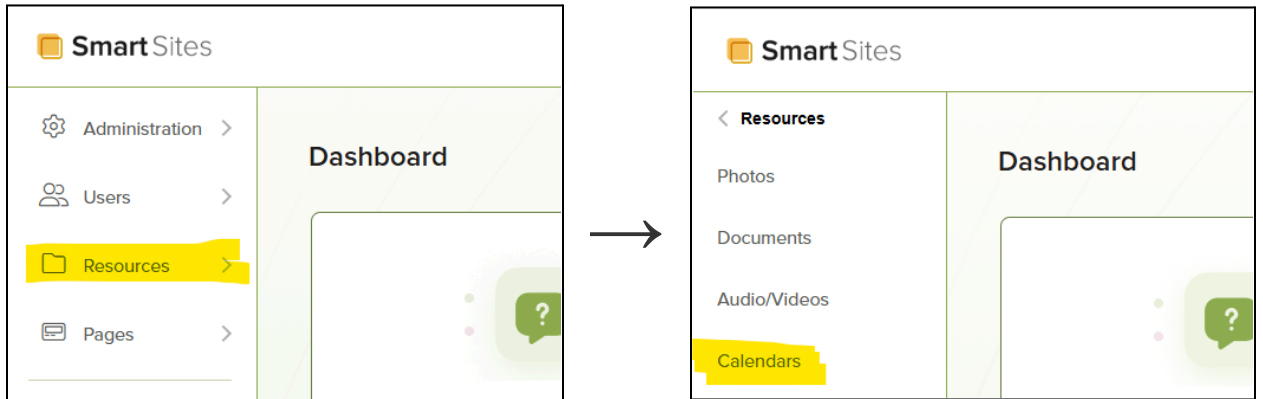


## SmartSites Calendars (Internal Calendar)

### Add a New Event to a Calendar

1. From the main Dashboard, click on **Resources**, then **Calendars**



2. Click the **pencil** icon next to the correct calendar to add events.

Calendars	
Manage Calendars	Create New Calendar
Name:	Date Added:
NSboro 2025-2026 School Calendar	06-25-2025
School Committee Meeting Calendar	06-25-2025
School Committee Meeting Calendar	07-16-2025

Below the table, a row of action icons is shown for the 'School Committee Meeting Calendar' (dated 06-25-2025). The icons include a gear (settings), a trash can, a pencil (edit), a 'G' (Google Maps), and a calendar icon. The pencil icon is highlighted in yellow.

3. Fill in the information about your event to display on the Smart Sites calendar.

**Title.** This should be short. The maximum length is 75 characters.

**Start Date** (required) and **End Date** (optional).

**Times.** (This field can be left blank for all-day events.)

**Details** (optional)

**Location options** (click to expand) - Enter an address and click the button to generate a map link, and/or enter driving directions.

**Repeat options** (daily, weekly, monthly, quarterly, yearly).

**Attachment options.** Link to a page on your site, a document or photo in Resources, or an external URL.



4. **Save** the event.

## SmartSites Calendars (Internal Calendar)





### Edit an Event

1. If you wish to edit an event, open the calendar on which it is saved by clicking the **pencil icon**.

#### Calendars

 Manage Calendars       Create New Calendar

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Name:	Date Added:				
NSboro 2025-2026 School Calendar	06-25-2025				
School Committee Meeting Calendar	06-25-2025				
School Committee Meeting Calendar	07-16-2025				

2. Scroll down until you see the list of events. They will be categorized into Single, Monthly, Weekly, etc. You can use the search box, or click **Manage Past Events**.

Hover over the event you wish to edit and click the pencil icon.

3. After making your changes, click **Update Event**.