


# Add an Event

To add a community event, make sure **Event is for my Personal Calendar Only** is cleared. Otherwise, the event does not display on the public calendars.

## To add a community event

1. Point to **Events**, then click **Calendar**.
2. Click **Add Event**, then enter the **Event Name**.
3. Select the **Event Start Date** from the drop-down list or click  to select the date from a calendar.
4. Select the **Event Start Time** and **Event Stop Time** from the drop-down list.
5. In the **Location Information** section, enter the name of the location and any important details.
6. In the **Calendar Details** section, select a **Calendar Type** by moving selections to the right pane. You can choose up to three calendar types.
7. In the **Recurring Information** section, select the [recurring schedule](#) for your event. The default selection is **This Event does not recur**.
8. Enter any additional event information.
9. If you selected **Access ACS calendars**, click **Save** to create a tentative event and return to the View Event page. Click **Cancel** to return to Calendar View without saving the event.

## Useful Information



If you require resources for your event, the administrator receives an e-mail that lists the resources you requested when you added your event.

## Related Topics

[Editing an Access ACS Event](#)

[Deleting an Access ACS Event](#)