Calendar Feature: I would like to add an event to my calendar. How do I do that?

- 1. Select Calendar from your Web Builder Dashboard
- 2. *If your Calendar has Categories, click the category in which you would like to add your event (see how to add Categories here)
- 3. Scroll just below your Calendar so that you will see the ";Add New Event to……(my category)"
- 4. Title your Event
- 5. Add a short and long Event Description if applicable in the available text box
- 6. Add your event location (if applicable)
- 7. Add the time of your event in the Time section
- 8. Click the Calendar icon so that you can select the date of your event. You cannot type in your date manually
- 9. Choose if the Event runs once, weekly or monthly.
- 10. Save your event. Your event will now be listed on your Calendar
- 11. Publish your website. Your event will appear on your live site

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