**Events Module:** The Events Module is a calendar where the user can add all day events, set times for events, add descriptions of events, and provide URL links, document links, and can either be in a calendar view or list view on the web pages.

- Add the ‘Events’ module
- Title the module
- Select the Pane (Content, RightWidePane, or another)
- Click ‘Add Module’

- Click on ‘Edit Settings’ from the drop-down

**General Tab:**

- SET TIME INTERVAL
- Check Permit Recurring Event
- Optional: Prevent Schedule Conflict and Check for Location Conflicts.
Note: You can also use the Events module to register individuals for classes if they are registered users.

**Adding Events:**

![Add Event Button]
• Click ‘Update’
• Add more events