

How to add Events to Calendar

On the Calendar Page click

Add New Event

Type **Event Title**

If you selected Click in the Start Date / Time – Select Date & set time (or leave --)

Click in the End Date / Time – Select Date & set time (or leave --)

Check **All Day Event** (if applicable) – is Start & End equals --

Set **Importance** – not mandatory

Location – Not mandatory

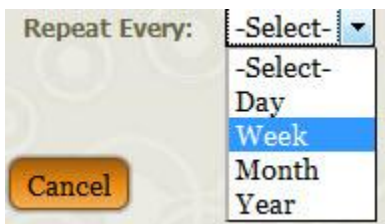
Description – Not Mandatory

IF EVENT REPEATS click in the box to place a Check

Click in Repeat Start box – Select Date

Click in The Repeat End – Select Date

Use the Drop down and Select Pattern



Repeat Every: **-Select-** ▼

- Select-
- Day
- Week**
- Month
- Year

Cancel

Click

Save

Click

Close

Your Item will now display on the Calendar



Calendar

CALENDAR

Add/Edit Calendar Events

Event Title:

Start Date/Time: -- ▼ -- ▼ -- ▼

End Date/Time: -- ▼ -- ▼ -- ▼

All Day Event:

Duration:

Importance: **Normal** ▼

Location:

Description:

Repeat Event:

Repeat Start:

Repeat End:

Repeat Every: **-Select-** ▼

Save **Cancel**

