





## Print Event



From the Dashboard or Menu:

1. Select 'Event Calendar'. 
2. Select 'Preview Calendar' on the right  and your event calendar will display.

### To print the event calendar:

3. Click 'Print'  in the upper right corner of the event calendar and a print window will open.
4. Click 'Print'. 

### To print an event:

1. Click on the event title displayed on the calendar  and the details will display.
2. Click 'Print'  in the upper right corner and a print window will open.
3. Click 'Print'. 