

Edit a Reminder or Mark a Reminder Complete

You can edit reminders in HeadMaster after they've been entered.

1. On the Home screen, click the **Calendar** tab, located at the bottom of the screen.
2. Double-click the reminder you want to change.
3. Make your changes to the reminder.
4. To mark a reminder complete, select the **Completed** check box.
5. Click **OK**.