

This article is also available for viewing online at <http://support.ngin.com/questions.php?questionid=31>

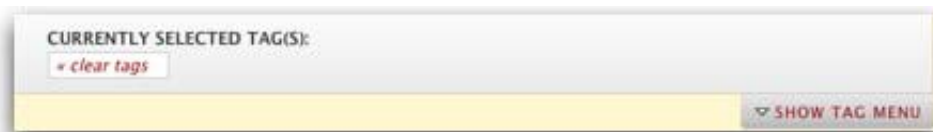
How do I add an individual Event to the Calendar?

Adding an Event to the Calendar:

1. Log in to the website
2. Click to **Edit Mode**
3. Click the main **CALENDAR** tab across the top horizontal navigation
4. Click **Add New Event** in the center of the page



5. Click **Show Tag Menu** and select the pages you would like to tag the event to



6. Enter the **Event Name**
7. Enter **When** the event occurs (date and time of event)
 - ◊ Optional: **Repeats** - default is 'Does not repeat' (choices include: daily, weekly, monthly, yearly)
 - ◊ Optional: **Location** (example, Target Field)
 - Check the box if you would like to Include a Link to your location
 - ◊ Optional: **Description**
 - ◊ Optional: Check Box to **Enable Page Elements** on the Event Page (when a user clicks on the event from the calendar it will bring them to a full view of the Event details).
 - Enabling Page Elements allows you to add additional content to this Event using Page Elements and Layout Containers. (example, you can upload a photo using the Single Photo Page Element or a document using the Document page element)

8. Click **Create This Event**
9. If you chose to Enable Page Elements, a Layout Container will appear along with an 'Add Page Element' button to

begin adding additional content.

This event has now been added to your calendar!