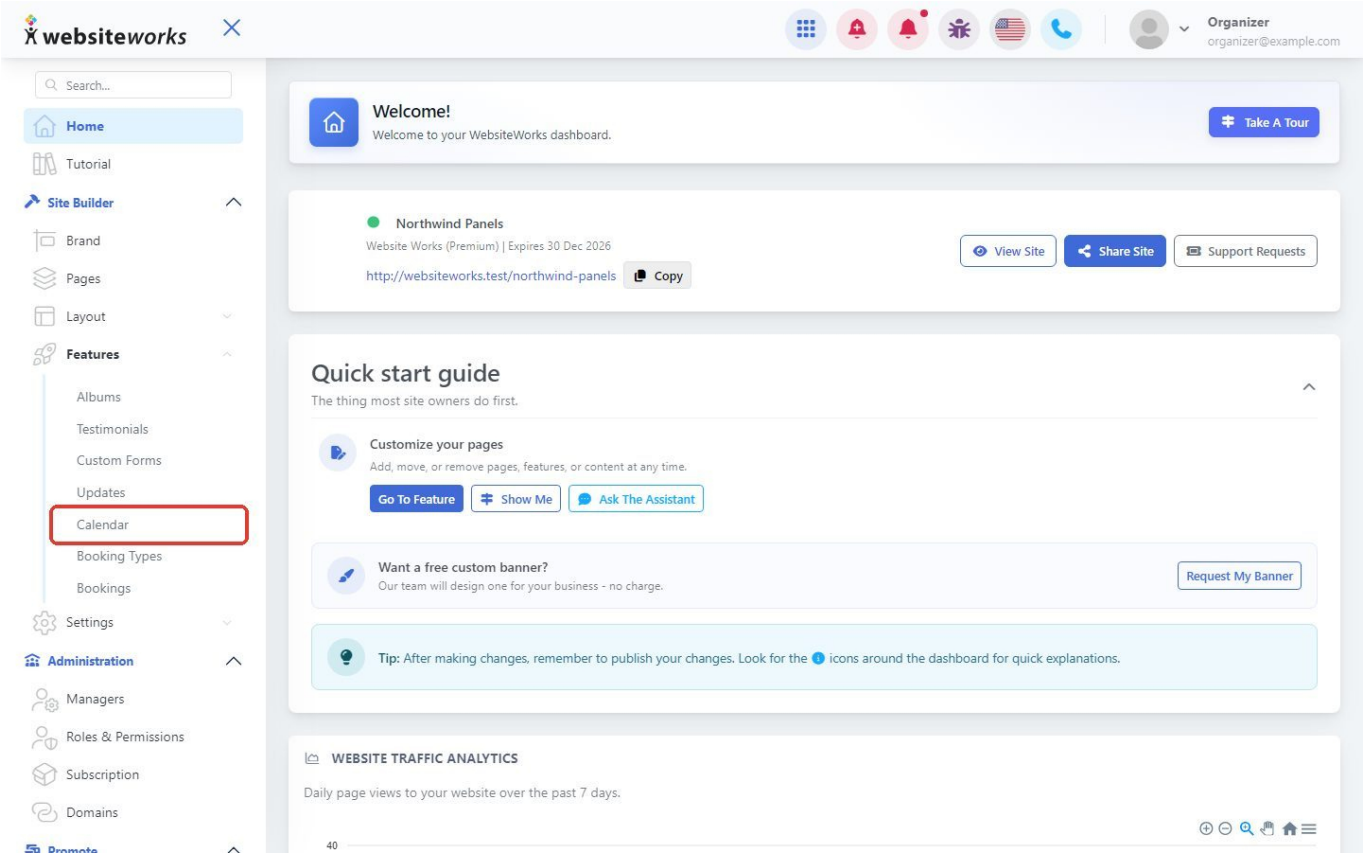
Adding events to your calendar

Category: Calendar
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Your website can show a monthly calendar. Add your own entries, like an open house, a holiday closure or a workshop, in **Features** > **Calendar**. Visitors see them when you add the **Calendar** block to a page.

Step 1: Open Calendar

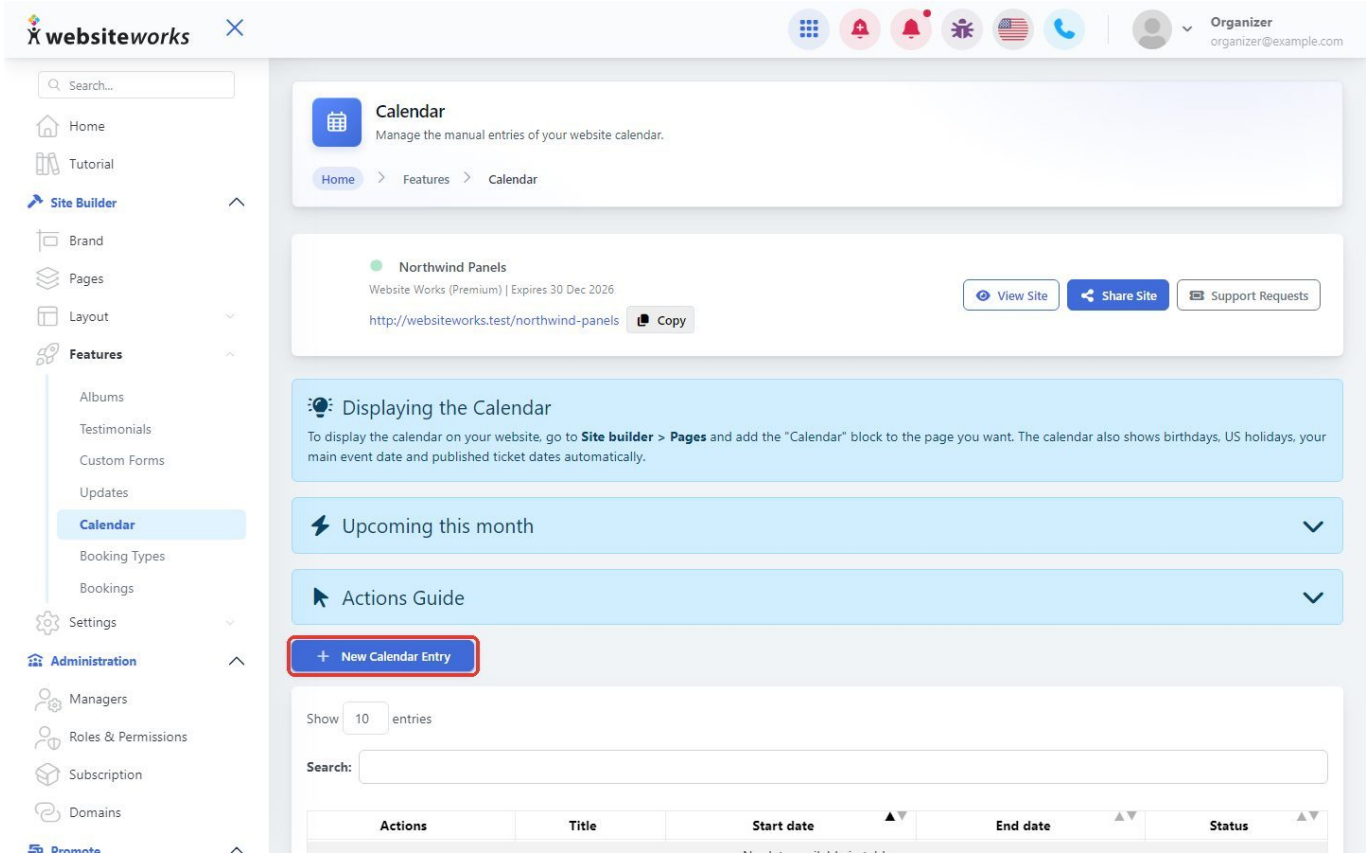
In the menu, click **Features**, then **Calendar**.



Open Features > Calendar.

Step 2: Create a calendar entry

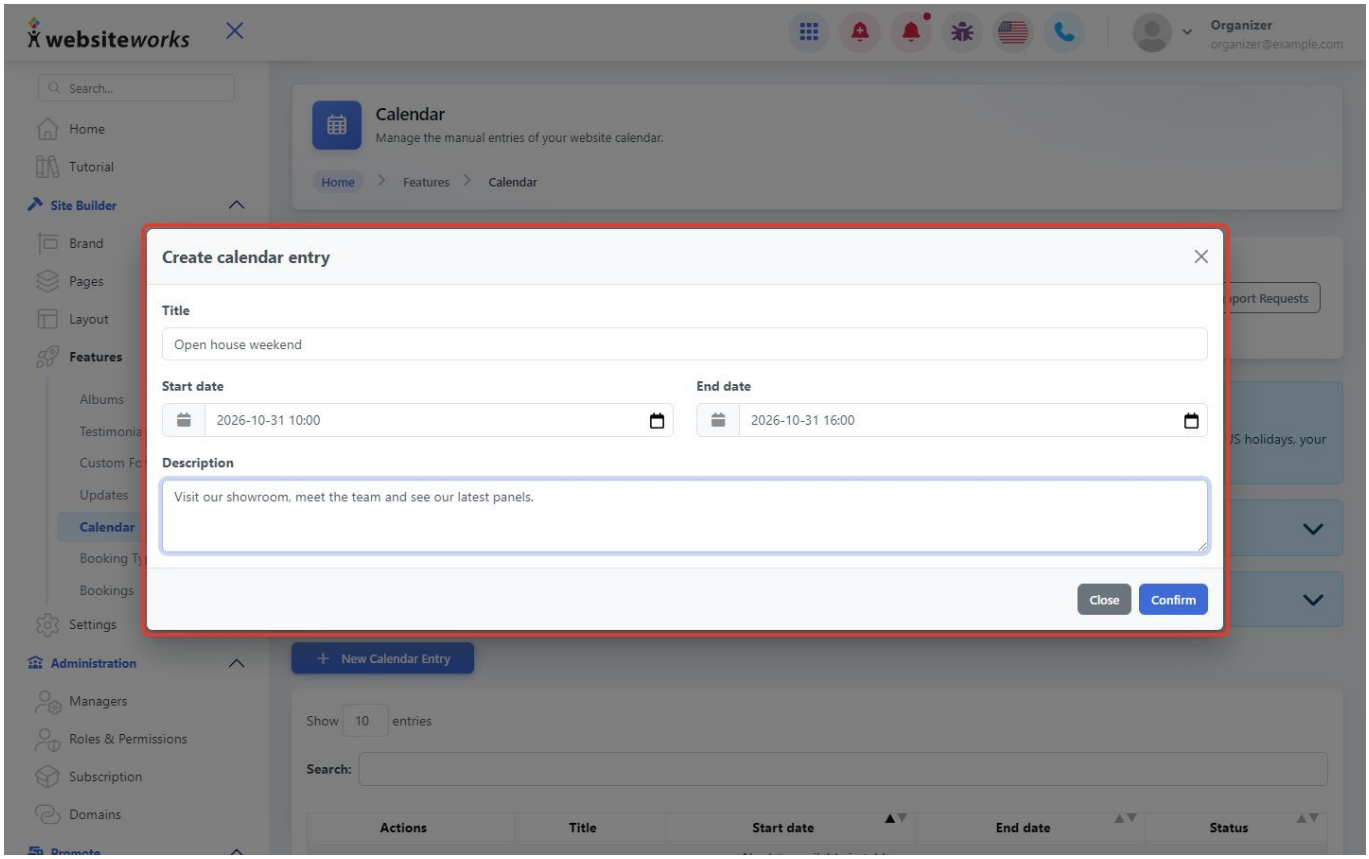
Click **New Calendar Entry**.



Click New Calendar Entry.

Step 3: Fill in the details

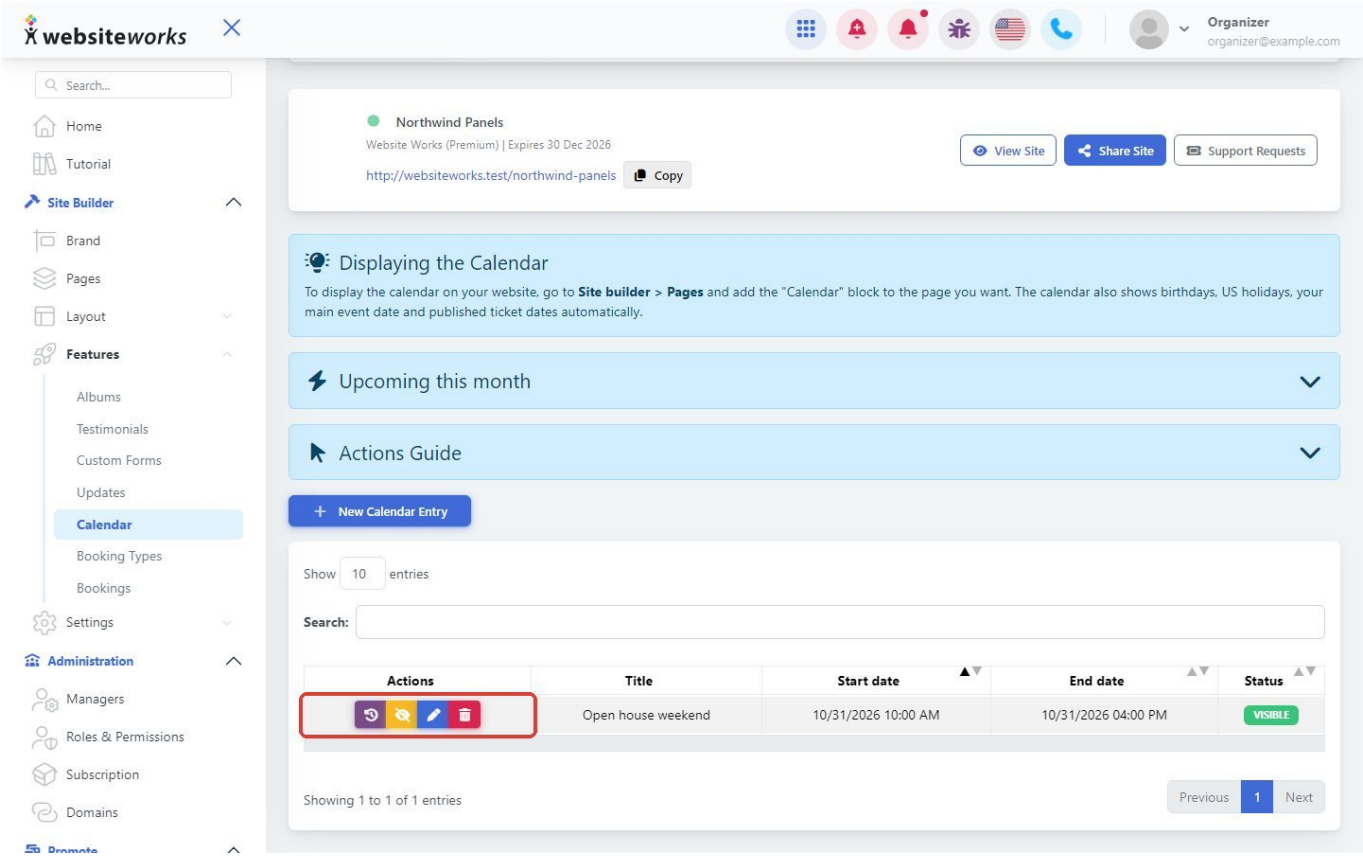
In the **Create calendar entry** window, enter a **Title**, pick the **Start date** and **End date** with their times, and add a **Description** if you want. Click **Confirm**.



Enter the title, dates and description.

Step 4: Manage your entries

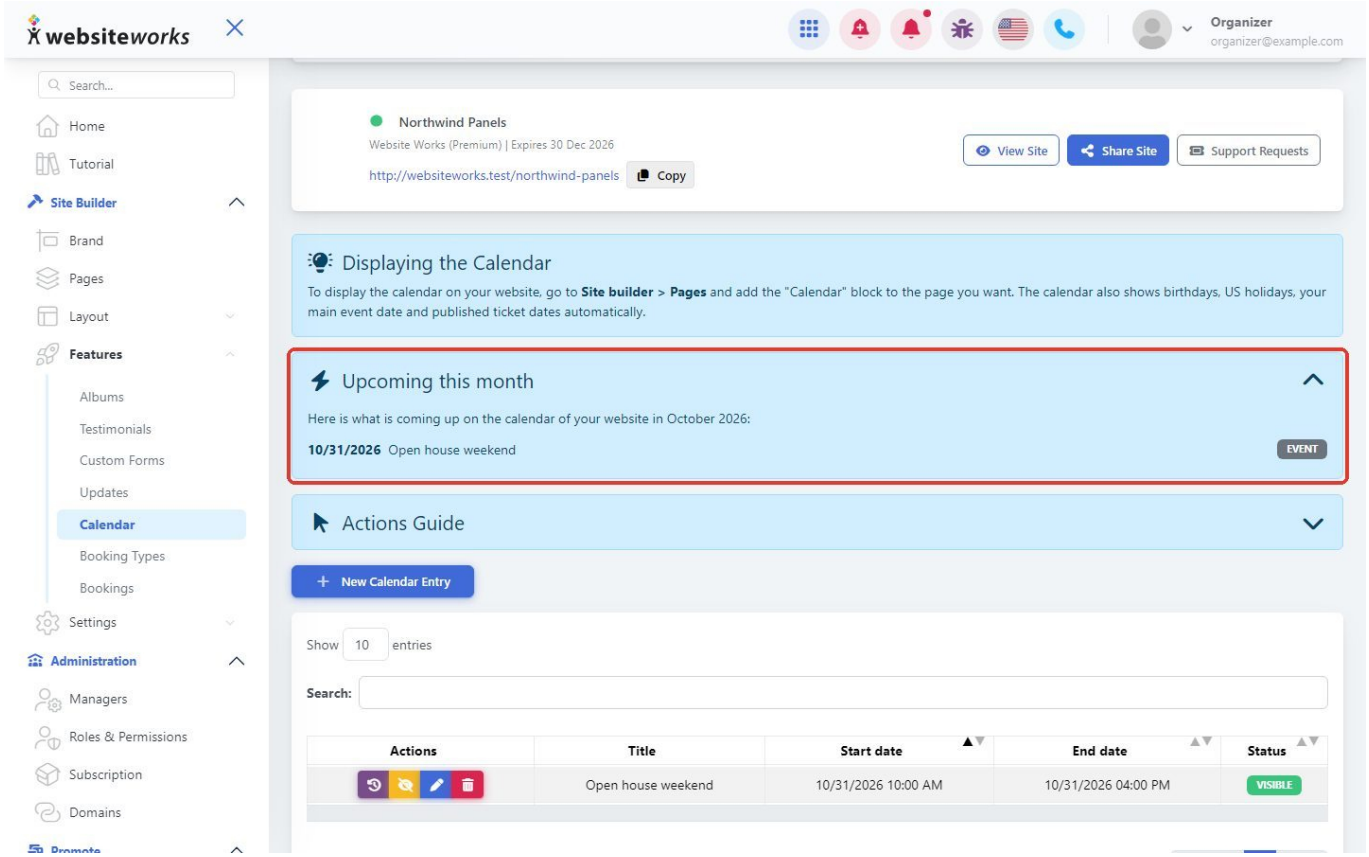
Your entries are listed with their **Start date**, **End date** and **Status**. Use the buttons in the **Actions** column to see the **History**, **Hide From Calendar** (or show it again), **Manage** (edit) or **Delete** an entry. Hidden entries stay in your list but are not shown on your website.



Hide, edit or delete an entry.

Step 5: Check what is coming up

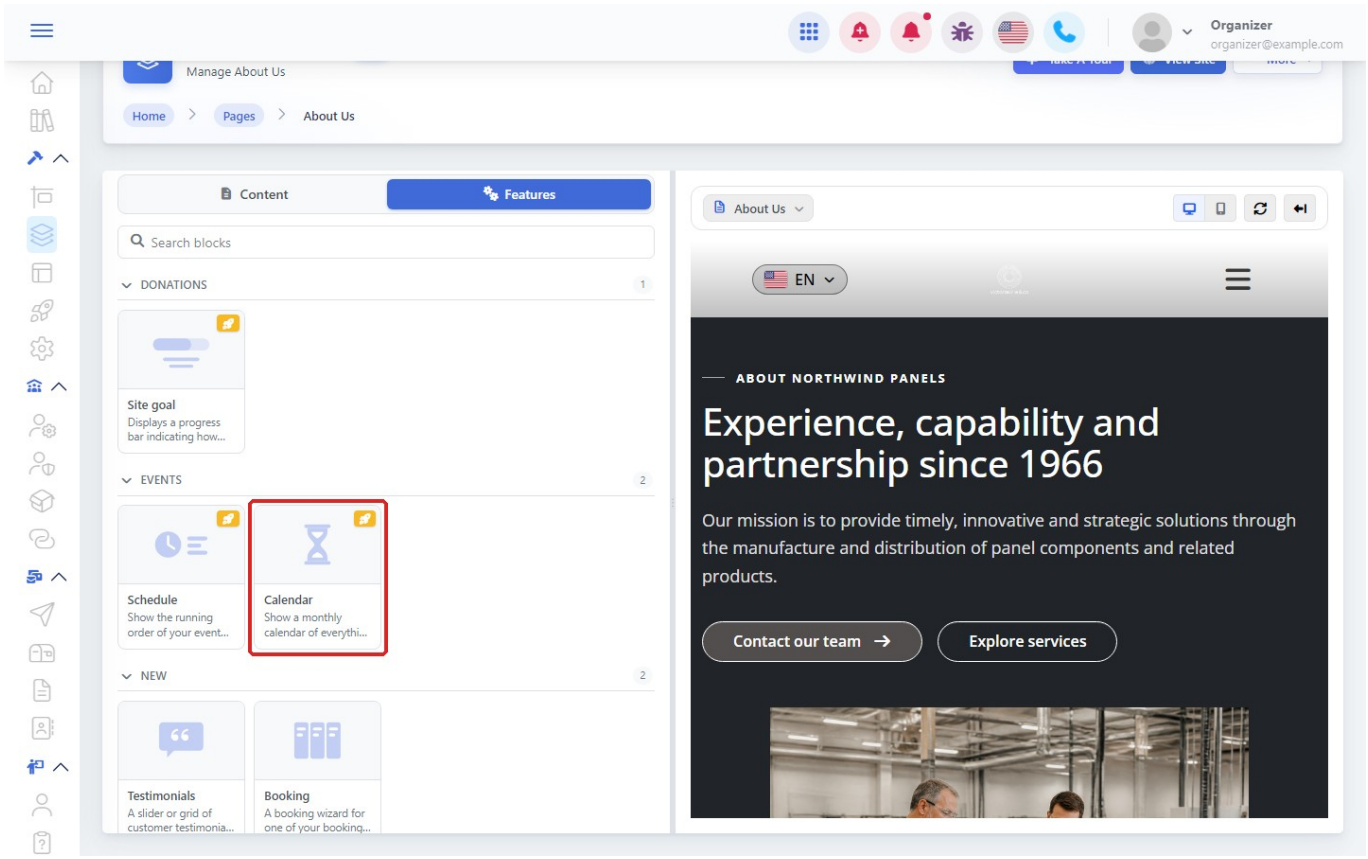
Open **Upcoming this month** to see everything on your calendar for the current month.



Your entries for this month.

Step 6: Show the calendar on a page

Open **Pages** and click **New Editor** next to the page where you want it. Choose **Manual Forms**, click **Add block**, open the **Features** tab and click the **Calendar** block. When the page looks right, click **Publish Changes**.



Add the Calendar block to a page.

Good to know: Besides your own entries, the calendar also shows birthdays, US holidays, your main event date and published ticket dates automatically.