

CALENDAR

Checklist

☐

Login to Finals site website & click on the 4 boxes icon

☐

Click on Calendar & go to your school site tab

Make sure calendar box is clicked on

☐

Input event details for each date

☐

Double check your upcoming events after to ensure the dates are popping up

☐

Go to feather icon(composer) on left side of page & click on pages

☐

Go to your school site & click on home

☐

Click compose button (editing mode)

Always refresh page afterwards

☐

Scroll down to Upcoming events & click on gear icon (settings)

☐

Go to general settings/ make sure your school calendar is selected

☐

Input the days you want your calendar to be displayed/ click save & publish

Turn off compose