Change Status (Public/Private)

From the Dashboard or Menu:

1. Select 'Event Calendar'.

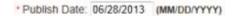


To make an event **public** and display it on your App's event calendar:

2. Select the radio button by the event you wish to publish.



- 3. Select 'Publish' on the right.
- 4. Choose the date you would like it published.



- 5. Click 'Update'. Update
- 6. It will now display on your App.

To make an event private:

1. Select the radio button by the event you wish to hide.



- 2. Select 'Unpublish' on the right.
- Z Unpublish
- 3. Click 'OK'.