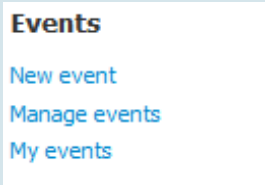# Quick Reference Guide – Adding events to a calendar

What you need to do	What you will see
STEP 1: Manage events Click **Manage events** from the right hand navigation menu.	**Events** New event Manage events My events
STEP 5: Events calendar The events calendar will be displayed. From here you can search for events and view timeslots by clicking the **Timeslots** tab.	New event | Print events | Print events with bookings **Manage events** Calendar | Events | Timeslots Show search criteria Date: Monday 22 Feb 2016 [Go] 8 am 9 00 10 00 11 00 12 pm 1 00 HR Director 1st Interview, Venue: John Butrovich Building 2 00
STEP 6: Click the calendar icon to add event into calendar Clicking the calendar icon allows you to export event details into your email calendar. **NOTE:** You will find this icon next to every event that appears on the Timeslots tabs of the Manage events page	Bookings Edit timeslot Edit
STEP 7: Open details of calendar Once you have clicked the calendar icon the Do you want to open or save this file pop up will display. Clicking **Open** will show open the details of the event in the email calendar format. Click **Save & Close** to save the file into your email calendar. **IMPORTANT:** For appointment time zone information to be displayed correctly in your calendar, a location must be specified for each event venue, and a time zone must be linked to each location. We have designed a report to help you check that your settings are correct. In the **Additional reports** section of the **View reports** page, select the **System settings > Events > Venues** report. This is important because if the settings are incorrect, the appointment start and end	File Download Do you want to open or save this file? Name: 4c7e9978-daec-4311-98fc-083c61ee3de4.vcs Type: vCalendar File, 840 bytes From: adminuat.pageuppeople.com [Open] [Save] [Cancel] While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

time will display incorrectly in your calendar. For more information, click the Online help menu.