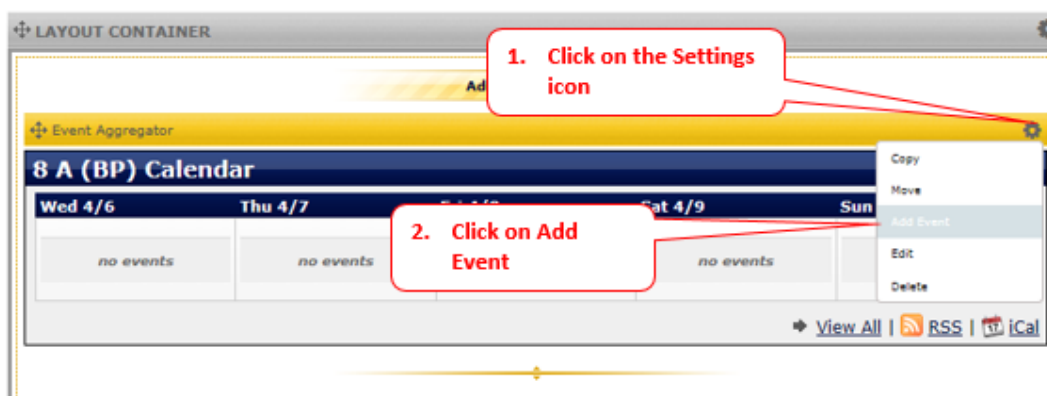


# Calendar – Add a Practice or Event

To add an event to your calendar, open your team page in EDIT MODE. Then do the following:



This screenshot shows the 'ADD NEW EVENT' form for the 'Brooklyn Park Athletic Association' (McNamara (BP)). A red callout box labeled '3. Type the event name, and enter the date/time/location' points to the 'Event Name' field, which contains the text 'Practice'. Below this, the 'When' field is set to '4/11/2016' from '5:30 pm' to '6:30 pm' (US/Central), with an 'All day' checkbox. The 'Repeats' dropdown is set to 'Does not repeat'. The 'Location' field contains 'Zane Sports Park', with an 'Add Link to Location' checkbox below it. A red callout box labeled '4. Scroll to the bottom and click on CREATE THIS EVENT' points to a 'CREATE THIS EVENT' button at the bottom right of the form. The form also includes fields for 'Top Event Template' and 'Bottom Event Template', both set to 'None', and a rich text editor for the 'Description'.

A confirmation screen displays, indicating the event has been added. At the bottom of the confirmation, notice your team page is “tagged”. Click on the tag to return to your team page.

