Worki
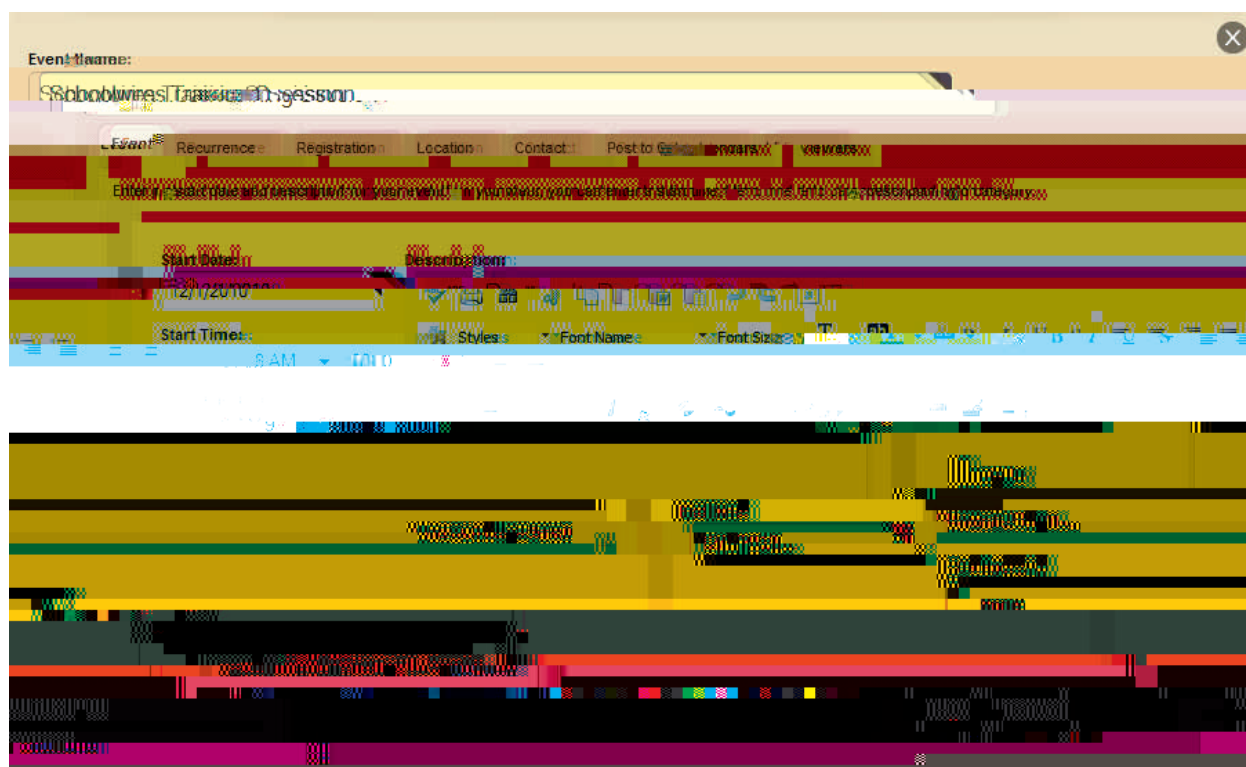
How Do I Add Events to the Calendar?

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.**

Work

### 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**.
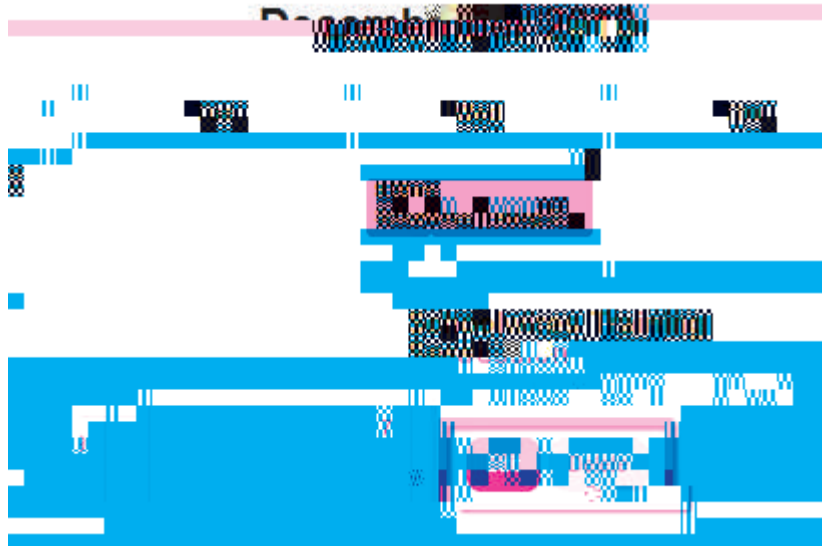
What Are The Advanced Calendar Features?

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.