

Working with *Schoolwires* Calendar

How Do I Add Events to the Calendar?

Because the *Schoolwires* Calendar is an App, you are able to have more than one calendar in your Section.

To add an Event to your calendar, all you have to do is:

- Click the **New Event** button.
- When the Event window opens, enter the **Start Date, End Date, & Event Name**. All other fields are optional to complete.
- Click **Save**.

Event Name: Schoolwires Training Session

Event Recurrence Registration Location Contact Post to Calendars Viewers

Enter a start date and description for your event. If you want, you can enter a start time, end time, end date, description and category.

Start Date: 12/1/2010

Start Time: 8 AM :00

End Time: 9 AM :00

☐ All Day

End Date: 12/1/2010

Description:

Normal HTML Words:0 Characters:0

Category: ?

- None
- Assignment, Homework, Projects
- Athletic Event
- Field Trip

Save Cancel

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How Do I Edit or Delete an Event on the Calendar?

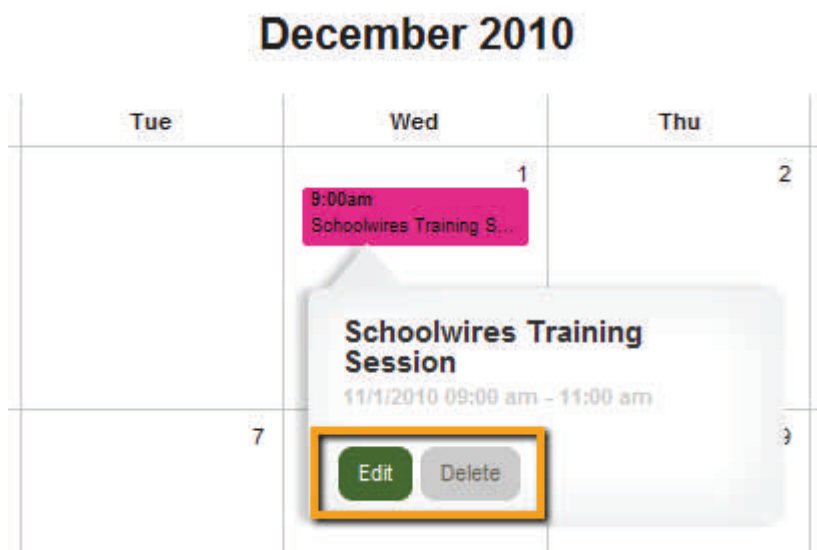
Editing an event that you have entered on your calendar is a very simple process.

To edit an existing event:

- Step 1.** Roll your cursor over the event.
- Step 2.** Click **Edit** button that appears. Edit the event as desired.
- Step 3.** Click **Save**

To delete an existing event:

- Step 1.** Roll your cursor over the event.
- Step 2.** Click **Delete** button that appears.
- Step 3.** When prompted if you are sure, Click **Yes**.



What Are The Advanced Calendar Features?

To learn about all the Advanced features of the *Schoolwires* Calendar and how to use them, we suggest that you consult the **How do I...? Tab** in the Workspaces.