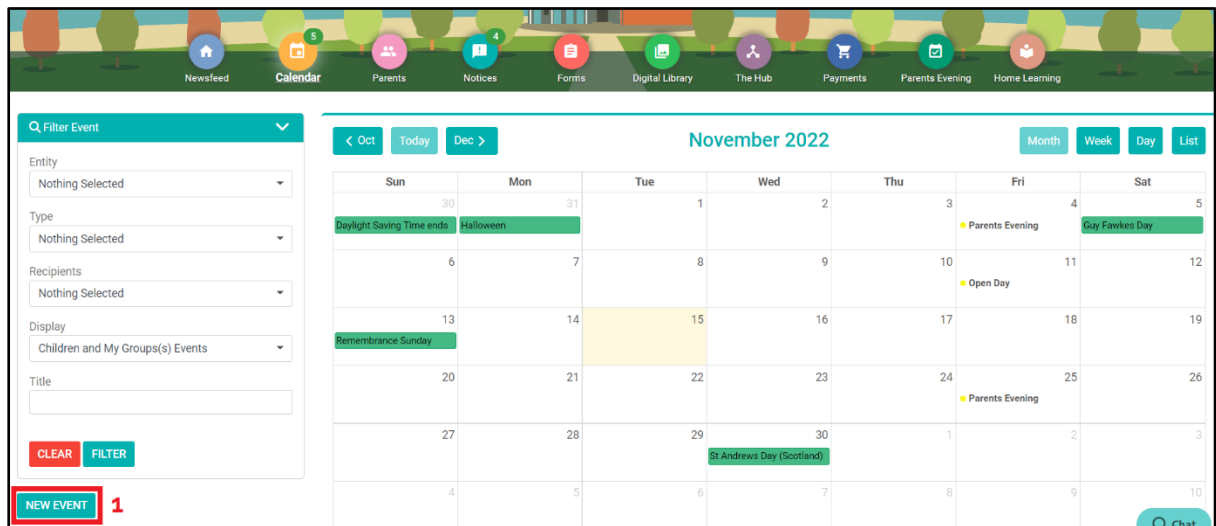


How to create a simple calendar event

- 1) Click 'New Event'.
- 2) Enter your event 'title'.
- 3) Choose your 'recipients' from the drop-down menu.
- 4) Click 'type' and select the type of event.
- 5) Write a 'description' for the event.
- 6) Click 'all day' to set the event as a whole day event or choose a 'start date' and 'end date' to choose the dates and times for the event.
- 7) Click 'publish.'



The screenshot shows the 'New Event' form with the following fields and highlights:

- Title ***: A text input field highlighted with a red box and the number '2'.
- Recipients**: A dropdown menu with 'Nothing Selected' highlighted with a red box and the number '3'.
- Type ***: A dropdown menu with 'After school club' highlighted with a red box and the number '4'.
- Description ***: A rich text editor with a toolbar and a text input area highlighted with a red box and the number '5'.
- Start Date *** and **End Date ***: Date and time pickers for '15/11/2022 09:00' and '15/11/2022 09:30' respectively, highlighted with a red box and the number '6'.
- All Day**: A toggle switch currently turned off.
- Send a notification message as an In Message**: A toggle switch currently turned off.
- PUBLISH**: A button in the bottom right corner highlighted with a red box and the number '7'.