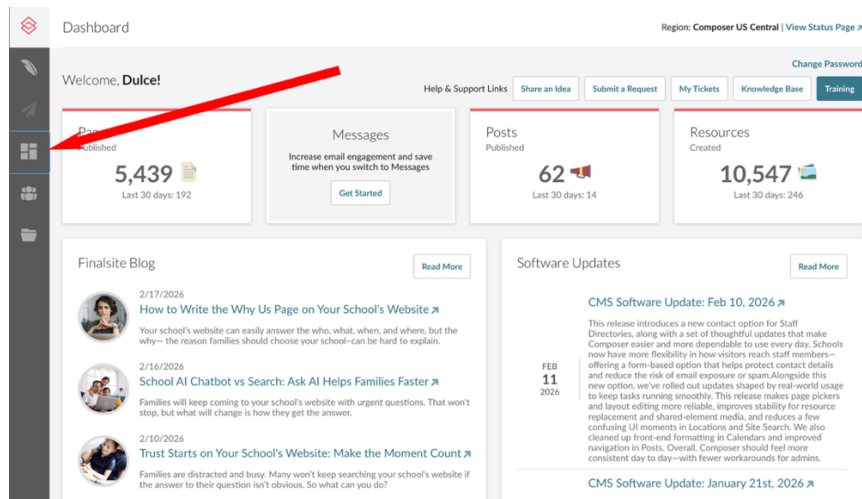
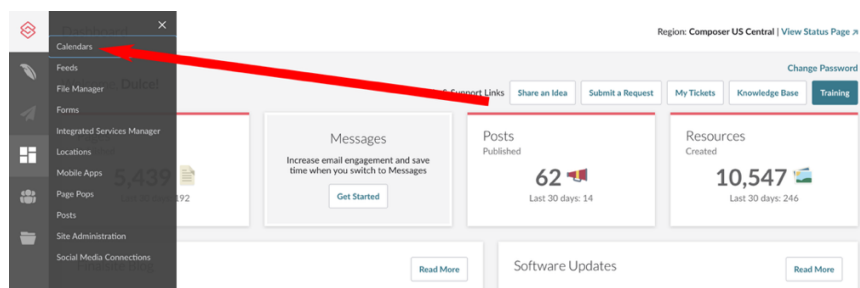


Adding an Event to the Calendar

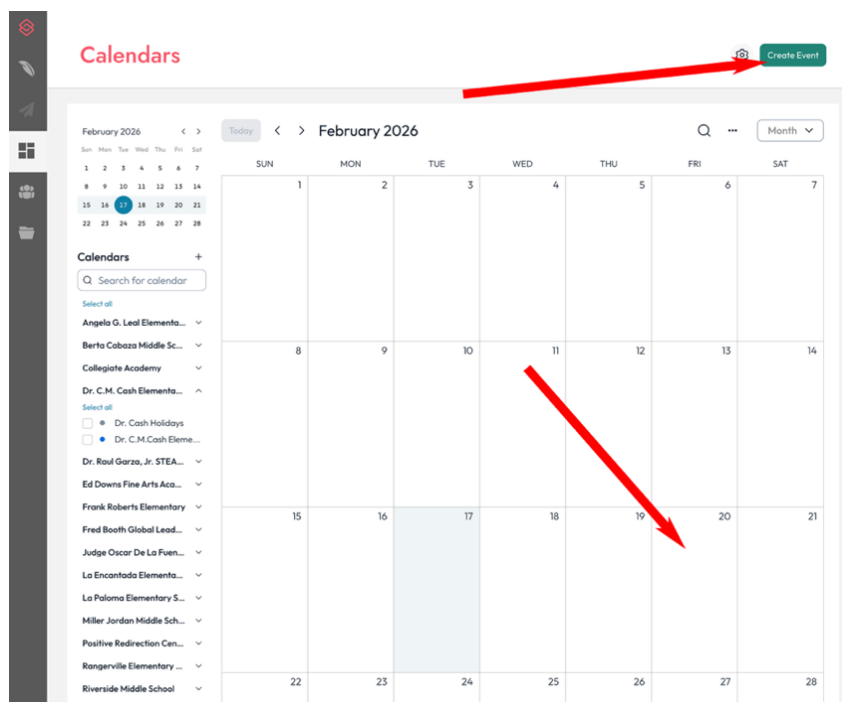
1. From the Dashboard, hover over the “module Menu” (Blocks icon)



2. Click on “Calendars”



3. Calendar will display. Click on the “Create Event” or on any day on the calendar.
I’m going to add an event to the Dr. Cash Elem. calendar as an example.



4. Fill in “Event Name”, “Start Date & Time”, “End Date & Time”, and Description (if available)

Create event ✕

Event Name
2nd Grade Family Luncheon

Start Date & Time *
02/20/2026 12:00pm

End Date & Time *
02/20/2026 12:45pm ☐ All Day

Repeat *
Does not repeat

Description
Join us for a special 2nd Grade Family Luncheon on February 20, 2026 12:00 PM to 12:45 PM!
Outside Food is Allowed
Only 2 Guest Per Scholar due to Safety
No other sibling from another grade level will be allowed
Purchase Cafeteria Meals In Advance (letters sent home)

Calendar *
Select calendar

Location
Location

Share event to
Select calendars

This event will be shared to selected calendars

Cancel Save Save & Publish

5. You have the option to add image to the calendar. Click on image icon to add a photo.

Create event ✕

Event Name
2nd Grade Family Luncheon

Start Date & Time *
02/20/2026 12:00pm

End Date & Time *
02/20/2026 12:45pm ☐ All Day

Repeat *
Does not repeat

Description
Join us for a special 2nd Grade Family Luncheon on February 20, 2026 12:00 PM to 12:45 PM!
Outside Food is Allowed
Only 2 Guest Per Scholar due to Safety
No other sibling from another grade level will be allowed
Purchase Cafeteria Meals In Advance (letters sent home)

Calendar *
Select calendar

Location
Location

Share event to
Select calendars

This event will be shared to selected calendars

Cancel Save Save & Publish

6. Image properties will display. Click on “Browse”

Image Properties ×

Basic Advanced

URL
Please enter a URL or Browse Browse

Alternative Text [more info](#) Browse

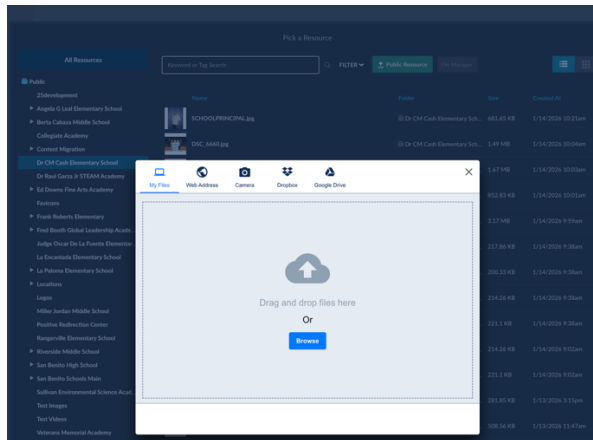
☐ Decorative image (empty alternative text)

Alignment
☒ None ☐ Align Left ☐ Align Center ☐ Align Right

Class

Cancel OK

7. It will then display the resources folder where you have the option to select an image from the resources folder or option to upload another image.



8. If you upload an image, fill out the “Title”, “Alt Text”, then click “SAVE”.

Edit Resource Details

Any changes made to the Resource will affect all locations where this Resource is used

 **Title**

Name .jpg

Description

Alt Text
Recommended: 125 characters (Max: 500 characters)

Tags

DELETE SAVE

9. Click “OK”

Image Properties ✕

Basic

URL
2ndGradeFamilyLuncheon.j Browse

Alternative Text [more info](#)
2nd Grade Family Luncheon

☐ Decorative image (empty alternative text)

Alignment
☒ None ☐ Align Left ☐ Align Center ☐ Align Right

Class

Advanced



☐ Captioned image

☒ Responsive

Width Height  

256 144

Cancel OK

10. Image will display with the Description. Select “your school”, “Location” (optional) and “Save & Publish”

Create event ✕

Event Name
2nd Grade Family Luncheon

Start Date & Time * End Date & Time * ☐ All Day

02/20/2026 12:00pm 02/20/2026 12:45pm

Repeat *
Does not repeat

Description



Outside Food is Allowed
Only 2 Guest Per Scholar due to Safety
No other sibling from another grade level will be allowed
Purchase Cafeteria Meals In Advance (letters sent home)



Calendar * 

Dr. C.M.Cash Elementary Calendar

Location 

Cafeteria

Share event to 

Select calendars

This event will be shared to selected calendars

Cancel Save Save & Publish