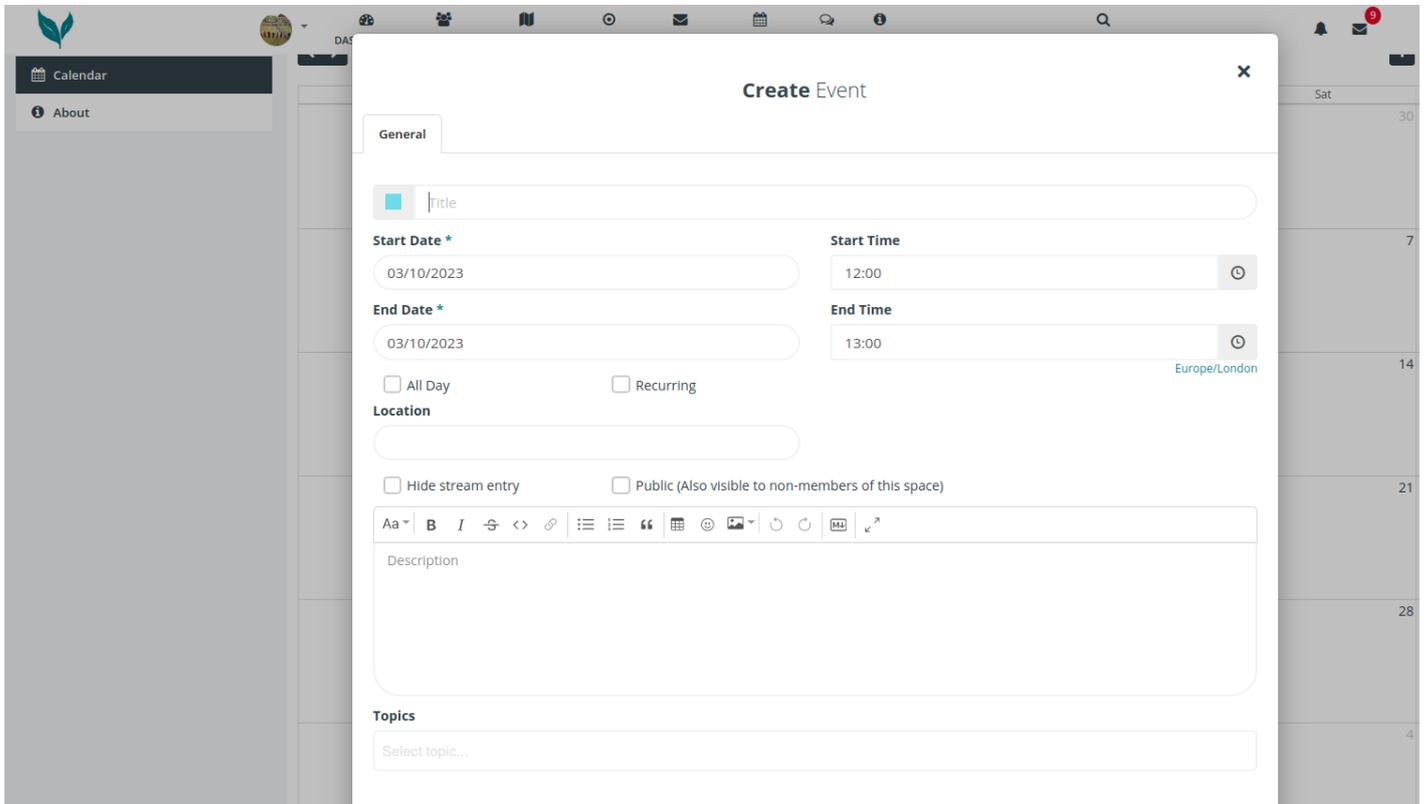


Calendars

Most Spaces in the platform will have a calendar which you can add events to. To add an event click on the day you'd like to add the event.



The image shows a 'Create Event' dialog box overlaid on a calendar interface. The dialog has a title bar with 'Create Event' and a close button. It is divided into several sections:

- General**: A tab at the top left of the dialog.
- Title**: A text input field with a blue square icon on the left.
- Start Date ***: A date picker showing '03/10/2023'.
- Start Time**: A time picker showing '12:00' with a clock icon.
- End Date ***: A date picker showing '03/10/2023'.
- End Time**: A time picker showing '13:00' with a clock icon.
- Location**: A text input field.
- Options**: Two checkboxes: 'All Day' and 'Recurring', both currently unchecked.
- Visibility**: Two checkboxes: 'Hide stream entry' and 'Public (Also visible to non-members of this space)', both currently unchecked.
- Description**: A rich text editor with a toolbar containing icons for text formatting (Aa, B, I, link, unlink, list, list, quote, calendar, emoji, image, refresh, undo, redo) and a text area with the placeholder 'Description'.
- Topics**: A dropdown menu with the placeholder text 'Select topic...'.

The public events from all of these calendars are aggregated together in the main [calendar view](#)

The screenshot displays a calendar application interface. At the top, there is a navigation bar with icons for 'MY SPACES', 'DASHBOARD', 'PEOPLE', 'MEMBERS MAP', 'SPACES', 'MESSAGES', 'CALENDAR', 'CHAT', and 'HELP'. Below this, there are filter sections: 'Select calendars' with checkboxes for 'My profile', 'My spaces', 'Followed spaces', and 'Followed users'; 'Filter events' with checkboxes for 'I'm attending' and 'My events'; and 'Filter by types' with a 'Select...' dropdown. The main calendar area shows a weekly view for '23 - 29 Oct 2023'. The days shown are Monday (23 October 2023), Tuesday (24 October 2023), Wednesday (25 October 2023), and Thursday (26 October 2023). Events listed include 'Deadline: Review task management', 'Transition Facilitators Training', 'HHC sorting meeting', 'Heart@Work Regenerative Co-Working Sprints', and 'Reunião Semanal'.

This view can be filtered using the checkboxes at the top left.

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