SCHOOLMESSENGER®
EVENT PUBLISHING HELP CARD

PUBLISHING CALENDAR EVENTS

- You can quickly upload events onto the calendar which can then be viewed by any site visitor;
- You can add information to your events by using the rich text editor which allows you to add text/graphics and hyperlinks;
- You can modify event information at any time which will update the event on the calendar.

Adding Event	Configuring Events

Adding Event

1. Click the **Add Event** ✚ icon

2. Type in the name and location information

3. Fill in the fields you want, type in the description and click **Create Event** to finish

NOTE: *To edit events, click the name of the event from the calendar and then click the **Edit** tab to make your changes. Click **Update Event** when done.*

Configuring Events

Using the Recurrence Feature:

1. While creating or editing the event, select the **Enable Recurrence** option

2. Choose the type of recurrence you want (**Weekly/Monthly/Yearly**)

3. Select the days of the week or month pertaining to your event

4. Specify when the occurrence should end or choose **No End** if this is an ongoing event

Event Look and Feel:

1. Click the Color icon and choose a color of your choice from the color palette

2. Click the **Select Icon** option. Choose your icon by clicking on it and hitting **Submit**

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