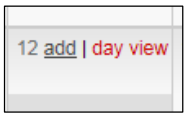
Calendar Postings

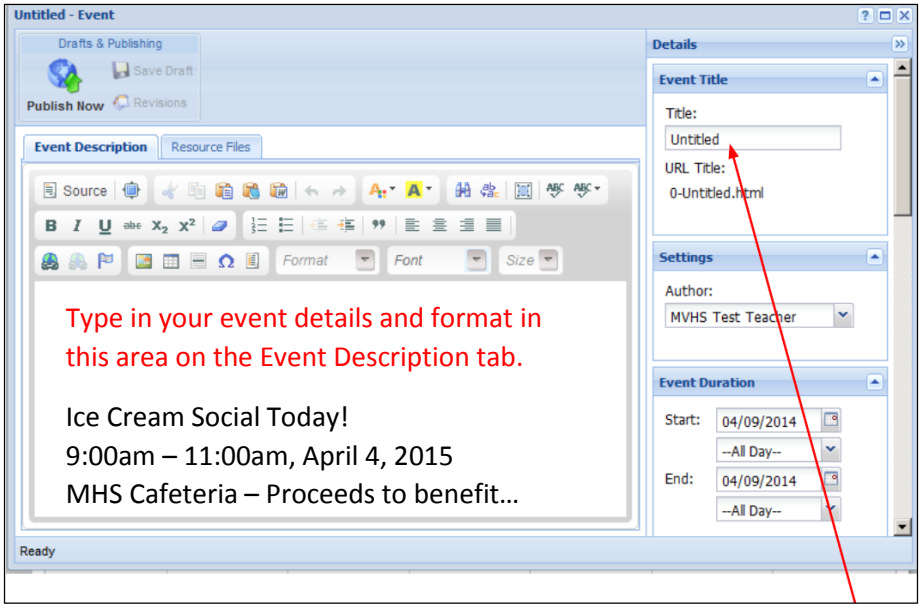
How to post calendar events.

1. Once you log in, from your **School's Home Page**, click on Calendar Icon to get to your calendar.
2. You can select **Views** if you would like to select Month, Week, Day, or Year View.
3. Select the day you would like to add an event for and **click add**.



4. This is the **Event Edit Screen**. For the **Title** just put in the name of the Event.

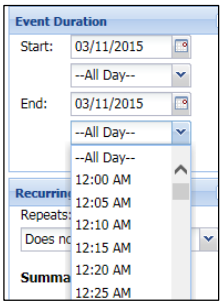
5. Add your Event Details.



Tips for a Successful Event Description

- Enter school name or location of event: Where you are having this event.
- Enter date or dates of event.
- Enter time of event.
- Enter details of the event: Explain what your event is about and why you are excited for people to be a part of it!

Setting the Event Duration

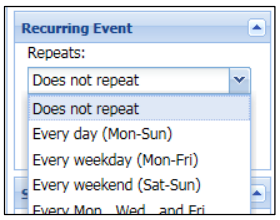


The **Event Duration** refers to long the event is taking place.

1. Enter a **Start and End date** as well as **All Day or time of event**.

   Entering the information in the Event Duration is not sufficient details. The information you enter here is only visible when a visitor clicks on the calendar event to see the description. You should enter the Event Details in the Event Description area as shown above.

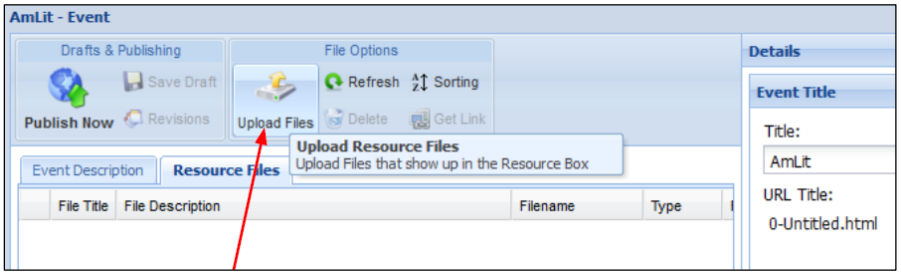
2. **Set the end date by clicking on the calendar button** or by typing in the date. The event will then show up on each day as you selected in the Repeats dropdown.



3. If you wish to have an event take place on multiple days, a better solution might be the **Recurring Event** option and choose from the Repeats dropdown menu.

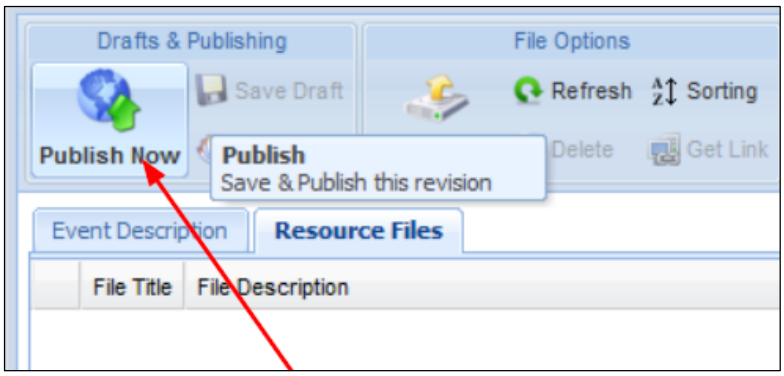
How to attach files to calendar events

1. If you wish to **add a resource file for the calendar event**, you would upload it by clicking the Upload Files button.



Publish Now Button

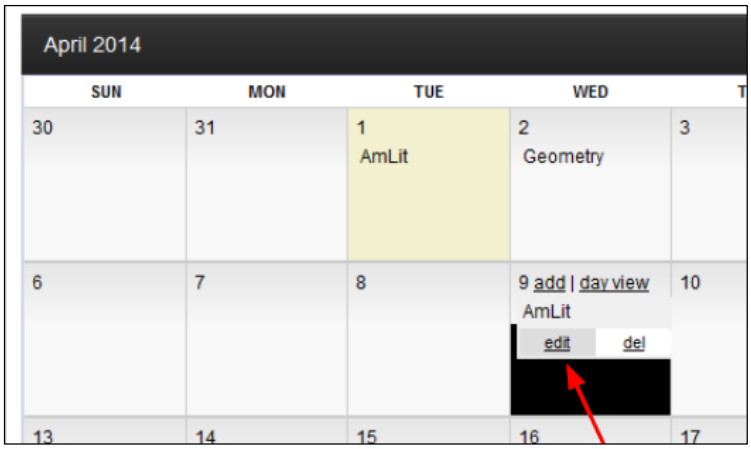
IMPORTANT - When you are finished editing the event, click the **Publish Now** button.



Edit an Event

If you need to go back and edit an event you created:

1. Click the **edit** button.



Display a Google Map

Enter in an address to your event if you would like to display a Google map.

Add Event to Another School's Calendar

If you would like to push this event to another school's calendar, select **the Syndication tab**. From here check the boxes for the school you would like to send it too.