

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

1. Select Calendar from your Web Builder Dashboard
2. Select from your Calendar Subpages, the Category in which you need to add your event too
3. Scroll to the bottom of the page and select ">Add New Event to ….(my category)
4. Title your Event
5. Add an 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. Save your Event. Your Event will now be listed on your Calendar and Upcoming Events Queue
10. Publish your Website

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