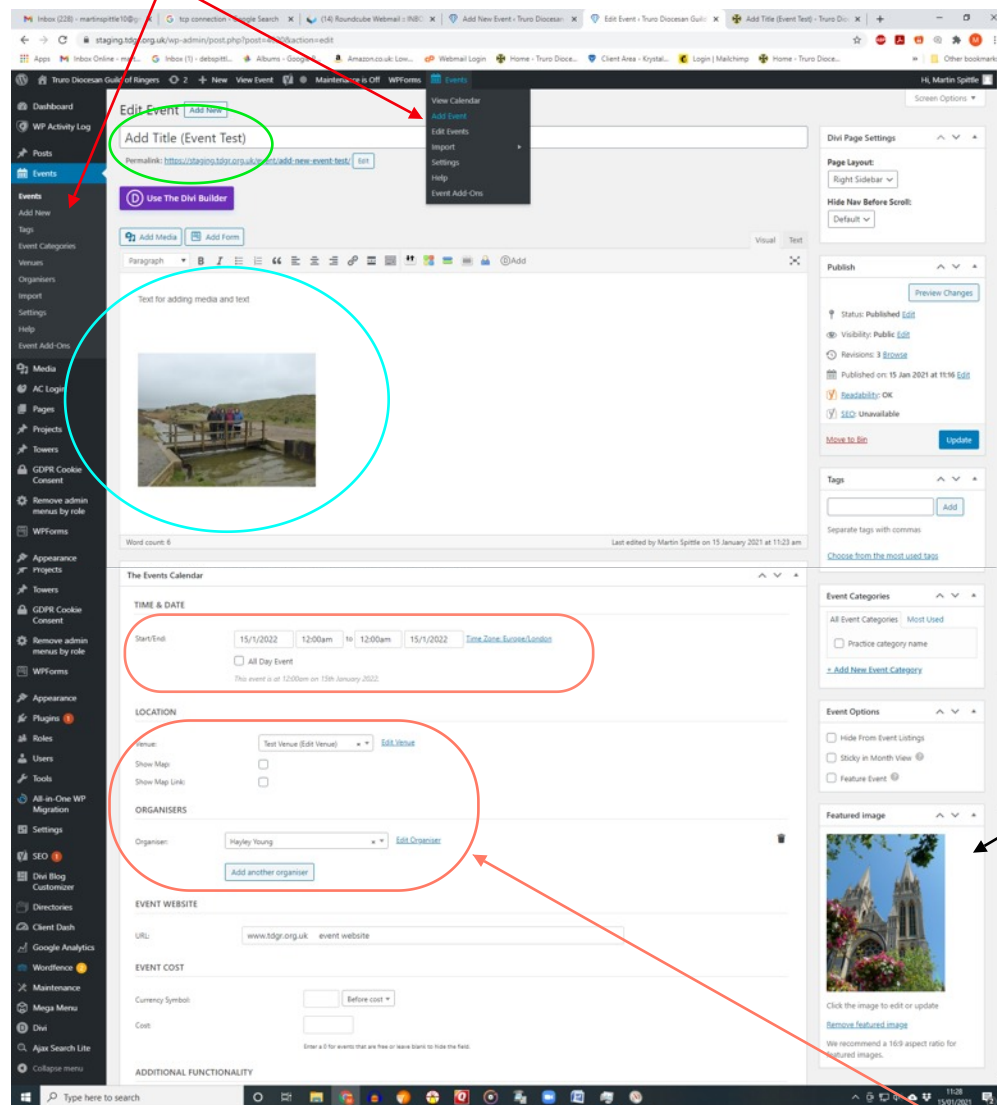


# How to Add or Edit a Calendar item

Basically you click add event and just fill in the page.

The Events Calendar creates a new page so this can be edited later in the usual way.

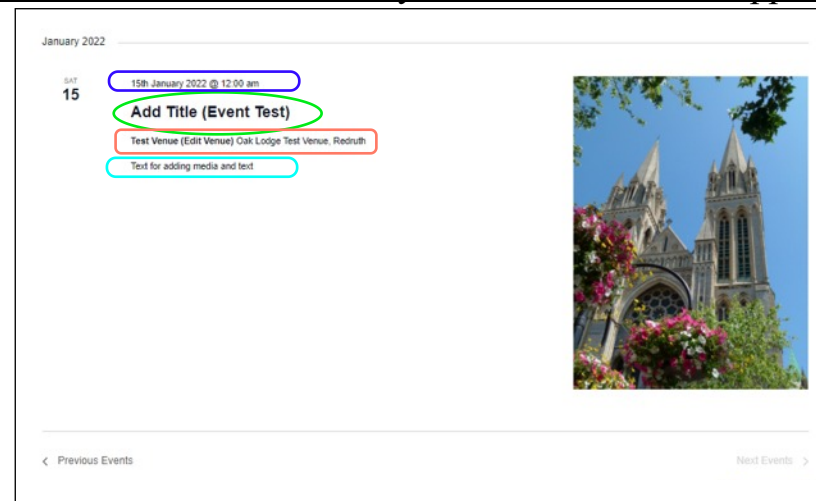
Click on Add/Edit event



This is what the Add/Edit Event screen looks like

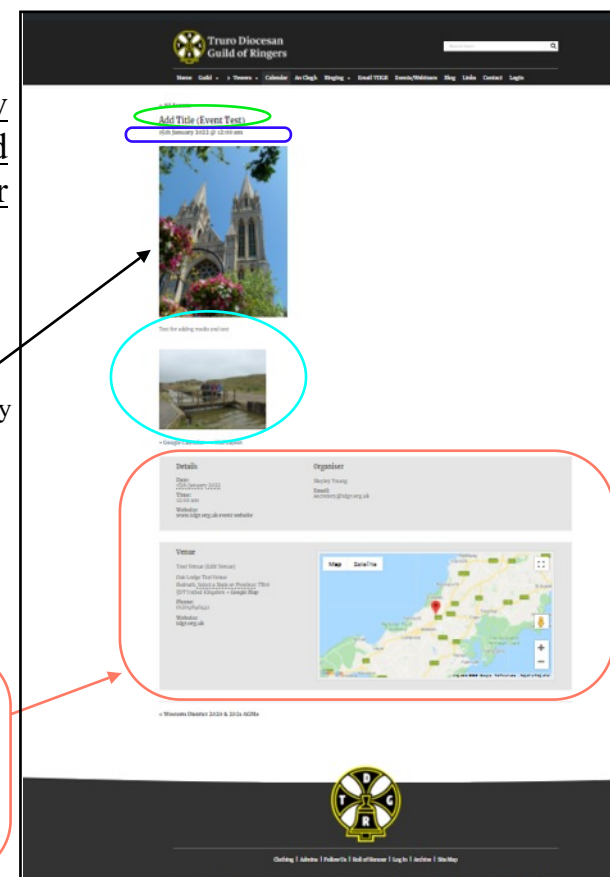
# Results

Calendar List Screen- to show how your edited items will appear



In the page builder area you can create links in the usual way. Images can be added from the library or uploaded.

Event page - to show how your edited items will appear



Featured image appears on both Calendar list and Event Page It can be picked from media library or uploaded from your computer

Venue and organiser details inc email address can be easily added and stored for future use. You can click the textbox to show the map or leave blank Postcodes will be used for the location.