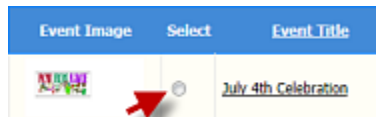## Change Status (Publish/Private)

From the Dashboard:

1. Select the icon you chose for the Event Calendar.

To **publish** your event/calendar:

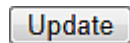2. Select the radio button by the content you wish to publish.

3. Select 'Publish' on the right.

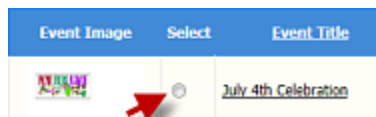4. Choose the date you would like it published.

5. Click 'Update'.

6. It will now display on your App.

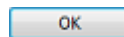To make your event **private**:

1. Select the radio button by the content you wish to make private.

2. Select 'Private' on the right.

3. Click 'OK'.

4. The content will no longer display on your App