





## How to add or edit a calendar event

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

WebsiteAdmin

Add this      Click Here      How-to & Hints      Help

 [Add or edit SCHOOL NEWS](#)      **Hint:** You can also post news directly using Microsoft Word or Email: zzz-school-News@nbed.net (include the term "from email" in subject line)      


 [Add or edit a CALENDAR Event](#)      **Hint:** Double Click on the calendar date and "Add"      **AVOID:** Do not use "All day event" - select a start and end time.      

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:

Sample School Name  
Address Here

Home About Us Quick Links Teacher Pages Ext

← → June, 2015

Sunday	Monday	Tuesday
31	1 	2
	8	9
7		
14	15	16

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

The screenshot shows a web interface for creating an event. At the top, there is a navigation bar with an 'Edit' tab and a toolbar containing icons for Save, Cancel, Paste, Copy, Attach File, and Spelling. Below this is a header area with a school logo and the text 'Sample School Name' and 'Address Here'. The main form has several fields:

- Title:** A text box containing 'School Dance tonight - be sure to bring \$5'. A yellow highlight is under the text, and a blue arrow points to it from the right.
- Location:** An empty text box.
- Start Time \*:** A date and time selector showing '6/1/2015' and '9 AM 00'. A blue circle highlights the time dropdowns, and a blue arrow points to it from the right.
- End Time \*:** A date and time selector showing '6/1/2015' and '10 AM 00'. A blue circle highlights the time dropdowns, and a blue arrow points to it from the right.
- Description:** A rich text editor with a toolbar and an empty text area.
- Category:** A dropdown menu set to 'Event'.
- All Day Event:** A checkbox labeled 'Make this an all day activity that doesn't start or end at a specific hour.' This section is underlined with a black wavy line.
- Recurrence:** A checkbox labeled 'Make this a repeating event.'
- Workspace:** A checkbox labeled 'Use a Meeting Workspace to organize attendees, agendas, documents, minutes, and other details for this ev'. This section is underlined with a black wavy line.

At the bottom right, there is a 'Save' button. A blue arrow points to it from the right.

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