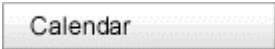

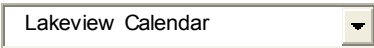
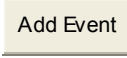


How to update the school calendars.

1. Click on the  button
2. Click on 
3. Find your school under *Add Events*

**Add to:**  

Then fill in the information.

### Basic Information

**\*Event Title:**

**Event Color:**  [Pick Color](#)

**\*Category:**   ← You can really pick any category. It doesn't show anywhere

**Description:**

**Image:** [No Image]

### Start Date

**\*Month**

**\*Day**

**\*Year**

**\*Time**

at  :  AM PM (America/Chicago)

**Start Time:**

Event Time Length:  :

**To Be Determined:** (Start time will be announced)

**All Day Event:** (Starts in the morning and ends in the evening)

**No School:** (Mark a day for no school)

**No Time Listed:** (Does not display time)

\*Event Frequency

**Never Repeats:**

**Repeats Daily:**

Every  Day

**Repeats Monthly:**

First  Sun  of every month

**Repeats Until:**

December  7  2007  

**Selected Days:**



If it is something that happens every day, every month, or every Monday, for example, you can adjust that here

Event Options

**Display Timezone:**

— none —  (displays along with local time)

**\*Calendar:**

Board of Education  *show event only on selected calendar*

Don't worry about this.

Event Locale

**Location:**

**\*City:**

Holland

**\*Region:**

Michigan

Your school, or where the event happens (like if it is a concert, and it is happening elsewhere)

Map Link

**Address:**

Don't need this

Contact Information

**Name:**

**Email:**

**Phone:**

This is already set for you.

Cancel  Reset Form  Add

Click Add