
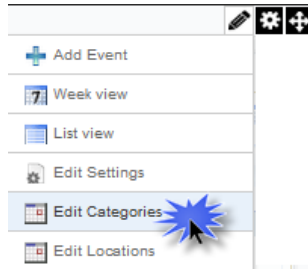


CALENDAR CATEGORY

TO ADD A CATEGORY TO THE CALENDAR

Mouse over the 
Click Edit Categories




Category Name – Required Field


Select Background Color
use drop down

Select Font Color
use drop down


Click **ADD**


Category ⓘ **Category Name**
(Select Category Name Link to Edit)


Background Color ⓘ 

Font Color ⓘ 

Preview ⓘ

Category ⓘ **Category Name**
 SchoolDesk
(Select Category Name Link to Edit)

Background Color ⓘ 

Font Color ⓘ 

Preview ⓘ

Repeat the process for adding additional categories.