KNOWLEDGE BASE ARTICLE

How to Create a Calendar Event QR Code

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Introduction

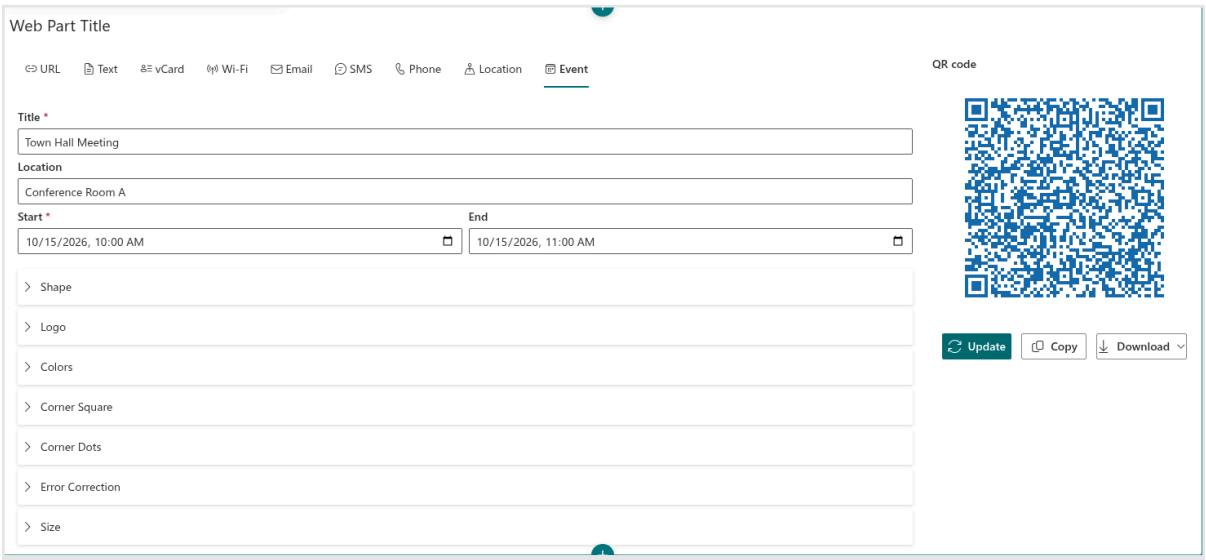
A poster announces a town hall meeting, and half of the people who read it forget the date before they reach their desk. A calendar event **QR code** closes this gap: a person scans the code, and the smartphone offers to add the event - with its title, place and time - to the calendar. This article shows how to make such a code with QR Code Generator.

Step 1. Open the Event tab

Open the page with the QR Code Generator **web part** and select the **Event** tab. If the tab is not visible, click the **...** (more) button at the end of the row of tabs.

Step 2. Enter the event

1 In the **Title** field, type the name of the event. The field is required and accepts up to 200 characters.
2 In the **Location** field, type the place: a room, an address or the words *Online*.
3 In **Start**, select the date and the time when the event begins. The field is required.
4 In **End**, select the date and the time when the event ends. The field is optional, but without it the calendar app chooses the duration by itself.



The Event tab with a calendar event

Step 3. Mind the time zone

The date and the time are written into the code exactly as you enter them, without a time zone. The calendar of the person who scans the code treats them as local time.

- For an event in one office or one city nothing else is needed: 10:00 on the poster is 10:00 in the calendar.

- For an online event with participants in several time zones, add the time zone to the **Title** or **Location** field, for example *Town Hall Meeting (10:00 CET)*. Adding a time-zone label is only a note for the reader; it does not convert the encoded time. Participants must adjust the time manually, or you can use a URL to an event page with a time-zone-aware calendar invitation.

Warning

The web part does not check that **End** is later than **Start**. Look at both values before you download the code.

Step 4. Test the code

Scan the preview with a smartphone. The phone should offer to add the event to the calendar; open the prompt and check the title, the place, the date and the time.

Note

Calendar events are supported by fewer scanners than links are. Some camera apps show the content of the code as text and do not offer to add the event. Test the code with the phones that are common in your organization, and for a wide external audience consider a code with a link to the event page on the **URL** tab.

Step 5. Use the code

- **Poster or printed invitation.** Click **Download** and choose **SVG** or a large **PNG**. Print the date and the time next to the code as well, for the people who do not scan it.
- **Email, slide, digital screen.** Click **Copy** and paste the image.
- **Page of the event on the intranet.** Set up the code on the page in edit mode and republish it. See KB10269. Publishing a Preconfigured QR Code on a SharePoint Page.

The formats and the size of the image are described in KB10268. Downloading and Copying a QR Code: PNG, JPEG, SVG and WebP.

What the code does not contain

An event code holds four things: the title, the place, the start and the end. It has no description, no reminder, no **list** of participants and no link to an online meeting, and it does not create a recurring or an all-day event. The person who scans the code adds a personal copy of the event to their own calendar:

- the organizer does not see who added the event;
- if the event is moved or cancelled, the copies in the calendars of the participants do not change.

For meetings where the responses and the updates matter, send a regular invitation from the calendar and use the QR code as an addition.

Summary

Select the **Event** tab, enter **Title**, **Location**, **Start** and **End**, state the time zone when the audience is spread across several, and test the code with a phone before it goes to print.

Tip

All fields of the **Event** tab and of the other tabs are described in KB10264. QR Code Data Types: URL, Text, vCard, Wi-Fi, Email, SMS, Phone, Location and Event.

Terms

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

QR Code
A Quick Response (QR) code is a two-dimensional barcode that stores information. It can be scanned using a QR code reader or a mobile device's camera, providing quick access to the encoded data.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.