Canolfan Gefnogaeth TGCh
Schools and Community

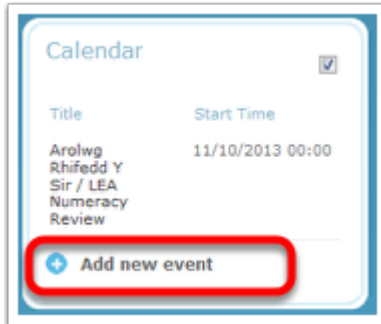### Ysgolion a'r Gymuned
ICT Support Centre

Hwb+

How to
Add an Event
to a Calendar

Hwb+ - How to add an event to a calendar

You will find a calendar on the Home page, your school page and possibly some subject and class sites. Users with the permissions to add an event to the calnedar will see the **Add new event** button.

Add details about your event in the **Calendar - New Item** window. The fields with the ***** are required fields and must be completed before you can save the event.

Hwb+ - How to add an event to a calendar

The event will be displayed in the calendar.