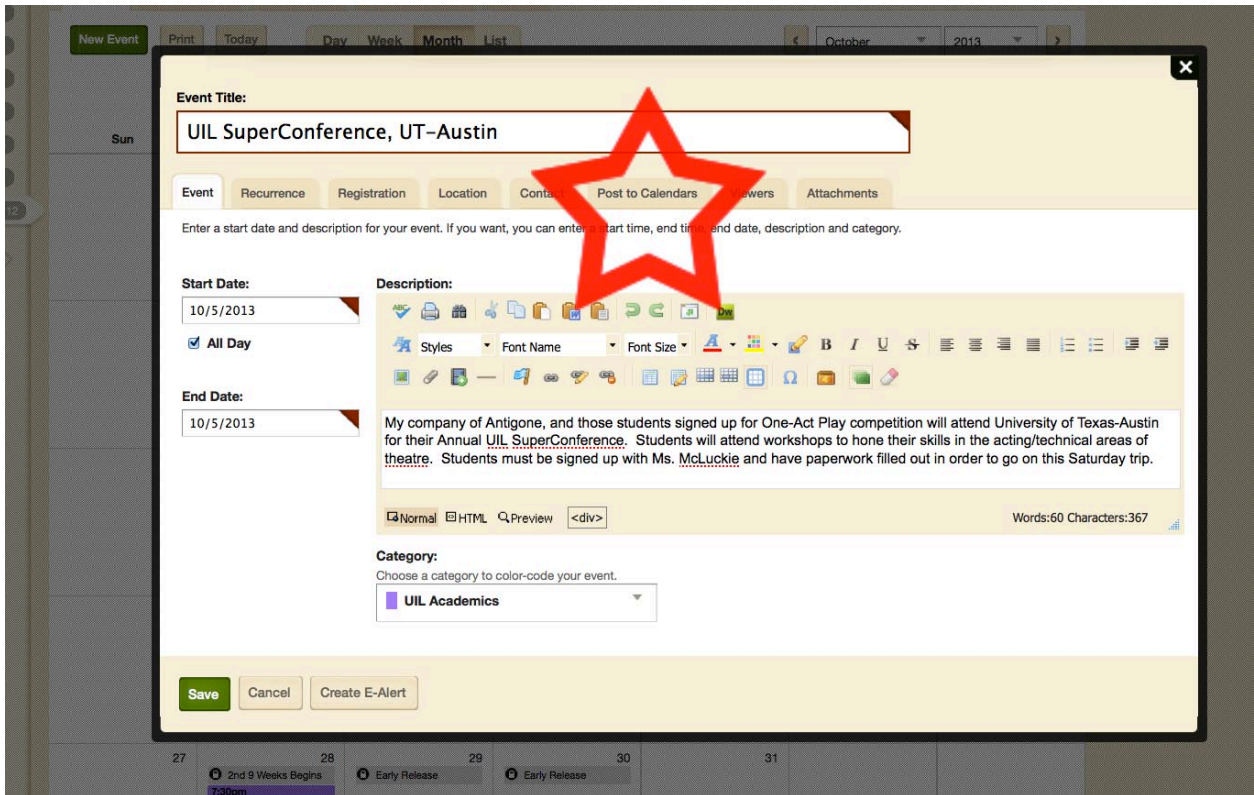


## Posting to Other Calendars

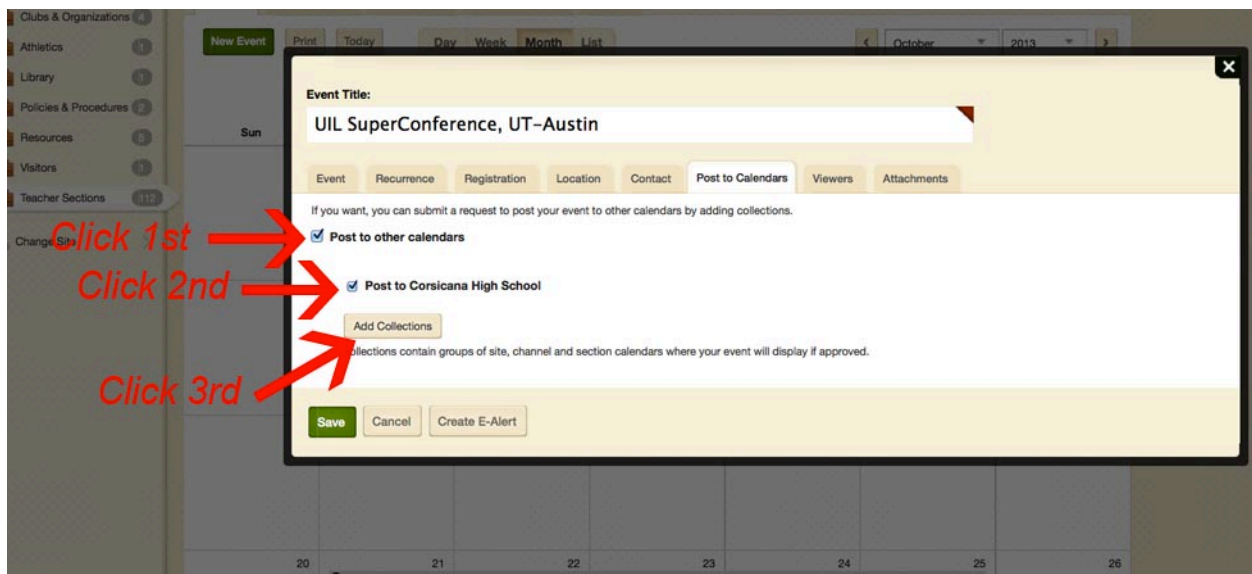
First, login to edit your teacher section. Go to your calendar and click on the date to add and event or hover over a previous event until the “Edit” button appears.

Once the calendar item has been entered, click the “Post to Calendars” tab.



The screenshot shows the 'Event' creation form in a calendar application. The 'Event Title' field contains 'UIL SuperConference, UT-Austin'. The 'Post to Calendars' tab is highlighted with a large red star. Below the title, there are tabs for 'Event', 'Recurrence', 'Registration', 'Location', 'Contact', 'Post to Calendars', 'Viewers', and 'Attachments'. The 'Post to Calendars' tab is active, showing a description field with the text: 'My company of Antigone, and those students signed up for One-Act Play competition will attend University of Texas-Austin for their Annual UIL SuperConference. Students will attend workshops to hone their skills in the acting/technical areas of theatre. Students must be signed up with Ms. McLuckie and have paperwork filled out in order to go on this Saturday trip.' The 'Category' dropdown is set to 'UIL Academics'. The 'Save' button is highlighted in green.

Next, click “Post to other calendars” and “Post to ....” (your campus calendar). Last, click “Add Collections.”



The screenshot shows the 'Post to Calendars' section of the event creation form. The 'Post to other calendars' checkbox is checked. Below it, the 'Post to Corsicana High School' checkbox is also checked. The 'Add Collections' button is highlighted with a red arrow. The 'Save' button is highlighted in green. Red arrows with labels 'Click 1st', 'Click 2nd', and 'Click 3rd' point to the 'Post to other calendars', 'Post to Corsicana High School', and 'Add Collections' elements respectively.

Then, select the “Collections” you’d like to add to. For example, you may want to add it to the District Calendar.

