XX / XX / XXXX 📅

Event Calendars

Best Practice: How to Implement Event Calendars

Event calendars are generally used in conjunction with input fields and always with the purpose of allowing users to select a particular date, either in the future (e.g., for booking tickets or arranging a delivery) or in the past (e.g., when refining search results), depending on the users' goals. A few steps are ever-present in the implementation of event calendars; they are as follows:

1 | The event calendar is typically hidden from view at first, but accessed either by clicking in the associated input field or on an icon at the end of this field. If you are using the latter approach, **make sure you employ a clear and unambiguous icon** that leaves the user in no doubt that a calendar will appear when clicked.

2 | When the event calendar is displayed, **ensure that an appropriate date range appears**. For example, if the users are booking flight tickets, they should only be shown the dates *available*. Therefore, there should be no way of choosing dates in the past or selecting a day on which there are no tickets available. To prevent users from viewing certain dates as available when they are not, use a different and less eye-catching color (e.g., light grey) for these days, and make sure they are inactive (i.e., unclickable).

3 | **Provide the user with shortcuts**, such as switching between whole months and years, jumping to today's date (especially when this is not the default), and closing the calendar.

4 When the user selects a date, that action should **automatically fill the input field**, with *no* delay in between the selection and the date appearing; otherwise, the user might think the choice has not been logged and he/she needs to do something else.

5 If users are entering a date range, you must **make sure they cannot enter the end date as the start date**. Therefore, you must design the system so that the date furthest in the future is *automatically* set as the end date.

6 Within the event calendar, **ensure that whole weeks are shown**, even when they span over two different months. Obscure or grey out the dates that appear from other months, but allow the user to select them still.

7 While you do not want the event calendar to span a large area of the user interface—as the process of identifying and selecting a particular date would take longer—the dates **should be large enough for the user to click on them with ease** and without accidentally selecting an unintended date.

Do you want to learn more?

Learn how to use this template to your best advantage in our online course **UI Design Patterns for Successful Software**. Sign up for it today and learn how you can create user interfaces that work just right if you haven't already started the course.

UI Design Patterns for Successful Software

◼︎☐☐ **Beginner course**

User interface (UI) design patterns can be a designer's best friend, allowing you to build excellent user experiences with structure and speed. When used in the wrong way, however, they can quickly lead to experiences that confuse your users... and no-one wants that! Our course **UI Design Patterns for Successful Software** will equip you with the knowledge required to master UI design patterns and secure them as one of the best attributes in your designer's toolkit. You'll be guided through best practices relating to content organization, navigation, data entry, and social integration—all with detailed templates that you can use in your daily work. You'll also analyze and critique popular websites to see how the best of the best utilize UI design patterns to achieve great UX design. If you found this template useful, then this course is a treasure trove of resources and guidance that will continue to enhance your knowledge of UI design.
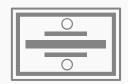
Learn more about this course ›

How to advance your career with our online courses

Take online courses by industry experts.

Lessons are self-paced so you'll never be late for class or miss a deadline.

Get a Course Certificate.

Your answers are graded by experts, not machines. Get an industry-recognized Course Certificate to prove your skills.

Advance your career.

Use your new skills in your existing job or to get a new job in UX design. Get help from our community.

See all our courses ›

About the Interaction Design Foundation

With over 66,000 alumni, the Interaction Design Foundation is the biggest design school globally. Industry leaders such as IBM and Adobe train their teams with our courses, and universities such as MIT and the University of Cambridge include our courses in their curricula. Our online courses are taught by industry experts and cover the entire spectrum of UX design from beginner to advanced. We give you industry-recognized course certificates to advance your career. Since 2002, we've put together the world's biggest and most authoritative library of open-source UX Design literature created by such noted authors as Don Norman and Clayton Christensen.