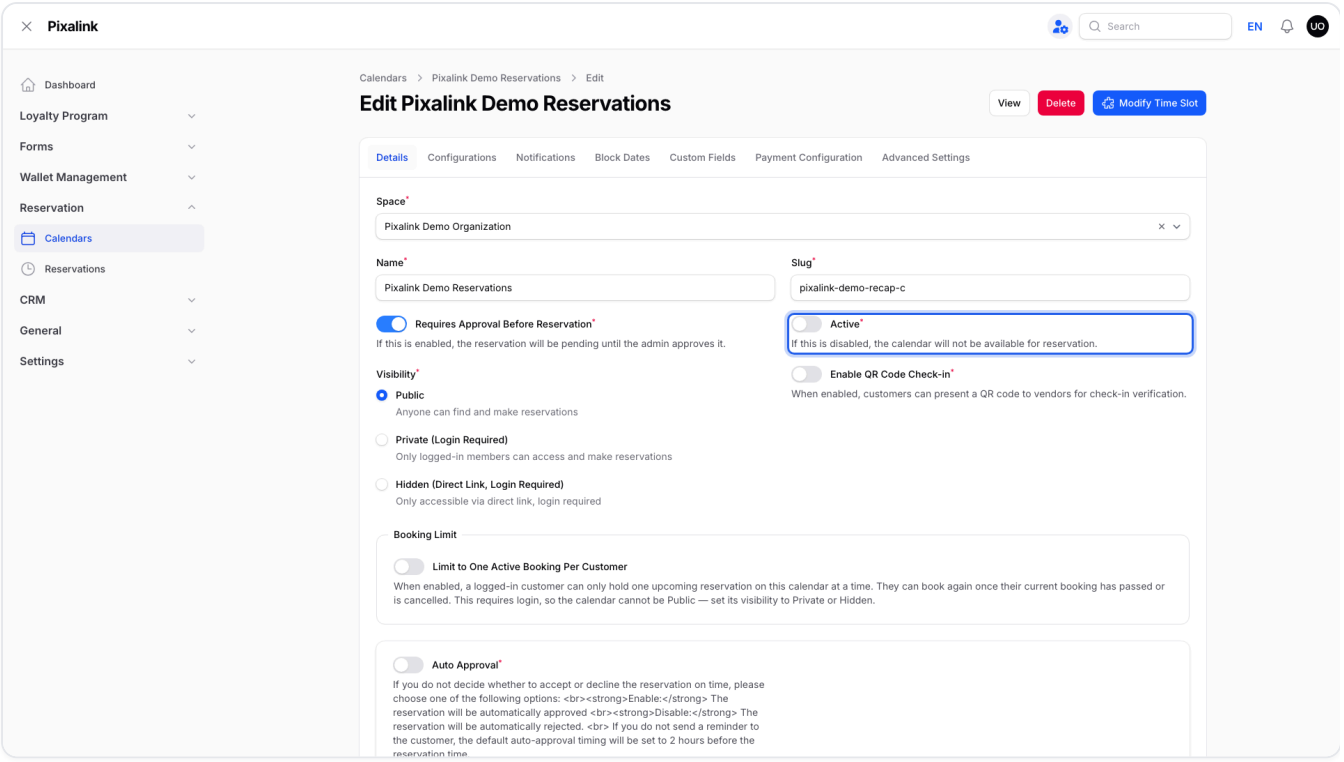
How to Set It Up

1. Go to **Reservation → Calendars** and click **Edit** next to the calendar.



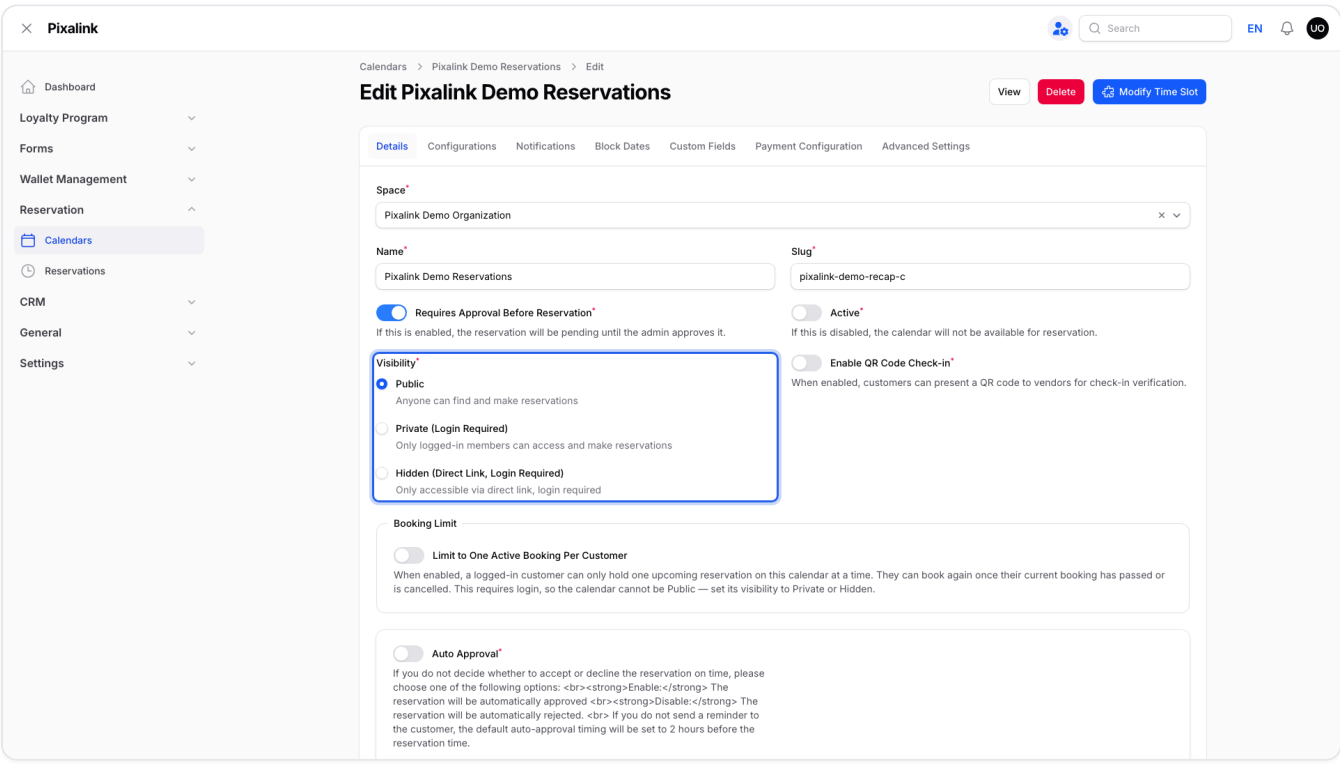
A red cross in the Active column means the calendar is off.

2. Turn on **Active**.



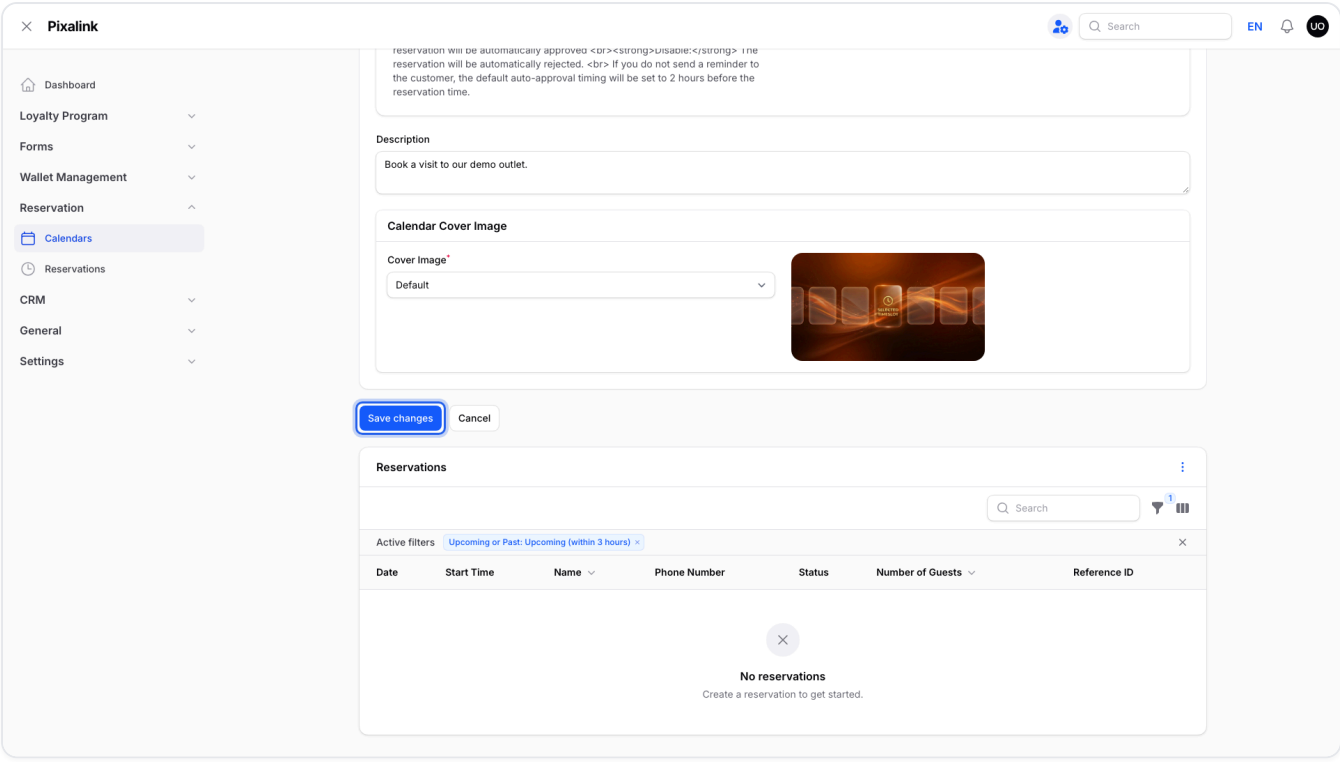
Only active calendars show in the News Feed list.

3. Choose a **Visibility**. All three options show in the News Feed list.
   - **Public**: anyone can book without logging in.
   - **Private (Login Required)**: customers log in first. It's also listed on the portal's reservations page.
   - **Hidden (Direct Link, Login Required)**: customers log in first. It isn't listed in the portal, so a News Feed card is a good way in.



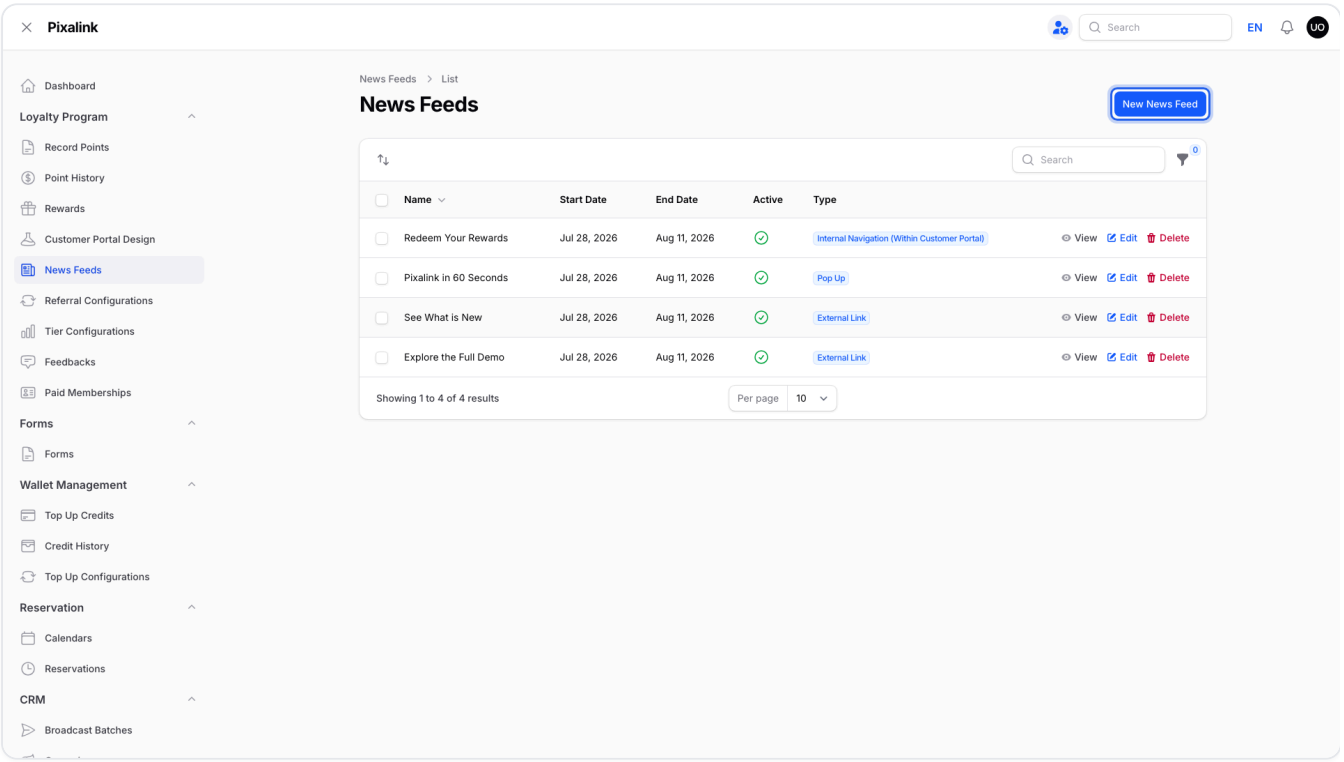
A calendar that takes payment can't be Public.

4. Click **Save changes**.



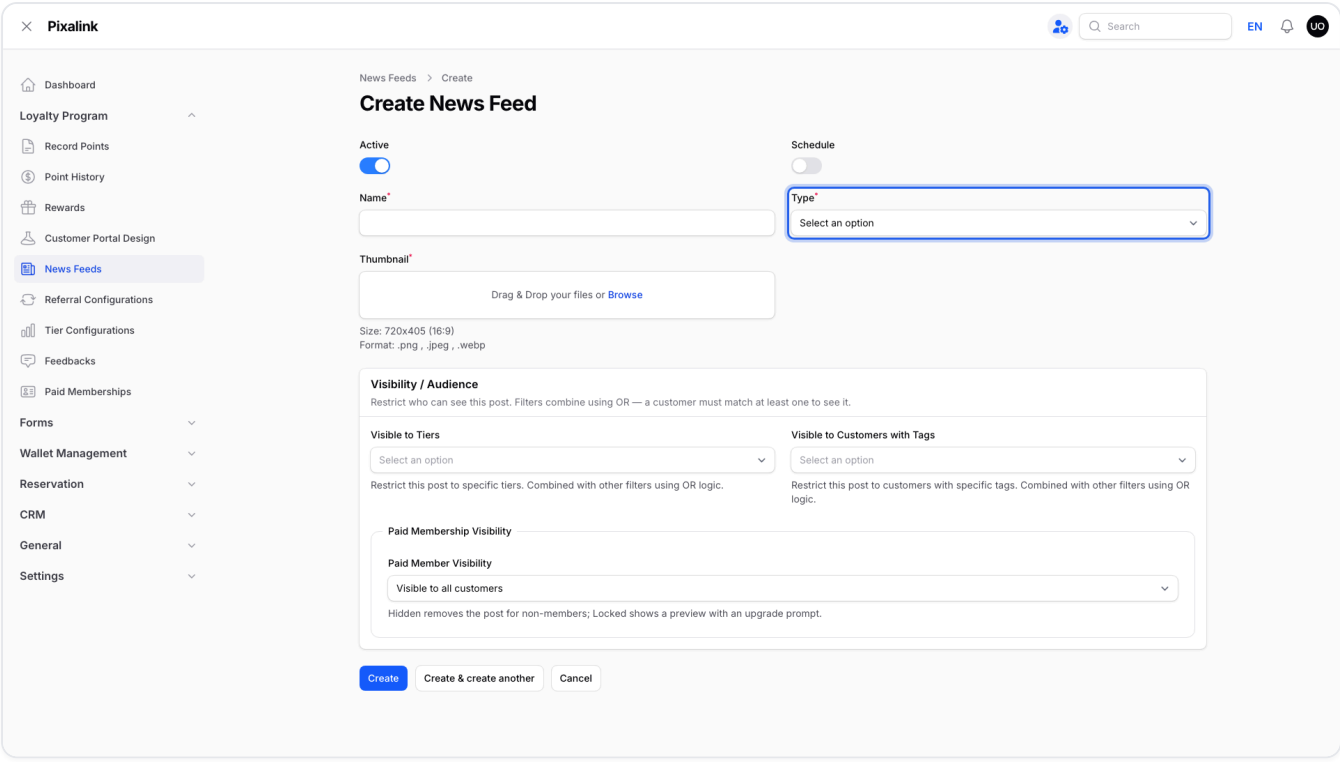
Save before you make the card.

5. Go to **Loyalty Program → News Feeds** and click **New News Feed**.



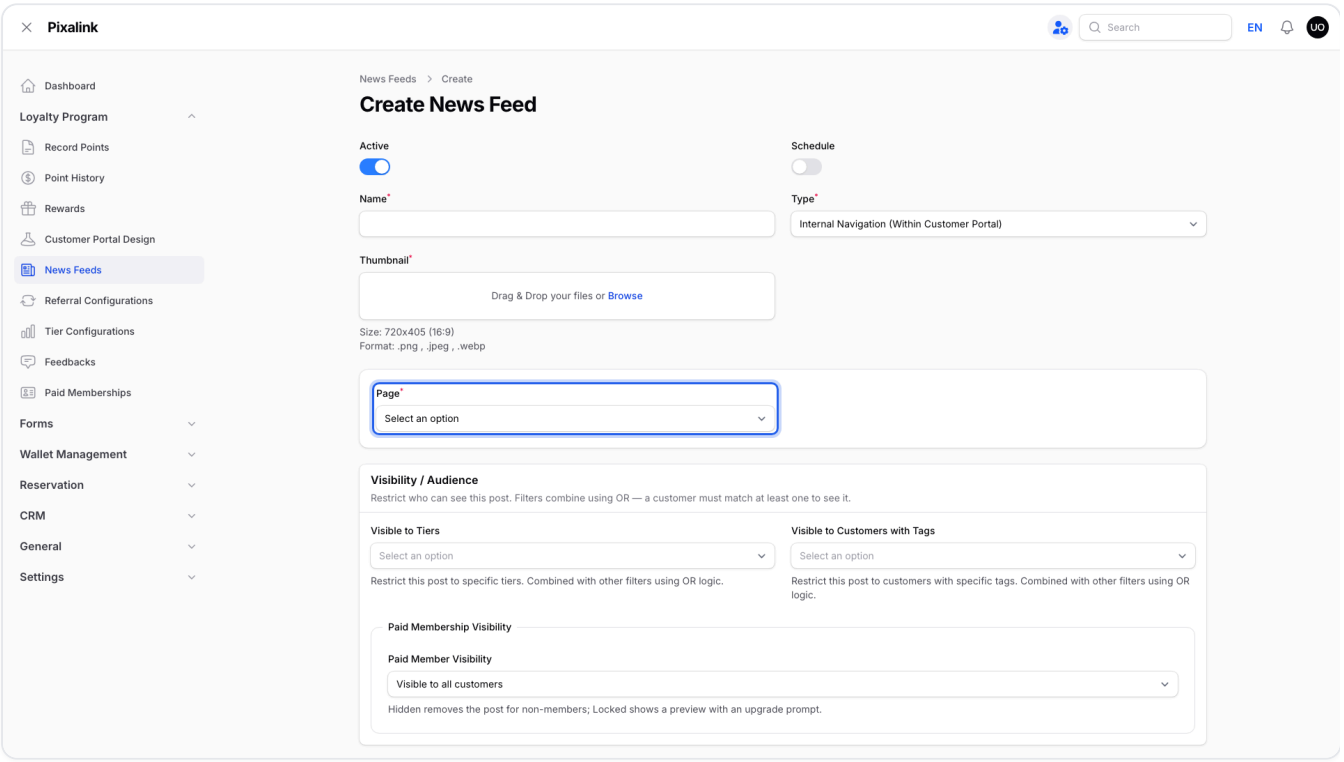
To change an existing card, click Edit on its row.

6. Set **Type** to **Internal Navigation (Within Customer Portal)**.



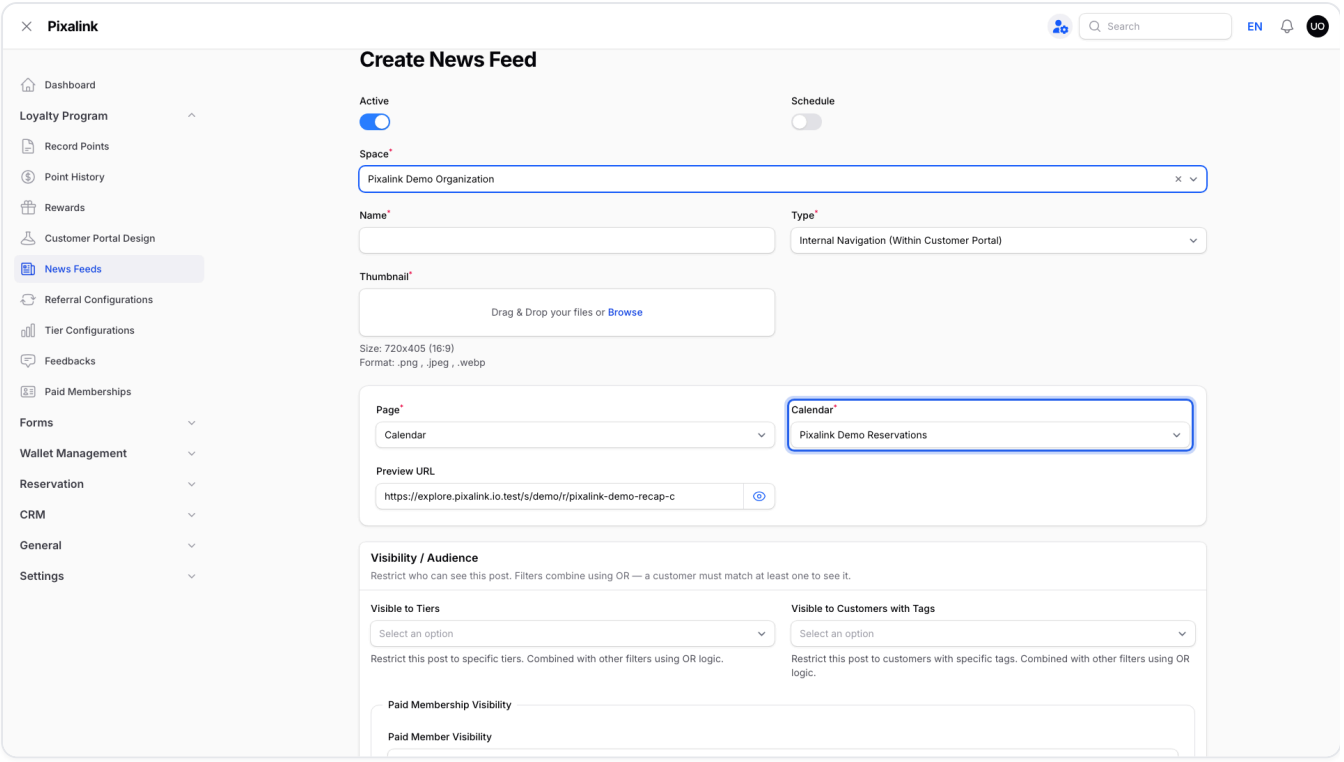
This type opens a page inside your portal.

7. Set **Page** to **Calendar**.



The Calendar field appears next to Page.

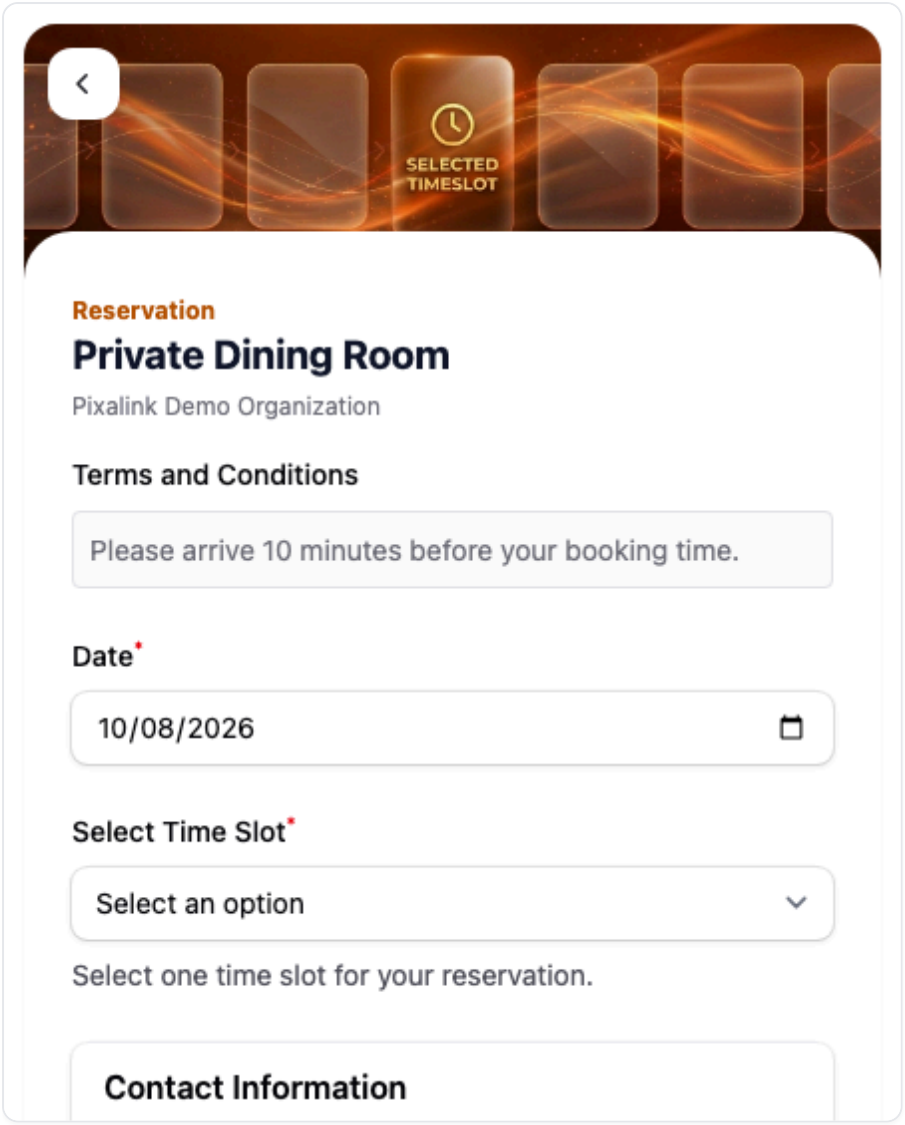
8. Choose your calendar in the **Calendar** list, then finish and save the card.



"No active calendar found" means no outlet is chosen yet, or that outlet has no active calendar.

What Your Customers Will See

Customers tap the card and land on that calendar's booking page. For a Private or Hidden calendar, they log in first, then return to it.



Good to Know

- If your form has a **Space** field, the list only shows calendars of that outlet. Pick the calendar's outlet first.
- Calendars of an archived outlet don't show.

Need Help?

If an active calendar on the right outlet still isn't in the list, send Pixalink support the calendar name and the News Feed name. We can check which outlet each one is saved under.

What's Next?

- How to Create a Calendar (https://kb.pixalink.io/articles/how-to-create-a-calendar)
- Manage Your Portal Content: News Feeds and Announcements (https://kb.pixalink.io/articles/manage-your-portal-content-news-feeds-and-announcements)
- How to Reorder Newsfeed Items (https://kb.pixalink.io/articles/how-to-reorder-newsfeed-items)