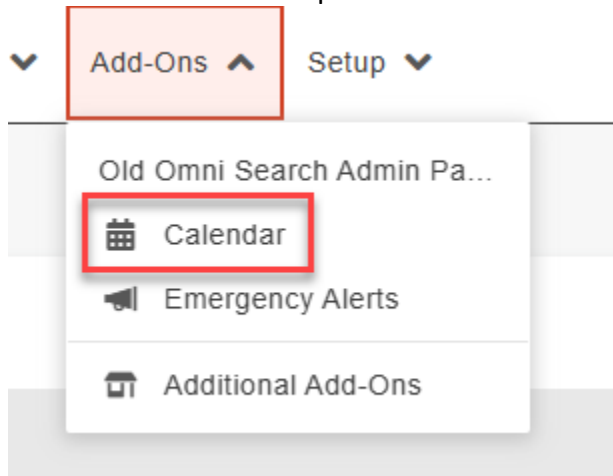
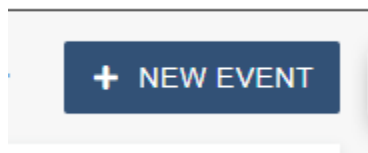


### Adding Events to the Calendar

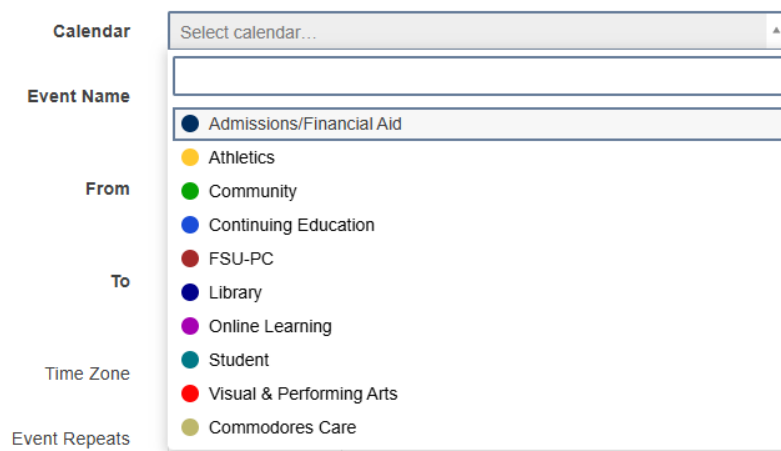
1. Click the “Add-Ons” dropdown menu and select “Calendar”



2. Click “New Event”



3. Under “Event Details” select the calendar you want to add events to



4. Add an "Event Name", "From" and "To" date and time or select "All Day"
5. Under "Additional Details" add text in "About the Event", "Event Image" and "Image Alt Text" are not required
6. "Organizer" is not required but you can either select on that is already there or "Add New"
7. "Categories" is required for Individual calendars. Note: If you don't fill in this field, the event will not show up on your site.

Categories

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Select the categories for this event. [Manage Categories in Calendar Attributes.](#)

8. Select "Location" or "Add New"
9. "Location Room", "Web Conference Link" and "Button Label" are not required.
10. When you have finished creating the event click the "Publish" button. Note: If you select "Create" you'll have to approve it before it will show on your calendar.
11. To view your events, click "Overview" and select the Calendar you want to view