



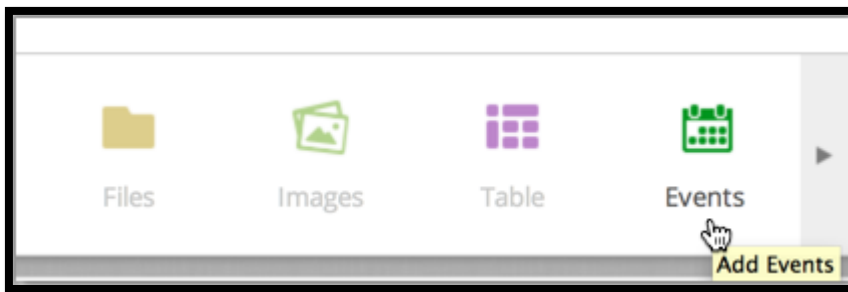
Events and calendars

Overview

You can use the Events widget to add calendar events to Samepage.

Creating events

1. Click **Events** (or Click the **plus sign** and select **Events**).



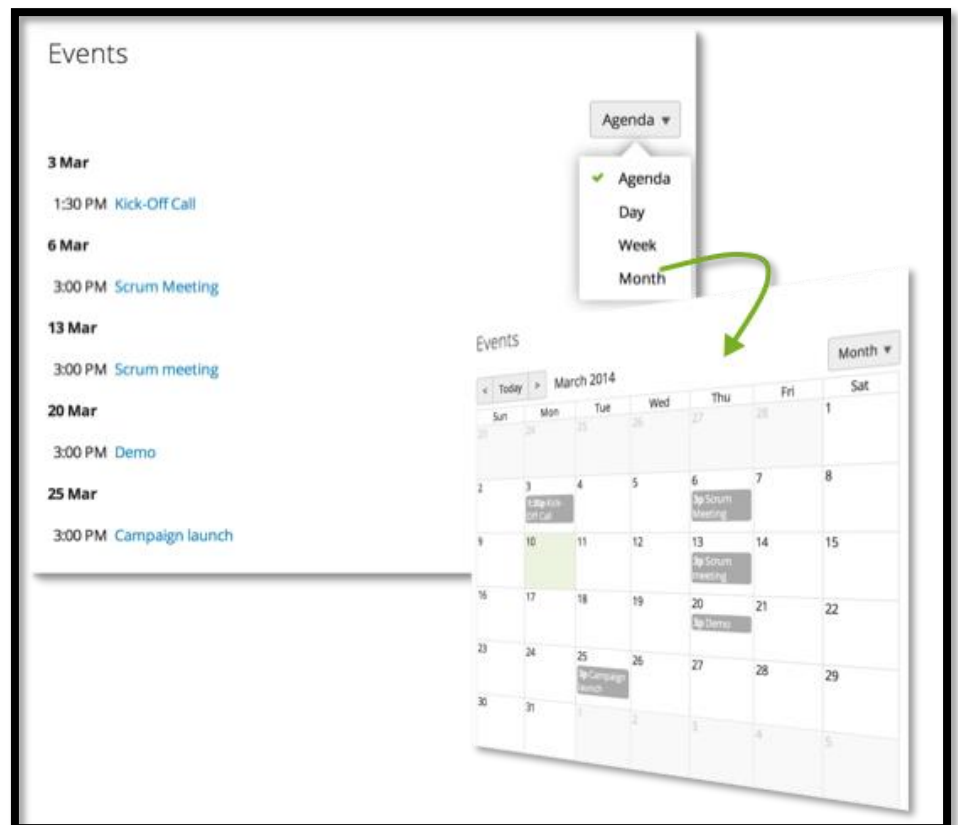
2. Click **Create Event** (or **Actions > Create Event**).

3. Complete the event details and click **Save**.

Your event list is displayed on the page.

Tip: When editing an event, click the color box next to the event name to color your event (visible in the Day, Week and Month view).

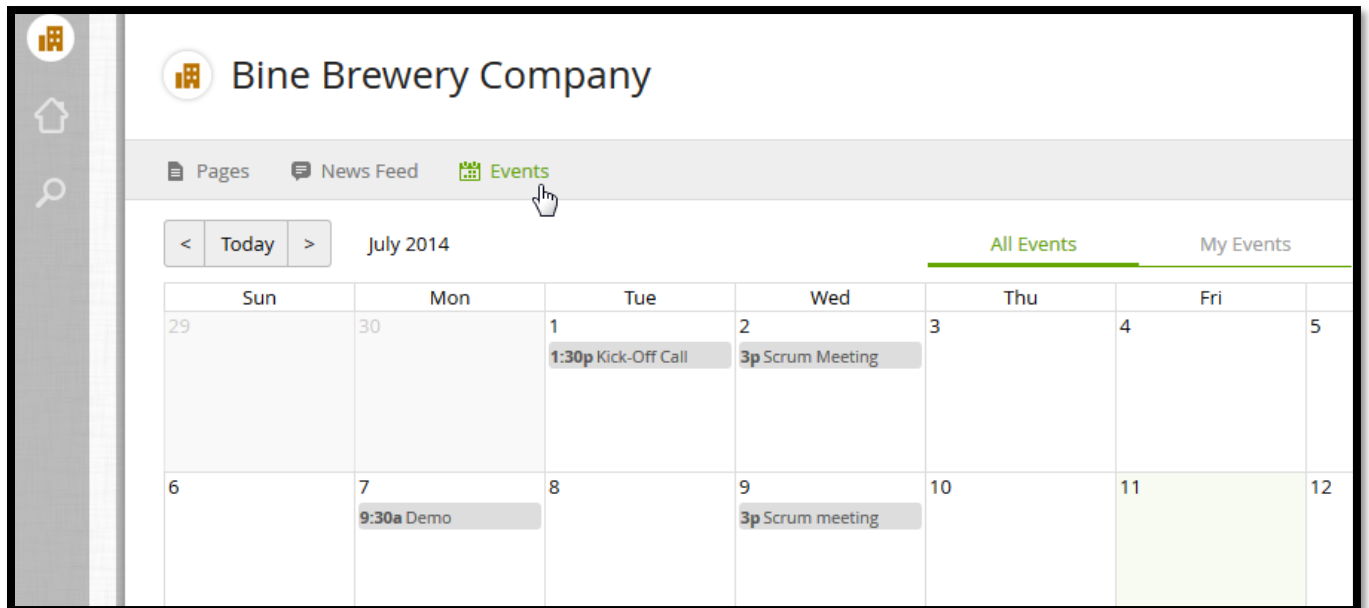
Your events are listed using the default **Agenda** view. You can switch to other views from the selection menu in the top right corner of the calendar.





Calendar feed

To view the feed of all events on your pages or on pages that you have access to, click **Events** icon on the Home page.

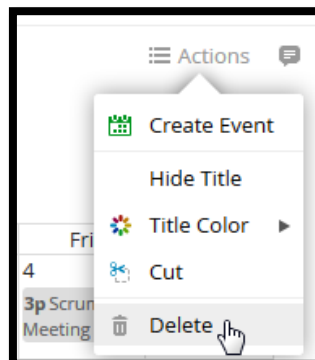
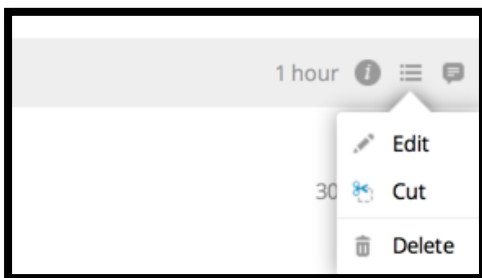


Editing events

- To edit an individual event (e.g., the event start time, description), click on the event title.
- To edit an event widget (e.g., color), hover your mouse over an event widget, and click **Actions**.

Deleting individual events and event lists

- To delete an individual event, next to that event title, click the action icon, and select **Delete**.



- To delete an event list (event widget), click **Actions** > **Delete**.

Samepage moves deleted events to **Trash**.