

# Events Calendar – Create Shortcode

Instructions, Tips & Resources

UNIVERSITY BRAND & MARKETING | 2025

---

YORK 



# Admin Guide – Creating Events Calendar Shortcode

## Steps to Create a New Shortcode:

1. Access the Shortcodes Page
  - In the Admin Panel, go to M.E. Calendar > Shortcodes.
  - Click Add New Shortcode at the top of the page.
2. Follow the Setup Wizard
  - Shortcode Name – Enter a name that clearly identifies your team or department. Click Next.
  - View Type – Choose the view format for your site (List View is most common). Click Next.
  - Select View – Pick your preferred calendar view. Click Next.
  - Style – Choose a calendar style. Click Next.
  - Event Display Method – Select how events should be displayed. Click Next.
  - Customize Event Display – Adjust display settings if needed. Click Next.

## Tip

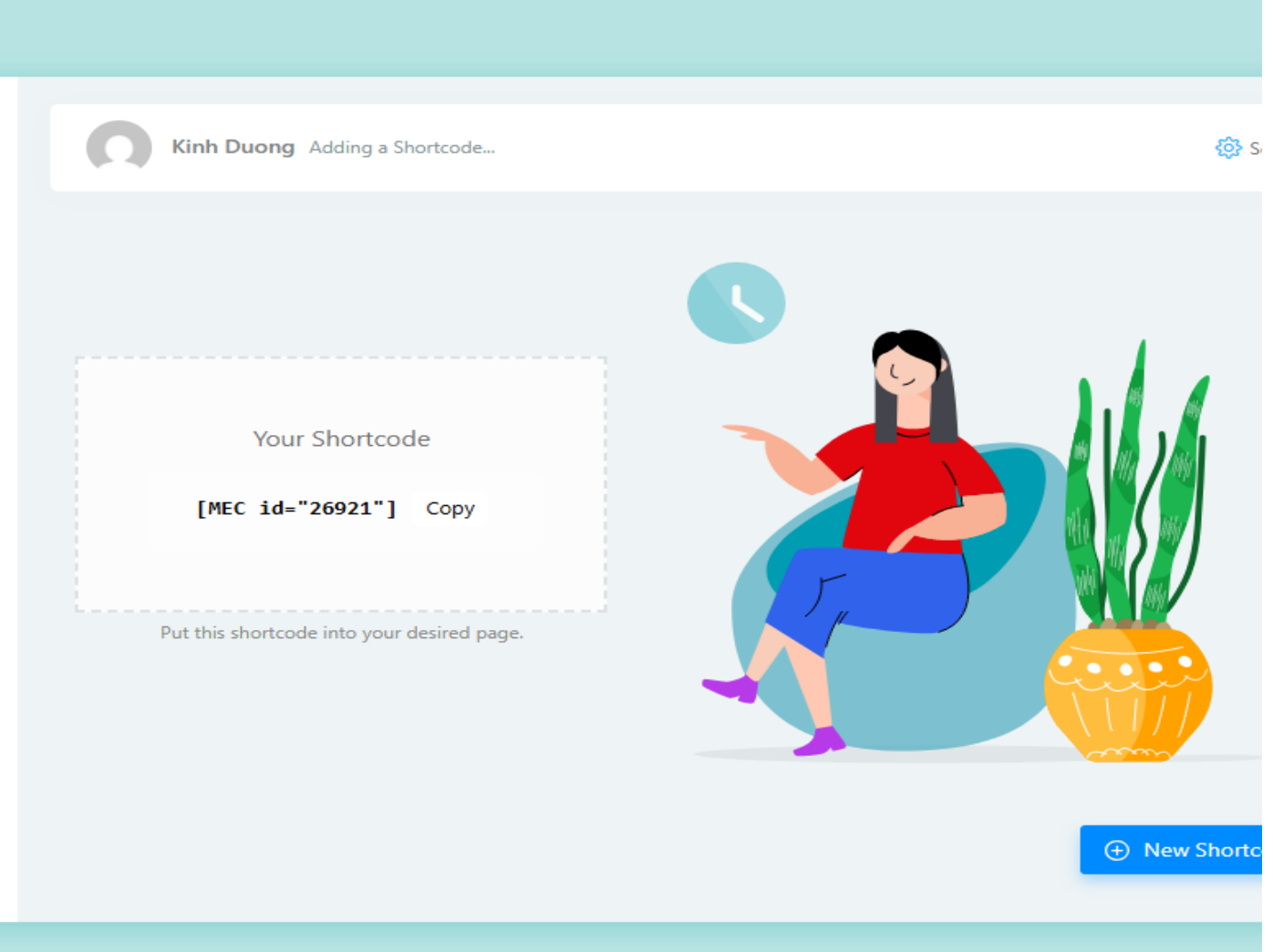
---

### Browser Recommendation

Use **Firefox** for the best results.  
(Chrome and Edge may have issues displaying the full category list due to a plugin bug.)

# Finish Setup

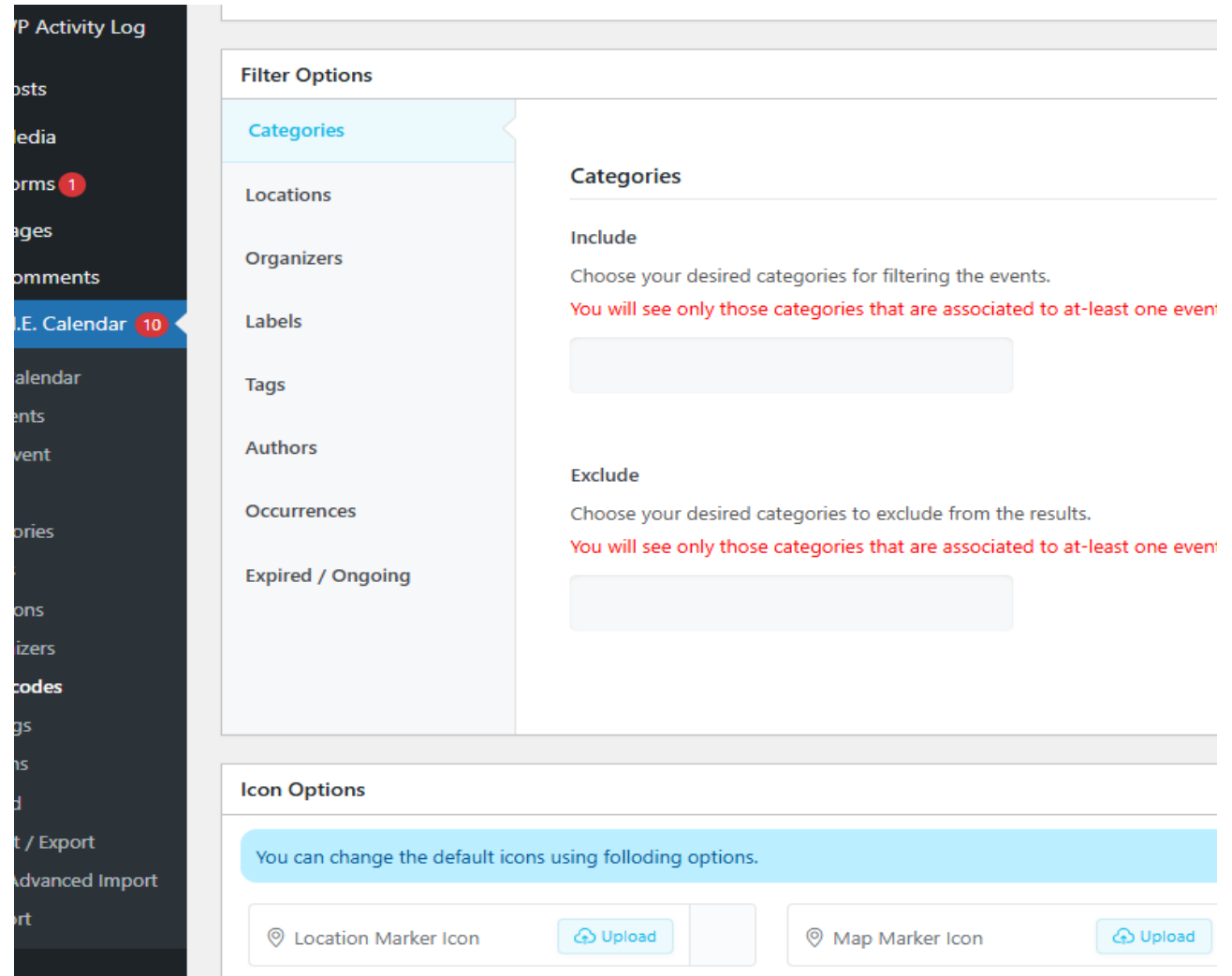
- A Shortcode will be generated.
- Copy this Shortcode and paste it into a Shortcode Module on your webpage.
- Click the X at the top right to close the setup wizard.



**All documents distributed via York's public websites must be made accessible to people with disabilities prior to posting**

# Filtering Events by Categories or Tags

- From the Shortcodes page, click on your Shortcode.
- Scroll to the Filter Options section.
- Categories – Include or exclude categories.
- If categories are cut off or missing, switch to Firefox.
- Tags – Include or exclude tags the same way as categories.
- When finished, click the Update (blue) button at the top right to save your changes.



The screenshot displays the 'Filter Options' section of a web application. On the left is a dark sidebar with navigation items like 'Activity Log', 'Posts', 'Media', 'Forms', 'Pages', 'Comments', 'Calendar', 'Events', 'Event', 'Categories', 'Locations', 'Organizers', 'Labels', 'Tags', 'Authors', 'Occurrences', and 'Expired / Ongoing'. The 'Calendar' item has a red badge with '10'. The main content area is titled 'Filter Options' and has a sub-section 'Categories' selected. Under 'Categories', there are two sections: 'Include' and 'Exclude'. Both sections have a text input field and a red warning message: 'You will see only those categories that are associated to at-least one event!'. Below the 'Filter Options' section is the 'Icon Options' section, which contains a blue informational banner: 'You can change the default icons using folloding options.' (note the typo 'folloding'). Below the banner are two options: 'Location Marker Icon' and 'Map Marker Icon', each with an 'Upload' button.

# Extra Steps Create API (If you're using https://events.yorku.ca/)


- From the Shortcodes view, find your Shortcode and click Create API.
- Under Site Access to Calendar, check All Domains and click Generate.
- Under Copy JavaScript for Calendar, click Copy.
- Embed the script on your website using:
- A Custom HTML block, or
- A Shortcode Module.

Add Calendar Create API

MEC External sites access

**Site Access to Calendar**

Custom Domains

site.com 

All Domains





**Copy Javascript for Calendar**

```
<script type="text/javascript" src="https://events.yorku.ca/mecExternalScript?id=26829&t=calendar"></script>
```

**API Json Result url for Calendar**

```
https://events.yorku.ca/wp-json/mecexternal/v1/calendar/26827
```

## Shortcode

HTML      

```
<script type="text/javascript" src="https://events.yorku.ca/mecExternalScript?id=26829&t=calendar"></script>
```

[/] Shortcode

```
[MEC id="26827"]
```

# Thank You

Q&A

UNIVERSITY BRAND & MARKETING | 2025

YORK 

