

## Hillcrest PCA: Calendar Management Help

This website uses the [My Calendar](#) WordPress plugin. Everything you need for managing the calendar is available on the [plugin's Add/Edit Events Page](#).

To **add an event**, just fill in the event information and click the *Save Event* button. At a minimum you must enter the *Event Title*, *Start Date*, and *Time*. Optionally, you can fill in the *Recurring Events* and *Event Location* sections if needed.

To **edit an existing event**, scroll to the bottom of the page to find the event you want to edit. Click the *Edit* link in the right-most column. The page will be refreshed with the event's data. Make your changes to the event information and click the *Save Event* button.

To **delete an event**, scroll to the bottom of the page to find the event you want to delete. Then click the *Delete* button in the right-most column. Finally, confirm the delete request.

All changes you make on the [plugin's Add/Edit Events Page](#) will be displayed automatically on the [main calendar page](#) and in the upcoming events sidebar widget on all of the other pages. **Be sure to check the website to be sure that any changes you make are displayed correctly.**