

# Spaces: Event Calendar

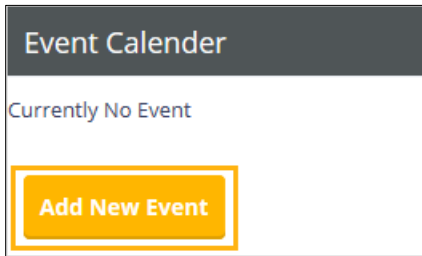
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## Contents

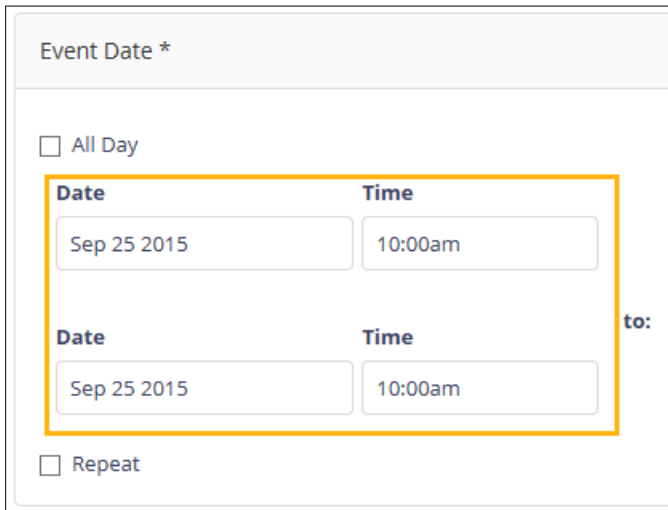
Add a Calendar Event.....	1
Edit or Delete an Event .....	3

## Add a Calendar Event

1. Click the **Add New Event** button in the **Event Calendar** box.



2. Complete the title, description, and location for the event fields and add attachments if necessary.
3. In the **Event Date** field, select the appropriate time and date for the event.



The screenshot shows the "Event Date \*" field. It includes a checkbox for "All Day". Below this, there are two rows of date and time selection fields. The first row has "Date" and "Time" labels above two input boxes containing "Sep 25 2015" and "10:00am". The second row is identical, with "to:" to its right. A yellow border highlights the date and time selection area. At the bottom, there is a checkbox for "Repeat".

4. If the event is an all-day event, check the **All Day** box.

Event Date \*

All Day

**Date**

Sep 25 2015

**Date** **to:**

Sep 25 2015

Repeat

5. If the event is to be repeated, check the **Repeat** box and select the appropriate variables for the event.

Repeat

**Repeats**

Weekly ▾

**Repeats Every**

1

weeks

**Repeat on**

Sun  Mon  Tue  Wed  Thu  Fri  Sat

**Stop repeating**

After

#

occurrences

On

Date

Exclude dates

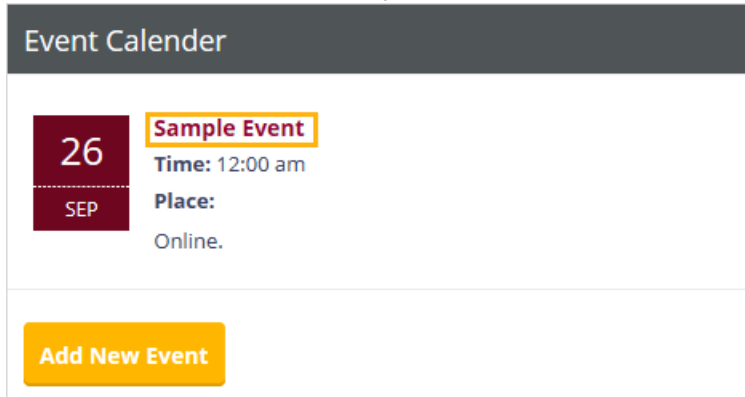
Include dates

6. Click the **Save** button.

Save

## Edit or Delete an Event

1. Click on the title of the event you created in the **Event Calendar** box.



2. Click on the **Edit** button.



3. Make the desired edits and click the **Save** button.



4. To delete the event, click the **Delete** button.

