



Hwb⁺

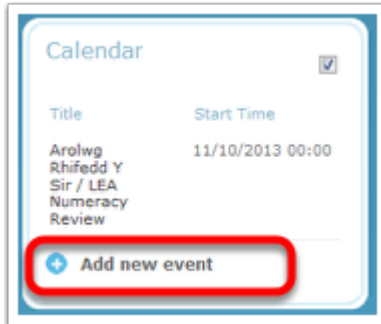
How to Add an Event to a Calendar





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 calendar 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.

The screenshot shows the 'Calendar - New Item' window. It has a blue header bar with the title 'Calendar - New Item'. Below the header is a toolbar with icons for 'Save', 'Cancel', 'Paste', 'Cut', 'Copy', 'Attach File', and 'Spelling'. The form contains several fields: 'Title *' (required), 'Location', 'Start Time *' (required), 'End Time *' (required), 'Description', 'Category', 'All Day Event', 'Recurrence', and 'Workspace'. The 'Title' field is highlighted in yellow. The 'Start Time' and 'End Time' fields are also highlighted in yellow. The 'Description' field contains the text 'Allwch ychwanegu disgrifiad yma.....' and 'You can add a detailed description of the event here ...'. The 'Category' field has a dropdown menu. The 'All Day Event', 'Recurrence', and 'Workspace' fields have checkboxes. At the bottom of the window, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red rectangle.



The event will be displayed in the calendar.

Calendar

Title	Start Time
Lluniau Ysgol <small>NEW</small>	12/08/2013 12:00

[+ Add new event](#)

August 2013

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12 12:00 - 13:00 Lluniau Ysgol	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1