

How to Add a Calendar Event

- Choose the month you would like to create the even on by clicking either clicking “Month” dropdown or clicking the right arrow
- Double click on the day of that month you would like to create the event on
 - This will open a location
- Enter a Brief Description, No.1
- Enter your full Description, No.2
- Enter the Location of the event, No.3
- Click the dropdown menu labeled “Untimed Event” and choose “Timed Event”, No.4
- Enter the start time of the event
- Click the “Edit Button” under category, No.5
 - Choose the category of the event
- Now click “Save”, No.6

Add Entry (event) [?]

The screenshot shows the 'Add Entry' form with the following elements and annotations:

- 1**: Brief Description input field.
- 2**: Full Description rich text editor area.
- 3**: Location input field.
- 4**: Date dropdown menu showing '21', 'Oct', '2019', and 'Select...' with an 'Untimed event' category dropdown below it.
- 5**: Category dropdown menu with an 'Edit' button next to it.









Save **6**

This close-up shows the date selection (21, Oct, 2019, Select...) and the category dropdown menu which is open, showing options: Untimed event (selected), Untimed event, Timed event, and All day event.

This close-up shows the time selection (12, 00, am/pm) and the duration input (0, 00) with the label '(hours: minutes)'.

Save

Categories

- Degree* 
- Divine Service* 
- Event* 
- Fraternal Visit* 
- Installation* 
- Lodge Meeting* 
- MPMW* 
- Official Visit* 

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Save

**** Please Note**** The Repeat and Reminders tabs are not working correctly on this release of software, so please do not use.