

AuroraStack Event Calendars Lite User Manual

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AuroraStack Event Calendars Lite is the free WordPress plugin for publishing responsive event calendars on posts and pages. It is designed to be useful without a licence key and without contacting AuroraStack servers.

This manual explains how to create events, import events, choose the right display, customise the look and feel, use screenshots as design examples, and troubleshoot common setup issues.

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1. What Lite Includes

Lite includes:

- WordPress event post type.
- Month calendar view.
- Upcoming-events list view.
- Image-month layout.
- CSV event import.
- Manual event creation, editing, cancellation, restoration, and deletion.
- Event title, description, start time, end time, location, icon/image URL, reminder note, and linked details page.

- Multi-day event display. An event with a start date and later end date appears on each day it spans.
- Post-event downloadable resources where enabled by the event data.
- Email reminders through WordPress cron.
- Manual WhatsApp share buttons, disabled by default.
- Calendar width, height, alignment, cell size, border, colour, font, background image, event icon, list card, and mobile settings.
- Season navigation using one season or multiple recurring season rows.
- Local documentation in WordPress admin.

Lite does not include:

- Licence checks.
- Hall of Fame plaques.
- Visitor registration forms.
- Payment handoff buttons.
- Multiple named Pro calendars with separate visual profiles.
- Excel XLSX or Word DOCX import.
- WhatsApp Cloud API automation.
- Pro-only advanced presets and monthly background image overrides.

2. Installation And First Calendar

1. In WordPress admin, go to Plugins > Add New.
2. Click Upload Plugin.
3. Upload the AuroraStack Event Calendars Lite ZIP.
4. Click Activate.
5. In the left WordPress admin menu, open AuroraStack Event Calendars.
6. Choose Add New Event.
7. Enter a title such as "Opening Night".
8. Enter the main event description in the normal WordPress editor.
9. In Event Details and Reminder, set Start date and time.
10. Set End date and time if the event has an end time or spans more than one day.
11. Add a Location if required.
12. Publish the event.
13. Create or edit a WordPress page.
14. Add this shortcode:

`[aurorastack_event_calendars]`

1. Publish or update the page.
2. View the page on desktop and mobile width.

If no event appears, check that the event is Published, not Draft, and that the event start date is in the month currently shown by the calendar.

3. Shortcodes And Where To Place Calendars

Use shortcodes in pages, posts, page builder text blocks, or shortcode blocks.

Default month calendar:

```
[aurorastack_event_calendars]
```

Upcoming-events list:

```
[aurorastack_event_calendars view="list"]
```

Upcoming-events list with a limit:

```
[aurorastack_event_calendars view="list" limit="10"]
```

Image-month layout:

```
[aurorastack_event_calendars view="image_month"]
```

Image-month layout with image position:

```
[aurorastack_event_calendars view="image_month" image_position="top"]  
[aurorastack_event_calendars view="image_month" image_position="left"]  
[aurorastack_event_calendars view="image_month" image_position="right"]
```

Hide WhatsApp share buttons on one calendar:

```
[aurorastack_event_calendars show_whatsapp="0"]
```

Force one calendar to centre on the page:

```
[aurorastack_event_calendars force_center="1"]
```

Override calendar size on one page:

```
[aurorastack_event_calendars width="1200" height="900" cell_width="150" cell_height="180"]
```

Legacy aliases from older builds remain available, but new pages should use `[aurorastack_event_calendars]`.

4. Add, Edit, Cancel, Restore, And Delete Events

Add An Event Manually

1. Go to AuroraStack Event Calendars > Add New Event.
2. Enter the event title.
3. Add the long description in the main WordPress editor.
4. In Start date and time, choose when the event begins.
5. In End date and time, choose when it ends.
6. If the event is all day, you can use a start date/time and leave the end blank, or set the end to the same day.
7. For a multi-day event, set the end date to the final day. The calendar and list view will show the event on each day it spans.

8. Add Location.
9. Add Optional event image/icon URL if you want an icon beside the event title.
10. Choose a Linked details post or page if the event has a separate detailed page.
11. Add Post-event download files if needed.
12. Enable Send reminder before this event if you want an email reminder.
13. Add an Optional reminder note if required.
14. Click Publish.

Edit An Event

1. Go to AuroraStack Event Calendars > AuroraStack Event Calendars.
2. Click the event title.
3. Change the title, description, date/time, location, icon URL, linked details page, downloads, or reminder fields.
4. Click Update.
5. Refresh the page containing the calendar.

If the event is included in an ICS subscription feed, subscribers normally receive the update the next time their calendar app refreshes the feed. A downloaded ICS file is a snapshot and must be downloaded again after changes.

Cancel An Event

There are two common approaches:

- Draft method: edit the event and change Status to Draft. Draft events are hidden from public calendars.
- Title/status method: leave the event published but change the title to include "Cancelled" if you want visitors to see the cancellation on the calendar.

If the front-end Manage Event icon is shown to an authorised editor, it can also open the event management popup. From there, an editor can change the title, start/end date, description, downloads, or cancel the event. Cancelled events are moved to Draft and can be restored in WordPress admin.

Restore A Cancelled Event

1. Go to AuroraStack Event Calendars > AuroraStack Event Calendars.
2. Use the status filters above the event list if the event is in Draft.
3. Open the event.
4. Change Status back to Published.
5. Click Update.

Delete An Event

1. Go to AuroraStack Event Calendars > AuroraStack Event Calendars.
2. Hover over the event title.
3. Click Trash.
4. To permanently delete it, open Trash and choose Delete Permanently.

Use Trash rather than permanent deletion when you might need to restore the event later.

5. Import Events From CSV

Lite imports CSV files. Pro adds XLSX and DOCX import.

Prepare The CSV

Use a header row. A simple file can look like this:

```
title,start,end,location,description,icon_url
Opening Night,2026-09-04 19:00,2026-09-04 21:30,Main Hall>Welcome evening,https://example.com/icons/social.png
Workshop,2026-09-12 10:00,2026-09-14 16:00,Studio,Three day workshop,https://example.com/icons/workshop.png
```

Recognised event columns include:

- title: required. Also accepts name, event, or summary.
- start: required date/time. You can also use start_date plus optional start_time.
- end: optional date/time. You can also use end_date plus optional end_time.
- location: venue, room, meeting link, or other location text.
- description: event details shown in the card and full description popup.
- icon_url, event_icon_url, event_icon, image_url, event_image, image, or icon: optional JPG or PNG URL.
- details_post_id, details_post_slug, details_post_title, or details_post_url: optional linked WordPress post/page.
- resources: optional post-event downloads.
- alert_lead: reminder number, such as 2.
- alert_unit: minutes, hours, or days.
- reminder_note: optional text included in reminders.

For resources, use one of these formats:

```
Slides | https://example.com/slides.pdf
Slides | https://example.com/slides.pdf; Recording | https://example.com/video.mp4
```

Import The CSV

1. Go to AuroraStack Event Calendars > Import Events.
2. Click Choose File.
3. Select your .csv file.
4. Click Import Events.
5. Read the import result notice. It shows how many events were created and how many rows were skipped.
6. If rows were skipped, check the first listed error.
7. Open AuroraStack Event Calendars > AuroraStack Event Calendars to review imported events.

Common CSV Import Problems

- Missing header row: add column names as the first row.
- Invalid dates: use a clear date/time such as 2026-09-04 19:00.
- Wrong file type: Lite accepts CSV only.
- Private image URL: use a public Media Library file URL.
- Very large file: keep uploads below 5 MB.

6. Event Icons, Linked Details Pages, And Downloads

Event Icons

The Optional event image/icon URL field accepts JPG or PNG image URLs. For best results:

- Upload icons to Media Library.
- Copy the file URL.
- Use transparent PNG icons where possible.
- Use a square image such as 64x64, 128x128, or 256x256.
- Set the icon size and icon background in Settings > Fonts and Images.

The icon appears beside the event title where the layout has enough room. On narrow mobile screens the layout adapts to prevent clipping.

Linked Details Pages

Use a linked details page when the calendar card is only the summary and the event needs a full page with maps, forms, images, or extra instructions.

1. Create the full event details page in Pages or Posts.
2. Edit the event.
3. In Linked details post or page, select the page.
4. Update the event.

When selected, event title links, details actions, calendar sync links, and reminders use the linked page URL where possible.

Post-Event Downloads

Post-event downloads are useful for slides, documents, videos, results, or follow-up material.

1. Edit the event.
2. Add one file per line in Post-event download files.
3. Use Label | URL, for example:

Slides PDF | <https://example.com/slides.pdf>
Recording | <https://example.com/recording.mp4>

1. Update the event.

Downloads are shown after the event has completed. Only publish files you own or have permission to distribute.

7. Calendar Views

Month Calendar

Month calendar is best when visitors need to see the shape of a whole month.

Use it for:

- Club programmes.
- School events.
- Community centre activities.
- Workshops and repeated sessions.

Visitors can move between months with arrows or jump directly using the month/year controls.

List View

List view is best when the next events matter more than the monthly grid.

List view supports:

- Month navigation with previous/next arrows.
- Month and year jump controls.
- One to four columns.
- Configurable card width and height.
- A borderless table-style body with date/time on the left and description on the right.
- Full-description popup when the visible description does not fit.

Image-Month View

Image-month view places a calendar image at the top, left, or right of the grid. Use it when the calendar needs a strong visual identity.

Example:

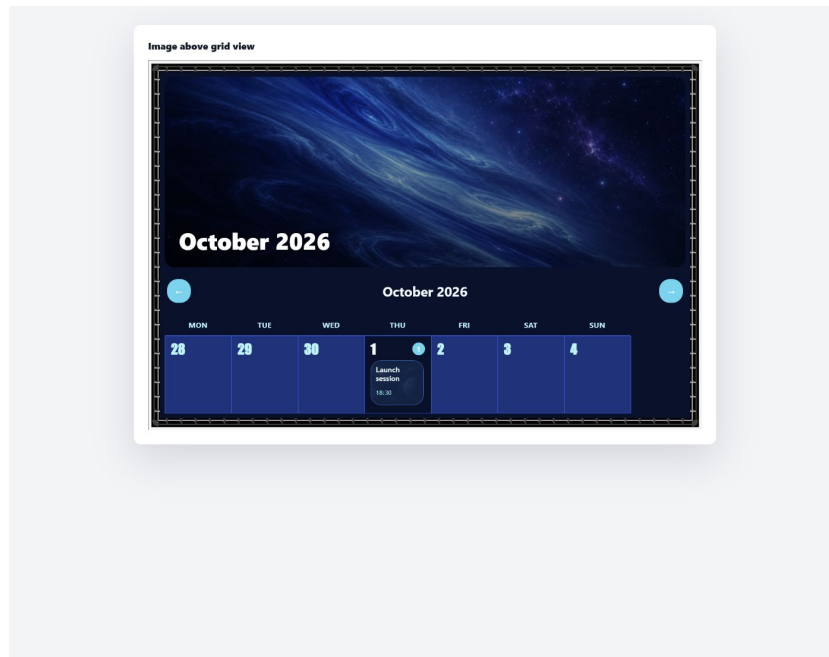


Image plus month grid

To build this:

1. Add [aurorastack_event_calendars view="image_month"] to the page.
2. Go to Settings > Fonts and Images.
3. Add a Calendar background image URL.
4. Go to Settings > Appearance.
5. Choose image placement with the shortcode or the global setting.

8. Settings Overview

Go to AuroraStack Event Calendars > Settings.

The settings are grouped into tabs or sections depending on build and screen width. Lite focuses on:

- Appearance.
- Fonts and Images.
- Reminders.
- Data.

Always click Save Changes after editing settings.

Use the live preview or the public calendar page to test:

- Desktop width.
- Tablet width.
- Phone portrait width.
- Month view.
- List view.

- Image-month view.

9. Appearance Settings In Detail

Colour Settings

Use colours to control contrast and brand fit.

- Accent colour: main highlight colour used around active controls and event accents.
- Calendar background colour: the base calendar background when no image is visible.
- Calendar text colour: month titles, labels, and main calendar text.
- Muted text colour: secondary text such as less important dates.
- Event card background: card background behind event titles and descriptions.
- Event card text: main event text colour.
- Event card muted text: event date, time, location, and secondary details.
- Event icon background: background behind event icons. Use transparent or matching colour if icons should blend into cards.
- Border/grid colour: grid lines and borders.
- Sync/add-to-calendar button background: colour for calendar action buttons when visible.
- Sync/add-to-calendar button text: text colour for those buttons.
- Arrow button background: previous/next month buttons.
- Arrow button text: arrow text colour.
- WhatsApp share button background: manual WhatsApp share button background.
- WhatsApp share button text: manual WhatsApp share button text.

Tip: Always check event card text against the actual card background image. A strong background image may need a dark overlay colour or very light text.

Calendar View Sizing

- Corner radius: rounds the outer calendar, cells, and cards.
- Calendar max width: maximum width of the calendar container.
- Calendar minimum height: minimum height of the whole calendar.
- Calendar padding: internal space around the calendar.
- Cell min width: minimum grid cell width. Increasing this can make events easier to read.
- Cell min height: minimum grid cell height.
- Cell padding: space inside each day cell.
- Calendar border width: outer calendar border thickness.
- Cell border width: grid line thickness.
- Event spacing: gap between multiple events in the same day.
- Fit calendar width to configured cell width: expands or shrinks the calendar width based on seven day columns and the configured cell width.
- Force calendar to centre on the page: helps when a WordPress theme aligns embedded content left or right.

- Show WhatsApp share buttons: global display setting for manual WhatsApp buttons.

If the calendar has a horizontal scrollbar, reduce cell width, reduce border/padding, or increase calendar max width. If the WordPress theme container is narrow, the calendar may still need to switch to the mobile layout.

General Display

- Calendar alignment: choose left, centre, or right.
- Default view: month calendar, list, or image-month.
- List layout: vertical list or responsive horizontal cards.
- Week starts on: Monday or Sunday.
- Grey out days with no events: visually de-emphasises empty days.

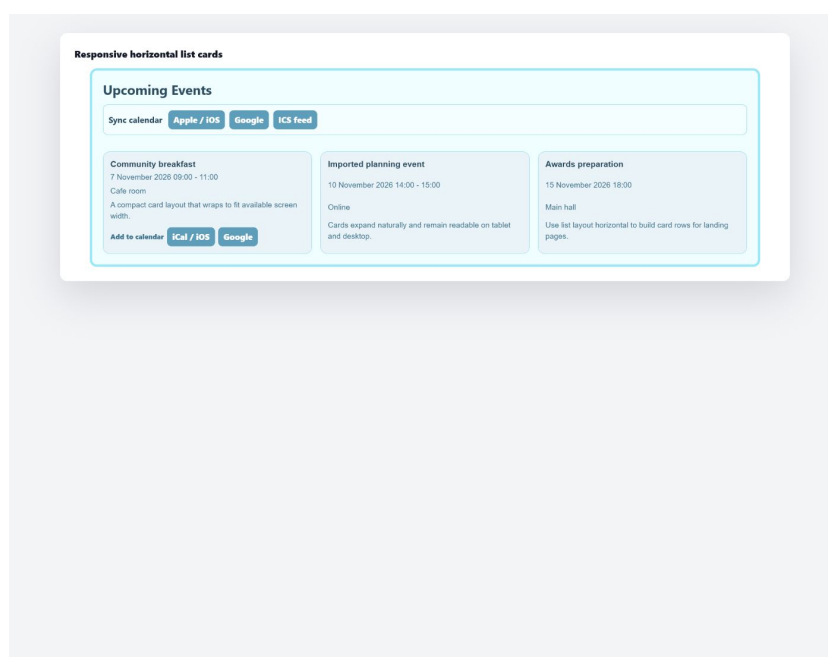
List View Cards

- List card width: target card width.
- List card height: fixed card height. Use 0 for automatic height.
- List card columns: number of columns on wider screens.
- Fit list-view calendar width to configured card width and columns: makes the list calendar shrink or grow around the cards.

Rules:

- One-column list cards can be up to 1200px wide.
- Multi-column list cards are limited to 900px per card.
- Phone portrait layouts collapse to one column automatically.
- Increasing card height gives more space to the visible description.

Example:



Horizontal list cards

10. Fonts And Image Settings In Detail

Font Settings

Lite includes dropdowns for:

- Calendar text font.
- Day number font.
- Event text font.
- Event button font.
- Hovered/selected event font.

Available families include theme default, system fonts, Arial, Verdana, Georgia, Garamond, Times New Roman, Courier, Impact, Gothic styles, and ancient-script inspired options.

Font size settings:

- Base font size: general calendar text size.
- Day number size: numbers in the day cells.
- Event font size: event title and event text.
- Button font size: event action buttons.

Tip: If text wraps too much on mobile, reduce event font size or increase cell width. If day numbers dominate the calendar, reduce day number size.

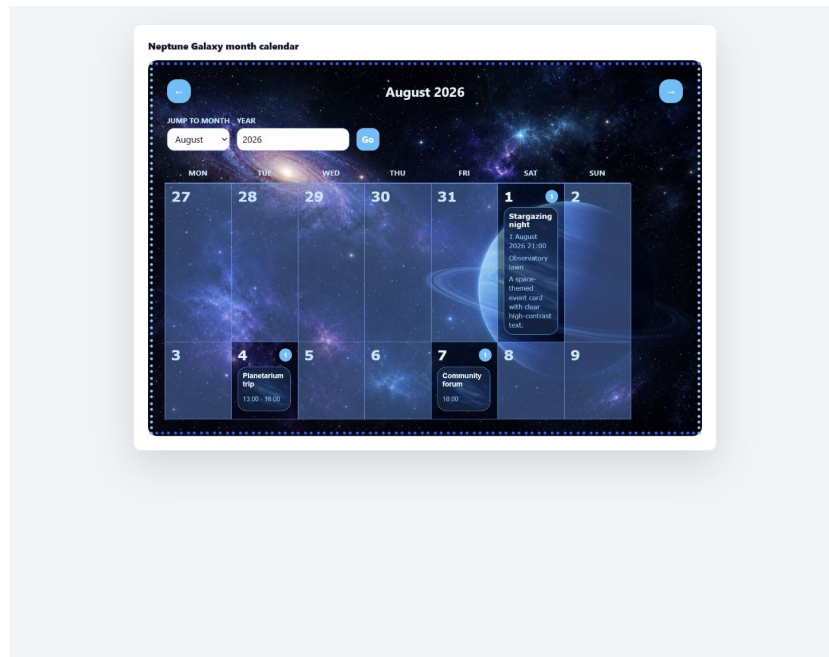
Calendar Background Image

- Calendar background image URL: JPG or PNG shown behind the calendar.
- Calendar image fit:
 - Cover: fills the area and may crop.
 - Contain: fits the whole image and may leave empty space.
 - Stretch: fills the area without preserving proportions.
 - Repeat: tiles the image.
- Calendar image position: controls which part of the image is anchored.

Dark or detailed images usually need:

- Pale calendar text.
- Dark translucent cell backgrounds.
- Bright accent/button colours.

Example:



Neptune galaxy calendar

Event Card Background Image

- Event card background image URL: JPG or PNG shown behind event cards.
- Event image fit: cover, contain, stretch, or repeat.
- Event image position: controls how the image sits inside the card.

Use event images that contrast with the main calendar image. If both use similar colours, event cards can disappear into the background.

Border Image Settings

- Calendar border pattern: choose a bundled border.
- Custom border image URL: use your own JPG or PNG border.
- Border image slice: controls how the image is sliced for CSS border-image.
- Border image width: displayed border thickness.

Use larger border widths for ornate borders and smaller widths for subtle lines.

11. Reminders, WhatsApp Sharing, And Seasons

Email Reminders

1. Edit an event.
2. Tick Send reminder before this event.
3. Enter a lead value such as 2.
4. Choose minutes, hours, or days before.
5. Add an optional reminder note.
6. Save the event.

7. In Settings, confirm Send email reminders is enabled.

8. Add email recipients.

WordPress cron runs when the site receives visits. On low traffic sites, ask the hosting provider about real server cron for more reliable reminder timing.

Manual WhatsApp Share Buttons

WhatsApp share buttons are disabled by default.

To enable them:

1. Go to Settings > Appearance.
2. Tick Show WhatsApp share buttons on calendar and list event cards.
3. Save Changes.

Visitors click the button and choose where to share from WhatsApp. Lite does not automatically post into groups or communities.

Season Navigation

Season navigation is useful for clubs and schools where the programme runs from one month to another, such as September to June.

Single season setup:

1. Go to Settings > Appearance.
2. Tick Enable season-based calendar navigation.
3. Enter Season starts, for example 09/01.
4. Enter Season ends, for example 06/30.
5. Save Changes.

Multiple season setup:

Autumn		09/01		12/31
Spring		01/01		06/30
Summer		07/01		08/31

When multiple season rows are entered, they override the single start/end fields.

How loading works:

- If today is inside a season, the calendar opens on the current month in that season.
- If the previous season has ended and the next season is in the future, the calendar opens on the next season start month.
- Visitors can still use the season dropdown and month/year jump controls.

12. Create Custom Look And Feel Calendars

Design Recipe: Clean Club Calendar

Use this for a readable club or school calendar.

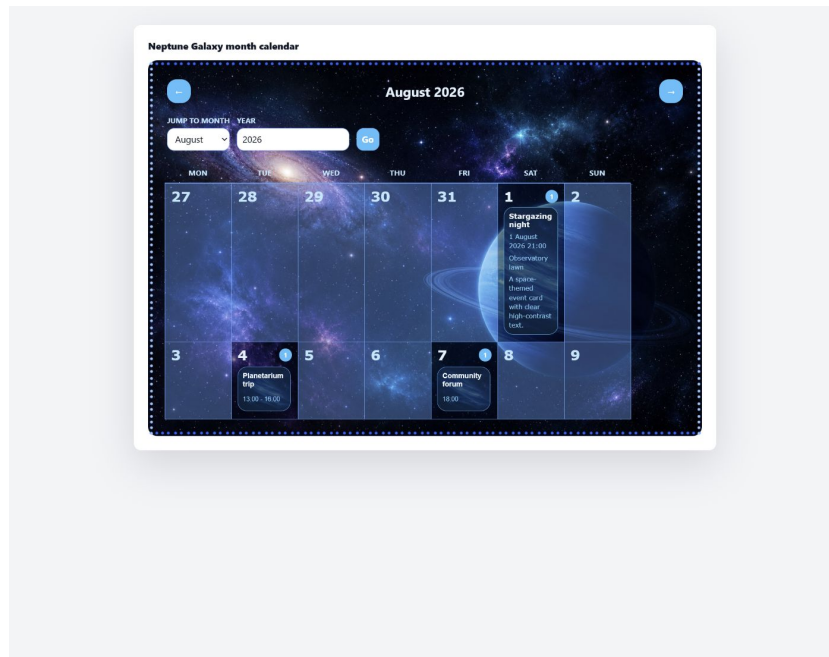
1. Set Calendar background colour to white or near white.
2. Set Calendar text colour to dark grey or black.
3. Set Accent colour to your club colour.
4. Set Event card background to a pale version of the accent colour.
5. Set Event card text to dark.
6. Use System UI or Georgia as the calendar text font.
7. Set Cell min height to 150-180.
8. Set Event spacing to 8.
9. Enable Grey out days with no events.
10. Save Changes.

Design Recipe: Dark Galaxy Calendar

Use this for a dramatic calendar with strong visuals.

1. Upload a galaxy or space JPG/PNG to Media Library.
2. Copy the file URL.
3. Add it to Calendar background image URL.
4. Set Calendar image fit to Cover.
5. Set Calendar text colour to white or pale blue.
6. Set Muted text colour to pale grey.
7. Set Event card background to a dark translucent colour.
8. Set Event card text to white.
9. Set Accent colour to cyan or blue.
10. Set Arrow button background to cyan or blue.
11. Use a clean font such as System UI.
12. Save Changes.

Reference:



Neptune galaxy calendar

Design Recipe: Image Above Calendar

Use this when the page needs a hero image and a calendar grid below it.

1. Add the shortcode:

```
[aurorastack_event_calendars view="image_month"]
```

1. Upload a wide image to Media Library.
2. Paste its URL into Calendar background image URL.
3. Set Calendar image fit to Cover.
4. Use Image month placement top, left, or right.
5. Keep Cell min width moderate, such as 120-140.
6. Save Changes.

Reference:

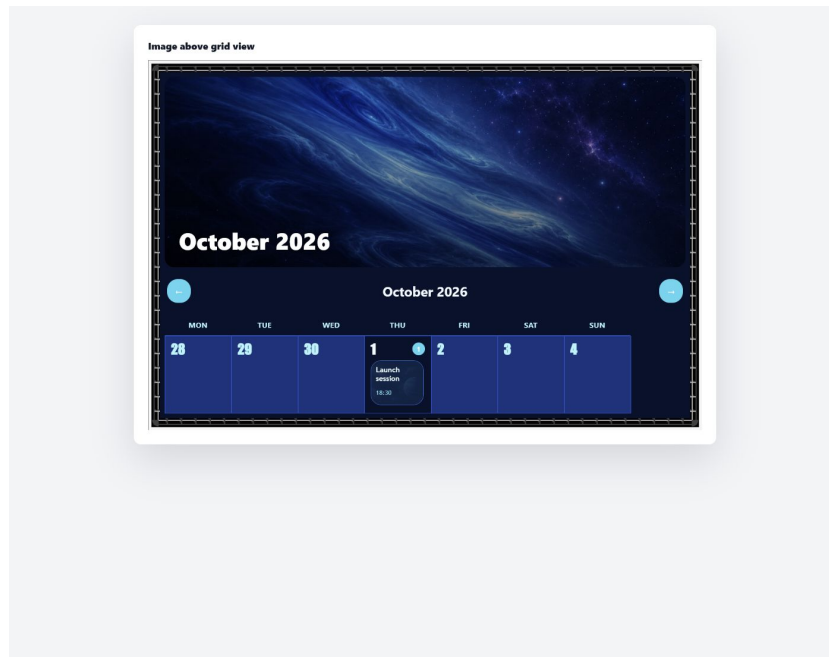


Image plus month grid

Design Recipe: Horizontal List Cards

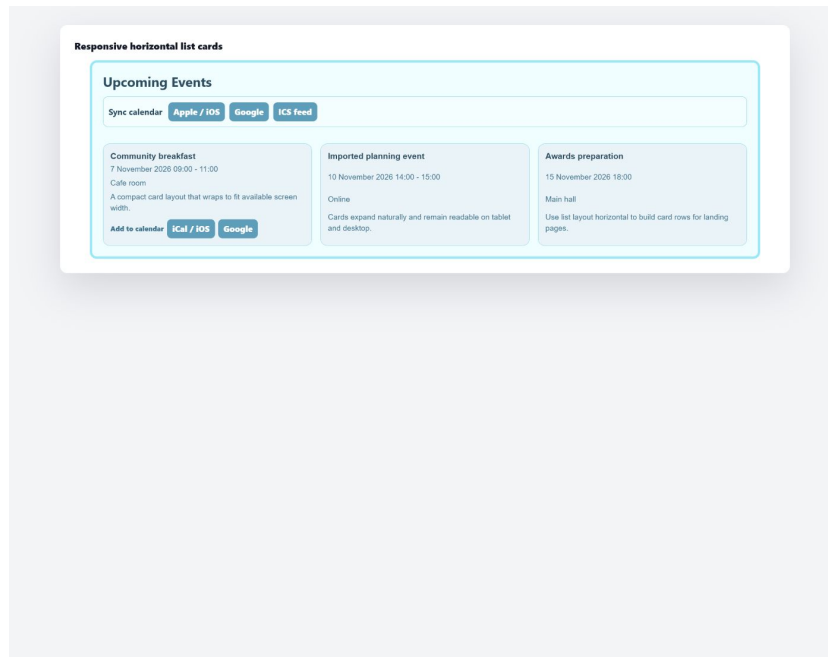
Use this when visitors mostly care about upcoming events.

1. Set Default view to Upcoming list, or use:

```
[aurorastack_event_calendars view="list"]
```

1. Set List layout to Responsive horizontal cards.
2. Set List card columns to 2 or 3.
3. Set List card width to 420-620.
4. Set List card height to 0 for automatic height, or 220-320 for a fixed design.
5. Enable Fit list-view calendar width to configured card width and columns.
6. Save Changes.

Reference:



Horizontal list cards

13. Mobile And Tablet Setup

Always test phone portrait mode.

Recommended mobile-friendly settings:

- Cell min width: 110-140.
- Cell min height: 140-190.
- Event font size: 12-15.
- Day number size: 16-22.
- Event icon size: use images that still read at 64-128px.
- List card columns: any value is fine; phone portrait collapses to one column.
- Calendar alignment: centre.
- Force calendar to centre: enabled when your theme fights the layout.

On narrow screens:

- Month grid adapts so events are readable.
- List view uses one column.
- Event action buttons use compact icons.
- Full descriptions open in a touch-friendly popup and can be closed.

14. Testing Checklist Before Publishing

1. Create one simple event.
2. Create one multi-day event.
3. Add one event with an icon URL.

4. Add one linked details page.
5. Add one event with downloads.
6. Test month view.
7. Test list view.
8. Test image-month view if used.
9. Test previous/next arrows.
10. Test month/year jump controls.
11. Test phone portrait width.
12. Test tablet width.
13. Test the full description popup.
14. Test CSV import with two rows before importing a large file.
15. If reminders are enabled, confirm the recipient email address.

15. Troubleshooting

The Calendar Does Not Appear

- Confirm the plugin is active.
- Confirm the shortcode is correct.
- Confirm the page is published.
- Confirm at least one event is published.
- Clear page cache if your site uses caching.

Events Are Missing

- Check event status is Published.
- Check start date and time.
- Use the month/year jump controls to move to the event month.
- If season navigation is enabled, confirm the season dates.

The Calendar Is Too Narrow Or Has A Scrollbar

- Increase Calendar max width.
- Reduce Cell min width.
- Reduce Calendar padding or border width.
- Enable Fit calendar width to configured cell width.
- Enable Force calendar to centre on the page.
- Check whether the WordPress theme content column is too narrow.

Event Text Wraps Too Much

- Increase Cell min width.
- Reduce Event font size.

- Shorten event titles.
- Use list view for long descriptions.

Images Do Not Show

- Open the image URL directly in a browser.
- Use JPG, JPEG, or PNG.
- Avoid private or blocked URLs.
- Upload images to WordPress Media Library and copy the file URL.

Reminders Are Late

- WordPress cron depends on site visits.
- Ask your host about setting up a real cron job.
- Confirm email reminders are enabled globally and on the event.

16. WordPress.org And Privacy Notes

- Lite has no licence checks.
- Lite does not call AuroraStack servers.
- Lite does not load remote executable code.
- Admin actions use WordPress permissions and nonce checks.
- Admin inputs are sanitized before storage.
- Public output is escaped.
- If you use remote images, linked pages, downloads, or WhatsApp share links, visitors may request those external services from their browser.
- Add any external services you configure to your own privacy policy.