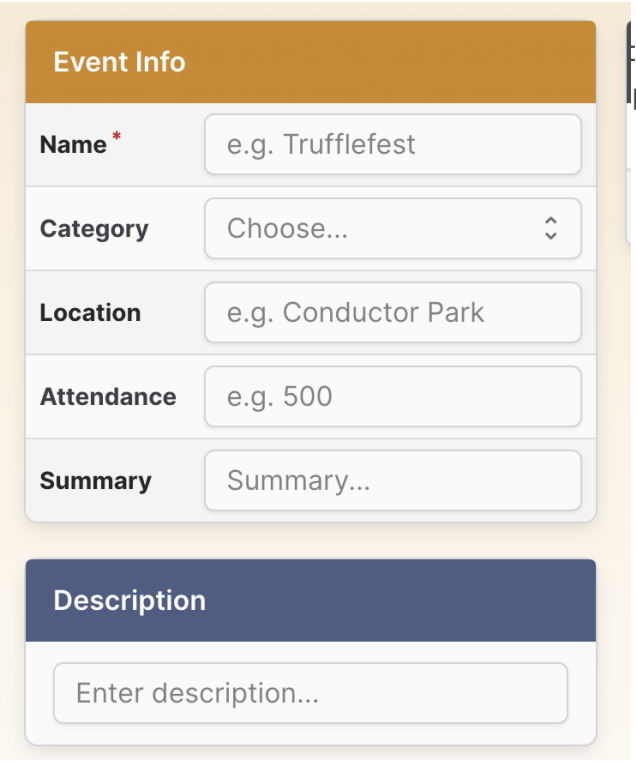
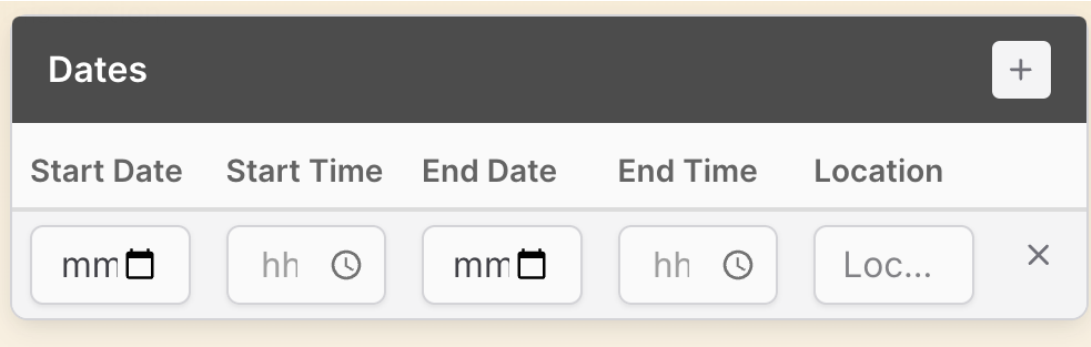
Adding & Editing Events



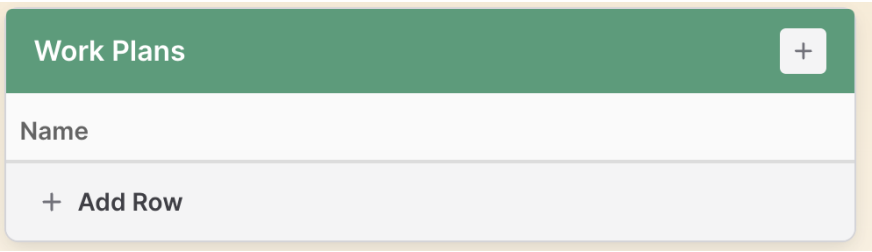
ts section (the calendar icon in the left hand
pper right hand corner.

Enter information for the event including Name, Category (categories are not editable), Location, Attendance, Summary, and Description.
*Note: Event Name is a required field.

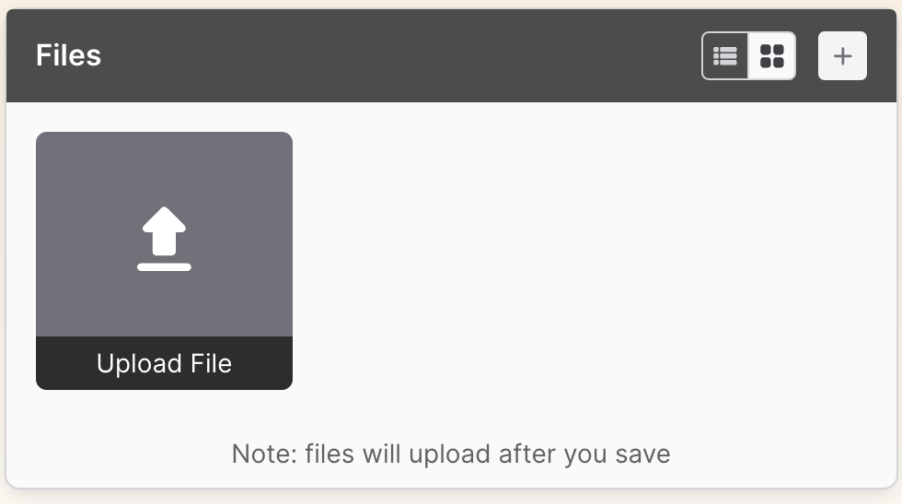
Next, enter dates and times in the dates section. If your event has multiple locations you can enter the location for each date and time. To add additional dates, click on the "+" button in the top of



If this event is connected to a work plan within Maestro, you can link directly to a work plan in the green section on the right hand side of the screen. If the event is tied to multiple work plans, you can click on the "+" button in this section to link to additional work plans.



If you have files to add the event such as promotional materials, click the "+" button on the Files section and select your files.



Once you have entered, connected, and uploaded all your information, click on the save button in the upper right hand corner. Once an event has been saved, click the pencil icon to edit the event.

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