



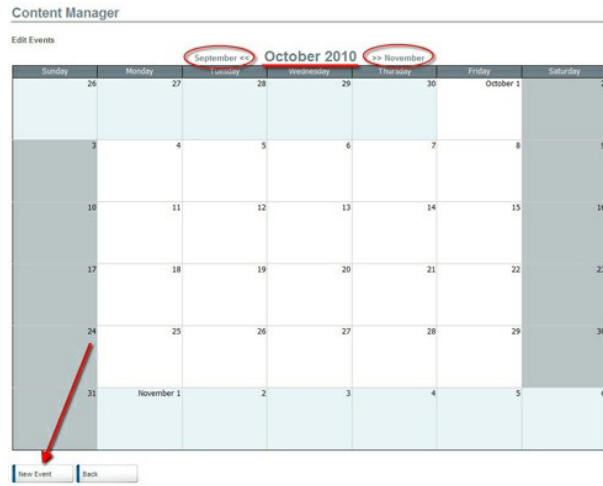


# Adding a New Event

[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 open for April 2011, showing the date 31 selected)
- Location:** (Empty field)



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

A screenshot of an event creation form. The fields are: 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. At the bottom, there are three buttons: 'Save', 'Save & Send', and 'Cancel'. The 'Save' and 'Save & Send' buttons are highlighted with a red border.

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

