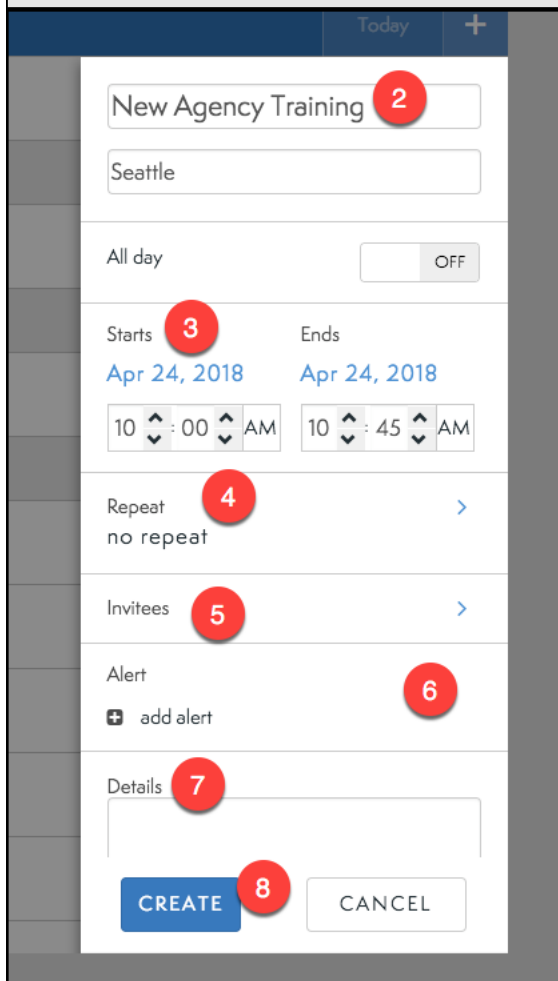
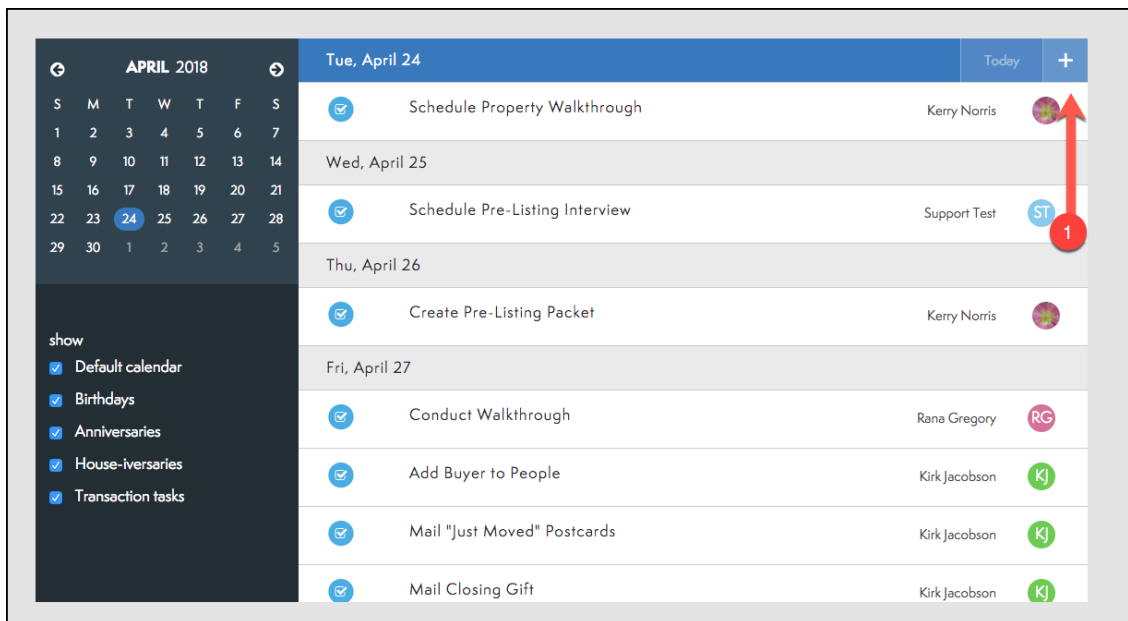
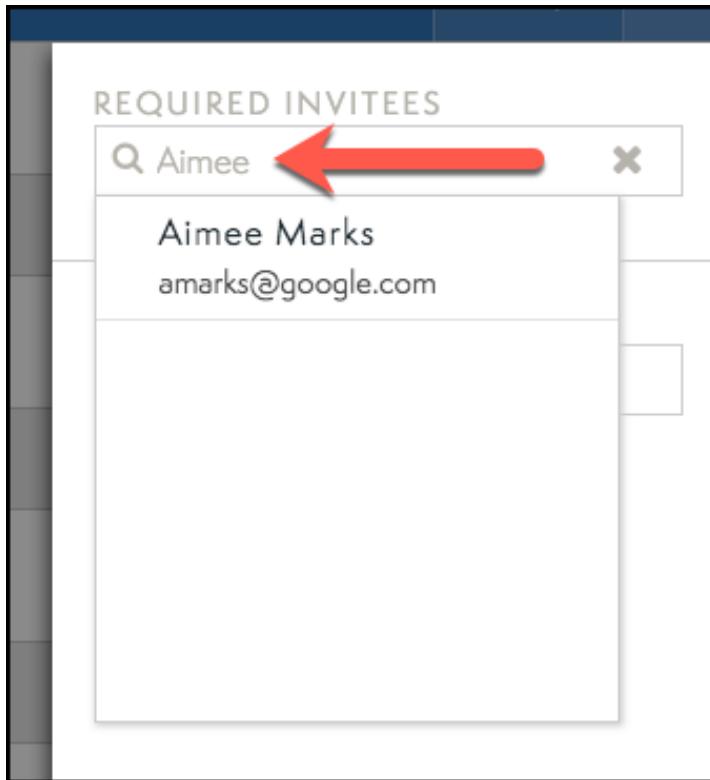


# Calendar: Add a New Event

1. From the calendar screen, click on the plus icon.



2. Enter your event name and location.
3. Include the start and end date and time.
4. Make this a recurring event.
5. Invite people to your event.
  - a. Search for names in your Engage database.



6. Choose when you want to be reminded about this event.
7. Add any additional information needed.
8. Select Create to update your Calendar with the new event.