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

- 1. Select Website Settings from your Web Builder Dashboard
- 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>

## View Tutorial Video

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