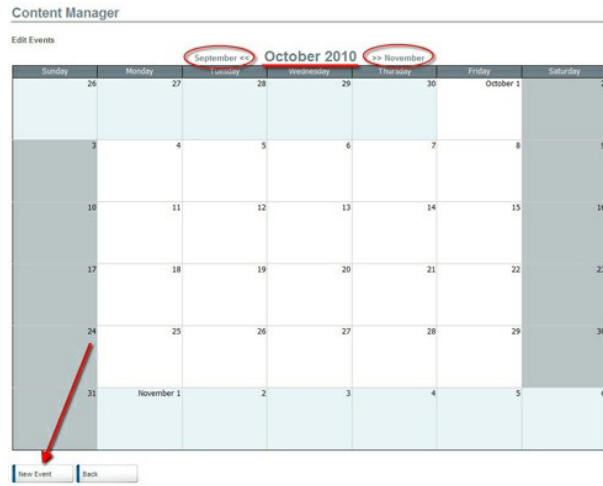


Adding a New Event

[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 the event creation form with the following fields and values:

- Title:** Tenant Appreciation
- Description:** Pleas join us in celebrating
- All Day Event:**
- RSVP:**
- Recurrence:** None
- Start Date:** 4/29/2011
- End Date:** (mini-calendar for April 2011 is shown, with the 29th selected)
- Location:** (empty field)



- 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:

RSVP:

Recurrence: None

Start Date: 4/28/2011 12 AM : 00

End Date: 4/28/2011 01 AM : 00

Location: Grand Hall

Save **Save & Send** Cancel

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

