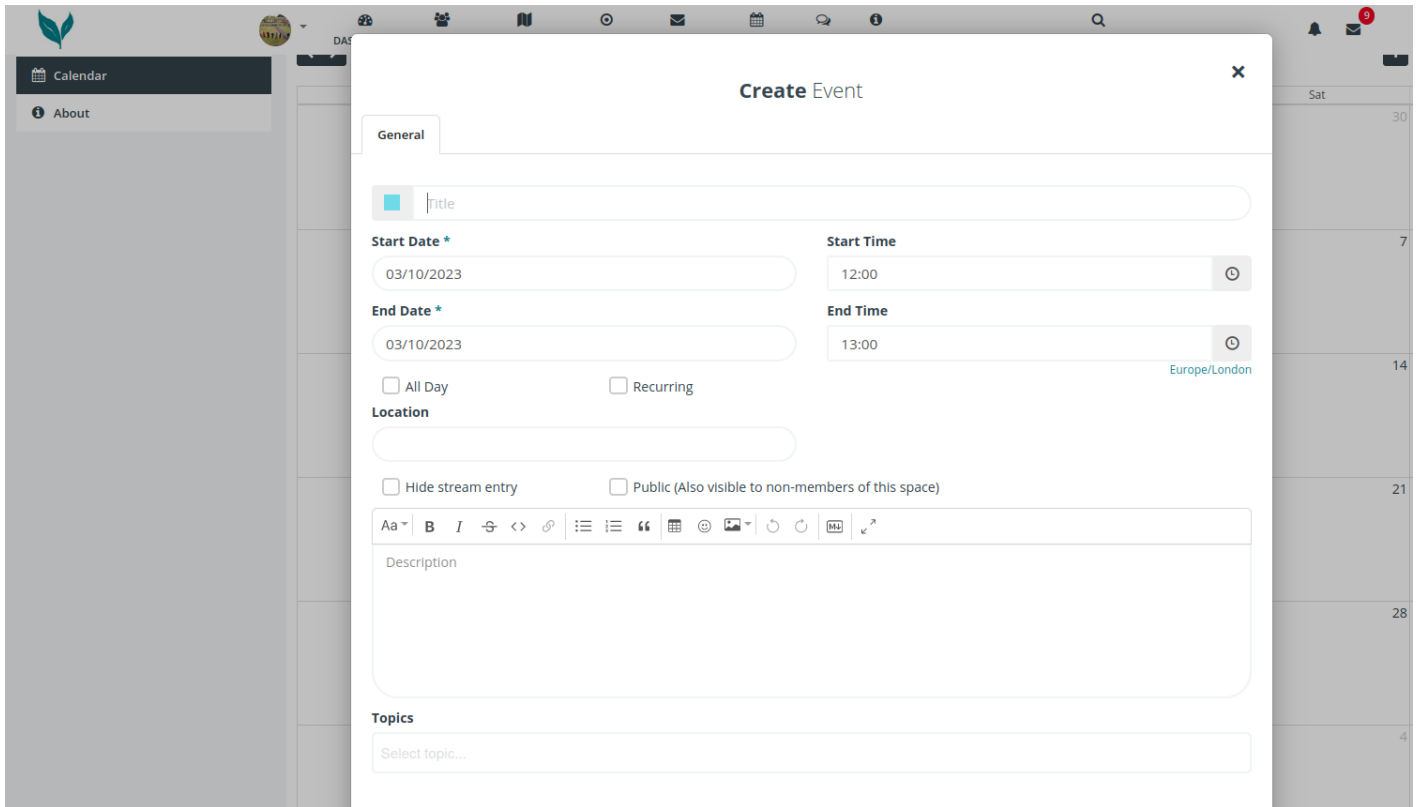


# Calendars

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 screenshot shows a 'Create Event' modal window overlaid on a calendar interface. The modal has a title bar with 'Create Event' and a close button. It contains several sections: 'General' (selected), 'Start Date' (03/10/2023), 'Start Time' (12:00), 'End Date' (03/10/2023), 'End Time' (13:00), 'Location' (empty), 'All Day' (checkbox), 'Recurring' (checkbox), 'Hide stream entry' (checkbox), 'Public (Also visible to non-members of this space)' (checkbox), 'Description' (text area with a rich text editor toolbar), and 'Topics' (a dropdown menu). The background shows a calendar grid with dates from Saturday to Sunday.

**Create Event**

**General**

**Start Date \*** 03/10/2023 **Start Time** 12:00

**End Date \*** 03/10/2023 **End Time** 13:00

☐ All Day ☐ Recurring

**Location**


☐ Hide stream entry ☐ Public (Also visible to non-members of this space)

**Description**

**Topics**

Select topic...

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



MY SPACES

DASHBOARD

PEOPLE

MEMBERS MAP

SPACES




MESSAGES

CALENDAR

CHAT

HELP

SEARCH



Select calendars

☐ My profile

☐ My spaces

Filter events

☐ I'm attending

☐ My events

Filter by types

Select...

Download

Settings

< > Today

23 - 29 Oct 2023

+

Month

Week

Day

List

Monday		23 October 2023
all-day	Deadline: Review task management	
all-day	Transition Facilitators Training	
15:00 - 17:00	HHC sorting meeting	
16:30 - 20:00	Heart@Work Regenerative Co-Working Sprints	
18:00 - 19:30	Reunião Semanal	
Tuesday		24 October 2023
all-day	Deadline: Review task management	
all-day	Transition Facilitators Training	
Wednesday		25 October 2023
all-day	Deadline: Review task management	
all-day	Transition Facilitators Training	
Thursday		26 October 2023
all-day	Deadline: Review task management	

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

Revision #1

Created 12 March 2024 13:50:44 by Admin

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