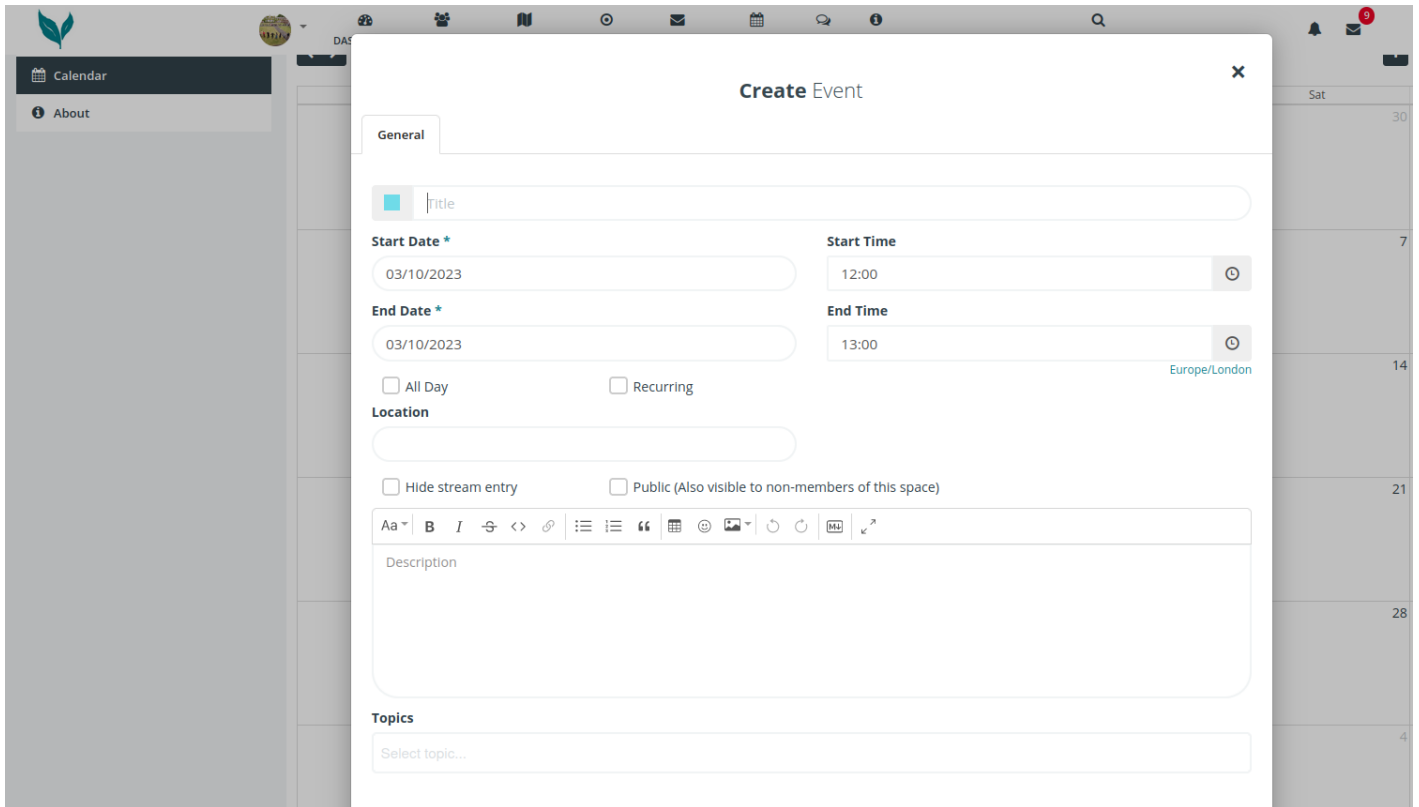


Calendars

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 for event details:

- General** (selected tab)
- Title**: A text input field with a small blue square icon to its 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.
- Public**: A checkbox labeled 'Public (Also visible to non-members of this space)' which is unchecked.
- Description**: A rich text editor with a toolbar containing various icons (bold, italic, link, etc.) and a text area with the placeholder 'Description'.
- Topics**: A dropdown menu labeled 'Select topic...'.

The background shows a calendar grid with days of the week and dates. The left sidebar has a 'Calendar' tab and an 'About' link.

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

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