

In your WordPress dashboard, go to **Events > Calendars** and click the **Add New** button. Use the following options to create different types of calendars.

- **Status** - Using the status option, you can select to display a calendar of all your events, published or past events, and scheduled or upcoming events.
- **Date** - The date section allows you to select events that are scheduled for today, this week or a specific date range.
- **Competition** - Use the competition section to display all competitions or only specific ones.
- **Season** - Using the season section, you can create separate calendar for each season. When paired with other options, you can even create season specific team calendars.
- **Ground (Venue)** - If you play at several locations, you can create a separate calendar for each venue that you play and select only those events that were played at a particular location.
- **Teams** - The team option allows you to display events for all teams or for individual teams.
- **Sort by** - You can choose to sort your events by date or a specific match (event) day.
- **Sort Order** - Lastly, you can sort your events by ascending or descending order.

## Choose the Layout of the Calendar

You can choose between a few different layouts:

- **Calendar** - layout will highlight the dates of the event and upon hover will display the participating teams and the time of the event.
- **List** - displays details about the results, the title of the match, competition, season, ground, related article, and match day.
- **Blocks** - displays full rows that display the date, time/results, logo of each team, and the title with a link to view the event.
- **Scoreboard** - displays a horizontal table with the date and time of the event, the venue where the event is played, as well as the season, competition, and the result for past matches.

## Syncing Events Calendar With Your Personal Calendar

Use the iCal fee to sync your calendar events with any Google Calendar, Apple Calendar or Outlook. Alternatively, you can share the link on your team's Facebook page, Twitter or Instagram and encourage your fans to add it to their calendars to make sure they don't miss any upcoming matches

## Using Shortcodes to Display Your Team Calendar

Use the calendar shortcode on any page or post or embed it into any widget on your site.