Calendar Feature: I want to organize my events into Categories on my Calendar. How do I do that?

- 1. From your Web Builder Dashboard, select "Site Settings".
- 2. Select the "Calendar Settings" tab.
- 3. Under "Add New Category", give your category a name.
- 4. Select "Add This".
- 5. Repeat these steps until all categories have been created.
- 6. Publish Website.

Your category will now act as a "subpage" of your calendar. Learn how to add an Event to a category <u>here</u>.

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