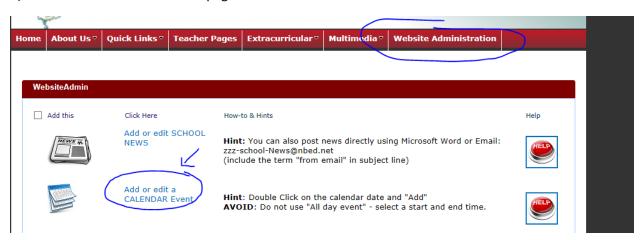
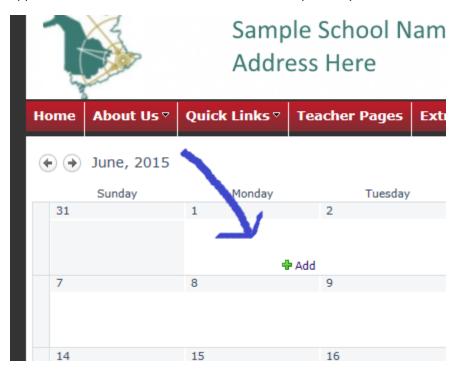
How to add or edit a calendar event

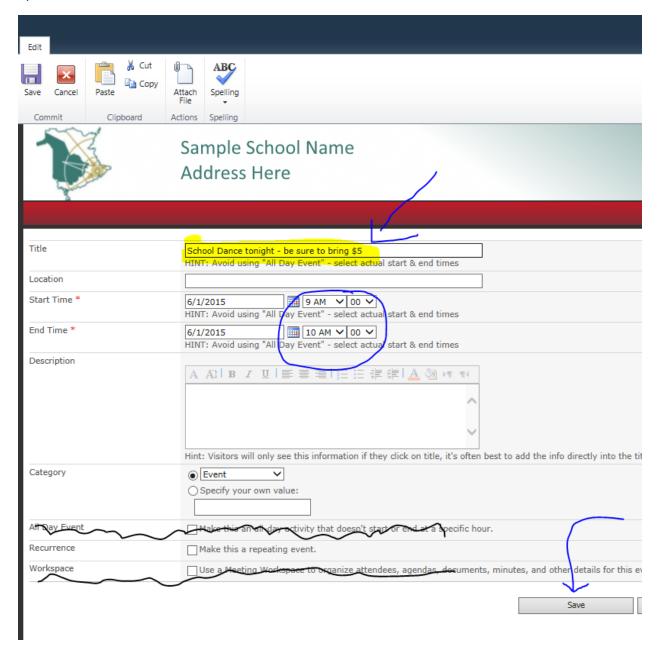
1) Go to Website Administration page and click on "Add or edit a CALENDAR event"



2) Place your cursor on the date and just HOVER there for a second until you see the "+ Add" icon appear. Click on "+ Add" and a new screen will open for you to add the necessary information:



3) Add **Title** and select **Start + End Times** then hit **SAVE**. Do NOT use "All Day Event" or "Workspace" options.



4) You will see the event appear on the monthly calendar as well as on home page under "Upcoming Events"