

# How To Add Calendars In School Settings

In the calendar you get two options, you can either use the 'Default Calendar' or if you want to add your own calendar click '+Add Calendar'

Menu >> Settings >> School >> Calendars

or

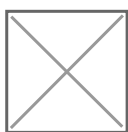
Menu >> School >> Calendars

If you want to add a calendar click '+Add Calendar' and a popup calendar setup page will appear.

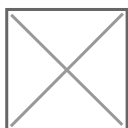
Give a title or name to the calendar\*\*\*\* then, add desired data like - Creating your calendar duration years, Weekdays Setup, and choose who will be able to see the events in the calendar of the particular year.

1. Title
2. Start and End date (from, to)
3. Weekdays selection
4. Select event visible to. It is a good practice to select all profiles so that any user can view the school calendar.

Click Submit to save



To add an **Event / Holiday** click on any date on the calendar. An 'Add New' pop-up will appear. Here you select Event or Holiday from the options that are shown below.



Select the Event tab.

1. Add **Title** of the event
2. Add **Date** - A start date and end date
3. Create **Notes** according to the event requirements

4. Add **Event Color**
5. Select **Visible to** whomever it is needed to be visible to
6. Turn on the **Show Events System Wide** toggle if you want the event to be seen in all the Schools in your account.

Click Submit to save.

Similarly to add a holiday, select the 'Holiday' tab



1. Add **Title** of the holiday
2. Add **Date** - A start date and end date
3. Create **Notes** according to the holiday requirements
4. Turn on the **Apply to All Schools** toggle if you want the holidays to be displayed in all the schools in your account.

Click Submit to save.

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