


### **Add Your Event to the Calendar**

To add an event, you **must be logged on**. From the Main Menu or Calendar Menu, locate the &quot;[Add Date](#)&quot; button. Simply fill in the required fields. Once you have finished, click the &quot;Save&quot; button located in the bottom left of the form, and your done!

### **Edit an Event**

Once you have logged in, you may edit any events you personally have submitted to the calendar. To do this, locate the event on the calendar and open it. Once you are in the full view of the event, locate the &quot;Edit&quot; icon next to the event title. Looks like this . Click the icon and your editing window will be open so that you can perform any necessary changes.