

Calendar Guide for Admins

How to add, edit, and remove events

1

Open the Calendar

Tap the menu, then tap Calendar.

2

Add a New Event

Tap the + button. Enter a title, date, and time. Turn on "All day" if it lasts the whole day.

3

Add Extra Details (optional)

Add a location and description so members know where to go and what to expect.

4

Make an Event Repeat (optional)

Turn on "Repeats" and choose how often: daily, weekly, monthly, or yearly.

5

Save the Event

Tap Save. The event appears on the calendar right away for all members.

6

Edit an Event

Tap the event, then tap the pencil icon. Change what you need, then tap Save.

7

Delete an Event

Tap the event, then tap the trash icon, then confirm. Deleting a repeating event removes the whole series.

Good to Know

- Only admins can add, edit, or delete events. Members can only view them.
- Members' birthdays are added to the calendar automatically. A member can hide their own birthday by opening Edit Profile and turning off "Show birthday on calendar."
- To turn off birthdays for everyone, go to Settings > Directory > Calendar and uncheck "Show birthdays on calendar."
- Printing the calendar only works on a desktop or tablet, not in the mobile app.