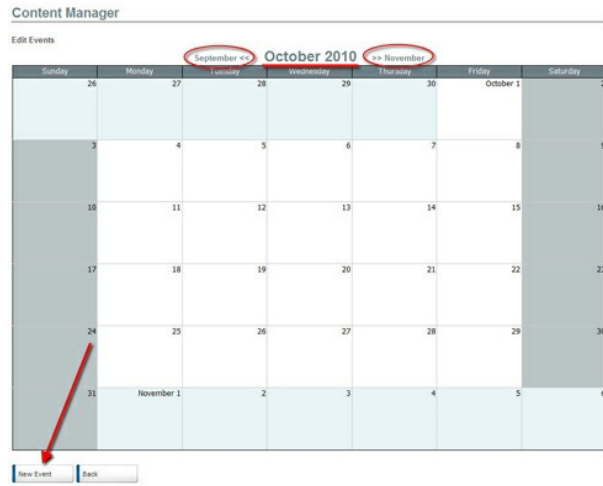


Adding a New Event

[Control Panel](#) > [My Workspace](#) > [Calendars](#)

Adding a New Event:

1. To add a new event to an existing calendar, click on the **View** button for a desired calendar.
2. Navigate to the month of the upcoming event to ensure the correct date.
3. Click on the **New Event** button.



4. Fill out the necessary **Title** and **Description** for the event.
5. If it is a recurring event, select **Daily**, **Weekly**, or **Monthly**. If not, set **Recurrence** to **None**.
6. To set a **Start Date** and **End Date**, either manually enter it into the space provided or click on the link to the right of the box and navigate to the correct date using the pop-up mini-calendar.
7. Set a **Start Time** and **End Time** or select **All Day Event**.
8. Select **RSVP** to enable RSVP functionality.

Note:

- By enabling the **RSVP** feature, users will be able to log into their property's portal and select an event to RSVP to from the Calendars listed on their My Workspace page.
- A dashboard in the calendar section of the **Control Panel** will assist in keeping track of responses. Refer to [Managing RSVPs](#) for more information.

The screenshot shows a form for creating a new event. The fields are: 'Title*' (containing 'Tenant Appreciation'), 'Description' (containing 'Please join us in celebrating'), 'All Day Event:' (with an unchecked checkbox), 'RSVP:' (with a checked checkbox), 'Recurrence:' (a dropdown menu set to 'None'), 'Start Date:' (containing '4/29/2011'), and 'End Date:' (with a mini-calendar pop-up). A red box highlights the 'Title*' field. Another red box highlights the 'Description' field. A third red box highlights the 'All Day Event:' checkbox. A fourth red box highlights the 'RSVP:' checkbox. A fifth red box highlights the 'Recurrence:' dropdown. A sixth red box highlights the 'Start Date:' field. A seventh red box highlights the 'End Date:' field and the mini-calendar pop-up. A red arrow points from the 'End Date:' field to the mini-calendar.

Save	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	1	2	3	4	5	6	7

9. Click on **Save** or **Save & Send**. (If you selected **Save & Send**, skip to Step 7 of the [Emailing Calendar Events](#) section.)

Title*:	Tenant Appreciation
Description:	Please join us in celebrating
All Day Event:	<input type="checkbox"/>
RSVP:	<input checked="" type="checkbox"/>
Recurrence:	None
Start Date:	4/28/2011
	12 AM : 00
End Date:	4/28/2011
	01 AM : 00
Location:	Grand Hall
<input type="button" value="Save"/> <input type="button" value="Save & Send"/> <input type="button" value="Cancel"/>	

10. The new event will appear on the calendar as follows.

28	29	30
12:00 PM Tenant		
<p>Title: Tenant Appreciation</p> <p>Location: Grand Hall</p> <p>Description: Pleas join us in celebrating</p> <p>From 4/29/2011 12:00 PM to 4/29/2011 5:00 PM</p> <p>add event to my outlook calendar</p> <p>RSVP for this event</p>		