

## 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.

\* Publish Date: 06/28/2013 (MM/DD/YYYY)

5. Click '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.



3. Click 'OK'.

