

## The iOS Calendar App Tutorial

The iOS Calendar App Tutorial will teach you the following:

- Part 1: Opening the Calendar App
  - Part 2: Viewing a Different Month and Year
  - Part 3: Adding a New Event
  - Part 4: Editing an Event
  - Part 5: Deleting an Event
- 

### Part 1: Opening the Calendar App

The Calendar app is an app created by Apple that mimics the function and appearance of an actual calendar. This app is helpful for keeping track of appointments and viewing the months and years at a glance.

To open the Calendar app, first locate the Calendar app on your phone. It should already be installed. The Calendar app's icon has a number that changes to reflect the current day and the app has the name "Calendar" below the icon.

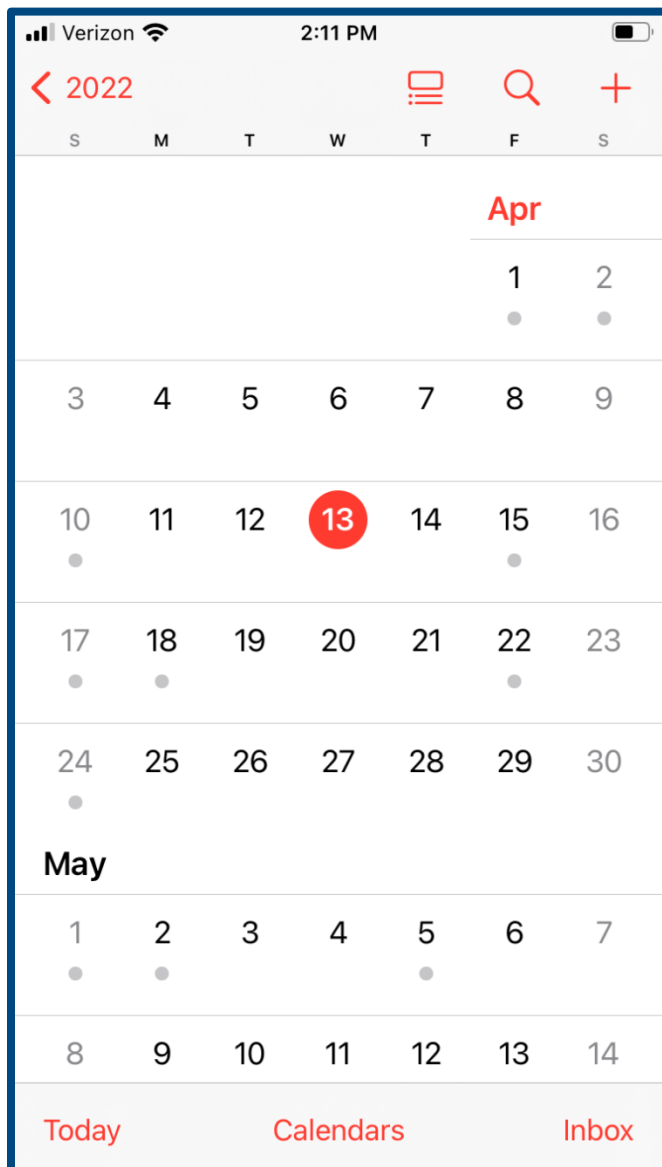


*The Calendar app's icon and name.*

Now tap the icon to open the app.

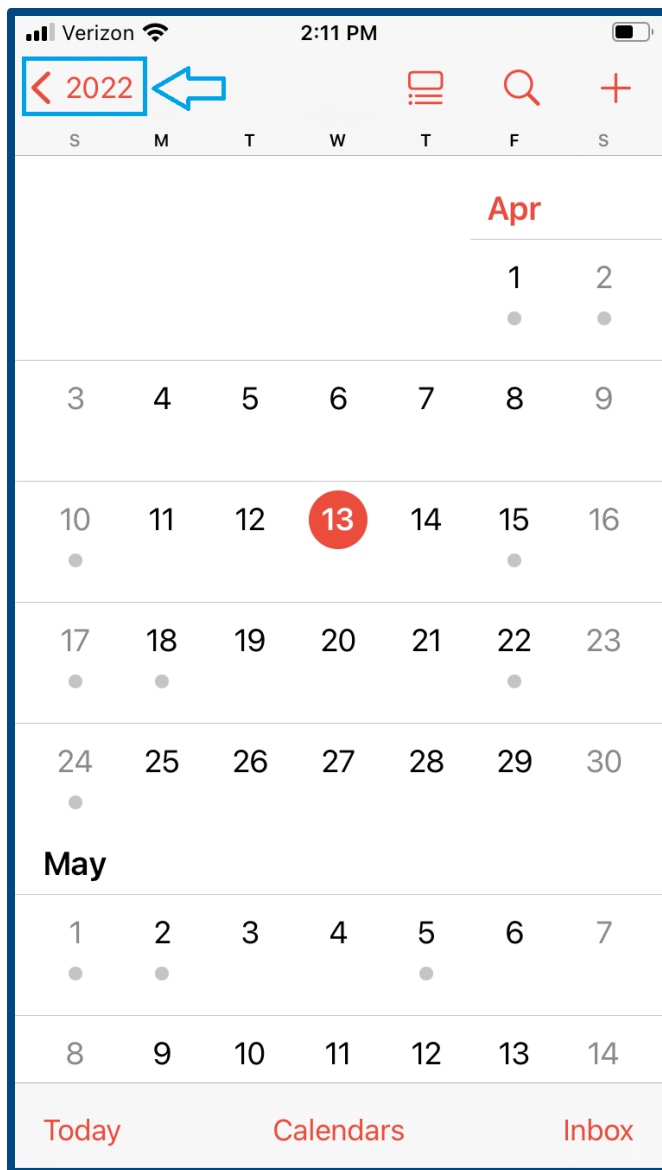
## Part 2: Viewing a Different Month and Year

Once the Calendar app is open, you should see a screen that resembles a monthly calendar. Your current day is represented by a red circle. Events are represented by a gray dot under the day of the month that the event takes place on. You may notice you already have some events added to your calendar. These events are added by Apple for any major holidays and cannot be removed from your calendar.



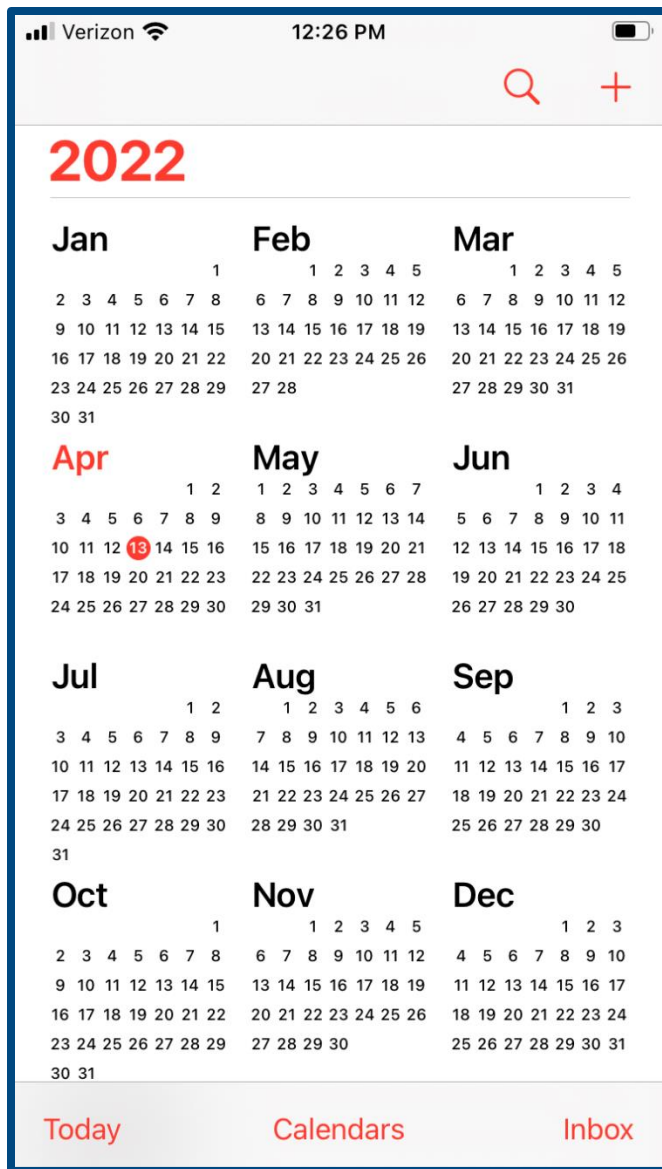
*The month calendar view. The current day is the red circle and the events are the gray dots.*

To view the entire year, tap the year in the top left corner with the “<” arrow.



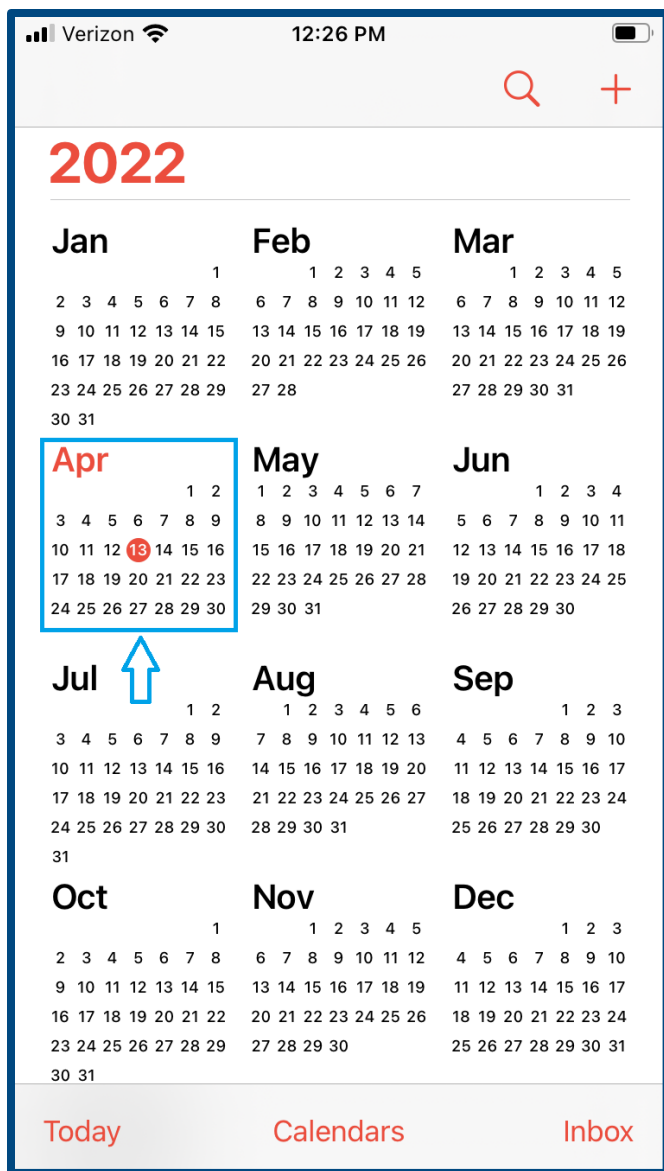
*Tap the year button in the top left corner.*

You should now see all the months in the year. The current day is still represented by a red circle.



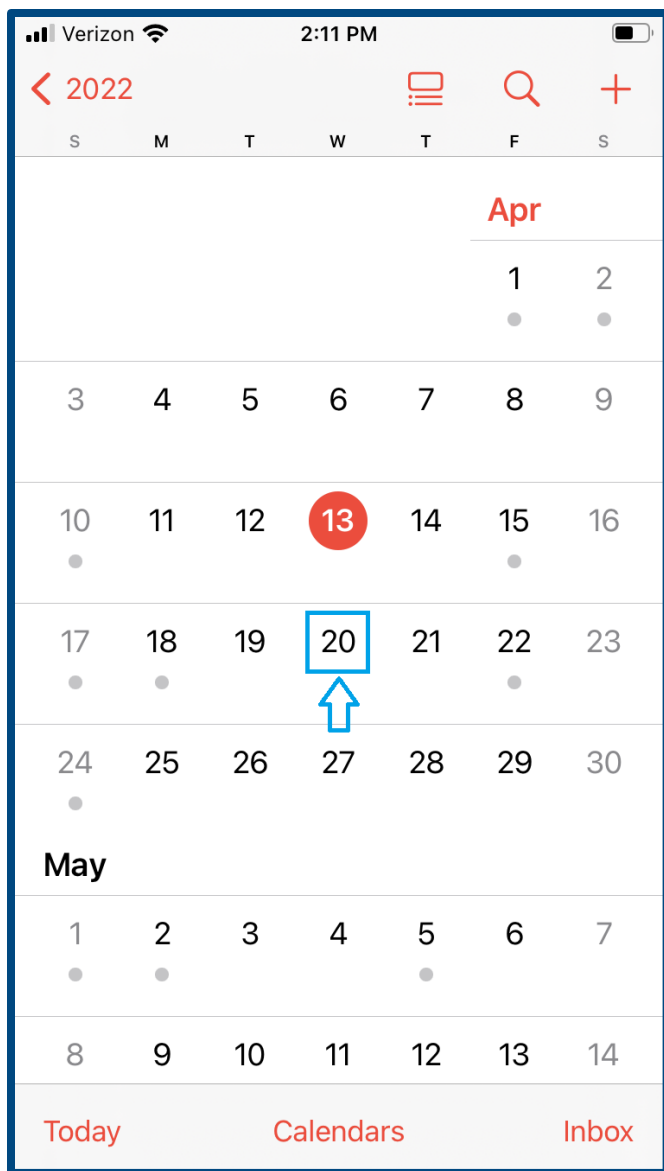
*Now you should see the yearly calendar view.*

To return to a monthly view, tap the month you want to view.



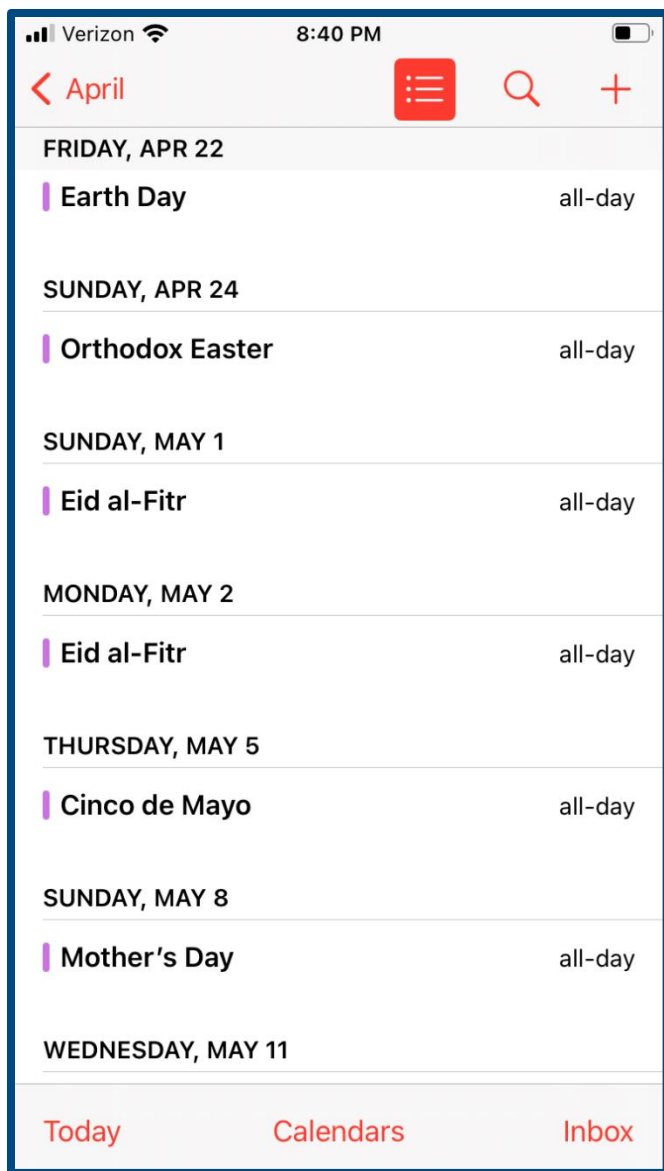
*Tap the month you want to view.*

To view a specific day, tap the day's number on the calendar. In the following screenshot, the user selected April 20.



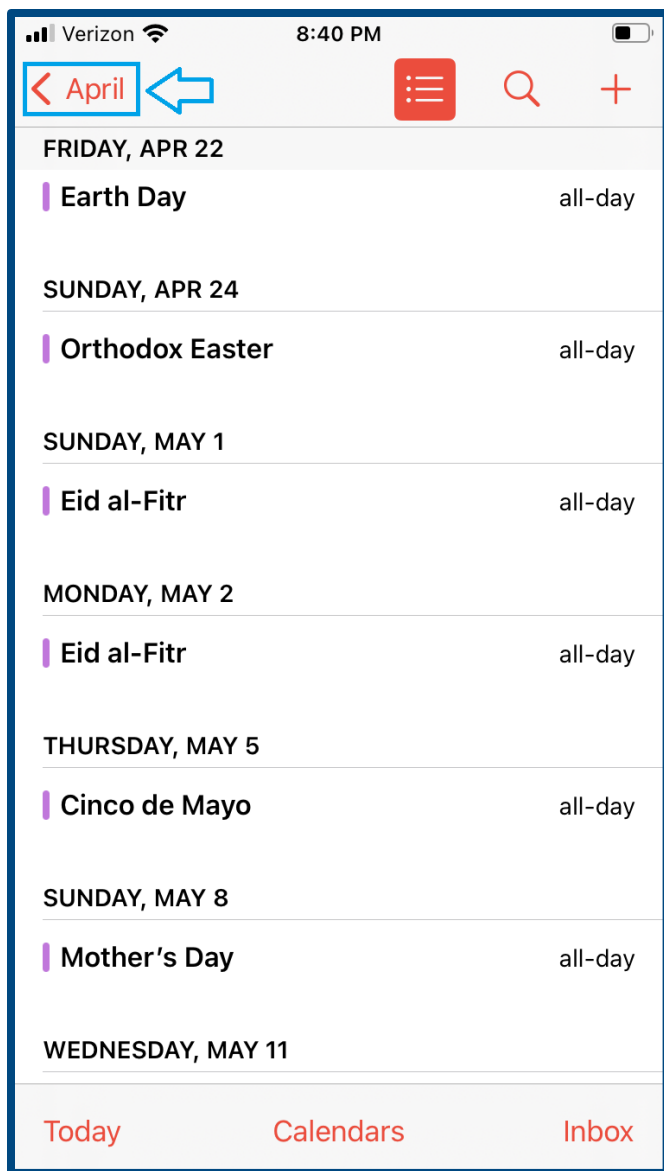
*Tap a specific day to see the daily list view of events.*

The calendar will then show you a daily list view of events and holidays near the specified date.



*The daily list view of events.*

To return to a month view, tap the month name in the top left corner with the “<” arrow.

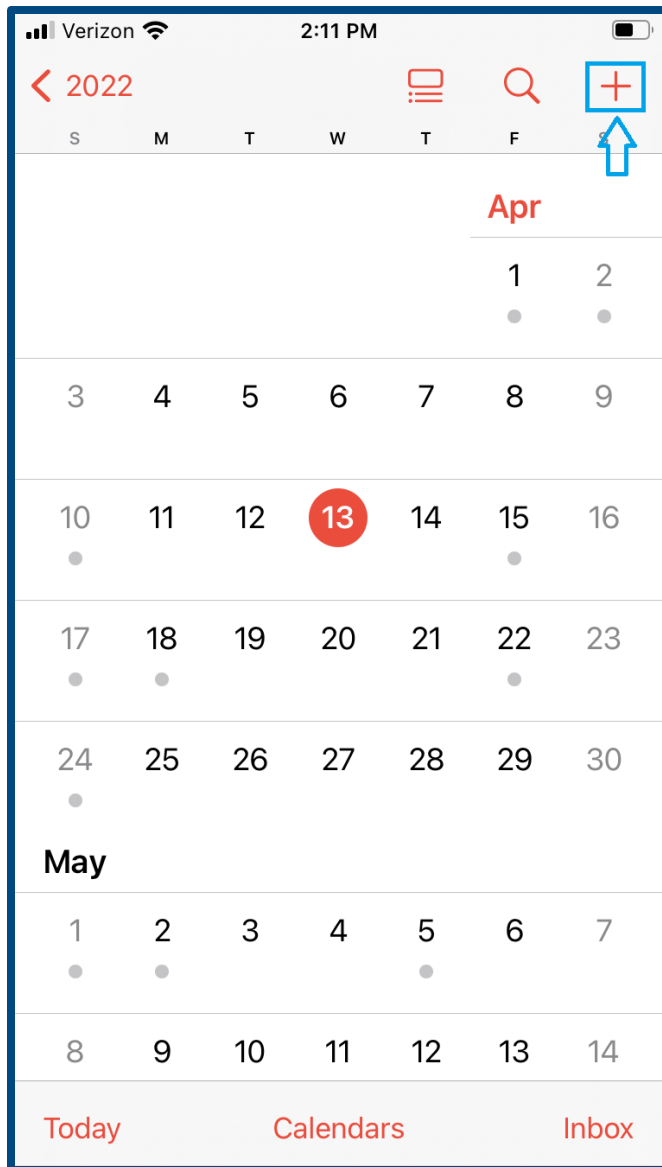


*To return to a month view, tap the month button in the top left corner.*



### Part 3: Adding a New Event

To add a new event, tap the “+” button in the top right corner.



*Tap the “+” button in the top right corner to add a new event.*

You should now see a screen that presents multiple fields you can add information to for your event. These fields include title, location, and more. To add to the fields, tap the field you want

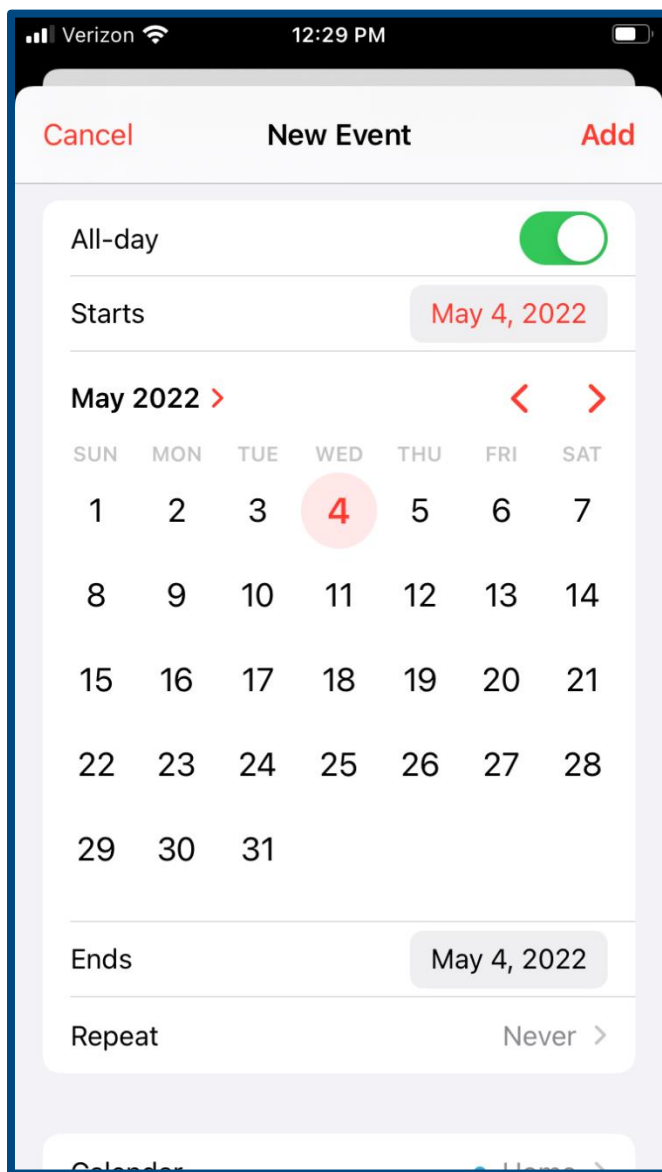
to edit. For instance, tap the “Title” field to add a title to your event. For the following example, the title added is “Book Sale” and the location is “Public Library.”

The screenshot shows the 'New Event' screen in a calendar app. At the top, there are three buttons: 'Cancel' (red), 'New Event' (black), and 'Add' (red). Below these are two text input fields: the first contains 'Book Sale' and the second contains 'Public Library' with a small 'x' icon to its right. Below the location field is a section with several settings. The 'All-day' toggle is turned on, indicated by a green switch. Below this are three rows: 'Starts' with the date 'May 4, 2022', 'Ends' with the date 'May 4, 2022', and 'Repeat' with the value 'Never' and a right arrow. Below these is another section with two rows: 'Calendar' with 'Home' and a right arrow, and 'Invitees' with 'None' and a right arrow. At the bottom is a section with two rows: 'Alert' with 'On day of event (9 AM)' and a right arrow, and 'Second Alert' with '1 day before (9 AM)' and a right arrow.

*This is the screen you see when you add a new event. The title is “Book Sale” and the location is “Public Library.”*

An important field to note is the “All day” toggle. Tapping this toggle on to green means the event you are adding lasts all day, such as for a book sale or a birthday. If your event does not last all day, tap the toggle off to gray.

When the toggle is turned on (green), the start and end date of the event defaults to the same day. Also note that the date of the event defaults to the current date, unless you tapped a specific day on the calendar before tapping the “+” button. To change the date, tap the date and select the desired date from the calendar picker. Tap the date again once you are finished to dismiss the calendar picker.



*If the all-day toggle is turned on (green), tap the date and a calendar picker will be displayed.*

When the toggle is turned off (gray), you can provide the start and end time of the event in addition to the start and end date of the event. Tap the time to change it. Each part of the time

(hour, minutes, and AM/PM) is a separate scrolling field. Swipe up or down on the numbers to select your event time. Tap the time again once you are finished to dismiss the time picker.

The screenshot shows the 'New Event' form on a mobile device. At the top, there are three buttons: 'Cancel' (red), 'New Event' (black), and 'Add' (red). Below these is the 'All-day' toggle, which is currently turned off (gray). The 'Starts' section shows the date 'May 4, 2022' and the time '12:00 PM'. A time picker is displayed below the 'Starts' time, showing a grid of hours and minutes. The time '12:00 PM' is highlighted. Below the time picker is the 'Time Zone' field, which is set to 'Cupertino' with a chevron icon. The 'Ends' section shows the date 'May 4, 2022' and the time '1:00 PM'. Below the 'Ends' section is the 'Repeat' field, which is set to 'Never' with a chevron icon. At the bottom is the 'Travel Time' field, which is set to 'None' with a chevron icon. The bottom of the form has a 'Calendar' section with a blue dot and the text 'Home' with a chevron icon.

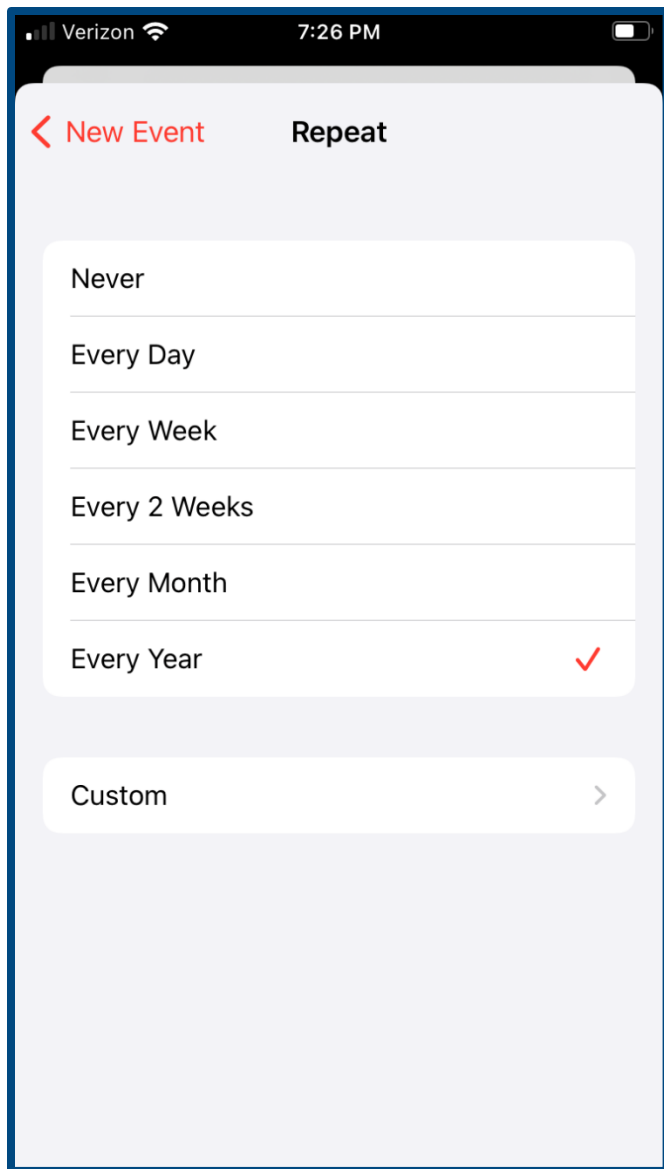
*If the all-day toggle is turned off (gray), tap the time and a time picker will be displayed.*

Another important field is the repeat field. If the event you are adding repeats, such as for a birthday every year, you can customize the repeat field to list the event on the same day every year. You will then not have to recreate the event every time it occurs. Tap the repeat field to customize it.

The screenshot shows a mobile app interface for creating a new event. At the top, there's a status bar with 'Verizon' and '12:50 PM'. Below it, a header bar has 'Cancel' on the left, 'New Event' in the center, and 'Add' on the right. The main content area has several sections: a title field with 'Book Sale', a location field with 'Public Library' and a close button, an 'All-day' toggle switch that is turned on, 'Starts' and 'Ends' date pickers both set to 'May 4, 2022', a 'Repeat' field with a blue border and a 'Never >' option, a 'Calendar' section with a 'Home >' option, an 'Invitees' field with a 'None >' option, and an 'Alert' section with 'On day of event (9 AM) >' and 'Second Alert' with '1 day before (9 AM) >'. A blue arrow points upwards to the 'Repeat' field.

*Tap the “Repeat” field to specify events that repeat.*

You will be presented with several options for the frequency of the repeated event. The repeat options are the same regardless of whether your event lasts all day or only for part of the day. Select the repeat option that best fits with your event. You can also customize the frequency of repetition by using the “Custom” option if the provided options are not suitable. In the following screenshot, the user selected the “Every Year” option. Selecting an option will return you to the event creation screen.



*The user selected the “Every Year” repeat option for their event.*

You can also set an alert for the event in the alert section. Alerts will send a notification to your phone before the event occurs as a reminder for you. Tap the “Alert” option and select the desired alert time from the provided options.

Verizon 12:50 PM

Cancel New Event Add

Book Sale

Public Library

All-day ☒

Starts May 4, 2022

Ends May 4, 2022

Repeat Never >

Calendar • Home >

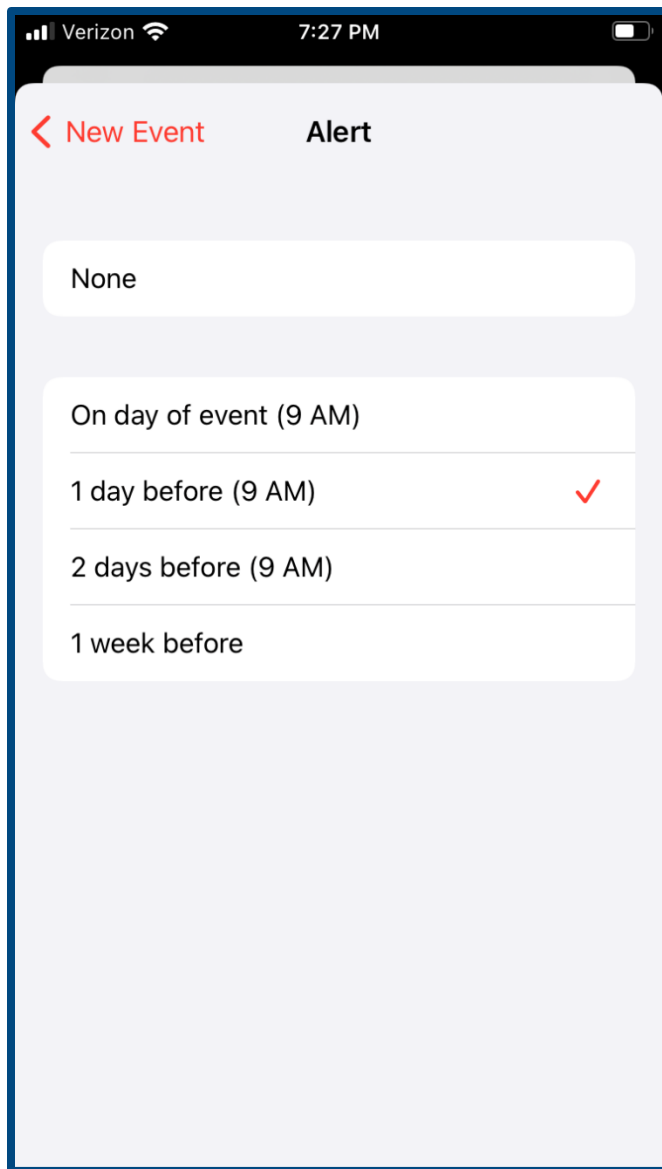
Invitees None >

Alert On day of event (9 AM) >

Second Alert 1 day before (9 AM) >

*Tap the “Alert” field to add an alert for your event.*

Note that different alert options are available depending on whether your event lasts all day or only for part of the day. The following screenshot shows the options for an all-day event. Once you select your desired alert option, you will be returned to the event creation screen.



*The alert options for an all-day event. The user has selected “1 day before (9 AM)” as their desired alert.*

You can also add a second alert, such as if you want an alert one day before and one hour before the event. Tap the “Second Alert” option and you will be given the same provided options as described previously.



The screenshot shows a mobile app interface for creating a new event. At the top, there's a status bar with 'Verizon' and '12:50 PM'. Below it, a header bar contains 'Cancel', 'New Event', and 'Add' buttons. The main form has several sections: a title field with 'Book Sale', a location field with 'Public Library', an 'All-day' toggle switch, 'Starts' and 'Ends' date pickers both set to 'May 4, 2022', a 'Repeat' dropdown set to 'Never', a 'Calendar' dropdown set to 'Home', and an 'Invitees' dropdown set to 'None'. At the bottom, there's an 'Alert' section with two entries: 'Alert On day of event (9 AM)' and 'Second Alert 1 day before (9 AM)'. A blue arrow points to the 'Second Alert' entry, which is also enclosed in a blue rectangular border.

*Tap the “Second Alert” field to add a second alert for your event.*

If you would like to discard all your event changes without saving them, tap the “Cancel” button in the top left corner. Otherwise, once you are satisfied with your event, tap the “Add” button in the top right corner to add the event to your calendar.

Verizon 12:50 PM

Cancel New Event Add

Book Sale

Public Library

All-day ☒

Starts May 4, 2022

Ends May 4, 2022

Repeat Never >

Calendar • Home >

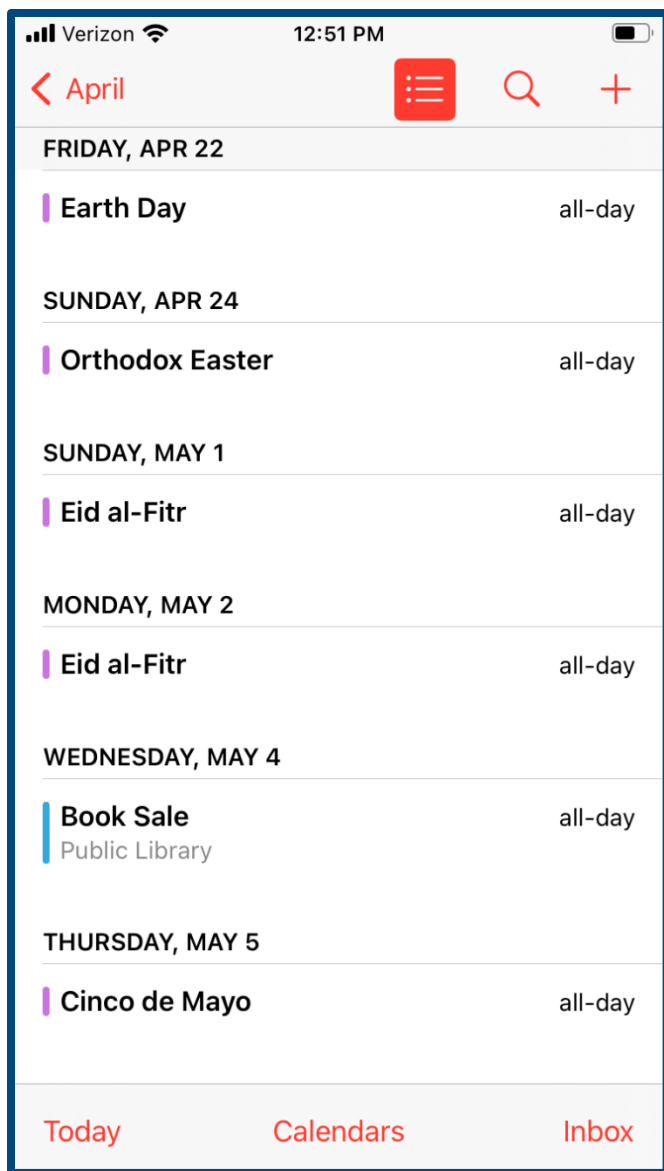
Invitees None >

Alert On day of event (9 AM) >

Second Alert 1 day before (9 AM) >

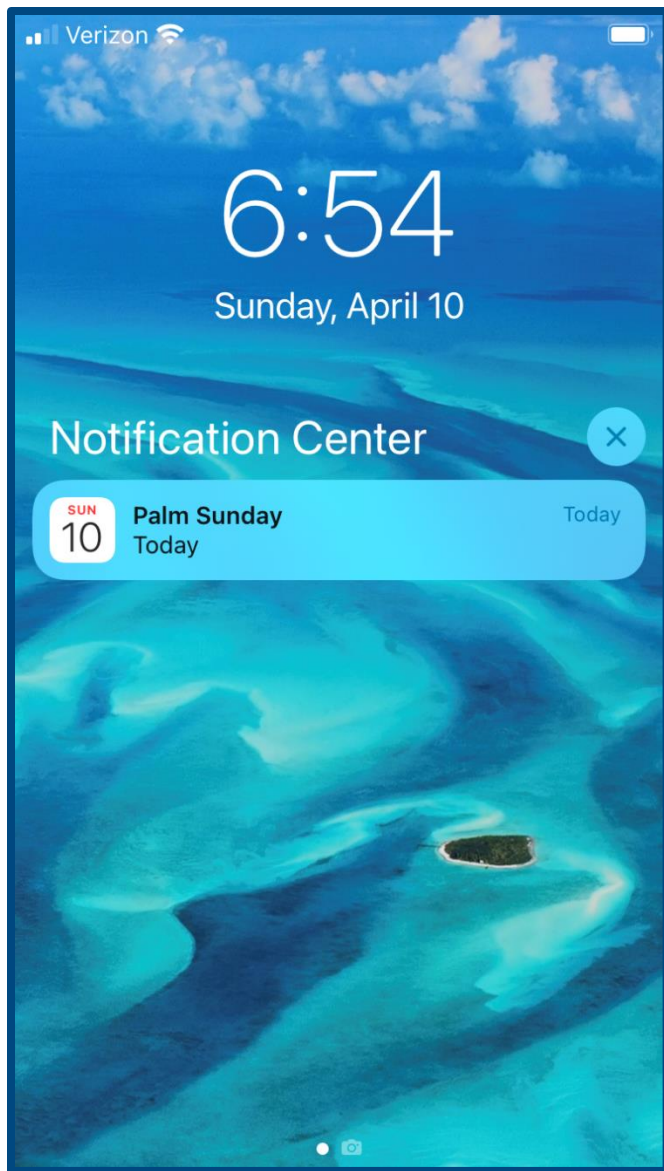
*Tap the “Cancel” button to discard your changes or tap the “Add” button to add your event.*

You should now be able to see your event on the calendar, either as a dot in the monthly view or the name of the event in the daily list view.



*The new “Book Sale” event on May 4 can be seen in the daily list view.*

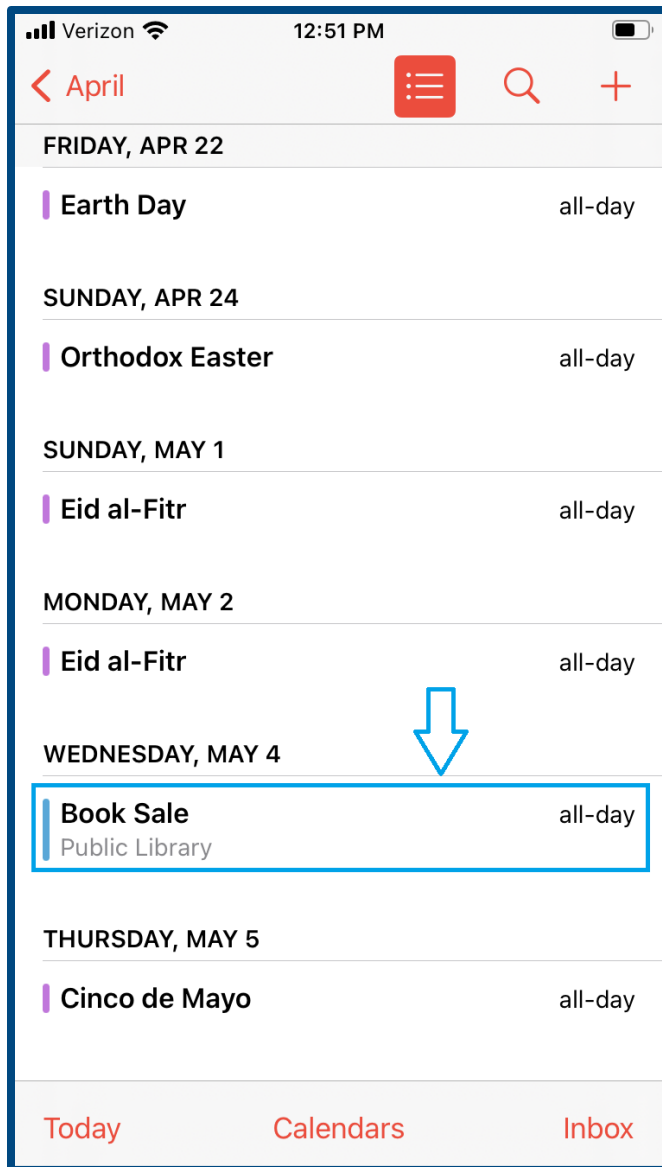
When an event has been added to your calendar, the event will appear as an alert notification on your phone’s lock screen on the day of the event. To view the event, if you are logged out of your phone, swipe up on your lock screen and a small box will display your event in the Notification Center. If you are logged into your phone, swipe down from the top of the screen and the same Notification Center will be displayed. The following screenshot is an example of an alert notification for a holiday in the lock screen’s Notification Center.



*An event alert in the lock screen's Notification Center about the holiday Palm Sunday.*

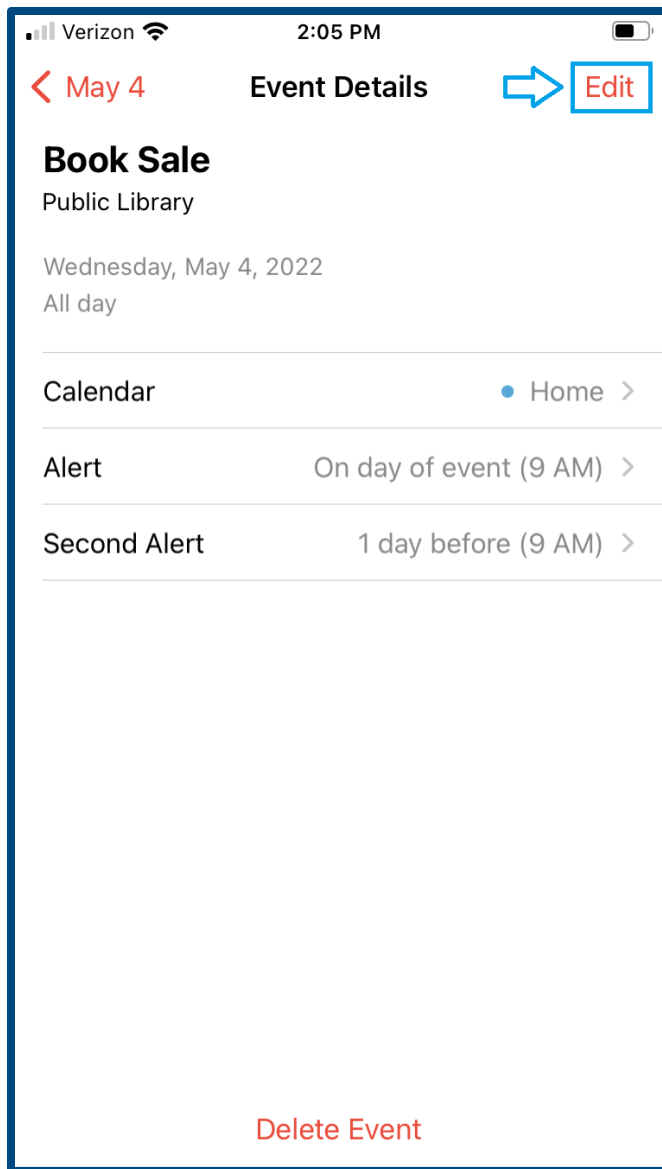
## Part 4: Editing an Event

To edit an event, tap the event on the daily list view you want to edit.



*First tap the event you want to edit.*

You will be directed to a screen that displays the event's details. Then tap the "Edit" button in the top right corner of the screen.



*Tap the “Edit” button in the top right corner to edit the selected event.*

You will be given the same fields as when you added a new event. Tap the options you want to edit. See the previous section, “Part 3: Adding a New Event,” to review some of the options you can edit. In the following screenshot, the user changed the day of the book sale from May 4 to May 5.

Verizon 2:07 PM

Cancel Edit Event Done

Book Sale

Public Library

All-day ☒

Starts May 5, 2022

Ends May 5, 2022

Repeat Never >

Calendar • Home >

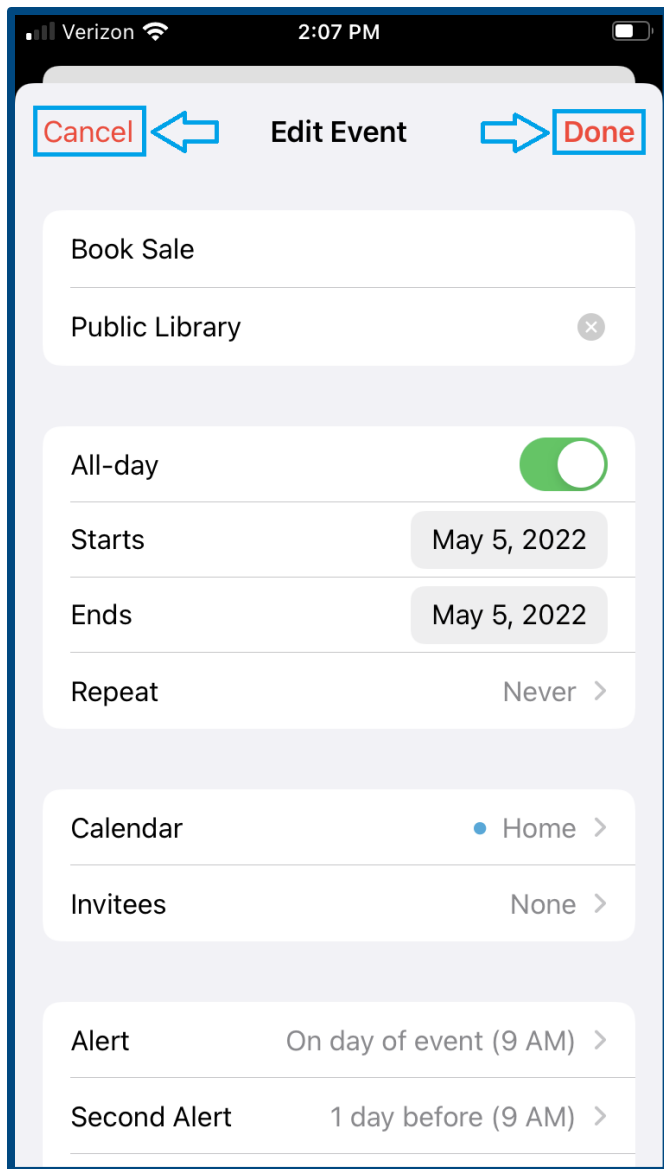
Invitees None >

Alert On day of event (9 AM) >

Second Alert 1 day before (9 AM) >

*Given the same options for editing an event, the user changed the date from May 4 to May 5.*

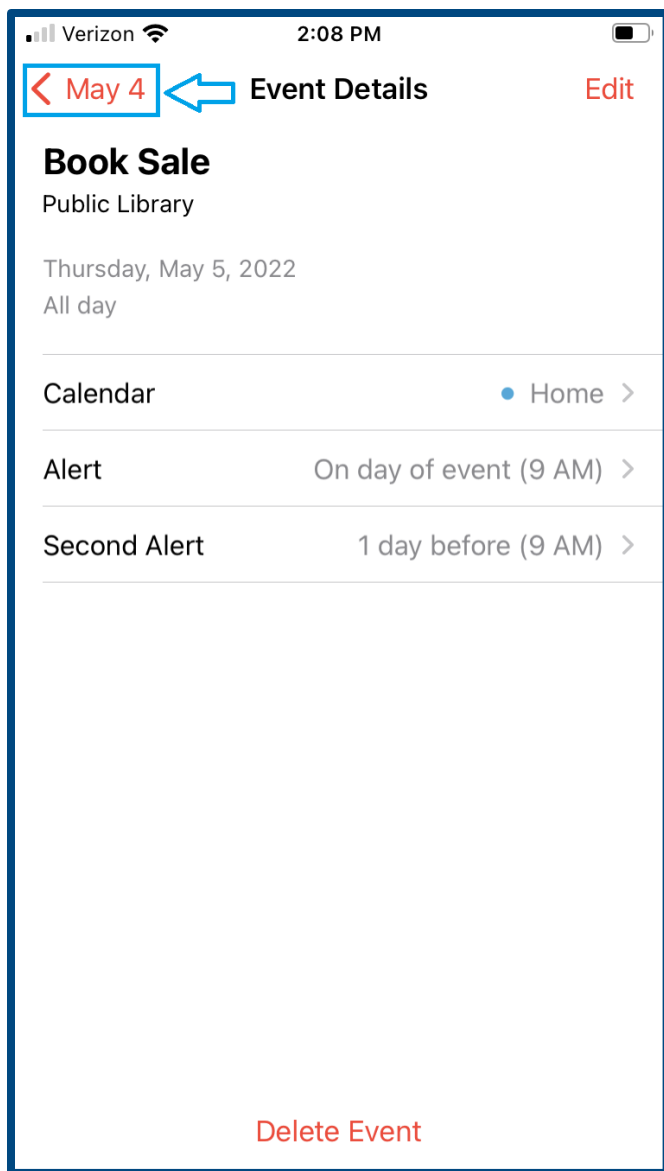
Once finished, tap the “Done” button in the top right corner to save your edited event. Note that repeating events will ask if you want to save your changes for future events. Tap this option to confirm your changes. If you want to discard all your edited changes, tap the “Cancel” button in the top left corner.



*Tap the “Cancel” button to discard your changes or tap the “Done” button to add your changes to the event.*

You will be redirected back to the event detail screen and should see the new changes to the event. To return to the daily list view of events, tap the button that shows the date with a “<” in the top left corner of the screen.

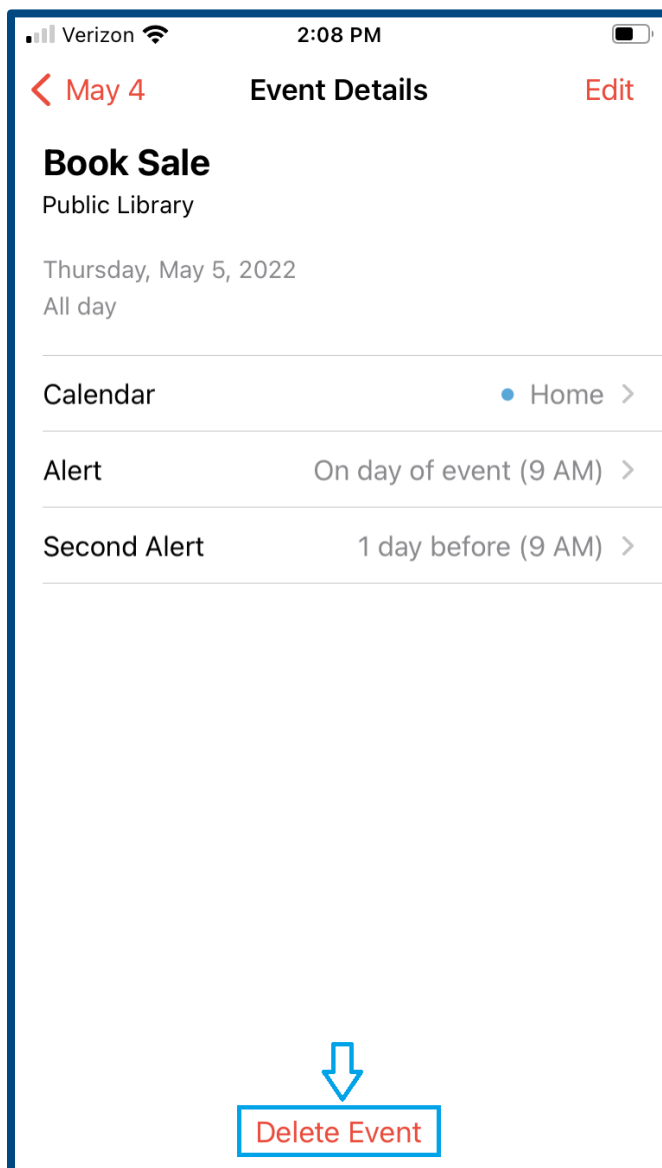




*The book sale date has been changed from May 4 to May 5. Tap the date button in the top left corner to go back to the daily list view.*

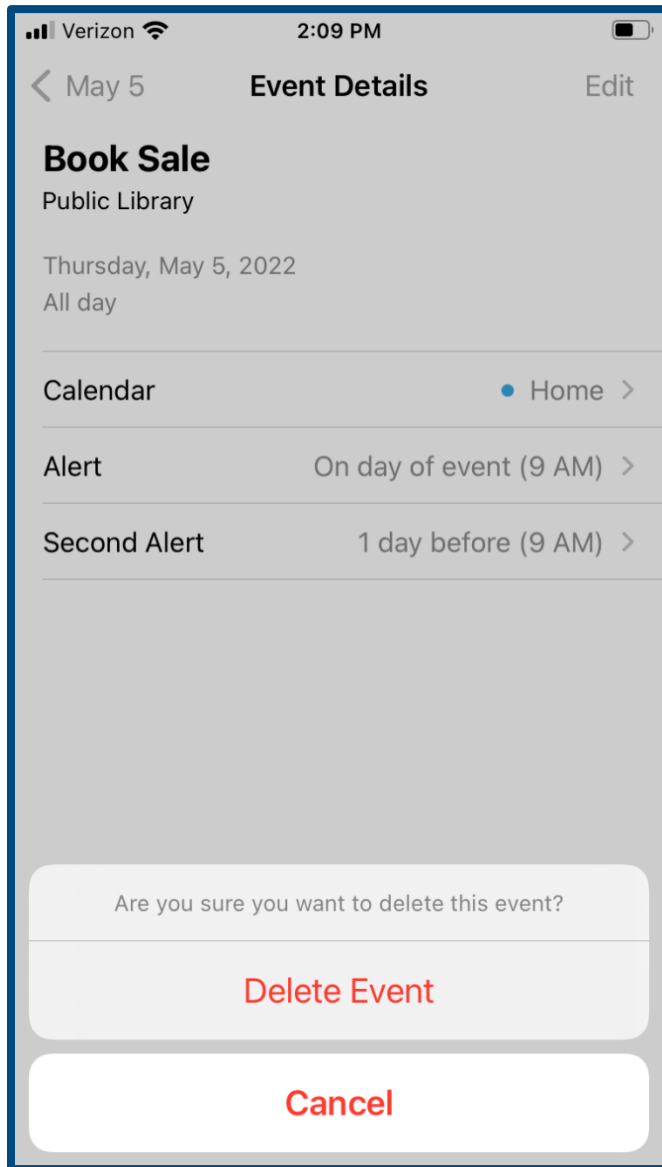
## Part 5: Deleting an Event

There are two ways to delete an event in the daily list view. For the first way, tapping the event will bring up a screen that shows the event's information. At the bottom of the screen is a "Delete Event" button. Tap this button and you will be asked if you are sure you want to delete the event.



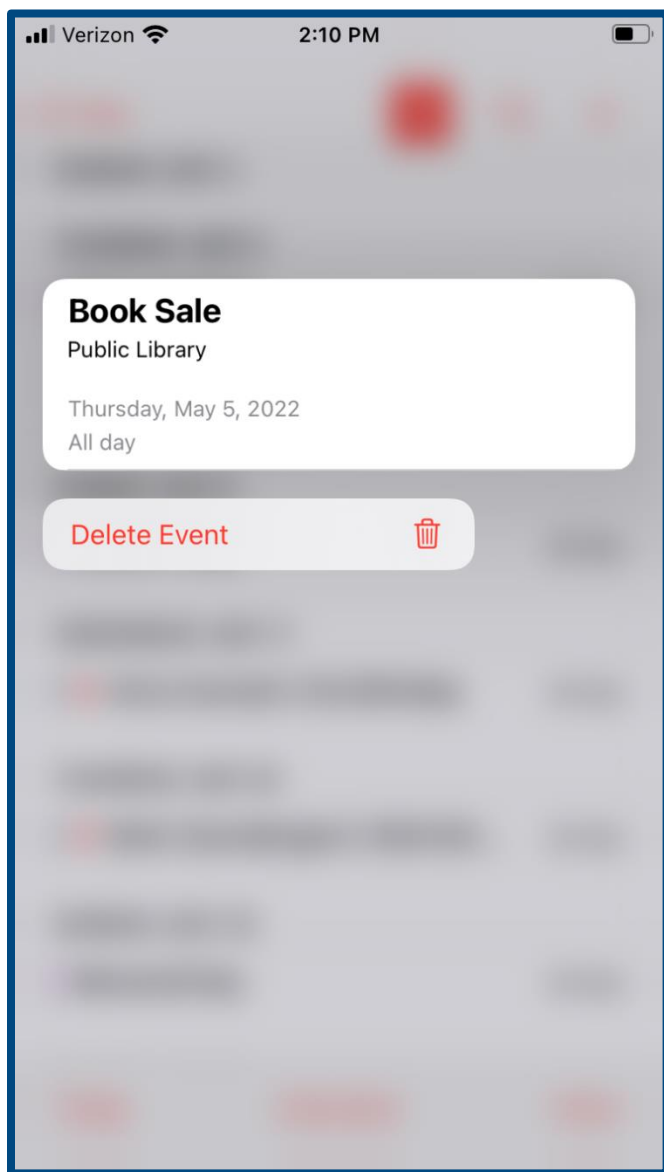
*Tap the "Delete Event" button on the event detail screen.*

Tap “Delete Event” to confirm your deletion or tap “Cancel” to return to the event detail screen.



*To delete the event, tap “Delete Event.” Otherwise, tap “Cancel.”*

The other way to delete an event in the daily list view is to tap and hold the event’s name. The event will be focused against a blurry background and will have a “Delete Event” button below it. Tap the “Delete Event” button to delete your event. If you do not want to delete the event, tap anywhere on the blurry background and the event pop-up will disappear without deleting the event.



*Tap the “Delete Event” button to delete the event. Otherwise, tap the background to cancel.*

Note that if you have an event that is repeating, you will be asked if you want to delete the selected event only or delete all the future repeating events. Make sure to choose your desired option carefully.

You have reached the end of the iOS Calendar App Tutorial.